### College of Business Check List

Fill in your: 1) Foundation courses, 2) General Education choices, 3) Business core and major courses, and 4) Elective courses you would like to complete.

#### Fall

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**Total Credits:** __________

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**Total Credits:** __________

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**Total Credits:** __________

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You are classified as a **Sophomore** when you have 30 credits.

You are classified as a **Junior** when you have 60 credits.

You are classified as a **Senior** when you have 90 credits. Review the graduation check list.

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**FYI:** 12 credits = full time; 15-16 credits is average.

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**GRADUATION CHECKLIST**
- Must have 2.0 GPA
- Minimum 122 cr. total
- 42 cr. @ 300+ from 4 yr. college
- Last 32 credits at ISU
- 30 credits of 'C' in major and core
- 'C' in 2 of 3 required Engl. Courses
- 50% of Business courses at ISU
College of Business (COB) Graduation Check List

Following are recommendations and a timeline of what is suggested by the COB for successful completion of a degree in 4 years

**Freshman Year Expectations**

**Curriculum:**
- Complete BusAd 101/102
- Start Engl, Math, Foundation, & Gen. Ed. Courses (Math 10 &/or Engl 101 series)

**Advisor:**
- Assigned to Advisor in 1200 Gerdin

**Advisor Responsibilities:**
- Available to meet with students
- Assist with course selection and academic planning
- Share rules & regulations of COB and University*
- Referrals as needed
- Assist with Degree Audit updates

**Student Responsibilities:**
- Learn COB curriculum & all requirements to attain degree*
- Meet with Advisor each semester
- Check own class schedule for conflicts, accuracy, or problems
- Check degree audits for errors; discuss with advisor
- Know and use COB & University resources*
- Know COB & University policies and procedures*
- Begin Career Planning
- Begin researching major, minor, &/or career choices
- Review transfer courses w/ advisor

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**Sophomore Year Expectations**

**Curriculum:**
- Foundation courses complete
- 2.5 in Foundation or Cum GPA
- Engl 150/250 complete (Engl 101 series completed)
- BusAd 201/202 completed
- Formally declare Business major; enter Professional Program
- For a second major/minor prepare paperwork with advisor

**Advisor:**
- Advisors available in 1200 Gerdin Business Building to assist student when needing assistance with:
  - Audit corrections
  - Declaring minor or second major
  - Study abroad
  - Academic planning/big picture
  - Gen. Ed. suggestions

**Get Involved:**
- COB clubs/organizations
- Pursue study abroad options
- Volunteer work
- Prepare for internship
- Pursue additional scholarships
- Career Services/Refine resume
- Attend Career Fair
- Mock Interviews/begin preparation for long-term employment

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**Junior Year Expectations**

**Curriculum:**
- Major courses
- Business Core courses
- Second Major
- Minor
- Completing Gen. Ed.
- Review graduation requirement checklist

**Advisor:**
- Meet with Faculty/Advisors for:
  - Major course information
  - Internship ideas
  - Career ideas
  - Recommendations
  - "Real World" experience

**Get Involved:**
- COB clubs/organizations; accept officer position
- Study abroad
- Complete Internship
- Pursue scholarships in major
- Career Services/Refine resume
- Attend Career Fair
- Mock Interviews/prepare for long-term employment
- Apply for long-term employment
- Research post-graduate school options

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**Senior Year Expectations**

**Curriculum/Graduation:**
- Apply for Graduation prior to last semester in 210 Enrollment Services Center
- Review Degree Audit on Access Plus after your final registration
- MGMT 478
- ENGL 302
  - minimum grade of ‘C’ in 2 of 3 required Engl. Courses
- Minimum 2.0 GPA to graduate
- Minimum 122 cr. total
- 42 credits @ 300+ level from 4 yr. institutions
- Last 32 cr. in residence at ISU
- 30 cr. of ‘C’ in Business major and core courses
- 50% of Business courses taken at ISU

**Advisor:**
- Meet with Faculty advisor for:
  - Career/post graduate ideas
  - Recommendations

**Get Involved:**
- Attend Career Fair
- Continue to apply and interview for long-term employment/sign contract
- Update Career Services on long-range plans
- Pursue post-graduate school options
- Turn over clubs/organizations responsibilities to underclass members; train as needed
- Attend COB and ISU Graduation ceremonies

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*2011-2012 University Catalog
*New StudentOrientation & BusAd Handbooks
*Website: www.business.iastate.edu/undergraduate