

TO: College of Business Undergraduate Students

FROM: Rob Blackstock
Associate Dean of Undergraduate Programs
Ph: 257-4525; E-mail: rblackst@latech.edu

DATE: 4/20/2020

RE: Advising and Registration for **Summer / Fall** 2020



Advising and Registration Timelines

- Advising in the College of Business begins on Monday, April 27, and continues through Friday, May 8.
- Registration on BOSS begins for veteran, degree candidates, and honors students on Monday, May 4. Please look at the bottom of this document for the timeline of other registration dates.

It is critical that you follow each step below to ensure you are correctly registered in your courses.

1. Department Coordinators will email each student a copy of their curriculum sheet along with a fillable PDF advising sheet. Watch your LaTech email for a message with the subject **COB Advising**.
2. Open your advising sheet in Adobe Reader (free download, or available on your LaTech virtual desktop). Fill in (by typing in Adobe) your information.
3. You'll want to create separate sheets for SUMMER 2020 and FALL 2020 (if you are attending both sessions).
4. Having consulted your curriculum sheet, choose classes you would like to take for Summer (on one sheet) and Fall (on the second sheet). Remember, all Summer classes will be online and, in the COB, asynchronous (not held at a specific time, as opposed to a professor holding a live class through Zoom).
5. Sign the form with your digital signature (a digital signature for advising is simply typing your name in the appropriate space).

SAVE THE SHEET USING YOUR LAST NAME AND THE TERM (Example: [Blackstock, Summer 2020.pdf](#)), and send to your advisor. Remember: Your advisor's name is written at the top of your curriculum sheet. You can find your advisor's email address here: <https://business.latech.edu/personnel-directory/>

6. All communication to and from the student MUST be from your LaTech email address to meet FERPA regulations. Otherwise, advisors can't be sure who is on the other end of the email.
7. If your advisor agrees with the classes you have chosen, they will let you know, release you, and email back a copy of your advising sheet with their digital signature.
8. If your advisor does not agree, they will offer some alternatives and reasons why. Then, once you both agree, they will release you, and email back a copy of your advising sheet with their digital signature.
9. If you need a signature for a prerequisite (needed when you have taken the prereq at another institution) or for another reason, your advisor will forward your advising sheet to the appropriate person and CC you. You will NOT need to contact the Registrar. Some classes do require a special permission signature (examples include ECON 425, FINC 425 and Internships).
10. If you are requesting >12 hours, the advisor will forward your advising sheet to the appropriate person. You will not need to search out administrators for signatures.
11. BUSN 110 and CIS 125 in the Fall are reserved for incoming freshmen. Any current student would need Joe Mansour's permission (if there are seats available). Talk to your advisor if you need more information.
12. **CONCURRENT STUDENTS:** Complete a separate advising form for your requested graduate courses and forward to Kassi Speaks (kspeaks@latech.edu) along with a copy of your undergraduate advising form that your faculty advisor has approved.
13. During the Summer quarter, we will be using Respondus and Monitor for testing. For that reason, students enrolling in a Summer quarter course will be required to have reliable internet connectivity and a webcam.
14. If you have issues or questions, first email your advisor with subject line "Advising Help" to set up a phone call or Zoom meeting. Your advisors are available to assist you just as they normally would be. You should contact your department coordinator second if you have issues your advisor cannot address or if you have not heard from your advisor within 24 hours.

COORDINATORS

ACCT: Ms. Leila Brumett
lbrumett@latech.edu ; (318) 257- 2823

CIS: Ms. Natanya Butler
nbutler@latech.edu ; (318) 257-2065

ECON / FINC / BUSN ADM: Ms. Sharon Hughes
sharon@latech.edu ; (318) 257- 4140

MGMT: Ms. Shawn Hood
shood@latech.edu ; (318) 257- 3293

MKTG: Ms. Julia Calloway
Juliahc@latech.edu ; (318) 257- 4012

Faculty/Staff Directory: <https://business.latech.edu/personnel-directory/>

Registration Timeline:

May	4-22	M-F	Early Web Registration for Fall & Summer Quarter 2020: (for students enrolled in Spring Quarter 2020).
	4	M	Veterans, and Degree Candidate Seniors ≥ 110 hours – Early Registration @ 9:00 am
	4	M	Honors Students, Grad Students, & Eligible Athletes – Early Registration @ 2:00 pm
	5	T	Seniors ≥ 100 hours – Early Registration @ 9:00 am
	5	T	Seniors ≥ 90 hours – Early Registration @ 2:00 pm
	6	W	Juniors ≥ 80 hours – Early Registration @ 9:00 am
	6	W	Juniors ≥ 71 hours – Early Registration @ 2:00 pm
	7	R	Juniors ≥ 60 hours – Early Registration @ 9:00 am
	8	F	Sophomores ≥ 49 hours – Early Registration @ 9:00 am
	8	F	Sophomores ≥ 41 hours – Early Registration @ 2:00 pm
	11	M	Sophomores ≥ 30 hours – Early Registration @ 9:00 am
	12	T	Freshmen ≥ 13 hours – Early Registration @ 9:00 am
	12	T	Freshmen ≥ 9 hours – Early Registration @ 2:00 pm
	13	W	Freshmen ≥ 1 hour – Early Registration @ 9:00 am