



MAYS BUSINESS SCHOOL
T E X A S A & M U N I V E R S I T Y

UNDERGRADUATE BUSINESS STUDENT HANDBOOK

2014-2015
<*mays.tamu.edu/upo*>

Welcome to Mays Business School! The purpose of the Undergraduate Business Student Handbook is to provide information and references you need to fulfill your responsibilities as a student in Mays Business School at Texas A&M University. You bear the responsibility for being fully acquainted with and complying with the rules, policies and requirements of Texas A&M University, Mays Business School and your degree program.

You are advised to use this handbook, along with other important information sources, for guidance in the undergraduate business program. Scheduling regular meetings with an academic advisor is a good way to stay informed.

TABLE OF CONTENTS

Mays Academic Advising Staff		BS-Agribusiness CBK	29
Undergraduate Program Office	1	BS-Agribusiness Upper Level Entry	30
Department and Major Advisors	2	BS-Agribusiness	31
Advisor and Student Responsibilities	3	Footnotes	32
A Typical Semester	4	Core Curriculum Elective Lists	
Academic Policies		American History	33
Registration	5	Social and Behavioral Sciences	33
Wait-List	5	Life and Physical Sciences	34
Graduation Requirements	6	Language, Philosophy and Culture	36
Good Academic Standing	7	Creative Arts	38
Satisfactory Degree Progress	7	BBA International Elective	39
Academic Integrity	7	High-Impact Learning Resources	
Academic Rules & Definitions	8	Mays Communication Lab	42
Satisfactory/Unsatisfactory Grading	10	Undergraduate Career Services	43
Transfer Credit	11	Study Abroad	44
Tuition Rebate	12	Certificate Programs	45
Degree Requirements & Business Majors		Cooperative Education	46
BBA Upper Level Entry	13	Internships	47
BBA Common Body of Knowledge	14	Special Programs	49
Accounting	15	Academic and Student Involvement	51
Business Honors	17	Additional Information	
Finance	19	Howdy Web Portal	52
Management	21	Handy Phone Numbers, Websites	53
Management Information Systems	23	Notes Page	
Marketing	25		
Supply Chain Management	27		

2014 – 2015

While every effort has been made to make this handbook as complete and accurate as possible, changes may occur at any time in requirements, deadlines and curricula listed in the handbook.

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UNDERGRADUATE PROGRAM OFFICE

The Undergraduate Program Office (UPO) supports Mays Business School by recruiting, advising and mentoring undergraduate business students. Academic advising is provided for business students according to lower- or upper-level status.

Lower-level business students (BUAD, BUAG) receive advising from Undergraduate Program Office academic advisors in 238 Wehner. Academic advisors and graduate assistants of the UPO are available to serve all business freshmen and sophomores.

You are encouraged to meet regularly with an academic advisor. Although you are not assigned to a specific advisor, you may request to meet with the advisor of your choice.

UNDERGRADUATE PROGRAM STAFF 238 Wehner Building

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Ms. Jeanne Prestwood, Administrative Secretary, jprestwood@mays.tamu.edu

Office Hours – 8:00 a.m. to 5:00 p.m. Monday through Friday
Appointments and Information: 979.862.3850

Walk-in	By Appointment
Monday & Thursday 8:30 a.m. – 11:30 a.m. First come, first served basis	Monday – Friday Schedule in-person, 238 Wehner or call 979.862.3850

Communication with UPO Staff

- Always use your TAMU Email address when emailing your academic advisor
- Always include your full name and TAMU UIN
- Allow at least 48 hours for a response
- Be respectful, courteous and professional, and be mindful of sensitive information
- Check your TAMU Email account on a daily basis. Important notices and reminders will be sent to your TAMU Email address – you are responsible for this knowledge!

TAMU Email is the official form of communication at Texas A&M University.

DEPARTMENT – MAJOR ACADEMIC ADVISORS

Upper-level business students receive advising from academic advisors for their major (ACCT, AGBU, BHNR, FINC, MGMT, MISY, MKTG, SCMT). Refer to the following list for your upper-level major academic advisor.

