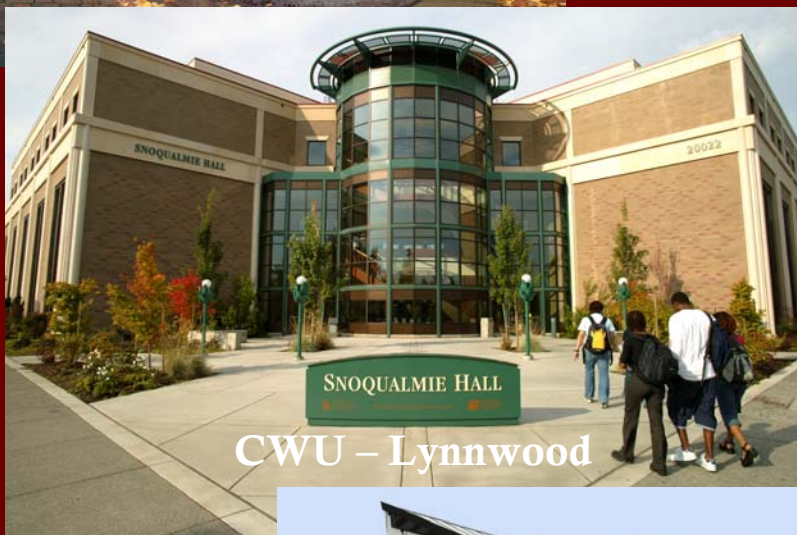


STUDENT HANDBOOK

CENTRAL WASHINGTON UNIVERSITY COLLEGE OF BUSINESS



CWU – Ellensburg



CWU – Lynnwood



CWU – Des Moines

2008-2009

Message from the Associate Dean

Thank you for considering the College of Business at Central Washington University. This handbook is designed for both those contemplating applying to the College of Business and for those already accepted into a College of Business major. Please know that the College of Business is committed to creating value and opportunity for you, the student. The creation of this value and opportunity consists of two components, resources and “you.” The first component is resources of which this *Student Handbook* is designed to make you aware. The *Student Handbook* is intended to be as helpful as possible as you navigate your way through the remaining years of your collegiate experience. The *Student Handbook* is written with the following in mind: “Empower students to succeed! Do not enable them to fail!” What do we mean by this? Essentially, you need to take responsibility and ownership for your academic career. Indeed, the second component of creating value and opportunity is you. We are committed not only to your mere survival in a CB major program, but we are also committed to you thriving in our programs in order to maximize your success after you graduate.



The Student Handbook is written with the following in mind: “Empower students to succeed! Do not enable them to fail!”

Thus as part of the responsibility and ownership, we want you to read this *Student Handbook*, the CWU catalog under which you are accepted to the College of Business, and the CB website, www.cwu.edu/~cb/. Read and re-read these three essential pieces of information. Not only will you survive, you will thrive, and you certainly will not be saying, “Wow! If only I had known that!” Moving from a passive participant to an active participant in your future is vital. Your meetings with advisors need to go beyond, “what do I need to take next quarter?” to “what courses do I need to take during my remaining time to ensure that I graduate with maximum job market viability?” Your interactions with faculty need to go from “what do you think I ought to do this summer?” to “My situation dictates three choices for me for this summer: get a summer job, go to summer school, get an internship. Please help me decide which of these best fits my career goals.”

Your meetings with advisors need to go beyond, “what do I need to take next quarter?” to “what courses do I need to take during my remaining time to ensure that I graduate with maximum job market viability?”

We are committed to providing you the tools to be successful and foster your active participation in your collegiate experience. We are confident that this *Student Handbook* is one of the resources to help you accomplish this goal.

Dr. Laura M. Milner

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Central Washington University

College of Business (CB)

Mission

CWU's College of Business faculty and staff create value and opportunity for our students by focusing on quality in undergraduate education at the Ellensburg campus and university centers in the Puget Sound and central regions of Washington state. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty research and supported by professional service.

Vision

CWU's College of Business will be recognized as a premier learning community creating an environment in which students, faculty and staff reach their full potential.

Meaning of Our Mission

Value

- We are affordable and accessible to an increasingly diverse student population.
- Through curricula based on theory and on practice, we prepare students with the knowledge, competencies and skills that are necessary for productive careers in a dynamic and changing environment.
- Undergraduate and niche graduate degree programs are delivered by faculty who are dedicated to using their academic preparation and business experience to enhance student learning and career preparation.

Opportunity

- We are a university of choice to students and an employer of choice to faculty and staff.
- We transform lives through a learning environment built on a foundation of teaching excellence, effective curricula and state-of-the-art physical facilities.
- We serve students in Washington state through programs and courses delivered at well-established University Centers co-located on dynamic community college campuses.

Quality in Education

- Teaching is our priority. We foster a learning environment characterized by an accessible faculty and a high degree of faculty and student interaction.
- Curricula reflect current needs and developments in business and promote an understanding of theory and its practical application.

- Education at a high level of quality derives from concern for students at the individual level, and personalized, innovative instruction supported by appropriate learning technologies.
- Important linkages are developed with alumni, College of Business Advisory Board, employers and other professionals in business and education.
- We are committed to outcomes assessment and continuous improvement in order to provide a high quality education.

Our Shared Values

The faculty and staff of the CB share a set of core beliefs and commitments.

We believe in:

- student success
- lifelong learning
- integrity and ethical behavior
- excellence

We commit ourselves to:

- prepare students for the future
- impart knowledge on which students can build
- treat everyone with respect and fairness
- exemplify our values by serving as teachers and role models
- remain current in our academic disciplines and professional fields

Statement of Conduct

The College of Business is a learning community committed to a set of core values based on integrity, respect and responsibility that guide our interactions.

Integrity: the quality of possessing and steadfastly adhering to high moral principles or professional standards. Members of our community are expected to act with integrity and honesty. These qualities are essential in providing a basis for trust, and are at the foundation of what molds the character of business professionals.

