

Answers to MCOB students' "Frequently Asked Questions"

All students will register on the new PAWS website. Always check all course prerequisites in the course descriptions on the online bulletin before signing up. (Core Prerequisites are also a download at www.mcob.usouthal.edu)

All course overrides will be the decision of the Chair of the Department in which the course is taught.

www.mcob.usouthal.edu - Official Mitchell College of Business website where all MCOB curricula, forms for download and student information are posted for students and faculty.

Official Advising occurs during the months of November and April. You can find your Faculty Advisor's name listed on the Student Services' Bulletin Board located in the hall outside the **Office of Student Services**, MCOB 110.

Required Courses to Declare a Major - All Business students are listed as "Business Administration" majors until they complete the Required Courses to Declare a Major, which includes EH 101-102, CA 110, MA 120, BUS 245-255, CIS 250, ACC 211-212, ECO 215-216. After finishing these courses, the student should officially declare a major in MCOB 110. Please note an overall **GPA of 2.0** is required to declare your major.

Residency Requirement - **32** hours of 300-400 level business courses must be taken at USA (11 courses)

Full time student - enrolled in at least 12 semester hours - (need 15 if on USA scholarship)

Regular students - limited to 19 hours / need Dean's approval to register for more hours

F-1 Visa foreign students - must take 12 semester hours each semester to stay in status. New foreign students must have ESL courses on their schedule if any ESL courses are required.

Hours needed to graduate - 128 semester hours

Junior College Hour Limitation - Only 64 semester hours will transfer from two year schools

EH 101 Exemption - need ACT English score of 27, SAT Verbal of 550 or 3 on AP (Students who enter the University Spring Semester 2005 and thereafter will be exempt from EH 101 with a 4 or higher on AP.)

University Writing Requirement - EH 101, 102, **and** two courses designated in the schedule as **(W) Writing** courses **(taken at USA)** are required for graduation

DS and ESL courses do NOT meet degree requirements for graduation.

Final Grade Change - students have one calendar year to get a grade changed

Final Grade Grievance Policy - Procedure to follow and details are located in the **Lowdown**

Probation - Students with less than 2.0 GPA (restricted to no more than 13 semester hours)

Suspension - A student is suspended for one term for low grade point average

Dismissal – After a student has been out on suspension for one term (fall or spring) for not meeting the minimum GPA, the student will be dismissed for one calendar year. (See Current Bulletin – Academic Policies and Procedures)

Academic Bankruptcy - Student is allowed to start academic work over at USA with a GPA of 0.0, however all course work remains on the transcript (Student must be out of school one year before applying for Academic Bankruptcy)

Complete Withdrawal - If you leave school for any reason, **always** go by or call the Dean's Office and completely withdraw from school. Don't just leave and get all "F" grades.

Transient Approval - prior permission needed to take courses at another institution (download form at www.mcob.usouthal.edu)

Family Educational Rights and Privacy Act of 1974 - No information other than directory information may be released to anyone outside the University without the consent of the student.

Graduation Ceremonies - held in May and December in the Mitchell Center

May 23, 2005