Accounting

460 Wehner, 979.845.5014

Ms. Casey Kyllonen 487D Wehner 979.458.3421 ckyllonen@mays.tamu.edu

Ms. Tyra Musoma 487E Wehner 979.458.3422 tmusoma@mays.tamu.edu

ACCT Advising website, <mays.tamu.edu/acct>

Agribusiness

238 Wehner, 979.862.3850

Ms. Mary Ann Ricca 238 Wehner 979.862.3850 ma-ricca@tamu.edu

Business Honors

340 Wehner, 979.845.7512

Mr. Eric Newman 340M Wehner 979.862.3132 enewman@mays.tamu.edu

Finance (Schedule appointments through mays.tamu.edu/finc/advising)

360 Wehner, 979.845.3514

Dr. Larry Callis 354 Wehner 979.862.1593 lcallis@mays.tamu.edu

Ms. Brie Garcia 360T Wehner 979.845.3898 bgarcia@mays.tamu.edu

FINC Advising website, <mays.tamu.edu/finc/advising/>

Management

420 Wehner, 979.845.4851

Ms. Kristi Mora 483 Wehner 979.845.6127 k-mora@tamu.edu

MGMT Advising website, <mays.tamu.edu/mgmt/mgmt-advising>

Management Information Systems (MISY)

320 Wehner, 979.845.0811

Ms. Alison Pike 330C Wehner 979.458.4051 apike@mays.tamu.edu

INFO Advising website, <mays.tamu.edu/info/student-services-office>

Marketing

220 Wehner, 979.845.5861

Mr. Andrew Loring 242 Wehner 979.845.2958 aloring@mays.tamu.edu

Ms. Leslie Seipp 242 Wehner 979.845.2944 lseipp@mays.tamu.edu

MKTG Advising website, <mays.tamu.edu/mktg/advising/>

Supply Chain Management (SCMT)

320 Wehner, 979.845.0811

Dr. Sudarsan Rangan 330E Wehner 979.845.3506 srangan@mays.tamu.edu

INFO Advising website, <mays.tamu.edu/info/student-services-office>

STATEMENT ON ACADEMIC ADVISING ROLES AND RESPONSIBILITIES

Vision. At Texas A&M University, academic advising engages students beyond their own world view recognizing the “art of possibility.”

Mission. Academic advising is a collaboration between a student and an academic advisor. Through teaching and learning experiences, the student sets goals, acquires information and services, and makes decisions consistent with interests, goals, abilities and degree requirements. *Mays Business School provides academic advising to business students according to lower- or upper-level admission status.*

Advisor Responsibilities. Academic advisors assist students by helping to identify and assess alternatives and the consequences of decisions. Academic advising is a continuous process of clarification and evaluation. ***You can expect your advisors to...***

- Effectively communicate business degree and graduation requirements.
- Collaborate with you in developing your academic, personal and professional goals.
- Assist you in making academic decisions consistent with goals, interests and abilities.
- Listen carefully and respect your questions, concerns, and problems.
- Provide referrals to campus resources and services appropriate to your needs.
- Enforce university and business school policies to ensure the integrity of your degree.
- Sometimes say “no” to your requests or to present alternatives.

Student Responsibilities. Students are responsible for knowing their degree requirements, relevant rules, policies, and deadlines, and for consulting with their advisors and the degree evaluation system. ***Your advisors will expect you to...***

- Be respectful by being on time, prepared, and treating advisors and other students as you would wish to be treated.
- Keep records of your academic goals and progress. Take notes during advising meetings.
- Read all correspondence from Mays and the university and to act accordingly.
- Research department and college programs and courses. Understand the process for declaring your upper-level business major.
- Be open to developing and clarifying personal values and goals.
- Use campus resources to enhance your academic experience and develop personal and professional goals.
- Maintain up-to-date local, permanent addresses/phones information and emergency contacts in University record.

Ultimately, you bear responsibility for seeking adequate academic advising, for knowing and meeting business degree requirements, for enrolling in appropriate courses to ensure timely progress toward degree and for making decisions consistent with your academic, personal and professional goals.