Respect: to show consideration or thoughtfulness in relation to others. Our community respects the right of all people to express their ideas, beliefs, and opinions. Our relationships are based on mutual respect for one another, and differences of opinion are discussed openly and civilly. These discussions will focus on the issues, rather than attacking either party, and are presented in a courteous manner. We

are sensitive to the impacts of both our words and actions on others.

Responsibility: the state, fact, or position of being accountable and responsible. We accept responsibility for our actions and the consequences resulting from them. We understand and expect those around us to hold us accountable for our dealings and behavior. We deliver on the commitments and promises we make to others.

Code of Honor

As College of Business students we pledge to uphold these standards of professionalism and conduct ourselves in accordance with them. We will not lie, cheat, or steal, and will not tolerate those who do. Our behavior defines who we are and what we will become.

Adopted March 2, 2005 by the CB Leadership Group for AACSB Accreditation

Adopted April 8, 2005 by consensus of the CB faculty

Faculty/Staff Directory

For faculty and staff contact information, please view the directory at http://www.cwu.edu/~cob/cob_directory.html

You can also view the current faculty teaching and office hour schedule at the following links:

Accounting:

<http://www.cwu.edu/~cob/acct/ACCTschedule.pdf>

Economics:

<http://www.cwu.edu/~cob/econ/ECONschedule.pdf>

Finance and OSC:

<http://www.cwu.edu/~cob/finosc/FINOSCSchedule.pdf>

Management:

<http://www.cwu.edu/~cob/mgt/MGTschedule.pdf>

College of Business Majors

The College of Business (CB) currently offers three Bachelor of Science degree programs: B.S. in Accounting; B.S. in Business Administration; and B.S. in Economics¹. Within the Business Administration and Economics degrees, there are specialization choices. Before you decide on your College of Business degree program, you should carefully read and review the **admission requirements** as outlined in the current CWU [undergraduate/graduate catalog](#).

Application to Major Process

All students must complete two different admission processes. First, the student must apply and be accepted to CWU and then the student must apply to their major program.

Applications to CB majors are accepted during [group advising sessions](#) scheduled during the CWU Advising Week every term in Ellensburg and at all orientations in [Lynnwood](#) and [Des Moines](#). You will only be accepted into the major after all pre-admission course and grade requirements are verified.

Processing time for a major application is approximately one week and you will be notified of your status by letter. **Note:** The College of Business will NEVER waive grade or GPA requirements in your program. For example, *you cannot be admitted*

with a 2.499 pre-admission GPA if the required is a 2.5. Applications to all CB Majors can be found at the following web link:

<http://www.cwu.edu/~cob/students/formshome.html>

Transfer Students

If you are transferring from another university or community college, all transcripts should be received and processed by CWU before applying to a CB program.

Ellensburg Students

For Ellensburg students, the CB will accept your [Application to Major](#) once you reach **75 credits and are within two quarters of completing your pre-admission courses**. If you are currently working to complete pre-admission courses, the CB will give you pre-major status and monitor your academic progress quarterly. Pre-major status in the university's computer system means that you have expressed an interest in a major, although you have not completed all requirements necessary to be accepted into the major. Declaring as a pre-major prevents registration holds assigned by the Office of Enrollment Management once you have reached 100 credits. It does not mean you have been formally admitted into your business degree program.

Once you receive pre-major status, you will not have to apply to your program again and your grades will be monitored every quarter until you are ready to be admitted.

¹ Ellensburg Campus Only

CWU-Lynnwood & CWU-Des Moines Students

Because CWU-Lynnwood and CWU-Des Moines campuses do not offer 100- or 200-level courses, all students attending CWU-Lynnwood or CWU-Des Moines must come to the university ready to enter their major (please see the [undergraduate/graduate catalog](#) for admission requirements).

Accounting Degree Program

The **Department of Accounting** supports the Bachelor of Science in Accounting. Accountants practice accounting, which is the art and science of identifying, processing, and analyzing an organization's data and information, then helping decision makers use it to make their decisions.

Traditionally, accountants have worked with financial data and information generated by the economic transactions that organizations engage in. Accountants use that information to produce:

- Financial Statements - used by investors and creditors to make decisions about investing and lending;
- Tax Returns and Regulatory Reports - used by governments to verify compliance with various international, national, and local laws and regulations; and
- Managerial Reports - used by managers and employees to make decisions about the organization's operations.

Accountants specializing in auditing also use their skills and knowledge to verify that an organization's financial information has been prepared in a manner that complies with certain national and international standards.

Career Paths

Some career opportunities with a B.S. in Accounting include:

- [Public accounting](#)
- [Industry accounting](#)
- [Not-for-Profit accounting](#)
- [Appraisers and assessors of real estate](#)
- [Auditors](#)
- [Budget analysts](#)
- [Claims adjusters, appraisers, examiners, and investigators](#)
- [Financial analysts and personal financial advisors](#)
- [Management analysts](#)
- [Tax examiners, collectors, and revenue agents](#)
- [Certified fraud examiner](#)

For more information, visit the Occupational Outlook Handbook: <http://www.bls.gov/oco/>

Business Administration Degree Program

The **Department of Management** and the **Department of Finance and Operations & Supply Chain (OSC)** jointly support the Bachelor of Science in Business Administration.

Students matriculating in **Ellensburg** select a 25-credit specialization within the B.S. Business Administration program in one of six areas: Finance, General Business, Human Resource Management, Management and Organization, Marketing Management, or Operations and Supply Chain Management. Students matriculating at the **Lynnwood or Des Moines** university centers are limited to the 25-credit general business specialization. The [CWU undergraduate catalog](#) offers a great deal of information on each specialization and provides course descriptions for all courses offered. Your faculty advisor may also assist you with questions about specialization options and career opportunities.

