

DEPARTMENT OF MANAGEMENT

UNDERGRADUATE ADVISING (FAQS)

Frequently Asked Questions About the Management and Industrial Management Majors

SECTION I: GENERAL QUESTIONS

How is undergraduate advising handled in the Department of Management?

Every enrolled student in the MGT and IM majors has been assigned an academic advisor. You should receive an email early in the semester from your advisor with contact information. Your advisor is available to answer questions and to help you as you plan your class selections each semester.

It is important to remember that the purpose of advising is only to help you understand curriculum requirements and options. *Ultimately, the responsibility for selecting courses, checking prerequisites, and verifying graduation requirements remains with you.* Your degree program's curriculum for the appropriate year is the official contract between you and Clemson University, and it is your responsibility to schedule courses accordingly.

Each semester, before you register for classes, you will need to obtain your advising number. Your advisor will provide your number during an advising session which will be held prior to the start of registration. Your advisor will contact you and have you sign up for an appointment.

Who is my primary point of contact in the Department of Management?

Your advisor is your primary point of contact. You can check in the Management Department office to see who your advisor is. If you are unable to determine who your advisor is, please contact Kathy Clark at kclark4@clemson.edu or in room 101B Sistine Hall.

SECTION II: CURRICULUM AND DEGREE PROGRESS REPORT (DPR)

Where do I find a list of my curriculum requirements?

Your curriculum requirements are listed in the appropriate section of the *Undergraduate Announcements*. Go to www.registrar.clemson.edu/html/catalog.htm and select the appropriate year for your curriculum.

How do I check the curriculum year for which I am registered?

Your curriculum year is shown at the top of your Degree Progress Report (DPR).

How do I access my Degree Progress Report?

The degree progress report is a menu item on the SIS system (sisweb.clemson.edu).

Can I change my curriculum year?

Students have the option of changing to a curriculum year later than the one originally assigned during enrollment. For example, a student in the 2004-05 curriculum in 2007 may change to the 2005-06 curriculum or the 2006-07 curriculum. You can use a “what if” DPR to see how the change would affect you. Be careful when making a change of curriculum to consider all changes that may affect you. *Change of Curriculum* forms are available at Enrolled Student Services (104 Sikes), and must be signed by your advisor.

As a Management or Industrial Management major, what are my options to satisfy the "Business International Requirement" (6-credit hours)?

A list of approved courses is available at www.clemson.edu/management/BusIntReqList.doc. Be sure to read the footnotes in this document. Please note that this requirement may be called the "International Studies Requirement" in your DPR.

As a Management or Industrial Management major, is there a foreign language requirement in my curriculum?

No. But as you can see in the approved list of courses for the "Business International Requirement", you can use some foreign language courses to satisfy this requirement.

My curriculum lists an Operations Management Requirement. What is this? Didn't I already take Operations Management?

This requirement is sometimes confused with the course MGT390 Operations Management. The Operations Management Requirement is a course requirement in addition to MGT390. See the Undergraduate Announcements for the list of courses you may select from in order to meet this requirement.

What does “ECON 301/(MGT)306/308/309/314” mean in my DPR?

This is the list of courses that can be taken to satisfy the Economics Requirement. For whatever reason, the programmers decided to list these courses rather than just write “Economics Requirement”. Note that this requirement is in addition to ECON 211 and ECON 212.

My curriculum year lists a 12-hour Management Requirement. How can this requirement be met?

The Management Requirement can be met in one of 3 ways: 1) take any 300 or 400 level management courses beyond those required, 2) take 4 courses from an emphasis area as listed in the Undergraduate Announcements for your curriculum year, or 3) complete an approved minor. A list of approved minors is listed in the Undergraduate Announcements near the end of the curricula for the College of Business and Behavioral Science (e.g., page 80 of the 2007-2008 Undergraduate Announcements). If you choose to complete a minor, all administration will be handled by the department that offers the minor (e.g., if you request a course substitution, you will need to ask someone in the department that offers the minor).