A TYPICAL SEMESTER

Before	Make changes to schedule; Get moved in; Buy/order books; Pay tuition and fees
Week 1	Add/Drop Classes until Friday 5 p.m.; Walk-in advising from 8 a.m. – 5 p.m. in 238 Wehner
2	Regular advising schedule resumes Walk-in Advising – Monday & Thursday, 8:30 – 11:30 a.m. Appointment – Call (979) 862-3850 or visit 238 Wehner
3, 4, 5	First round of exams; See advisor if you are struggling
6, 7, 8	Mid-term/second round of exams; Start thinking about next semester schedule
9	Course schedule posted; Schedule preregistration advising meeting
10, 11, 12	Q-Drop Deadline Texas A&M permits 4 Q-drops during your undergraduate studies <ul style="list-style-type: none">• Deadline: 60th class day• 1-hour courses do not count toward A&M limit State of Texas permits 6 total drops during your undergraduate studies <ul style="list-style-type: none">• Drops at other state institutions do count• 1-hour courses do count Deadline to withdraw from University Third round of exams; Preregistration for next semester
13, 14	Last round of regular exams
15	Last Class Days; Open registration begins; Reading Days; Prepare for final examinations
Finals	Final Examinations for all students
10 Days after	Grades reported; Verify good academic standing and satisfactory degree progress

REGISTRATION

Registration for the fall and spring semesters is accomplished at several times. In the preceding fall and spring semester (during November and April), a preregistration period is held for currently enrolled students. The individual registration time assignment is set by the Office of the Registrar.

The registration time assignment can be found using **Registration Time Assignment** in the **Registration** channel on **My Record** in **Howdy**. The Class Schedule is available in the Registration channel and on the Registrar website, <registrar.tamu.edu/>. Additional information about registration, dropping and adding is available on the Registrar website.

Academic advisors in the Undergraduate Program Office and upper-level major academic advisors offer preregistration advising.

Registration Hold. A student may be blocked (a hold) from registration for a number of reasons. Before attempting registration check your **Registration Status** for holds, using the **Registration** channel on **My Record**. If a hold is in effect you will not be allowed to register.

If you need help or assistance with registration, contact the **Registration Help Desk**, Monday through Friday, 8 a.m. to 5 p.m., at 979.845.7117, or registration@tamu.edu.

WAIT-LIST REGISTRATION PROCEDURES

If you are unable to register in a course because no seats are available you may be able to request “wait-list” registration. **Each department has its own rules about wait-list registration.** Before requesting, meet with an academic advisor about schedule options.

The Undergraduate Program Office **does not** handle wait-list requests.

Students requesting wait-list registration into a Mays Business School course must follow rules, guidelines, and deadlines of the department offering the course:

ACCT	< mays.tamu.edu/acct/advising/ >	487	Wehner
ACCT Professional Program		487	Wehner
BUSN		340	Wehner
FINC	< mays.tamu.edu/finc/advising/faq >	354	Wehner
IBUS		230	Wehner
ISYS	< www-info.tamu.edu/infowait >	330	Wehner
MGMT	< mays.tamu.edu/mgmt/mgmt-advising >	483	Wehner
MKTG	< mays.tamu.edu/mktg/advising >	242	Wehner
SCMT	< www-info.tamu.edu/infowait >	330	Wehner

A wait-list request grants a department **permission to enroll you** in the requested course if a seat becomes available. When requesting wait-list registration you **MUST CHECK** your student schedule **through the end of open registration** (the fifth class day of a fall or spring semester) to confirm whether or not your request has been approved.

REQUIREMENTS FOR GRADUATION

Degree requirements are catalog specific and listed in the *Undergraduate Catalog* <catalog.tamu.edu/> and *Texas A&M University Student Rules* <student-rules.tamu.edu>.

Access to a display of the degree program requirements is available using **View Degree Evaluation** in the **Degree Evaluation** channel on **My Record** in **Howdy** <howdy.tamu.edu>.

GPA Requirement. You must satisfy Mays Business School grade point average (GPA) requirements as outlined in the following:

- Have a 2.0 GPA or better in all course work attempted at Texas A&M University.
- Have a 2.0 GPA or better in all courses in the major field attempted at Texas A&M University.
- Have a 2.0 GPA or better in all courses in the Common Body of Knowledge (CBK)* attempted at Texas A&M University.
 - * For courses retaken, the highest grade earned at Texas A&M will be used in calculating this GPA. This applies only to the CBK requirement. Grades transferred from other institutions are not used in calculating this average.

