



**THE UNIVERSITY of
MISSISSIPPI**



School of Business Administration Undergraduate Student Services

Student Handbook Academic Year 2016-2017



Dear Ole Miss Business Student,

Welcome to the University of Mississippi School of Business Administration! We are pleased that you have selected a degree program that is in high demand among recruiters and can prepare you for a lasting career in a variety of professional industries. Throughout your time with us we will continue to uphold our standards of high-quality classroom education, comprehensive professional development services, and holistic, attentive academic advising. We also offer the opportunity for students to join business student organizations; some of which are generalist, and others are more focused on particular majors and industries. These student organizations are a way for students to engage in guest speaker sessions, networking events, conference travel, more personal working relationships with School of Business faculty, and to hone leadership skills through officer positions. Whether your career goal is to be a part of the executive leadership team of a Fortune 500 company, to start and lead your own business or non-profit organization, or to pair business with another specialty for work in a “non-business” industry such as nursing or the arts, our portfolio of educational, as well as personal and skills development opportunities, can move you further down that path. Hotty Toddy!

Sincerely,

Danielle Ammeter, Assistant Dean

Beth Whittington, Assistant to the Dean

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School of Business Administration Leadership

Dr. Ken Cyree, Dean

Frank R. Day/Mississippi Bankers Association Chair of Banking
Professor of Finance

Dr. Del Hawley, Senior Associate Dean

Associate Professor of Finance

Dr. Danielle Ammeter, Assistant Dean for Undergraduate Programs

Instructional Assistant Professor of Management

Dr. Robert K. Robinson, Chair, Department of Management

Michael Starnes Professor of Management

Dr. Bonnie Van Ness, Chair, Department of Finance

Holder of Otho Smith Professorship in Finance

Dr. Scott Vitell, Chair, Department of Marketing

Phil B. Hardin Chair of Marketing

Dr. Milam Aiken, Chair, Department of Management Information Systems

Professor of MIS

Ms. Beth Whittington, Assistant to the Dean for Undergraduate Programs

School of Business Administration Mission & Accreditation

Mission

Our mission is to produce value for our constituents by creating and disseminating business knowledge through high-quality scholarship, teaching, and service while prudently managing our resources. We are efficient, effective, and focused on enhancing the market value of our diverse student body and the degrees that we award.

The community of learners in the University of Mississippi's School of Business Administration is committed to creating value through:

- Offering a curriculum that enriches important business fundamentals with topics such as ethics, leadership, and entrepreneurship.
- Utilizing current pedagogical methods and student-centered techniques to provide outstanding educational value to our students.
- Enhancing career and advising support for our students.
- Ensuring accessibility to education for diverse and non-traditional students.
- Creating and maintaining value-adding relationships with stakeholders in the external community.
- Engaging our stakeholders to provide support for high-impact research and for recruiting and retaining high-quality faculty.
- Encouraging our students to gain global knowledge and experience through internships and study-abroad relationships.

Accreditations

AACSB International (Association to Advance Collegiate Schools of Business)

<http://www.aacsb.edu/>

We are fully accredited by AACSB, the most recognized and valued global accrediting body for schools of business and accounting. We meet rigorous standards in management of resources, faculty/instructor qualification, curricular excellence, and engagement, innovation and impact for all stakeholders (e.g., students, alumni, recruiters, University, community, state of MS).

SACS (Southern Association of Colleges and Schools)

<http://www.sacs.org/>

SACS is a regional accreditation and we participate with the University as a whole to maintain full accreditation. SACS accreditation focuses on curricular excellence, student achievement, and programmatic goals and improvement.

Academic Integrity & Conduct

Statement of Academic Integrity

The School of Business Administration upholds honor and academic integrity in all of its teaching, research, and service activities. All business faculty, staff, and students are charged with the responsibility to behave with personal integrity and to refrain from dishonorable conduct.

University Creed

The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment.

As a voluntary member of this community:

- I believe in respect for the dignity of each person
- I believe in fairness and civility
- I believe in personal and professional integrity
- I believe in academic honesty
- I believe in academic freedom
- I believe in good stewardship of our resources
- I pledge to uphold these values and encourage others to follow my example

UM School of Business Code of Ethics

The School of Business Administration at the University of Mississippi seeks to promote the highest level of ethical standards among its graduates. Pursuant to that end, graduates are expected to follow the norms and standards established by their individual professional organizations in terms of their responsibility toward all stakeholders such as customers, employees, investors, suppliers, channel members, regulators and society as a whole. Accordingly, they are obligated to familiarize themselves with the professional standards of their particular discipline. The following code of ethics is, therefore, established as an addition to the standards of each individual's professional organizations.

Graduates of The School of Business Administration, University of Mississippi should:

- Be forthright and truthful in dealings with stakeholders by serving the best interests of all of the organization's stakeholders including society as a whole.
- Serve as a model of ethical decision-making to others, and always set and exemplify the highest standards of ethical behavior.

- Seek to do no harm, but when they make a mistake, admit it quickly and not try to conceal it.
- Conduct all business in good faith.
- Accept the consequences of their decisions, and take professional responsibility for individual decisions and actions.
- Recognize the basic dignity of all stakeholders by treating others as they would wish to be treated.
- Comply with all the applicable laws and regulations of society and of one's profession.
- Act as society's stewards in facilitating and executing efficient and effective commercial transactions.
- Always execute their professional duties to the best of their capabilities.
- Fulfill their philanthropic and societal responsibilities to stakeholders.

It is important for Graduates of the University of Mississippi, School of Business Administration to adhere to the principles of this code and encourage adherence by others as well.

Standards of Honesty

The university is conducted on a basis of common honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information to the university are regarded as particularly serious offenses. Disruptive behavior in an academic situation or purposely harming academic facilities also are grounds for academic discipline.

Disciplinary Procedures

In the College of Liberal Arts and in the Schools of Accountancy, Applied Sciences, Business Administration, Education, and Journalism, faculty members handle cases of academic dishonesty in their classes by recommending an appropriate sanction after discussion with the student. Possible sanctions include: failure on the work in question, retake of an examination, extra work, grade reduction or failure in the course, disciplinary probation, or suspension or expulsion from the university. An appeals process is available to the student. A more complete statement concerning definitions, offenses, penalties, and grievance procedures may be found at <https://secure.olemiss.edu/umpolicyopen/index.jsp> .

