

Welcome to Summer and Fall advising for Louisiana Tech University's College of Business Graduate Programs. The following information should be helpful as you begin the advising process.

In this email you will find attached:

- Fillable Advising Form
- The list of classes offered for Summer quarter for all programs (including the call numbers)
- The list of classes offered for Fall quarter for all programs (including the call numbers)
- Plan-of-Study instructions (to be completed at the beginning of the first and last quarters of the Master's programs.
 - The tutorial (letting you know where to go to complete the Plan-of-Study)
 - A sample (showing core classes that should be in section 1.1; electives in section 1.2; deficiencies in section 3)
 - The curriculum (letting you know what and when the core classes are scheduled to be offered)
 - The proposed offerings (to help with electives) to assist you in completing the Plan-of-Study (these classes are subject to change)

During the Summer 2020 quarter, all College of Business courses will remain online due to the ongoing COVID-19 pandemic, with the expectation that all courses will be delivered in their intended mode during the Fall quarter. If you are an on-campus student enrolling in an on-campus section, you should be able to enroll in classes via BOSS. If you are an online student enrolling in an online section, you should be able to enroll in classes via BOSS.

A special permission signature is required:

- If the prerequisites are taken at a university other than Louisiana Tech University
- If the student is trying to enroll in a section in which the student is not admitted (i.e.—on-campus student trying to enroll in an online class). Since all Summer 2020 courses will be offered online only, students will not need a special permission signature for the Summer term.
- The student is in the Post-Bacc Certificate in Business Foundations program
- The student is in the Graduate Certificate in Business Administration program
- The student is in the Concurrent MBA program
- The student is not admitted in a College of Business program

Email Kassi Speaks at kspeaks@latech.edu to obtain a special permission signature. After being approved with the special permission signature, Kassi will forward the approval to the Registrar's office, and the student account is coded for them to enroll in the approved class. After about 30 minutes, the student will then go on BOSS to enroll, confirm, and pay for classes.

There must not be any holds on the student account. On the purge dates, any prior approval is voided. Approval must be requested again with the process redone. Approval before the purge does not guarantee approval after the purge. Approval is tracked until the class is full.

Please look for your program below for specific information.

Kassi Speaks - Administrative Coordinator, Graduate Studies & Research Programs, Louisiana Tech University, College of Business, Room 218-C, Office: 318-257-4528, Hours: Mon-Fri. 8:00-12:00 & 1:00-5:00 CST

Advising begins on April 27, 2020.

All students are to be released to register for classes on Friday, May 1, 2020.

Early registration begins Monday, May 4, 2020. Current students that do not need special permission signatures should be able to enroll via BOSS on this date.

Summer 2020

New incoming students may register beginning May 26, 2020.

The first purge is Friday, May 22, 2020, for Summer. The first Summer session classes begin June 3, 2020, and end on July 6, 2020.

The second Summer session classes begin July 13, 2020. The last day of classes is August 13, 2020, and the quarter ends on August 20, 2020.

All business courses will be offered online for the Summer 2020 quarter (including the Traditional on-campus MBA and MAcc courses).

Fall 2020

The first purge is Monday, August 31, 2020. New incoming students may register beginning September 1, 2020 for Fall. Classes begin September 10, 2020, and end on November 19, 2020.

Programs

Certificate in Business Foundation (Post-Bacc):

These classes (ACCT 494, ECON 494, FINC 494 and/or QA 494) require a special permission signature. Please complete the advising form attached to this email and send to Kassi Speaks for approval to get into the class(es) you need. Once approval is granted, the Registrar's Office will code your account to allow you to enroll in the class(es) APPROVED. You will be able to enroll via BOSS after your account is coded.

Concurrent MBA and MAcc:

Your graduate level classes require a special permission signature. Complete a separate advising form (attached to this email) for your requested graduate courses. Concurrent MBA students should forward the form to Kassi Speaks along with a copy of your undergraduate advising form that your faculty advisor has approved. Concurrent MAcc students should forward the form to Dr. Bill Stammerjohan along with a copy of your undergraduate advising form that your faculty advisor has approved. Concurrent students always take on-campus classes (note that all courses will be offered online only for Summer 2020). Please select the appropriate on-campus courses for the Fall term or you will be put on a waiting list. Student requests on the waiting list will not be reviewed until after advising is over to allow online only students the chance to enroll in the online classes. Once approval is granted, the Registrar's

Office will code your account to allow you to enroll in the class(es) APPROVED. You will be able to enroll via BOSS after your account is coded.