With the exception of General Elective requirements, business students must take all other course work to satisfy degree requirements for a letter grade.

Writing Requirement. Business students must take two courses in their major designated as fulfilling a writing requirement (W). The requirement may be met by taking two W courses or one W course and one oral communication (C) course. These courses are major specific and taken as part of the student's upper-level coursework.

In all cases, it is your responsibility to check your degree evaluation and to complete all academic requirements of your academic major.

Residence Requirement. A minimum of 36 semester hours of 300- and/or 400-level coursework must be successfully completed in residence at Texas A&M University. A minimum of 12 of these 36 semester hours must be in your major.

Foreign Language Requirement. Some proficiency in a foreign language is also required to graduate from Texas A&M University. This degree requirement can be satisfied by:

- The satisfactory completion in high school of two units (two full years) of the same foreign language;
- The satisfactory completion of two semesters (one full year) of the same foreign language in college; or
- Demonstrating proficiency in a foreign language by examination.

STANDARD FOR GOOD ACADEMIC STANDING

Mays Business School students have the obligation to remain at all times in good academic standing, which is defined as a minimum 2.0 cumulative GPA in all course work taken at Texas A&M.

- Business students whose cumulative GPA at Texas A&M falls below a 2.0 will be blocked from further registration and will be dropped from Mays Business School enrollment without probation.
- Students who are dropped from Mays Business School for not maintaining a minimum 2.0 cumulative GPA will be readmitted only after meeting change-of-curriculum requirements. Thus, some dropped students may not be eligible for future readmission into Mays Business School.

GOOD ACADEMIC STANDING

You must maintain your cumulative GPA at 2.0 or greater to continue enrollment in Mays Business School.

STANDARD FOR SATISFACTORY DEGREE PROGRESS

Mays Business School students have the obligation to make satisfactory progress toward completion of all degree requirements.

- A minimum standard to measure degree progress requires satisfactory completion of 75 percent of attempted course credit hours each academic year. Business students are expected to take course work that applies toward the student's intended upper level business major.

DEGREE PROGRESS

You are expected to complete no less than 75% of all attempted course credit hours each academic year.

STANDARD FOR ACADEMIC INTEGRITY

In addition to maintaining good academic standing and satisfactory degree progress, **Mays Business School students have an obligation to uphold the Aggie Code of Honor.** The Dean reserves the right to remove from the business school any student found to have committed an act of academic dishonesty.

AGGIE HONOR CODE

"An Aggie does not lie, cheat or steal, or tolerate those who do."

ACADEMIC RULES AND DEFINITIONS

You are responsible for being fully acquainted with and to comply with Texas A&M University Student Rules. <student-rules.tamu.edu>

1. Last Day to Drop Courses with No Record or Add Courses.

Drop: 5th class day of a fall or spring semester.

Add: 5th class day of a fall or spring semester.

Refer to the *Academic Calendar*, <registrar.tamu.edu/>, for the semester dates, including summer terms and 10-week summer semester.

2. Satisfactory/Unsatisfactory. With the exception of General Elective requirements, courses taken to satisfy degree requirements must be taken for letter grades. See page 10 for complete details and information about taking courses on a Satisfactory/Unsatisfactory (SU) basis.

3. Q-Drop. A&M undergraduates are permitted a maximum of 4 Q-drops; however the State of Texas limits students to 6 dropped courses from all state institutions. Q-drops in 1-hour courses do not count in the A&M limit of 4 but will be counted in the State-mandated 6 drop limit. Refer to *University Student Rules* <student-rules.tamu.edu/>.

Deadline to Q-drop is 60th class day of a fall or spring semester, the 15th class day of summer term or the 35th day of a 10-week summer semester. Refer to the *Academic Calendar* for dates, <registrar.tamu.edu/>. Courses taught on a shortened format or between regularly scheduled terms have proportional deadlines, determined by the Office of the Registrar.

4. Withdrawal. Deadline to withdraw from the University is 60th class day of a fall or spring semester, the 15th class day of summer term or the 35th day of a 10-week summer semester. Refer to the *Academic Calendar* for dates, <registrar.tamu.edu/>. Meet with an advisor first to discuss this option, 238 Wehner, 979-862-3850.