The Schools of Law, Pharmacy, and Engineering deal with disciplinary infractions through their student bodies, which maintain Honor Code systems.

Reminder of Important University Academic Regulations

Complete undergraduate academic regulation information, as well as web links to offices such as the Registrar and Bursar, can be found in the many sections of the undergraduate academic catalog. All undergraduate students are expected to thoroughly read the catalog sections that pertain to them. Here we will highlight the general academic information we believe is most pertinent. Assisting undergraduates successfully move through their academic careers is a joint effort between many campus offices (Center for Student Success & First Year Experience, SOBA Advising, Registrar, Bursar, Study Abroad....), and that joint effort involves YOU, the student, to engage and follow up on advice and recommendations.

Undergraduate Catalog:

Homepage: <http://catalog.olemiss.edu/>

Academic Regulations: <http://catalog.olemiss.edu/academics/regulations>

School of Business Administration: <http://catalog.olemiss.edu/business>

**Make sure you view the catalog that applies to the year you began courses.*

Advising and Student Responsibility

The university provides an academic advising system that encourages each student to consult with an academic advisor prior to each registration period. The advisor's role is to assist the student in making course selections and to approve the student's schedule. The student, however, bears the ultimate responsibility for making appropriate choices when scheduling classes, including schedule changes made during the drop-add period. Although colleges, schools, and departments may monitor the final class schedule of students in their respective programs, the student also bears the ultimate responsibility for meeting all degree requirements. Where there is doubt concerning requirements, authoritative information may be obtained from the School of Business Administration advising office (Undergraduate Student Services in Holman 220).

Course Registration

Information on how to register for classes is provided within the myOleMiss system. Written and video instructions may be found at:

<http://www.olemissbusiness.com/current/undergraduate/advising/oas/oasvideos.html>

Continuing students may register online by using their WebID through the myOleMiss portal. Online class schedules for an upcoming semester are available approximately two weeks prior to the beginning of priority registration. To release your advisor hold, you need to submit a proposed schedule in the SOBA Online Advising System (OAS) (see p 20). The time when a student may begin registration varies for different categories of students (e.g., number of completed credit hours, those who complete all teacher evaluations, honors, etc.). Students accept the responsibility for maintaining acceptable grades and for the payment of fees at the time they register.

Late Registration

Students who do not register before classes begin have until the last day to register, which is the 10th day of classes of a regular semester, to complete the process. During this period, a late registration fee will be assessed. No student will be permitted to register for classes after the last day to register without a serious and compelling reason approved by the dean of the student's school or college. In no case may a student register after the last regular class day in any semester.

Drop-Add Procedures

Students may add courses, using the myOleMiss portal, through the fifth day in which classes meet during a regular semester. After the fifth day, students must have the approval of the instructor in the course. The School of Business uses paper add forms. If the instructor signs the add form, students must take the form to the undergraduate advising office (Holman 220) to get added to the class *if there is a physical seat available* (instructors won't always know this). After the 10th day of classes (the last day to register), courses may be added only under extraordinary circumstances approved by the Assistant to the Dean, and a small fee will be assessed per added course. In no case may a student add a class after the last regular class day in any semester.

A student may drop any course, using the myOleMiss portal, until the course withdrawal deadline, which is the 30th day in which classes meet during a regular semester. However, after the 10th day of classes a small fee will be assessed per dropped course. No indication of enrollment in a course properly dropped will be shown on any University of Mississippi record.

Prerequisites

Many courses have prerequisites, which are listed in the Courses of Instruction part of the undergraduate catalog, as well as linked to the particular course in the term-by-term schedule of courses. A student may not take a course unless these prerequisites have been met. Exceptions can only be made in special cases with the prior consent of the instructor, the department chair, and the undergraduate advising office.

In a continuous course sequence (such as Writ 101, 102 or Math 261, 262, 263, 264), the prior courses are prerequisite to the subsequent courses unless otherwise stated. Thus, a student who has failed one semester of a continuous course sequence may not take a subsequent course in that sequence until the failed course has been passed. In the case of modern language sequences (such as Span 101, 102, 201, 202), a student may begin at any level but then must take any subsequent courses in order.

Full-time Course Load and Maximum Course Load

Full-time enrollment at the undergraduate level and maximum course load are defined in the chart given below:

Registration Period	Full-time Hours	Maximum Course Load
Fall	12-18	21
Winter Intersession	3	4
Spring	12-18	21
May	3	4
Full Summer	12	14
First Summer	6	7
Second Summer	6	7
August Intersession	3	4

This definition does not depend on the mode of course delivery or the location of the course. Students are advised not to take more than 18 hours without a compelling reason and a cumulative GPA four-tenths of a point above 2.0 for each extra hour desired (i.e., 19 hours = 2.4 GPA; 20 hours = 2.8 GPA; 21 hours = 3.2 GPA). **To register for more than 18 hours, a student must seek permission from the Assistant to the Dean in the undergraduate advising office (Holman 220).

Late Withdrawal from a Course

After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the Assistant Dean and Assistant to the Dean. Unacceptable reasons for late withdrawal include dissatisfaction over an expected grade, not having “been told” by an advisor that the course is difficult, or a change in a student’s degree program or major. In no case may a class be dropped after the last regular class day in any semester, session, or term. Courses dropped after the course withdrawal deadline will still appear on the student’s official transcript. The W mark will be recorded if the student is passing the course at the time of withdrawal; the F grade will be recorded if the student is failing. NOTE: A late course drop may be approved by the undergraduate advising office, but the instructor could still record an F grade, which will have negative GPA consequences.

Withdrawal from the University

A student who wishes to withdraw from the university (i.e., withdraw from all courses) during the course of a semester, intersession, or summer term can withdraw online at myOleMiss.edu or can provide written notification via fax, mail, or in person to the Office of the Registrar. Appropriate university offices (Student Housing, Financial Aid, Bursar, ID Center, Library, and Academic Dean) will be notified of the withdrawal. Full refunds of tuition and fees (minus a processing fee) are given for withdrawals during the first 10 days of classes of a regular semester (or the third day of classes in a summer semester), and no refunds are given after the 10th day of classes. Students who withdraw must later apply for readmission if not enrolling for the subsequent term.