Career Paths

Some career opportunities with a B.S. in Business Administration include:

- [Advertising, marketing, promotions, public relations, and sales managers](#)
- [Financial managers](#)
- [Human resources, training, and labor relations managers and specialists](#)
- [Industrial production managers](#)
- [Purchasing managers, buyers, and purchasing agents](#)
- [Executives or senior managers](#)

For more information, visit the Occupational Outlook Handbook: <http://www.bls.gov/oco/>

Economics Degree Program

The **Department of Economics** supports the Bachelor of Science in Economics. Individuals who have the capacity to analyze complex problems and make intelligent decisions usually hold executive level positions in today's world. Learning economics will help students think logically and improve their ability to use economic concepts to analyze "real world" problems and opportunities. In addition to preparation for business and government agency employment, an economics major is excellent preparation for law schools, Master's of Business Administration programs, and graduate programs in economics, agricultural economics, and natural resource management. Currently, the Bachelor of Science degree in Economics is offered on the **Ellensburg campus only**. Students will choose a

specialization in managerial economics, general economics, or economic and business forecasting. The [CWU undergraduate catalog](#) offers information on each specialization and provides course descriptions for all courses offered. Your faculty advisor may also assist you with questions about specialization options and career opportunities.

Career Paths

Some career opportunities with a B.S. in Economics include:

- Banking
- Business Forecaster
- [Economist](#)
- Financial Analyst

- General Business
- [Traditional corporate economist](#)
- [Strategic/corporate planning](#)
- [Entrepreneur](#)
- Research Data Analyst
- [Trade association](#)
- [International financial markets](#)
- [Consulting](#)
- [Economic development](#)
- [Labor economist](#)

For more information visit the Occupational Outlook Handbook: <http://www.bls.gov/oco/> or the NABE website: <http://www.nabe.com/careers/index.html>

College of Business Minors and Certificates

Applications

Applications to all CB Minors can be found at the following web link:

<http://www.cwu.edu/~cob/students/formshome.html>

CWU-Lynnwood & CWU-Des Moines

We do offer coursework towards a CB Minor at the Westside centers, but keep in mind that the center campuses only offer 300- and 400-level courses. Therefore, the expectation is that all 200-level courses required for the minor will be transferred in from another institution or taken at CWU-Ellensburg.

Business Minor – 30 Credits

The Business Minor provides students with an introduction to several key areas of business administration. For more information on the Business Minor, you should carefully read and review the current CWU [undergraduate/graduate catalog](#). *Note: Accounting Majors cannot declare a business minor.*

Economics Minor I – 25 Credits

The Economics Minor I is designed to accompany the business administration and accounting majors. Prior approval of electives by the economics advisor is required. For more information please carefully

read and review the current CWU [undergraduate/graduate catalog](#).

Economics Minor II – 20 Credits

The Economics Minor II is designed for all majors with the exception of business administration and accounting. Prior approval of electives by the economics advisor is required. For more information please carefully read and review the current CWU [undergraduate/graduate catalog](#).

Supply Chain Management Certificate – 25 Credits

The Supply Chain Management Certificate program provides the opportunity for the student to gain knowledge and skills in the full spectrum of supply chain activities—supplier relationships, purchasing management, operations and inventory management, logistics and transportation, quality management, and information technology. Typical job titles include purchasing/ supply manager, procurement manager, materials manager, contracts manager, purchasing agent, senior buyer, and buyer/planner. For more information please carefully read and review the current CWU [undergraduate/graduate catalog](#).

Transfer Student Essentials

Why is there a special section dedicated to Transfer Students?

Almost 70% of students who graduate in a College of Business program have taken course work from a transfer institution. Because of the volume and diverse academic background of transfer students, it is extremely important for transfer students to fully understand how prior courses articulate to satisfy admission and graduation requirements at CWU and within a College of Business degree program.

I am thinking about attending CWU-Lynnwood or CWU-Des Moines what should I know?

Because CWU-Lynnwood and CWU-Des Moines campuses do not offer 100- or 200-level courses, all students attending these sites must come to the university ready to enter their major.

I have been accepted by CWU when should I apply to the College of Business?

You should apply to the College of Business after all of your transcripts from other institutions have been evaluated. Official evaluation of transcripts is conducted after you have been admitted into the university by the Office of Admission **and** after you pay the confirmation fee.

How long does it take for an official credit evaluation?

Processing time can vary from a few days, for in-state community college transcripts, to two-weeks, for 4-year or out of state college transcripts. Students wishing to have credits from **non-United States institutions** considered for transfer into the College of Business must have their transcripts evaluated through outside credential evaluators who are members of the National Association of Credential Evaluation Services (NACES), such as Foundation for International Services (FIS), the World Education Services (WES), or Educational Perspectives.

How do I know when my transcripts have been evaluated and if they transfer as equivalencies to meet my business degree program?

You can view your Transfer Credit Report using the CWU Wildcat Connection and your student SAFARI account. In SAFARI – Student Center under academics in the drop down “other academic...” box you will find transfer credit report. On the transfer credit report, verify the accuracy of the course articulations.

What if a CB required course does not transfer as a direct equivalency as indicated on my Transfer Credit Report?

Meet with a CB professional advisor to discuss the course petition process using the Permit to Substitute form. These types of petitions will require a copy of the course description from the transfer school and if possible, a copy of the course syllabus (especially for 300- or 400-level courses). The petition form should be submitted with the Application for Major. The College of Business will **NOT** approve course substitutions until all transcripts are evaluated and processed by a CWU, Credentials Evaluator and are reflected on your Transfer Credit Report.

What if my community college does not offer the exact same math courses expected by CWU’s College of Business?

In order to have a seamless transition from Washington community colleges to Washington four year institutions, an agreement known as the Business Direct Transfer Associates agreement was made. This agreement is found at http://www.sbctc.ctc.edu/docs/education/transfer/business-dta_mrp_agreement_final.pdf

The CWU College of Business expects those courses agreed to, including finite, business calculus, and statistics. If your community college does not offer the courses, the transfer is not so seamless. In general, however, if students do not have the agreed math courses, we will typically accept three “substantial” math’s that approximate the level and complexity of these courses. For instance, a pre-calculus course, business calculus course, and a statistics course meet our expectations. Exact course to course articulations for Washington state institutions are located at http://www.cwu.edu/~regi/equivalencies/08_college_list.html

Once I am admitted into Central and into my College of Business major, will I simply have to take required courses in the major to graduate?