5. Upper Level Entry. Lower-level business (BUAD/BUAG) students apply for upper-level no later than the last class day of the semester before they expect to enter upper-level. See page 13 for complete details and information.

6. Transfer of Credit. Acceptance of transfer credit will generally be limited to those courses taught in the freshman and sophomore years at Texas A&M University. See pages 11-12 for complete details and information.

Business students are instructed to have all transfer course credit (including correspondence, dual enrollment and credit-by-exam) posted to their official record at Texas A&M University BEFORE the first class day of the graduating semester.

7. Public Speaking. You are instructed to take the required public speaking course in a classroom setting. When selecting direct equivalents use the Texas Common Course Numbering (TCCNS), <www.tccns.org/>, or the *Transfer Course Equivalency* link, <compass-ssb.tamu.edu/pls/PROD/bwxkwtes.P_TransEquivMain>. COMM 101 Introduction to Speech will **NOT** fulfill the public speaking requirement.

ACADEMIC RULES AND DEFINITIONS (Continued)

8. **Repetition of Courses.** Credit for a course can only be earned once, even if the course is repeated. Exceptions include KINE 199 or other special courses when designated.
9. **Incomplete Grades.** A temporary grade of I (Incomplete) at the end of a semester for extenuating circumstances. See *Student Rules, 10.5.* <student-rules.tamu.edu>
11. **Minors.** Business students may seek and receive transcript recognition for a maximum of two minors. To declare a minor the student must:
 - a. Obtain approval from the minor-granting department, program or college.
 - b. Provide proof of minor approval to the department or major academic advisor and complete the *Request for Minor Field of Study – BBA Curricula*.
 - i. If a lower-level business (BUAD/BUAG) student, he/she is required to meet with the academic advisor for the intended upper-level major BEFORE returning the *Request for Minor Field of Study – BBA Curricula* form to the Undergraduate Program Office.
 - c. Declare no later than the date on which they apply for graduation.
 - d. Once declared, minor requirements become graduation requirements. The minor is displayed on the transcript after graduation, but is not displayed on the diploma.
12. **Distinguished Student.** An undergraduate student who completes a semester schedule of at least 15 hours or a summer session schedule of at least 12 hours with no grade lower than C and with a grade point of not less than 3.5 for the semester or summer session. See *Student Rules, 11. Distinguished Students,* <student-rules.tamu.edu>, for complete details.
13. **Dean's Honor Roll.** An undergraduate student who completes a semester schedule of at least 15 hours or a summer session schedule of at least 12 hours with no grade lower than C and with a grade point of not less than 3.75 for the semester or summer session. See *Student Rules, 11. Distinguished Students,* <student-rules.tamu.edu>, for complete details.
14. **Graduation with Honors.** Requires a minimum of 60 semester hours at Texas A&M University preceding graduation. GPA in Texas A&M coursework must equal that required for the appropriate category of honors. *Summa Cum Laude:* 3.9 GPA or above. *Magna Cum Laude:* 3.7 through 3.899 GPA. *Cum Laude:* 3.5 through 3.699 GPA.
15. **Prerequisites.** It is the responsibility of the student to be sure that course prerequisites are met. Prerequisites must be listed in the *Undergraduate Catalog* or the *Schedule of Classes*. Failure to meet course prerequisites could result in a student's being dropped from the class.
16. **Double Major.** Only Business Honors majors (BHNR) may elect a second major field of study within the BBA degree. The first major must be BHNR. The BHNR student must satisfy all University and Business School requirements and complete all curriculum requirements for each major. This option leads to the granting of one BBA degree with two majors. Additional restrictions may apply.

TAKING COURSE WORK ON A SATISFACTORY/UNSATISFACTORY (S/U) BASIS

Business students may take only General Elective courses on a Satisfactory/Unsatisfactory (SU) basis. All other coursework in the business degree plan must be taken for a letter grade (GR).