Please refer to the “Academics- Registration” section of the UM Academic Catalog for undergraduates for more details regarding withdrawal from the university.

<http://catalog.olemiss.edu/academics/regulations/class-registration>

Class Attendance

The philosophy of the institution is that students who attend class learn more than those who do not attend regularly and that grades are a reflection of learning. Instructors are encouraged to take attendance, and **students in the SOBA who do not attend classes for which they are registered during the first week of classes may be automatically dropped.** If you are ill or have an emergency during the first week of class, you must contact all of your instructors in an effort to prevent being dropped.

Grading Scale

Passing Grades	Failing Grade	Other Marks
A Excellent	F Failure	I Incomplete
B Good		IP In Progress
C Satisfactory		W Withdrawn
D Lowest passing grade	X Audit	
P Pass		
<u>Z Credit granted</u>		

Grade Points and GPA

The grade-point average (GPA) is computed by dividing the number of A, A-, B+, B, B-, C+, C, C-, D, F-graded hours attempted at the University of Mississippi into the total number of grade points earned at the university. Grade points per credit hour are assigned as follows: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D = 1.0; F = 0. For the purpose of certain prerequisites and degree requirements, a B average and C average are defined as a GPA of 3.00 and 2.00, respectively, unless a more specific requirement is indicated. Independent study courses are not included in the semester-based GPA calculation.

A GPA calculator can be found here: <http://www.olemiss.edu/academics/gpacalc.html>

Please refer to the “Academics- Credits & Grades” section of the UM Academic Catalog for undergraduates for more details regarding individual grades and their meaning.

<http://catalog.olemiss.edu/academics/regulations/credit>

See page 16 for GPA requirements to declare a major in the SOBA

See page 21-22 on SOBA GPA requirements to graduate

Change of Grade

A course instructor may change a reported grade only if the original grade was incorrectly assigned due to clerical or computational error, or if a student meets the requirements for the removal of an I mark. It is recommended that you challenge a final grade as soon as possible (start with the instructor), to avoid any negative consequences with the Bursar or the Registrar.

Grade Appeals Process

Undergraduate students at The University of Mississippi have a clearly defined avenue for appealing the assignment of a final course grade that he/she believes was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. Below are the steps with possible resolution at any stage.

Step 1: Informal consultation with faculty member within 30 days of final grade posting.

Step 2: Appeal to Department Chair in writing within 7 days following the end of Step 1
The Department Chair has 15 calendar days from receipt of appeal to respond.

Step 3: Appeal to Dean in writing (copy the Department Chair) within 7 days following the end of the 15 day time period of Step 2.

The Dean activates Grade Appeal function in myOleMiss portal for student, instructor, Department Chair and Dean, with emails to each explaining that they are able to upload the basis of the appeal and supporting documentation.

The Department Chair must upload pertinent material within 5 days of receipt of email

The Dean must render a written decision within 15 days of receipt of appeal

Step 4: Appeal to Academic Appeals Committee to review the case in writing via the myOleMiss portal within 15 days of Dean's decision. Either the student or instructor may appeal.

Academic Appeals Committee will review the materials and make a recommendation

Step 5: Vice Chancellor for Academic Affairs will review the recommendation and render a final decision.

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's participation in a course. Factors upon which the final grade may be based include: attendance; recitation and class participation; written, oral, and online quizzes; reports; papers; examinations; and other class activities. There is a presumption that the instructor who has conducted the course is professionally competent to judge the student's work, and in the absence of convincing evidence to the contrary, has evaluated it fairly. In all cases, the complaining student shall have the burden of proof with regard to all allegations in his/her complaint and in his/her request for review or hearing

You may review the entire policy and procedure at:

<http://catalog.olemiss.edu/academics/regulations/grade-appeal-policy>

Repeating a Course

With the exception of courses that are specifically indicated to be repeatable for credit, students may repeat courses taken at the university according to the following requirements:

- The first or prior courses must have been completed with a grade of B-, C+, C, C-, D, F, Z or P;
- A course with an Incomplete grade cannot be repeated;
- A lower-division course may be repeated twice (e.g., three attempts) and an upper-division or graduate course may be repeated once; exceptions to these numbers of attempts must be approved by the chair of the department controlling the course;
- Letter grades for all attempts will appear on the student's permanent academic record and will be calculated into the student's cumulative GPA (unless the Forgiveness Policy is invoked for the course);
- Credit toward a degree will be granted only once;
- If a student passes a course at the university and then fails the course on a repeated attempt, the passing attempt will apply to degree requirements.

The Grade Forgiveness Policy

An undergraduate student may improve his or her overall GPA by repeating a maximum of four courses (not to exceed 12 credit hours) in which the student received a grade of C-, D or F and requesting that the repeat grade be the only one counted in the GPA calculation. The repeat must be in the same course and must be taken at the University of Mississippi in fall 1992 or later. The student must file a Petition to Invoke Grade Forgiveness Policy with the registrar (<http://www.olemiss.edu/info/forgiveness.html>), stating which courses are to be forgiven. For an upper-division course, this petition must be approved by the department/program chair controlling the course. Once the student has declared one or more courses, different courses cannot be substituted at a later date. The forgiveness policy cannot be used to remove grades given for reasons of academic discipline. Forgiveness of a course grade will not change notations concerning academic standing or honors in the student's official record for the semester containing the forgiven course.

Although both courses will remain on the student's permanent record, the last grade received will be the one used to determine credit towards a degree and GPA. The first attempt will be recorded with both the grade earned and the symbol R to denote that it has been repeated. The recalculated GPA will be used for determining graduation honors.

Academic Standing

There are four different categories of academic standing based on a student's academic performance: Good standing, academic probation, academic suspension, or academic dismissal. Probation, suspension, and dismissal become effective at the end of the semester in which the student fails to attain the GPA specified in the rules in the UM Academic Catalog. Although the student will usually receive official notification of such action, notification is not a prerequisite to the student's being placed on probation, suspended, or dismissed. **It is the student's responsibility to ascertain his or her academic status prior to the beginning of each semester.**

Good Academic Standing

A student will be in good standing, and continue in good standing, when his or her cumulative GPA is 2.00 or higher.