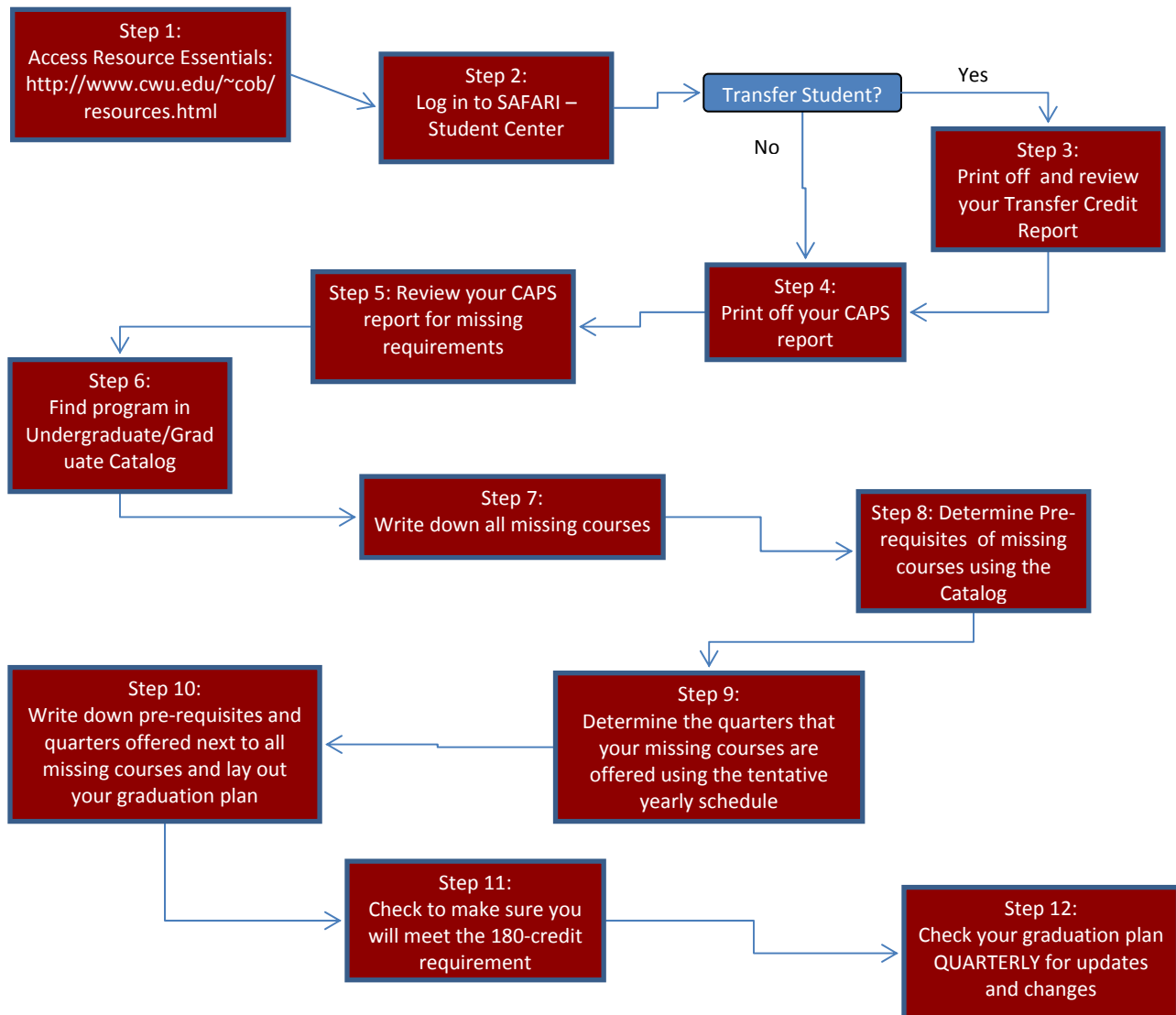
NO. There are many graduation requirements not only within your major but that all students regardless of major must satisfy. In addition to pre-admission GPA requirements needed for admission, CB students will have a minimum of four other GPA thresholds that must be satisfied to graduate. Students with a high number of transfer credits must also satisfy residency requirements, which can often consist of a minimum of 45 CWU credits to obtain a degree from CWU. One requirement that typically

impacts transfer students is the 180 units needed to obtain a bachelor's degree at Central. In fact, most students with a Direct Transfer Associates degree will often complete their entire accounting or business administration major and still need additional classes to satisfy this requirement. Please see the example student scenario.

Example of a Business Administration Degree Seeking Transfer Student

105	Number of transfer credits from community college including completing the 35 credits of CB pre-admission
35	CB required core classes: FIN 370, OSC 323, MIS386, MKT362, MGT382, ADMG 385, MGT 489
25	Specialization Credits
165	Total credits
15	UNITS STILL REQUIRED to meet the 180 total credits

Quarterly Graduation Plan Flow Chart



Quarterly Graduation Plan

In order to help you plan for a successful graduation we have developed 12 crucial steps to build a solid graduation plan. This will teach you how to lay out the courses you need to take, which quarters you can take them, and subsequently determining when you can graduate.

Step 1 – Resource Essentials

Access the College of Business Resource Essential web site <http://www.cwu.edu/~cob/resources.html>. From this site, you will find all of the tools you need to follow the steps below.

Step 2 – SAFARI

Log in to SAFARI – Student Center (see the [Registration Handbook](#) starting on page 19 for help logging in to SAFARI)

Step 3 – Transfer Credit Report

If you have transcripts from another institution, you will want to print off your Transfer Credit Report, if you are not a transfer student skip to step 4.