Graduate Certificate in Business Administration:

Please complete the advising form attached to this email, save it to your computer, and forward it to Kassi Speaks for review. Please select the type of classes you applied for (location as “Ruston” or “Online Only”) for the Fall 2020 terms or you will be put on a waiting list (note that all courses will be offered online only for Summer 2020). Waiting list requests will not be reviewed until after advising is over to allow online only students the chance to apply for the online classes. Once approval is granted, the Registrar’s Office will code your account to allow you to enroll in the class(es) APPROVED. You will be able to enroll via BOSS after your account is coded.

Traditional and Professional Online MBA:

For the Summer 2020 term, all courses will be offered online. Traditional/on-campus students will not need a special permission signature to enroll in these online courses.

For the Fall 2020 term, if you applied to the “Ruston” location on your MBA application, you should enroll in on-campus sections of a class. If you applied to the “Online Only” program, you should enroll in online classes. Please make the choice according to your application. Enrolling in the proper program will allow you to enroll in classes via BOSS without a special permission unless the prerequisite courses were substituted or taken at a different university.

If you choose an option other than what you applied to, a special permission signature is required and you will be put on a waiting list. Waiting list requests will not be reviewed until after advising is over to allow online only students the chance to enroll in online classes. Once approval is granted, the Registrar’s Office will code your account to allow you to enroll in the class(es) APPROVED. You will be able to enroll via BOSS after your account is coded.

Please complete the advising form attached to this email, save it to your computer, and forward it to Kassi Speaks for review.

Master of Accountancy (MAcc):

Advising is with Dr. Bill Stammerjohan (wstammer@latech.edu). He will help you decide which classes you should take. If you need an elective for your classes, you should be able to enroll in any on-campus section if your prerequisites were taken at Louisiana Tech University. If you had a substitution for a prerequisite class or took your foundation courses at a university other than Louisiana Tech University, you will need a special permission signature from Dr. Stammerjohan. If the class is an online class, you will be put on a waiting list until after advising to determine availability (for the Fall 2020 term). Kassi Speaks will help you with any elective courses where a special permission signature is required. Once approval is granted, the Registrar’s Office will code your account to allow you to enroll in the class(es) APPROVED. You will be able to enroll via BOSS after your account is coded. Below is a link for the advising form.

For the Summer 2020 term, all courses will be offered online. MAcc students will not need a special permission signature to enroll in these online courses.

Please complete the advising form attached to this email, save it to your computer, and forward it to Dr. Stammerjohan or Kassi (for BUSN electives request) for review.

Executive MBA:

If you do not have a hold on your account, you will be automatically enrolled in the course for the Fall quarter. Please take care of any holds before enrollment begins. There are no Summer classes in the EMBA program. The Fall class will be ACCT 505.

Doctor of Business Administration (DBA):

Please confirm with your faculty coordinator/advisor for courses to be taken for both Summer and Fall quarters. You need to enroll for both quarters even though payment of the Fall is not yet. Kassi will process your paperwork for the assistantship in early June and you must be enrolled in classes full-time for the approval process. Please make sure you are enroll in classes before June 1, 2020.

Students Graduating in Summer or Fall

Please apply for graduation by the end of the first week of courses. Students graduating in both Summer and Fall may apply during the first week of the Summer quarter. You can find more information here: <https://www.latech.edu/current-students/registrar-office/graduation/>.

Contact Information

Kassi Speaks, Graduate Studies Administrative Coordinator
kspeaks@latech.edu or (318) 257-4528

Dr. Selwyn Ellis, Interim Associate Dean for Graduate Programs
ellis@latech.edu or (318) 257-2026

Dr. Bill Stammerjohan, MAcc Program Coordinator
bstammer@latech.edu or (318) 257- 3828

We look forward to great Summer and Fall quarters! If you have questions, please reach out to me, Dr. Ellis, or Dr. Stammerjohan.

Kassi Speaks