Please refer to the "Academics- Academic Standing" section of the UM Academic Catalog for undergraduates for more details regarding academic standing BELOW "good standing", and the consequences affiliated with those categories.

<http://catalog.olemiss.edu/academics/regulations/standing>

Degree Requirements - General

Business Core Curriculum

The core curriculum is a set of 30 hours of course work taken by students. The core includes the following courses required for all entering B.B.A. freshman students: 6 hours of English composition (Honors students may satisfy English composition requirements by taking Hon 101 and 102), 6 hours of mathematics; 6-8 hours of lab science; 6 hours of humanities; 3 hours of fine arts; and 3-6 hours of social or behavioral science courses.

The purpose of the core curriculum, along with course work in the major, electives, and co-curricular learning experiences, is to provide a general education experience for students to enable them to:

1. Study the principal domains of knowledge and their methods of inquiry;
2. Integrate knowledge from diverse disciplines;
3. Analyze, synthesize, and evaluate complex and challenging material that stimulates intellectual curiosity, reflection, and capacity for lifelong learning;
4. Communicate qualitative, quantitative, and technological concepts by effective written, oral, numerical, and graphical means;
5. Work individually and collaboratively on projects that require the application of knowledge and skill;
6. Understand a variety of world cultures as well as the richness and complexity of American society; and
7. Realize that knowledge and ability carry with them a responsibility for their constructive and ethical use in society.

Intended General Education Student Learning Outcomes:

Upon completing the core curriculum, along with certain courses within the program/major and co-curricular learning experiences, University of Mississippi baccalaureate-seeking students should demonstrate the following general education competencies:

- Mathematical reasoning
- Written and oral communication
- Analytical reasoning/critical thinking (evaluation and analysis of complex material and sources of information)
- Ethical reasoning/responsibility

B.B.A. Learning Goals for AACSB Assurance of Learning:

The Assurance of Learning process required for maintenance of AACSB accreditation assures that we undergo regular and consistent data collection and analysis to ensure our B.B.A. graduates are meeting desired knowledge and skills goals. We have five broad goals, and several specific learning objectives are aligned with each goal. This process applies to the degree program as a whole and does not focus on specific majors (SACS accreditation is major-specific). The broad goals are:

- General Business Knowledge
- Ethical Reasoning
- Leadership & Management
- Competence in Business Technologies
- Written and Oral Communication

Declaring a Major

The following information is applicable to students entering as a freshman beginning Summer and Fall 2016.

When entering the university, all students who intend to pursue a B.B.A. degree will be admitted to the university as a “business” major. In order to progress and have their status changed to a specific major within the School of Business, students will need to meet the following requirements:

Students will be eligible to declare a specialty major or General Business after completing all Freshman level classes, plus Accounting I (ACCY 201), Principles of Microeconomics (ECON 202), and either Legal Environment of Business (BUS 250) or Business Communications (BUS 271). For specialty majors (e.g. Marketing, Management, Management Information Systems, or Finance), the GPA on these 39 hours must be a 2.25 or higher. For General Business, the GPA on these 39 hours must be a 2.0 or higher.

Required coursework may be completed at the University of Mississippi or another school offering equivalent coursework. If you plan to transfer classes while attending UM, you should have them pre-approved by the Undergraduate Student Services office in Holman 220.

Students who have completed at least 12 hours at the university and who wish to switch majors (outside the School of Business) must have at least a 2.0 overall GPA (resident GPA) and must have at least a 2.0 GPA on all work attempted at other institutions.

Dual Major and Second Bachelor's Degree

A student may receive a single bachelor's degree with more than one major. For example, a student may receive a B.B.A. degree in the School of Business Administration with a double or triple major. Regardless of whether the requirements for the two majors are completed simultaneously or in succession, the university is authorized to award a single degree (B.B.A.) and diploma in such cases. However, the transcript will show all majors.

A student may receive a second bachelor's degree of a different degree type (e.g., the first degree being a B.B.A. and the second being a B.S.) by completing at least 30 additional semester hours in residence from the university with a minimum 2.00 GPA for these additional hours. All requirements for the second degree must be completed, including courses required for the major and general education courses that may be different from those for the first degree program. As an example, if the first degree requires 124 hours, a student must complete an additional 30 hours (154 hours total and including all specific course requirements for both programs) to be awarded a second, different bachelor's degree. If the two degrees are awarded by the same school/college, then there may be additional rules imposed by that school/college. Two diplomas are awarded in this case, whether or not the requirements for the degrees are met simultaneously or in succession.

All students who are pursuing double or triple majors are advised to meet regularly with their advisor(s) to be sure they stay on track and graduate in the desired period of time.

Honors

Semester Honor Roll Requirements

Undergraduate students who earn a semester GPA of 3.50-3.74 will be listed on the Dean's Honor Roll; those who earn a semester GPA of 3.75-4.00 will be listed on the Chancellor's Honor Roll. To be eligible for honor roll designation, a student must have completed at least 12 A, A-, B+, B, B-, C+, C, C-, D, F-graded hours for the semester and may not be on academic probation during the semester.

Graduation with Honors

For excellent scholarship, the University of Mississippi awards bachelor's degrees CUM LAUDE (3.5- 3.74), MAGNA CUM LAUDE (3.75- 3.89), and SUMMA CUM LAUDE (3.9- 4.0).

Please refer to the "Academics - Honors" section of the UM Academic Catalog for undergraduates for more details regarding the graduation honors categories.

<http://catalog.olemiss.edu/academics/regulations/honors>

School of Business Administration Advising

Undergraduate Student Services Advising Team & Staff (Oxford Campus)

<http://www.olemissbusiness.com/current/undergraduate/advising/Policies.html>
advising@bus.olemiss.edu

Ms. Beth Whittington, Assistant to the Dean

- Leads office, special approvals, policy creation & enforcement

Ms. Susie Potts, Senior Staff Assistant

- Assists with orientation planning, class registration, course scheduling

Ms. Kenya Thigpen, Program Assistant

- Welcomes students, answers general questions, processes major change forms

Ms. Stephanie Crosbie, Senior Academic Counselor

- Advising, tracking seniors, degree certification for graduation

Ms. Melanie Hall, Senior Academic Counselor

- Advising, manages Online Advising System (OAS), degree certification for graduation

Ms. Kim Phillips, Academic Counselor

- Advising, supervision of Chief Emissary Officers student group (CEO's)

Mr. John Forester, Academic Counselor

- Advising

Undergraduate Student Services (UGSS)

Homepage: <http://www.olemissbusiness.com/current/undergraduate/advising/>

220 Holman Hall

University of Mississippi

University, MS 38677

Telephone: 662-915-5820

Fax: 662-915-1406

Advising Office Hours:

Our office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. We advise students between 8:30 AM and 4:00 PM Monday through Friday. Students may make an appointment (use the OAS system to do this), or may walk in for advising as long as we are not in a pre-registration period. During pre-registration we advise students by appointment only and our schedules are full. Summer advising is by walk-in only (no appointments).