In SAFARI – Student Center under academics in the drop down “other academic...” box you will find transfer credit report. On the transfer credit report, verify the accuracy of the course articulations. If a CB required course does not articulate as a direct equivalency, meet with a CB Professional advisor to discuss the course petition process. Additionally, Central has published transfer equivalency guides for Washington state institutions at http://www.cwu.edu/~regi/equivalencies/08_college_list.html

Step 4 – CAPS Report

In SAFARI – Student Center under Academic’s print off your CAPS report (Central’s Academic Progress System).

The CAPS report uses the rules set in the undergraduate/graduate catalog and applies it to your individual academic progress. The CAPS report helps you to interpret the catalog (i.e. policy) to your specific case. A training guide on the CAPS report can be found at http://www.cwu.edu/~pmits/fms_safaritraining/safari_guides/8-9DegreeProgress_Graduation.html Please note that the CAPS report includes current registration even if you have not finished the courses so check your CAPS report every quarter right after

you register to make sure all courses apply to your program or towards graduation.

Step 5 – Reviewing CAPS

Using your CAPS report, you will see that some items are in bold and red. This means that they have not been completed. List out all of the requirements and courses that you have not satisfied starting with how many credits you have remaining to meet the 180 credit requirement (please note, if you are currently repeating or are registered to repeat a course CAPS will not recognize it as a repeat until AFTER grades post so you will appear to have more credits than you actually do).

Step 6 – Undergraduate/Graduate Catalog

If you are an undeclared student or are a ‘pre-major’ for the College of Business, you will notice that your CAPS report will end shortly after the General Elective Course section. To find the courses that are required for your program you will need to use the online [Undergraduate/Graduate catalog](#). The catalog is your contract with the university regarding the requirements to meet in order to graduate. In the search box to the left change the Courses field to Programs and then type in your major. Once you find, and click on your program, it will bring up all the catalog rules and the courses required to complete your degree. Write down all courses that you have not yet completed.

Step 7 – Courses Remaining

Using the list of courses from steps 5 and/or 6, you will have determined the courses needed to finish your program. Now, you will need to determine two things, the prerequisites for these courses and what term(s) they are offered.

Step 8 – Prerequisites

Prerequisites are items or courses that are required as a prior condition into a higher-level course. The College of Business considers course prerequisites as building blocks to your education and thus STRICTLY enforces them. In addition, most CB upper division courses have “admission to major” as a prerequisite, which means you must apply and be admitted before you can register into these classes. Prerequisite overrides are rarely given, and they require a complete review of the student. It is for the above reasons why knowing all prerequisites for all

courses will help you in planning and understanding your sequence of courses.

In order to locate prerequisites for specific courses access the online [Undergraduate/Graduate catalog](#). You can either search by your program (see step 6) or you can use the search box for each course. To find prerequisites click on any course you have remaining to expand it and see the course description and the pre-requisite.

Step 9 – Terms Offered

Although all pre-admission and core classes are typically offered in multiple sections during fall, winter and spring quarters, many of the upper division electives may only be offered once a year. To find what term(s) College of Business courses are offered go to our online tentative yearly schedule which is updated weekly <http://www.cwu.edu/~cob/resources.html>. Although this lists the current year, typically what we do one year we will do the next. So, if the tentative yearly schedules says we are going to offer MKT 470 spring of the current year typically it will also be offered spring of next year.

Step 10 – Graduation Plan Template

Write down the prerequisites and quarters for all of your missing courses (Steps 7-9). Armed with the above information it is now possible for you to lay out a solid graduation plan using the CB Graduation Plan Template:

<http://www.cwu.edu/~cob/resources.html>. Make sure to add the current number of credits by using the 180 section of the CAPS report, remember CAPS is including any courses currently registered for so those credits have already been counted.

Step 11 – 180 Credit Rule

Once you have completed your graduation plan, another important step is to determine the total number of credits you will have. If this number is below 180, you will need to add additional credits to meet the minimum 180-credit rule to graduate with any degree from CWU. Many times students may finish their College of Business degree program requirements and still need more credits to meet the 180-credit requirement.

Step 12 – Update Every Quarter

Update your graduation plan every registration period to confirm that you are on track towards timely graduation and make adjustments in the event scheduling conflicts occur.

Freshman and Sophomores

If you are a freshman or sophomore planning to become a College of Business student, it is essential that you integrate your programs pre-admission courses and requirements into your first two years at Central. Make sure to pay attention to prerequisites into courses and work with the Math Department on fulfilling the Math 153 (pre-calculus) requirement.

Advising

Professional Advisors

CB Advising Center

Ellensburg students interested in a College of Business program can receive advising assistance and referrals on a walk-in basis by visiting the CB Advising Center located in Shaw-Smyser, Room 128 at the main campus. In addition, students are encouraged to sign-up for a group advising and orientation session, which are scheduled every term during CWU Advising Week and during early registration periods. These sessions are typically 40 minutes and provide to students in-depth information needed to transition and graduate in a business degree program. To register for a CB advising session visit: <http://www.cwu.edu/~cob/students/advising.html>

CWU General Advising Center

If you have questions regarding General Education requirements or wish to explore another degree program while at Central, you can visit Academic Advising Services in Room 107 Hertz Hall <http://www.cwu.edu/~acadadv/>.

Des Moines Professional Advisor

In Des Moines, Clare Brown can help with course sequencing, preparation for a successful career, graduation and major requirements, and assisting you with removing advising holds.

Clare Brown
206-439-3800 x3868
clbrown@cwu.edu

Lynnwood Professional Advisor

In Lynnwood, Danielle Forrest, can help with course sequencing, preparation for a successful career, graduation and major requirements, and assisting you with removing advising holds.

Danielle Forrest
425-640-1574 x3733
forrestf@cwu.edu

Faculty Advisors

Upon formal admission into your CB program, you will be assigned a faculty advisor in your field of study. This information will be given to you in your official letter of acceptance into the College of Business and is also available in SAFARI.

The type of advising students should seek with faculty is more “mentor” type advising on things like course content, appropriate elective courses for your major, and career choices. Students should ask faculty questions like: Should I include a minor with my major? When are required classes offered? Which elective courses will best fit my interest? What are the career or job opportunities for my degree? Should I include an internship with my program? Etc.

