

UNDERGRADUATE PROGRAMS

Getting Down To Business



foster.washington.edu/glance/new_buildings.shtml

In two years, the Foster School of Business will inhabit an amazing new building, Paccar Hall. Groundbreaking starts in September 2008 and we're all going to experience GROWING PAINS when construction begins!

How does this impact you?? Classes will be offered on a two-day a week schedule (as they are now) but at different times and the core courses will be offered mainly at 2:30p.m. and 4:30 p.m.

You should plan ahead for a schedule that will include afternoon classes.

Greetings from the UPO Staff!

All of us in the Undergraduate Programs Office are excited to have you join the Foster School community! This handout serves as an introduction to our services and answers some questions we are asked frequently by students. We look forward to helping you reach your educational goals. I look forward to meeting you!

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When can I register for business classes?

Currently enrolled UW students may register according to class standing on their scheduled registration day. Transfer students will be eligible to register after their assigned Transfer Advising Session before their first quarter.

What classes should I take?

You can find some registration tips on the Current Students page of our website. Other suggestions include completing the core classes early so that you will have more flexibility in scheduling electives or completing an option or concentration, if you choose. The order of your core classes is flexible, except for the "Capstone Course" (MGMT 430) that is designed to be taken near graduation. If you have been admitted to an option or are thinking of adding one in the future, register for the core class or classes that would prepare you for that option. Accounting students must take ACCTG 301 and B CMU 302 by the end of autumn quarter.

Even though it is important to complete the core early, most students like to mix up their schedule with remaining General Education requirements (VLPA, etc.), writing requirements, or non-business electives. Don't overload yourself in the beginning. We encourage students to seek the guidance of a UPO academic adviser.

How many classes or credits should I take each quarter?

That is entirely up to you. It will probably depend on your non-academic responsibilities like work, participation in student organizations and family obligations. You may need to experiment to see what works for you. To graduate in four years, you need to average 15 credits per quarter. Tuition costs are the same for 10 to 18 credits. To be eligible for financial aid and many scholarships, you need a minimum of 12 credits per quarter. International students, veterans and student athletes must also carry a minimum of 12 credits.

I need help planning my schedule to graduation. What is the best way of doing that?

Make a half-hour appointment with an adviser. In preparation for your appointment, the adviser will have printed your transcript and your Degree Audit (DARS) and reviewed your current status. You need to come prepared to discuss your academic and career goals, time frame to graduation and a tentative plan. Refer to the "Forecast of Undergraduate Business Courses" at: foster.washington.edu/undergrad/handouts.shtml.

What is the "90 non-business credit" policy?

The liberal arts portion of your degree builds important skills. Our accreditation requires at least 90 credits of the 180 credits required to graduate come from outside the Foster School.

Can I take a class pass/fail?

The UW refers to it as Satisfactory/Not Satisfactory (S/NS). Only classes to be used as General Electives may be taken S/NS. If you are thinking about this registration option, it is a good idea to discuss it with an adviser. There may be important issues that you haven't considered.

Do all students need an option?

Our degree does not require students to specialize in a specific area. Many students choose a broader or more flexible approach to selecting their degree. Students who are interested in a particular area should explore that area early for maximum flexibility in scheduling classes.

What if I'd like to add or change my option?

Business majors who have earned less than 135 credits may switch from one to another by meeting with an adviser and completing a change of major form.

Business majors who have earned 135 credits or more, or those who want to have two options, must meet with an adviser (by appointment) to create a graduation plan which will be reviewed for approval. Approval of the graduation plan will be based on a variety of factors including the total number of credits at graduation and the impact on the graduation date.

Students, for example, whose graduation plans show them earning far more than 180 credits, will have less of a chance of being permitted to add a second option than those who project completing at or slightly above 180 credits.

How can I see an adviser?

- **Drop-in advising:** Monday to Thursday, 11:30am until 1:30pm. This is the best option for quick questions--5 to 10 minutes maximum on a first-come, first-served basis.
- **Half-hour appointments:** This is the best option for graduation/career planning, discussion of personal issues affecting academic progress, or other topics requiring in-depth discussion. Make an appointment in person or by phone.

What can an adviser do for me?

- Encourage, collaborate and listen
- Assist with career exploration and planning
- Facilitate long range academic planning
- Help you explore ways to specialize your degree
- Explain and interpret UW and Foster School policies
- Assist you in locating other UW resources

A Timeline of Our Services

Be sure to visit the Undergraduate Programs Office throughout your academic career.

- **First quarter:** Start off strong in the Foster School of Business! Consult with an adviser to discuss your goals and make long range plans. Explore ways to customize your education.
- **Study abroad:** Expand your world! Explore study abroad opportunities with the International Programs and Exchanges Office and work with a UPO adviser to see how courses taken abroad can be used toward your business degree. Start researching early!
- **Internships:** Put theory into practice. Experience the field first hand. UPO advisers can help you find resources and make decisions about when, where, and why you might do an internship. See: foster.washington.edu/internships.
- **Customize your degree:** Add an option, concentration, certificate and more. You have a variety of ways to specialize within the Bachelor of Arts in Business Administration degree. See a UPO adviser to talk about how to make the degree program fit your interests and goals. Advisers can help you make plans, explore choices and navigate decisions.
- **Graduation:** Apply to graduate and finalize your academic plans with an adviser. Get graduating senior priority (GSP) registration. Discuss and clarify long term goals. Prepare for graduate school. Prepare to apply for full-time positions. Your UPO adviser is here to support, guide and refer you to resources for help with this exciting, if scary, transition! Students may apply to graduate once they have earned senior status at 135 credits. Information about applying to graduate is found at: foster.washington.edu/undergrad/graduation_requirements.shtml.