In general, pre-registration periods are:

Mid-October → Mid-November

Mid-March → Mid-April

Academic Advising

The School of Business Administration's Office of Undergraduate Student Services and Academic Advising (UGSS) in room 220 Holman Hall provides academic advising for sophomore-senior business majors. First-year freshmen business students are assigned to an advisor in the Center for Student Success and First Year Experience, which is located in Martindale, Suite P. Advising is a team effort and, in order to be successful on your path to graduation, we would like for you, the student, to be an active part of that team. We believe in respect and privacy in the advising process, and we consistently strive to provide a "safe space" where students feel comfortable asking any and all questions that come to mind.

Beware of "street advising"! Though it is tempting to get a quick answer to your question by asking a friend or classmate, this can lead to big trouble! Please direct all questions to the School of Business advising team. If your question is small and does not require a full advising appointment, you can email (advising@bus.olemiss.edu), call (662-915-5820), or stop into Holman 220 to ask a question at the front desk.

Common Advising Questions

We truly get a wide range of questions, and we welcome them all. If we feel the answer is best given by another office (e.g. Financial Aid), we will direct you to the appropriate unit. Some common questions that we field on a regular basis, and are happy to answer, are:

How do I drop a class? ...How do I add a class?....What if I want to take a class at another college or university?....How do I change my major?....What is a non-business elective?....When and how do I apply for graduation?....How many hours should I take?....How do I withdraw from only ONE course?....What is OAS?....How do I withdraw from ALL my courses?....How do I have a grade forgiven?....How do I know my prerequisites?....How do I get transfer or Study Abroad work approved?

Communications Policy

The School of Business Administration sends important announcements about advising, graduation, available scholarships, speakers, etc. via a student's UM Gmail account ("@go" address). It is the responsibility of the student to maintain the email account and check it daily.



OAS (Online Advising System)

To ensure that every student's coursework is reviewed twice per year, and to efficiently remove advisor holds for all continuing business students, we require students to use the Online Advising System for basic course approval prior to course registration activity. **OAS is not intended to be a replacement for in-person advising.** Students are encouraged to seek in-person advice whenever they feel it is necessary. But, keep in mind, it can take several days to get an appointment during pre-registration periods...plan ahead and make your appointment early! In advance of pre-registration, all business students must submit a proposed course selection through OAS. You will be notified by email and text if your course selection is approved or if an advising appointment is necessary. Please remember that this is not an automated process and does require advisors to review your submission; your submission is processed in the order that it was submitted – so, if you submit a new schedule before your first one is reviewed, the new schedule will be placed at the end of the queue.

You can find OAS explanation videos on this page:

<http://www.olemissbusiness.com/current/undergraduate/advising/oas/oasvideos.html>

Transfer Credit

University of Mississippi business students may take courses at other institutions. However, in order to guarantee that the credit will transfer and apply to your degree program, we ask you to review our rules and regulations and complete the "Permission to Transfer Credit" form:

<http://www.olemissbusiness.com/current/undergraduate/advising/transfercredit.html>

Prior approval protects you by determining if and how credits earned elsewhere may satisfy degree requirements. Students who do not receive prior approval risk not being awarded transfer credit if the courses do not equate to UM courses, do not satisfy degree requirements, are not accredited with SACS-COC or professional accrediting bodies, or other UM rule conflicts. To expedite the process, you should obtain a comprehensive course description from the other university (a syllabus is best) and submit that along with your request form.

Transfer students:

If you have completed a full semester or more at another institution and you wish to transfer to Ole Miss to complete your degree, please review all details related to transfer students here:

<http://transfer.olemiss.edu/>

Dual Enrollment & iStudy Courses:

In certain instances we do allow dual enrollment (taking courses at Ole Miss and another college/university simultaneously). In certain instances we allow for Ole Miss iStudy courses (self-paced distance learning). If you wish to do either, and you want the course(s) taken to count toward your business degree, we strongly recommend that you seek prior approval.

Business - Academics, Degree, Majors, & Scholarships

All business majors will earn the Bachelor of Business Administration (B.B.A.) degree. All B.B.A. majors require 120 credit hours, and the upper division courses vary significantly between the majors. You can find major-specific information in our Program Sheets posted here (you can also see the Program Sheets in the OAS system):

<http://www.olemissbusiness.com/current/undergraduate/advising/ProgramSheets.html>

Academic Residency Requirements

All courses taken at the University of Mississippi Oxford campus, at any of the university's resident centers in Tupelo, Jackson, Southaven, or other locations in Mississippi, through the university's Department of Independent Study by a University of Mississippi student, or through approved study abroad and exchange programs where the student is registered in University of Mississippi courses, are considered to be courses taken "in residence".

At least 25 percent of the semester credit hours required for an undergraduate degree (e.g., 30 hours for a 120-hour degree) must be taken in residence. At least 30 semester hours of residence credit must be taken in the school or college recommending the degree. Both hours taken before and after a student declares a major in a particular school or college may be used to satisfy the 30-hour residence requirement.

Last 21-Hour Residency Requirement

Students must acquire at least 15 of their last 21 credit hours in residence at the university. That is, no more than 6 of the last 21 hours may be transfer credit. A student may not apply courses taken from the university's Independent Study department or via the university's study abroad or exchange programs towards this 15-hour requirement unless the student has obtained written approval from the student's academic department and dean before enrolling in the course.