Contact information for each faculty is available online at the [faculty directory](http://www.cwu.edu/~cob/directory.html):
<http://www.cwu.edu/~cob/directory.html>

Advising Expectations

What your advisor will expect from you

- Initiate contact with your advisor during his/her office hours, by telephone, or e-mail.
- Come to appointments on time (with your cell phone turned off) and cancel appointments if you cannot come.
- Communicate with your advisor if you are concerned about any aspect of your university experience.
- Discuss important decisions or questions about your education (e.g. choice of major, change of major, change of college) well before the registration period.
- Come prepared for appointments. Review your degree requirements. Come with a list of courses,

course sections, alternative course choices, and the meeting times of these courses. Make sure any holds are lifted (e.g. parking tickets paid, library fines paid before your date to register).

- Ask questions regarding internships and career plans.
- Follow through on referrals made by your advisor (e.g. a visit to the Career Services Center) and discuss suggestions made by your advisor.
- After communicating with your advisor do register for the classes you discussed.

What you can expect from your CB Advisor

- Availability during office hours and the opportunity for individual appointments/consultations.
- Assistance in helping you to find academic information, including information on majors and minors
- Referrals to appropriate people and offices if he or she cannot provide the necessary assistance.
- A meeting to discuss grades and recommendations for academic improvement, if appropriate.
- Assistance in specific and correct course choices that are needed to prepare students for the particular major.
- Assistance in understanding the purposes of academic requirements and their relationship to a major and career plan.
- Assistance in helping you to learn how to make academic decisions, how to discover the range of options available to you, and how to think through the consequences of choices.

Remember that it is **your responsibility** to schedule appointments, be prepared for those appointments, be informed about degree requirements, and to make the final decisions concerning your education. Consult the catalog for more information.

University Policies and Procedures

Absences/Attendance

Just like in the workforce, being absent or tardy is a very serious problem that is not taken lightly. Though faculty will frequently work with a student in extreme circumstances, they are under no obligation to do so. Regular class attendance is shown to be highly correlated with academic success. Further be aware that **instructors have the right to drop a student** for non-attendance after the first three class meetings or the equivalent of three class meetings (EX: 3-50 minute classes or 150 minutes). A student telling a faculty member that she or he will miss classes is certainly a courtesy that should be extended, but this common courtesy does not imply that there may not be consequences to the behavior. In other words, just because a student TOLD a faculty member she or he would be missing the first three classes (and perhaps even gave an excellent excuse) does not obligate the faculty member to keep the student in class.

Academic Appeal

For students wanting to grieve a grade, the specific term is called an “Academic Appeal” and the list of steps to go through is in the [current catalog's](#) appendix section.

Advising Holds

While attending CWU, students may encounter various types of holds, which prevent registration into classes. There are four primary holds every student receives relating to mandatory advising. These holds include:

- **75 Credit - Basic Skills Hold.** If a student has not successfully completed the CWU Basic Skills Requirement to include ENG101/102, Math, Reasoning, and Technology, they will receive a mandatory advising hold. For these types of holds, it is best to contact or visit the Academic Advising Center located in Hertz 107 on the Ellensburg campus. Students attending a CWU-center should not receive this type of hold unless transcripts have not been processed or received.
- **75 Credit – Meet with a Department.** Students with sophomore standing need to identify a degree program of primary interest. This hold requires students to meet with the appropriate CWU Department to discuss their program further. In the College of Business, it is important to attend an advising or orientation session. Students can register for one of these sessions from the College of Business home page.

- **100 Credit - Declare Your Major Hold.** Because CWU offers so many different degree programs, it is impossible to know which program a student wishes to pursue. Students must apply or declare their major with the department or program of interest. In the College of Business, the Application for Major serves a dual role to declare and apply to your desired degree program.
- **115 Credit - See Your Faculty Advisor Hold.** By the time students reach 115 credits, they should be formally admitted into their desired major and would be assigned a faculty advisor in their program. The College of Business expects future business leaders to read and understand all course and graduation requirements in their program as outlined in the undergraduate catalog.

Application for Graduation

An application for graduation must be submitted at [Registrar Services](#) (Mitchell Hall) or a university center office no later than the second Friday of the quarter **before** your expected degree completion. (Example: If you plan to graduate spring quarter, your application is due the second Friday of winter quarter.)

Class Limits and Wait List Procedures

Students often look into a classroom, realize there are seats, and wonder why they cannot be added to the course. CWU and the CB pride themselves on small classes; unfortunately, this may disadvantage students from time to time. (Small classes are great until you cannot get into one because it is small.) Class limits are not set by physical space limitations, although generally, smaller classes go into smaller rooms and larger classes go into larger classrooms. Class limits are set by the preferred pedagogy of the instructor, faculty, college, and university. In general, the more advanced the class, the smaller the class. This is because of the typically greater number of assignments and the more exacting nature of material requiring greater faculty oversight.

Students should be aware that the wait list system will automatically enroll them in a course for which they have been wait listed once a seat becomes available and if they are eligible to enroll. Please see page 13 of the [registration handbook](#) <http://www.cwu.edu/~regi/schedules/RegiHandbook08-09.pdf%20> for more information on wait lists.

Final Examinations

Currently, the final examination week for each term spans four days from the Tuesday through the Friday immediately following the last week of instruction.

Grades

Faculty must have grades posted on SAFARI by no later than 10:00 p.m. on the Tuesday after Final Examination Week. "Grade points" are assigned to each grade as follows

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Graduation with Distinction

Baccalaureate honors are awarded to recipients of a first Bachelor's degree and noted on the recipient's diploma and University transcript. The standards are:

- 3.5 to 3.69 - cum laude
- 3.7 to 3.89 - magna cum laude
- 3.9 to 4.00 - summa cum laude

The following conditions must be met in order to be considered for graduation with distinction:

- At least seventy-five (75) of the credits required for the degree must be earned at Central with a minimum of 60 credits in courses taken on the A-F graded basis.
- Credits earned by course challenge, CLEP and other national examinations, military experiences or courses, non-college courses and industrial experience will not be allowed toward the 75 credits required for eligibility requirement.
- Honors shall be based on the GPA of all credits earned at Central as well as all transfer credits accepted by CWU.