Can I take courses at other academic institutions and have them transferred to Clemson?

After you are enrolled at Clemson, you must have approval prior to taking any courses at other institutions. Waiting until after taking a course to determine if it will be accepted is very risky.

How can I determine whether a course which is offered at another academic institution is equivalent to a course at Clemson?

Go to the *Transfer Credit Equivalency List* (TCEL) on the Clemson University webpage at virtual.clemson.edu/groups/tcel/ to see courses which have been previously evaluated. If the course is not listed here, you will need to take a course description to someone in the department that teaches the class to have it evaluated and approved. Even if a class is listed on the TCEL, you must still have approval from your advisor and have the form in your Clemson University folder in order for the course to be accepted. Be aware of Clemson's residency rule, which requires that 37 of your last 43 credit hours be taken in residence at Clemson. You must complete a "Permission to Take Coursework Elsewhere Form" prior to taking a course at another institution.

If I have a course transferred from another academic institution, will the grade be transferred and count toward my overall GPR?

You only receive credit for the course, and you must receive at least a "C" for the course to transfer. The grade itself is not transferred or counted into your overall Clemson GPR.

Can I take courses at colleges overseas and receive credit toward my curriculum requirements?

The Department of Management encourages study abroad, and there are many equivalent courses which students may take. You must work with the Clemson University Study Abroad Office (656-6468) to ensure you will receive credit at Clemson University for the courses.

Can I receive course credit for internships?

You can arrange to receive credit for internships, but arrangements must be made before you begin the internship. For more information, please contact the Department Chair Dr. V Sridharan in Room 101 Surrine Hall, or at suhas@clemson.edu. Phone: (864) 656-2011.

I just transferred from another major. Can I substitute courses which I have already taken for courses in my Management or Industrial Management curriculum?

Substitutions may be possible. You should see Kathy Clark in room 101B Surrine Hall to complete a course substitution form.

Why does the DPR say my electives (or any other category) are "NOT COMPLETED" even though I've completed some of the coursework?

The DPR will list a requirement as NOT COMPLETED until you have completed all the requirements. For example, if your curriculum has a 6 hour International Studies Requirement, it will be listed as NOT COMPLETED even if you have taken one course that meets this requirement (i.e., if you have only 3 of the 6 hours completed, the International Studies Requirement will be listed as Incomplete since you still have to take another 3 credit hours to meet this requirement).

Why are some courses indented in the DPR?

The formatting is a little odd but has no significance. It is probably a programming quirk. Use the Undergraduate Announcements for your Curriculum Year to make sure you can match up each entry in the DPR to the courses listed for your curriculum.

Where can I find more information about DPRs?

See the tutorial at the registrar's website, www.registrar.clemson.edu/html/DPSIndex.htm.

SECTION III: DECLARING A MINOR

As a Management major, how do I declare a minor?

Your academic advisor can enter you in an approved minor.

My courses for my minor are showing up under Electives. Is this okay?

Yes, this is where they will appear unless they “double count” for some other requirement such as a General Education requirement. The software that does the matching for the DPR is not programmed to track your minor, and you must do this manually yourself based on the requirements listed for the minor in the Undergraduate Announcements.

SECTION IV: WHAT ARE CREATIVE INQUIRY COURSES AND HOW DO THEY FIT IN MY CURRICULUM?

What are Creative Inquiry courses?

Visit www.clemson.edu/ugs/creative_inquiry/ for an overview of Creative Inquiry courses. In the Management curriculum, you can take MGT497 Creative Inquiry for up to 6 hours. These courses are not required in the curriculum but may be used to partially satisfy the Management Requirement option of taking “any 12 hours of 300/400 level MGT classes beyond those which are required”. Special consideration may be given for Creative Inquiry courses taken in an Emphasis Area.

How can I get information on Creative Inquiry courses which are offered in the Department of Management?

Contact Kathy Clark in the Department of Management office in Room 101 Serrine Hall, or at kclark4@clemson.edu.