The School of Business upholds UM's credit, residency & GPA requirements:

1. At least 25% of all credit hours applied to the degree must be completed at The University of Mississippi (not transferred from another institution).
2. At least 15 of the last 21 applied credit hours must be completed at The University of Mississippi.
3. At least 50% of all courses applied to your major specific courses* must be completed at The University of Mississippi.
4. At least 50% of all business and accountancy courses that are applied to your degree must be completed at The University of Mississippi.

5. At least 30 credit hours of 300-level or above business and accountancy courses that are applied to your degree must be completed at The University of Mississippi.

6. GPA of C (2.00) or higher in ALL five of the following:

- All work attempted at the University of Mississippi
- All work attempted at any institution of higher learning (UM and transfer work)
- All Business (BUS, ECON, FIN, GB, MGMT, MIS, MKTG) and Accounting courses taken at the University of Mississippi
- All Major specific courses* taken at the University of Mississippi
- All work applied to meet degree requirements (UM and transfer work)

* Major specific courses are bolded on the Program Sheets. Management majors must make a letter grade of "C" or better on ALL management courses.

7. If you have a minor: Overall GPA of 2.00 or higher is required in all work applied toward the minor. Students must earn at least 6 hours of their minor courses in residence and must achieve a 2.00 GPA or higher in all minor courses taken in residence.

Typical Business Curriculum *(Will vary slightly for MIS, Marketing Corp. Relations, & General Business majors...check your Program Sheet for major-specific requirements!)*

	CREDIT HOURS	
	FALL	SPRING
Freshman Year Courses		
Writ 100 or Writ 101 , and Writ 102 or Liberal Arts 102	3	3
Humanities: History, Philosophy, or Modern Foreign Language	3	3
Math 267 , 268 (Calculus for Business, Economics, and Accountancy I and II) or Math 261 , 262 (Calculus I and II) or Math 271 , 272 (Calculus of Decision Making I and II) (C minimum required in 261/267/271)	3	3
Laboratory Science: Astronomy, Biology, Chemistry, Geology, or Physics	3-4	3-4
Behavioral or Social Science: Psychology, Sociology, Anthropology, or Political Science	3	
Fine Arts: Art, Art History, Dance, Music or Theater		3
Sophomore Year Courses (* See Getting into a Major next)	FALL	SPRING
Accounting 201* , 202 (Introduction to Accounting Principles I and II)	3	3
Economics 202* , 203 (Principles of Microeconomics and Macroeconomics)	3	3
Literature	3	
Non-Business Electives	3	3
BUS 250* (Legal Environment of Business)	3	
BUS 271* (Business Communication)		3
BUS/ECON 230 (Economic Statistics I)		3

Getting into the Major

During the first two years at The University of Mississippi, Business undergraduates gain a strong liberal arts foundation that is complimented by basic business courses such as accounting, economics, legal environment of business, and business communications. During this time students will be declared “Business”. After the first semester of their sophomore year, business students will be asked to declare a business major.

Please refer to “Declaring a Major” on page 16 of this document for the specific requirements.

Majors Offered in the School of Business Administration

View requirements of each major in the Program Sheet:

<http://www.olemissbusiness.com/current/undergraduate/advising/ProgramSheets.html>

- » Banking and Finance
- » Managerial Finance
- » Risk Management and Insurance
- » Marketing and Corporate Relations
- » Marketing
- » Management Information Systems
- » Management, emphasis in Human Resources
- » Real Estate
- » Economics
- » General Business (requires non-business minor + internship *or* study abroad)
- » *Entrepreneurship coming in 2017*

Not sure what you can do with your major? Visit <http://whatcanidowiththismajor.com/major/> to get a list of career paths for each major!

Non-Business Minors for Business Majors

Business students can select a minor from outside the School of Business, and most of the credit hours from the minor will work nicely into general elective credit required for the B.B.A. As University minors can change yearly, we recommend you review the Academic Catalog for a current list (<http://catalog.olemiss.edu/minors>).

**The General Business major requires a non-business minor*

Business Minors for Business Majors

Business students can pursue an “unofficial” minor within the School of Business. This is a nice resume item to claim a particular specialization, but it is not an official minor that will appear on the UM transcript. We offer minors in all of the same areas in which we offer majors, and the minors usually do not involve additional credit hours beyond degree requirements.

<http://www.olemissbusiness.com/current/undergraduate/advising/minors.html>

Entrepreneurship Minor

Business students can pursue a minor in Entrepreneurship and it is an official minor that will appear on the transcript post-graduation. Entrepreneurship encompasses creativity, innovation, and new business development within an established organization and is not solely focused on starting a personal business.

Study USA

Combine travel with the leadership of an inspirational University of Mississippi professor, and you have the unique experience of Study USA. Join other enthusiastic students in the study of theater on Broadway, the garment industry on Fashion Avenue, hospitality management in Las Vegas, or the effects of Hurricane Katrina on criminal justice in New Orleans. Study USA gives students the opportunity to explore the United States while earning college credit.

Study Abroad Study USA programs are short-term domestic travel classes typically offered during intersession terms. For more details and application information, please see:

http://www.outreach.olemiss.edu/study_usa/

Study Abroad

Borders are thin and business is everywhere. Students are encouraged to gain valuable multinational experience and understanding through a study abroad program. Available to students are programs as short as one week, and as long as one year. Students are able to do more than one program, or even complete an internship abroad. There are many programs where the language of instruction is English, thus a foreign language skill is not necessary. Further, students are not required to complete a business-specific program. The program a student chooses will depend somewhat on the type of credit they still need to complete in their degree program. For more details, please review: <https://studyabroad.olemiss.edu/>

Students choosing to do foreign study will work closely with both School of Business advisors as well as an advisor in the Study Abroad office.

**The General Business major requires either an internship or foreign study.*

Scholarship Opportunities for Business Students

<http://www.olemissbusiness.com/scholarships/>

We have more than 30 available scholarships for continuing business students. Interested students need to complete ONE application form, and submit no later than February 1 each year (sophomore, junior, senior). Students may apply every year.

All scholarship parameters, deadlines, and application instructions can be viewed on the website by using the scholarship link above. Note that some scholarships are need based, so it is important to complete the FAFSA (<https://fafsa.ed.gov/>) every year.

Business Student Progression Year-By-Year

Freshman Year

- ✓ Concentrate on successful completion of General Education requirements
- ✓ Find your “niche” on campus
- ✓ Research industries and do personal assessments to choose major
- ✓ Find one campus organization to get involved in
- ✓ Will you do a non-business minor? Determine now so you can choose the right electives.