President's Scholars are those students who have cumulative GPA's in the top 1 percent of their respective college class. GPA is calculated by existing University policy.

Dean's Scholars are those students who, in the current academic year, have cumulative GPA's in the top 5 percent of their respective college class (but not including the top 1 percent). GPA is calculated by existing University policy.

Honor Roll

Undergraduates who achieve a grade point average of 3.5 or higher in any given quarter will be named to the honor roll. To be eligible, a student must

complete a minimum of 12 graded credits in the quarter earned.

Course Repeat Policy

Students are allowed to take a course a second time. Students attempting to take the same course a third time may do so only with permission of the instructor and the department chair. Courses may not be taken more than three times without permission of the department chair AND the dean of the college. Credit for repeated courses will be awarded only once, the last time the course is taken. When a course is repeated, only the last grade earned will be used in the computation of the cumulative and major grade point averages. All grades will remain in the student's official record. All Business Administration courses have a stricter repeat policy. See the College of Business Policies and Procedures in the next section.

Scholastic Standards

University Academic standards are established by the faculty. The vice president for student affairs has responsibility for implementing these standards. A student's academic standing appears on the quarterly grade report. Following are standard designations of academic standing:

1. **Good Standing:** A student is in good standing when both the quarterly and cumulative grade point averages (GPA) are 2.0 or higher.
2. **Academic Warning:** A student who has been in good standing will be placed on academic warning when the GPA for the previous quarter is below 2.0.
3. **Academic Probation:** A student who has been on academic warning will be placed on academic probation if either the quarterly or the cumulative GPA is below 2.0.
4. **Academic Suspension:** A student who has been on academic probation will be placed on academic suspension if the GPA for the previous quarter is below 2.0. If the GPA for the previous quarter is 2.0 or above, but the cumulative GPA remains below 2.0, the student will remain on academic probation.

Total Withdrawal from the University

Per the Leave of Absence policy at CWU and as stated in the catalog, "students who do not enroll for consecutive academic quarters (exclusive of summer) must reapply for admission." This not only includes readmission to CWU but also to the College of Business. Be aware that standards of admission change and students must meet the current standard as well as the requirements of the degree under the

catalog to which they are readmitted. See the [current catalog](#) under the term Leave of Absence for the process and the conditions necessary to be granted a Leave of Absence.

Student Load Policy

The number of credits for which a student is fully registered determines full-time and part-time status. Note that a GPA of 2.8 or higher is recommended for students seeking an overload.

Credits	Status
6-8	Half-time
9-11	Three-quarter-time
12 or more	Full-time
15	Standard load
19-20	Overload (approval needed from major advisor and major department chair)
21 or more	Overload (approval needed from major advisor and major department chair as well as the appropriate school dean)

College of Business Policies and Procedures

Complaints/Suggestions

The College of Business encourages students to seek assistance and make their needs, wants, suggestions, and criticisms known. It is our intention to assist students and to honor reasonable requests to the best of our resource capability. Some of the college's biggest changes have occurred because of student insight. However, remember that when you were admitted to the program you agreed *de facto* to abide by the rules of the program as contained in the catalog, as have CB faculty and staff. ***As a professional, you will be expected to abide by rules even if you personally disagree with those rules.***

Experts in the area made those rules. As a business professional, you need to act in a collegial way, which means following the chain of command. If you have a problem, you should address it to the faculty member involved, then your advisor, the department chair and finally the Dean's Office in that order. Sending emails to or making calls to individuals who do not have decision-making authority in the matter means you are wasting their time with an issue that they cannot address. It is not a strategy that works well in the business world or in academia. For formal grievance of a grade see academic appeal in the University Policies and Procedures section above.

Course Repeat Policy

Business Administration courses (i.e. anything with a prefix of BUS, FIN, HRM, MGT, MIS, MKT, or OSC) may be repeated only once. This policy is stricter than the university policy which states: "Students attempting to take the same course a third time may do so only with permission of the instructor and the department chair."

Enrollment Management

Enrollment management (**reserve seating**) is the attempt to control the flow of students into courses based on priority. For instance, with MGT 489, the capstone course, in times when student demand exceeds the supply of available faculty, graduating seniors will be given first priority to enroll in the courses. For those courses that also service other colleges within the university, in those times when demand outstrips the supply, College of Business students are given priority over non-College of Business students to enroll.

Sunset Clause

Business courses taken to fulfill the requirements for an undergraduate or graduate degree from the CWU College of Business must have been **taken within the last 10 years** at the time of graduation. Exceptions may be made, but must be approved prior to acceptance into the College of Business by the department chair and dean or designee.

Interpretation:

If you have courses that are 10-years or older there is no iron-clad response to whether these courses will work for your CB program. We may make students retake all of them, some of them, or none of them. To make the determination some questions we ask include:

- "Was the student a good student in the past (defined as B or above)?" because the best predictor of future behavior is past behavior.
- Are the courses the student is now taking rigorous and are the grades received good (again, defined as a B or above)?
- Is the student pursuing an accounting degree? Typically, we might suggest the student retake accounting courses if they were that long

ago. If it is a borderline call, we would suggest the student take one of the 300-level accounting courses that do not require admission to the major. If the student does well (defined again as

a B or above), then we will probably let them move on; if the student does not do well then they will retake the beginning accounting sequence.

Resources

Awards Banquet - CB

The College of Business Annual Honors Banquet is the highlight of the year! During the program, we honor student scholarship recipients, outstanding students in each discipline, and interns-of-the-year. In addition, four faculty are recognized with the [Advisory Board Faculty Excellence Award](#) in Teaching, in Advising, in Professional Service, and in Research. We also recognize a community college professor for the "[Advancing the Dream](#)" award. Each year's program includes a keynote address from a highly respected member of the Northwest business or academic community. The venue rotates between east and west side locations.