SECTION V: PLANNING A COURSE SCHEDULE

Can I expect that all the courses I need will be offered every semester?

We will offer all required MGT courses (MGT 201, 218, 307, 310, 312, 318, 390, 400, 415, and 423) every Fall and Spring semester. While some optional MGT courses (MGT 402 and 411) have historically been offered every Fall and Spring semester, other optional MGT courses will only be offered subject to faculty availability. However, the Department of Management tries its best to offer most courses at least once each academic year. Many of the required and optional MGT courses may also be offered during summer sessions; however these are contingent on faculty availability and student enrollments.

Note: The Department of Management has no control over non-MGT courses and you will need to contact the appropriate department to see if a course you need will be offered in the semester in which you need it.

Can an advisor tell me if I will graduate “on time”?

You (the student) are the best person to address this question as many personal factors are involved. Use your DPR and curriculum sequence to determine how many classes you have remaining to take. Then you will need to consider variables such as the amount of time available to devote to your studies (e.g., will you be working during the semester?) as well as your comfort level with the courses to decide how many courses you want to take in a given semester. Advisors can help students understand the curriculum requirements and the suggested sequence of course selection as indicated in the Undergraduate Announcements. However, it is YOUR responsibility to schedule course loads (based on your personal goals and situations) and to regularly compare your plans with the curriculum requirements listed in your DPR.

Note: In addition to making sure that all the “slots” in your DPR are filled, you **MUST** also keep track of the total credit hours needed for your curriculum.

Can an advisor increase my limit so I can take more classes?

In most cases the limit is set by the registrar up until just a few days before the semester begins to allow everyone to have a chance to get a full load of classes before allowing students to take an overload of classes.

I have not been able to register for a MGT class that I need. Can I expect to get into this class, or must I wait until another semester to take it?

You should put your name on the request log for the classes. Department of Management schedulers work the request logs frequently and you will often be able to get into requested classes. You may not get the section you want, but you have a good chance of getting into a section which fits your academic schedule. It is however strongly advisable to have a backup plan for the situation where you are not able to take a certain class at a specific time.

Note: The Department of Management has no control over enrolling you in non-MGT classes that are full, and you will need to contact the appropriate Department Chair regarding these courses.

Can I take a course without satisfying its prerequisites?

The short answer is “No, you cannot take a course without satisfying its prerequisites.” It is your responsibility to check the prerequisite for a course (see the course descriptions in the Undergraduate Announcements), and to make sure that you will have satisfied all of them when you sign up for a class. The SIS registration system does NOT check prerequisites and will not prevent you from signing up for a course without its prerequisites. However, you may be subsequently dropped from the course if you do not satisfy its prerequisites.

What if I get a note indicating I will be dropped from a MGT course due to failure to meet prerequisites?

See the response to the previous question. However, if you are currently enrolled in a course that satisfies the prerequisite or if you will be taking a course (e.g., during summer) at Clemson or elsewhere that will satisfy the prerequisite by the time you will be taking the planned MGT course, please send a message to Kathy Clark at kclark4@clemson.edu.

SECTION VI: CHANGING MAJORS

I am thinking of changing majors from Management or Industrial Management to another major. How can I determine how my courses will transfer into the new major?

On the SIS system, select the menu item named "What-if Degree Progress Report." You can "What-if" any major that is offered at Clemson and be able to see how your courses would transfer into the new major.

I just transferred to Management or Industrial Management from another major. Can I substitute courses which I have already taken for courses in my MGT or IM curriculum?

Some substitutions may be possible, but only after careful scrutiny by your academic advisor and approval from the Chair of the Department of Management. See Kathy Clark in room 101B Sarrine Hall to complete a course substitution form.

SECTION VII: OTHER QUESTIONS

How can I find out about academic questions not related to the management curriculum?

The Registrar's Portal has a lot of useful information about registration, calendars, tuition, and much more at the site www.registrar.clemson.edu/portal.