Sophomore Year

- ✓ Continue with course success as you move into business courses that will be included in GPA calculation for declaring a major
- ✓ Get involved in a business student organization; aim for a leadership position later
- ✓ Research study abroad programs (it is easier to find programs for general elective)
- ✓ Spring: Declare a major



Junior Year

- ✓ Will you do a business minor? Keep this in mind when choosing 300+ business electives.
- ✓ Meet with career preparation specialists to finalize resume and cover letters for internships; MOCK INTERVIEW!!
- ✓ Begin networking on campus (career fairs!) and off campus (friends and family!) for internships



Senior Year

- ✓ Continue with campus leadership
- ✓ Attend career fairs and begin your full-time job search; MOCK INTERVIEW!!!
- ✓ Going to graduate school? Take admissions test and submit applications.
- ✓ Intent to Graduate form (to advising office) and diploma application (to Registrar)
- ✓ Congratulate yourself on your success!

Business Student Organizations

These organizations not only provide peer and faculty networking opportunities, but most organizations offer the opportunity to hear guest speakers and network with industry leaders as well. They also afford students additional professional development opportunities to add to our extensive career services.

For contact information and how to join, please visit the website:

<http://www.olemissbusiness.com/current/organizations.html>

Alpha Kappa Psi is open to all students with an interest in business. Alpha Kappa Psi was founded at New York University in 1904. Today, it is among the twenty largest national college fraternities with over 170,000 members – many are successful business executives. The organization focuses on brotherhood, leadership, and the professional development of its members. Members gain first-hand experience in organization, administration, management, leadership, training, and willingness to assume responsibility. Through strong relationships with the business community, Alpha Kappa Psi is a powerful addition to any resume.

The Association for Information Technology Professionals (AITP) promotes a better understanding of the vital role of information systems, the relationship of information systems to management, and the necessity for a professional attitude. Students can hear guest speakers, attend networking events, and travel to conferences. This club is open to all business students who have an interest in information systems.

Beta Gamma Sigma is a national scholastic honor society in the field of business administration. Membership is by invitation only to students ranking near the top of junior, senior, or master's classes. Beta Gamma Sigma encourages and rewards scholarship and accomplishment among students of business and accounting.

Chief Emissary Officers (CEOs) represent the School of Business Administration's student body through ambassadorial positions at academic, professional and recruiting events. CEOs also help recruit high school and transfer students to majors within the School of Business, serve the Dean, Associate Deans, Business School Advisory Board and professors in advisory capacities, and inform their fellow students of opportunities within the School of Business.

The Financiers Club is an organization for students who are majoring in Banking and Finance and/or Managerial Finance. The club is sponsored by the Mississippi Bankers Association Chair of Banking. Meetings are designed to emphasize banking and allow members to meet bank executives, employees, and regulators from all parts of the country.

Student Marketing Association (SMA) A student led group offering you the chance to develop your leadership, marketing, creative, sales, and entrepreneurial talents. The association allows you the opportunity to learn through experience and networking opportunities with professionals. Past activities have included creating commercials, executing marketing campaigns, conducting market research for Domino's, learning interviewing etiquette, as well as working with the Boys and Girls Club, and local businesses.

Gamma Iota Sigma is an international Risk Management and Insurance (RMI) business fraternity that emphasizes professionalism, student career placement, industry interaction, and community involvement. Membership in the Mu Chapter of GIS is open to any student interested in RMI.

Ole Miss Real Estate Finance Association (REFA) is an organization that encourages interest in real estate, promotes interaction between real estate professionals and students, and informs students and professionals on current issues. REFA is open to real estate finance majors and to any student interested in real estate.

The Student Advisory Board provides opportunities for business students to voice their opinions on conditions within the School of Business Administration. Made up of two representatives from each Business organization, the Business School President and Vice-President, and the Dean and Assistant Dean for Undergraduate Programs, the Student Advisory Board serves the Dean of the Business School in an advisory capacity and acts as a liaison between business faculty and students. The SAB promotes the Business School's mission by maintaining a close relationship with fellow students. The board meets periodically to determine the changes to make in student organizations and to plan for upcoming events.

Entrepreneurship Club: The purpose of this organization is to promote the spirit of entrepreneurship across Ole Miss through helping students appreciate entrepreneurship as a viable career path. We want students to identify and take advantage of entrepreneurial opportunities. Entrepreneurship is a process and a successful student organization helps every student learn that process.

Professional Development

The School of Business career preparation team works closely with the University of Mississippi Career Center to provide comprehensive assistance for students who seek to improve their professional skills and who want assistance in the internship and job search process. In addition to these two offices, the Risk Management & Insurance major, as well as the Real Estate major, have faculty members dedicated to assisting students with industry-specific professional development.

Our multiple professional development resources will provide assistance with the following:

- ✓ Personal Branding
- ✓ Self-Assessments
- ✓ Internship Strategies
- ✓ Job Search Strategies
- ✓ Resumes, Cover Letters, & Professional Communication
- ✓ Mock Interviewing/Interview Skills
- ✓ Informational Interviews
- ✓ Networking Events & Opportunities
- ✓ Understanding Benefits
- ✓ Negotiating Job Offers

Business students will get an introduction to the above topics in their required BUS 271, Business Communications class, to be taken in the sophomore year. All other professional development activities are voluntary (though the General Business major requires either internship or foreign study), yet strongly encouraged. Even for students who wish to attend graduate school immediately after the Bachelor's degree, it is never too early to enhance professional skills and broaden your understanding of the world of work.

EmployUM (<https://www.myinterfase.com/olemiss/Account/LogOn>) is the comprehensive online system we use to manage student documents (resumes and cover letters), recruiter interview schedules, and student interview sign-up. Students will be required to create an account in BUS 271, Business Communications, but are welcome to start using the system sooner if desired.

Internship For Credit

Students who wish to earn credit for a semester-long professional internship must download the BUS 500 syllabus, read it thoroughly, and complete and submit the latter part of the form. If approved, the credit will count as 300+ business elective. General Business majors who choose to do an internship rather than foreign study **MUST** register for this course for 3 credits.