Beacon

The Beacon is a free publication produced by the College of Business and published semiannually. The editors of the Beacon are College of Business students that receive internship credit and work with the Dean of the College of Business. Issues of the Beacon are published online at http://www.cwu.edu/~cob/beacon_index.html

Career Information

Occupational Outlook

For hundreds of different types of jobs the *Occupational Outlook Handbook* provides the training and education needed, earnings, expected job prospects, what workers do on the job, and working conditions. Visit their website at <http://www.bls.gov/oco/home.htm>

O*Net

An interactive application for exploring and searching occupations. <http://online.onetcenter.org/>

What can I do with a Major in...

Compiled by CWU's Career Services this is a great tool for career information linked to CWU majors. <http://www.cwu.edu/~career/cms/index.php?page=maajors>

Career Services

Career Services emphasizes a holistic approach to career and life planning. We are committed to empowering individuals to enter the competitive and evolving global arena with confidence and competence.

Annual Events:

- Fall – Job and Internship Fair (Ellensburg)
Accounting Pre-Screen (Ellensburg)
Accounting and Business Recruiting Events (Westside)
Job Fair (Des Moines)
- Winter – Majors Fair (Ellensburg)
Internship Fair (Lynnwood)
Job Fair (Des Moines)
- Spring – Career Quest (Ellensburg)
Etiquette Dinner (Ellensburg)
Career Fair (Lynnwood)
Job Fair (Des Moines)

For more information, please visit Career Services website: <http://www.cwu.edu/~career/cms/>

Internships/Cooperative Education

The Cooperative Education (internship) is an educational plan designed to integrate classroom study with planned, supervised, and evaluated work experience. The Cooperative Education work experience may be full- or part-time, on- or off-campus, and paid or unpaid. All students pursuing a College of Business degree may participate in an internship or co-op program. Internships provide hands-on learning that is an invaluable addition to what is learned in the classroom. In addition, upper division classes that consist of students who have already experienced the work environment can add insight to classroom discussions and projects. For more information on Cooperative Education, visit Career Services: <http://www.cwu.edu/~career/cms/index.php?page=cooperative-education-and-internships>

Computer Labs

Computer lab hours for all locations are updated every quarter and available at:

<http://www.cwu.edu/~r25/AllLabHrs.html>

Email

Advisors, professors, and other university officials will use your **CWU email account** to send important information about enrollment, billing, university deadlines, and other useful communications. It is important that you activate this account and check it on a regular basis. For detailed information on how to activate or access your account, go to

www.cwu.edu/~its

Nominate College of Business Faculty

To recognize the efforts of the College of Business faculty, students are invited in the spring to nominate faculty members for two awards excellent in teaching and/or excellent in advising. The awards are announced at the Annual CB Honors Banquet in May

Visit
<http://www.cwu.edu/~cob/students/nomination.html>
for more information.

Registration

For more information on registration, policies, and other resources available to students please visit the registration handbook at

<http://www.cwu.edu/~regi/schedules/RegiHandbook08-09.pdf>

Research Opportunities

Research Assistants

Research assistants participate in tasks, which can include; administering and developing surveys, researching literature, collecting and analyzing data, and summarizing results. For more information, please talk with the individual departments to explore opportunities in taking ECON 496 or BUS 495.

SOURCE

The Symposium on University Research and Creative Expression (SOURCE) is a university-wide forum that showcases all genres of scholarly work by CWU students, faculty, and staff. The goal is to foster an awareness of and appreciation for the high-quality scholarship that goes on at CWU, in all disciplines and at all academic levels. Any students, faculty, or other employees of CWU who engage in scholarly activity and wish to share the results of their scholarship with the campus community are

encouraged to participate. Examples of scholarship include scientific, historical, literary, or educational research, as well as creative writing, musical and theatrical performance, or artistic composition. For more information visit: <http://www.cwu.edu/~source/>

Scholarships and Financial Aid

College of Business

College of Business scholarships are typically available for application during February for the following academic year. College of Business Scholarship information is located at

http://www.cwu.edu/~cob/students/schol_home.html

Central Washington University

The beginning of the academic year announces a new "hunting season" for scholarships. The season starts as early as October and ends as late as July each year. Most deadlines occur during winter and spring quarters. For most scholarships, the awards are made for the following academic year. Scholarship resources are regularly updated on the CWU scholarship web site at <http://www.cwu.edu/~scholar/> For financial aid information visit their web site at <http://www.cwu.edu/~finaid/>

Student Health and Counseling Services

In Ellensburg, the Student Health and Counseling Services offer students quality medical care, confidential counseling services, and health promotion for their success.

<http://www.cwu.edu/~shcc/index.html>.

Student Organizations/Events

The College of Business has over a dozen clubs with something for everyone. For more information on all the clubs and to see their contact information visit:

http://www.cwu.edu/~cob/students/student_org.html

Study Abroad and Exchange Programs

Through active collaboration with the campus community, Study Abroad and Exchange Programs promote international experiences that contribute to the academic, professional, and personal growth of students. You can study in over 45 countries around the world! You can even explore the United States through the National Student Exchange, which includes 110 different U.S. universities. For more information on studying abroad, please visit their website at <http://www.cwu.edu/~intprog/index.html>

Tutoring

Accounting Help Lab

In Ellensburg only, the Accounting department offers an Accounting Help Lab. Visit the following link for updated help lab times:

<http://www.cwu.edu/~cob/students/helplab.pdf>

Math Center

In Ellensburg only, the Math Center helps a diverse population of learners build the academic and practical mathematics skills they need to graduate on time. The staff members of the Math Center offer tutoring for math based courses (including BUS 221) at the drop-in lab. Visit their website at

<http://www.cwu.edu/~mathcenter/> for more information.

Writing Center

Consultants work with students of all levels and disciplines, at the **Ellensburg** campus and the **University Centers**. They guide their peers toward communication that is effective in a global and diverse environment, during and after studying at Central. For more information, visit their website at

<http://www.cwu.edu/~writingcenter/>