<http://www.olemissbusiness.com/career/credit.html>

School of Business Career Preparation

Ms. Meg Barnes

mbarnes@bus.olemiss.edu

Director of Undergraduate Career Preparation

Instructor of Business Communication

Holman Hall G6

PH 662-915-2406

Mr. Wesley Dickens

wdickens@bus.olemiss.edu

Coordinator of Career Preparation &

Internship

Instructor of Business Communication

Holman Hall G7

PH 662-915-6546

<http://www.olemissbusiness.com/career/contact.html>

303 Martindale
PH 662-915-7174

Staff & Contact Listing:

<http://career.olemiss.edu/aboutus.html>

<http://career.olemiss.edu/index.html>

Degree Application, Graduation Requirements, & Commencement

Degree & Diploma Applications

Business students will submit the “Intent to Graduate” form directly to the School of Business Undergraduate Student Services office (Holman 220) in the semester prior to the one in which they intend to graduate. Final deadlines will be communicated directly to business students. Students must also submit a diploma application to the Registrar by the specified deadline (see Important Dates on next page).

Minimum Credit Hours

All baccalaureate degree programs require at least 120 semester hours with passing grades. The B.B.A. requires 120 credit hours with passing grades (the Management major deems C grade or better “passing”). Students who take more than the required number of hours should meet with their academic advisor to determine which hours in particular will be used toward the degree (NOTE: All hours taken will be computed into the cumulative and resident GPA’s).

Minimum Grade-point Average

For the award of a bachelor’s degree from any school or college of the University of Mississippi, a student must earn a GPA of at least 2.00 on all course work submitted in fulfillment of the course requirements for the degree. In addition, the student must earn a minimum GPA of 2.00 on all course work attempted at the University of Mississippi. Finally, the student must have a minimum 2.00 GPA on all college work attempted at any institution of higher learning.

There are additional grade requirements for the School of Business B.B.A. and the Management major, cross-reference pages 20 & 21 of this handbook. It is the student’s responsibility to check on the requirements applicable to the specific degree for which he or she is a candidate.

Commencement

Attendance at commencement exercises is recommended as the faculty and staff wish to celebrate student success along with the students and family members. Students who do not participate in commencement exercises will still be awarded the intended degree. The actual diploma is mailed to the students 2-3 months after degree certification. Official UM transcripts will also reflect the degree awarded within 2 months of graduation.

Students who will finish degree requirements in the summer term are permitted to participate in the May commencement ceremony, with the approval of the School of Business advising office.

Students can access the most current commencement information on the UM website:
<http://commencement.olemiss.edu/>

Important Dates- Fall 2016

This highlights the most important dates for fall 2016. Link to the complete academic calendars, to include intersessions, here: <http://registrar.olemiss.edu/academic-calendar-menu/>

August 22	Classes begin; registration fee (\$100) assessed this date; 100% refund (less 5% of fees or \$100, whichever is less) on withdrawals through September 2. Phase 3 registration.
August 26	Students may add courses on a space available basis through this date.
September 2	Last day to register or add classes (between August 27 and September 2 may add only with instructor's approval.) Refund period ends.
September 5	LABOR DAY HOLIDAY (Administrative Offices closed.)
<i>----- COMPLETE OAS NOW FOR SPRING REGISTRATION!!-----</i>	
September 23	Last day to submit applications for December diplomas.
October 3	Deadline for course withdrawals (no refund; refund period ended September 2).
Oct 17 – Oct 31	Academic Advising (for winter intersession and spring).
Oct 24 – Nov 7	Priority Registration (for winter intersession and spring).
Oct 24 – Nov 30	Phase 1 registration period (for winter intersession and spring).
November 21-25	THANKSGIVING HOLIDAYS (Administrative Offices closed Thursday and Friday).
December 2	Classes end.
December 5-9	Final Examinations.

Important Dates- Spring 2017

This highlights the most important dates for spring 2017. Link to the complete academic calendars, to include intersessions, here: <http://registrar.olemiss.edu/academic-calendar-menu/>

January 23 Classes begin; registration fee (\$100) assessed this date; 100% refund (less 5% of fees or \$100, whichever is less) on withdrawals through February 3. Phase 3 registration.

January 27 Students may add courses on a space available basis through this date.

February 3 Last day to register or add classes (between January 28 and February 3 may add only with instructor's approval.) Refund period ends.

----- *COMPLETE OAS NOW FOR SUMMER & FALL REGISTRATION!!*-----

February 24 Last day to submit applications for May and August diplomas.

March 3 Deadline for course withdrawals (no refund; refund period ended February 3).

March 13-17 SPRING BREAK.

March 20-April 3 Academic Advising (for May intersession, all summer terms, August intersession and fall).

March 27-April 10 Priority Registration (for May intersession, all summer terms, August intersession and fall).

March 27 – April 30 Phase 1 registration period.

April 6 Honors Convocation.

April 14 GOOD FRIDAY (Administrative Offices closed.)

May 5 Classes end.

May 8-12 Final Examinations.

May 13 COMMENCEMENT.

UM Contacts & Resources

Registrar

104 Martindale

registrar@olemiss.edu

662-915-7792

<http://registrar.olemiss.edu/>

Bursar

202 Martindale

bursar@olemiss.edu

662-915-5097

<http://olemiss.edu/depts/bursar/>

Financial Aid

257 Martindale

finaid@olemiss.edu

800-891-4596

<http://finaid.olemiss.edu/>

IT Services

100 Weir Hall

helpdesk@olemiss.edu

662-915-5222

<http://www.olemiss.edu/depts/it/services.html>

Housing

Minor Hall- Ground Floor

housing@olemiss.edu

662-915-7328

<http://studenthousing.olemiss.edu/>

Parking & Transportation

110 Lester Hall

parking@olemiss.edu

662-915-7235

<http://olemiss.edu/parking/>

Counseling Center

320 Lester Hall

counslg@olemiss.edu

662-915-3784

<http://counseling.olemiss.edu/>

Ombudsperson (Brett Harris)

318 Trent Lott Institute

beharris@olemiss.edu

662-915-1537

<http://ombuds.olemiss.edu/>

University Police & Campus Safety

Kinard Hall, Wing C- Floors 2 & 3

upd@olemiss.edu

662-915-7234

<http://upd.olemiss.edu/um-info/>