General Elective

A student must decide **AT THE TIME OF REGISTRATION** whether to take a General Elective course for letter grade or SU. The **fifth class day** of a fall or spring semester is the deadline for making this decision. Refer to the *Academic Calendar* for summer terms and 10-week summer semester dates <registrar.tamu.edu/General/Calendar.aspx>. Talk with an advisor before registering for a General Elective on an SU basis.

Use the **Registration** channel in **My Record** any time **before 5 p.m. on the 5th class day** to confirm or update the grade mode for General Elective courses.

Print a copy of your **Detailed Student Schedule** to verify grading mode accuracy.

Certain courses may be offered SU only and the grading status cannot be changed. Such courses may only be used to fulfill General Elective requirements in Mays BBA degree plans.

When a student elects to take a course on an SU basis:

1. A grade of "Satisfactory" (S) will be given for grades of C and above. The hours associated with S grades shall not be included in GPA calculation, semester or cumulative.
2. A grade of "Unsatisfactory" (U) will be given for grades of D and F. The hours associated with U grades shall be included in GPA calculation, both semester and cumulative, and count the same as an F.

TRANSFER OF COURSE CREDIT

Acceptance of transfer credit for business courses will generally be limited to those courses taught in the freshman and sophomore years at Texas A&M University.

Mays undergraduate students must take all 300- and 400-level business coursework in residence at Texas A&M University.

Business students are instructed to HAVE ALL TRANSFER COURSE CREDIT (dual enrollment and credit-by-exam) POSTED to their official Texas A&M University record BEFORE the first class day of the graduating semester.

Transfer of course credit is determined by the Office of Admissions and Records (OAR) on a course-by-course basis. The Texas Common Course Numbering System (TCCNS) is an aid for students in the transfer of general academic courses between community colleges and universities. The current version of TCCNS may be found through the OAR home page or directly at <www.tccns.org/>. Check TCCNS before enrolling in courses at Texas community colleges.

Students wanting to take courses at other four-year institutions or out-of-state schools can view transfer equivalents from the OAR home page using a *Transfer Course Equivalency* link <compass-ssb.tamu.edu/pls/PROD/bwxkwtes.P_TransEquivMain>.

The evaluation of courses on the OAR site is a guide, and transferability of any given course is not guaranteed until evaluated upon receipt of the transcript.

The following list of 15 Texas A&M University courses with corresponding TCCNS course numbers are the most commonly transferred by business undergraduates.

Texas A&M University Course	Texas Common Course Number
ACCT 229 Introductory Accounting I (Financial)	ACCT 2301, 2401
ACCT 230 Introductory Accounting II (Managerial)	ACCT 2302, 2402
COMM 203 Public Speaking	SPCH 1315
ECON 202 Principles of Economics (Microeconomics)	ECON 2302
ECON 203 Principles of Economics (Macroeconomics)	ECON 2301
ENGL 104 Composition and Rhetoric	ENGL 1302*
GEOG 202 Geography of the Global Village	GEOG 1303
HIST 105 History of the United States, through 1877	HIST 1301
HIST 106 History of the United States, since 1877	HIST 1302
MATH 141 Business Mathematics I	MATH 1324
MATH 142 Business Mathematics II (Calculus)	MATH 1325
POLS 206 American National Government	GOVT 2305
POLS 207 State and Local Government	GOVT 2306
PSYC 107 Introduction to Psychology	PSYC 2301

* ENGL 1301 is accepted for ENGL 104 only if completed prior to Fall 2014.

TRANSFER OF COURSE CREDIT (Continued)

Credit submitted for transfer must be on an official transcript received by the OAR from the registrar of the institution where the credit was earned.

Credit for courses that transfer to Texas A&M University by *equivalency* are shown by A&M course number in the degree evaluation.

Other courses transfer *by title*; degree evaluation will show only the course name from the other institution. In some cases these credits may be substituted for A&M credits through an adjustment request process. Course materials are required in the petitioning process. These materials include:

1. Course syllabus including course outline.
2. Course description from catalog at institution where credit was earned.
3. Title and table of contents of the course textbook used.
4. Other useful course materials, such as class notes, homework, quizzes, exams, reports, theme papers, memo from the professor.

Meet with a UPO academic advisor in 238 Wehner to petition a course adjustment.

Grade Point Average (GPA). Only grades in coursework, including repeated courses, which the student completes at Texas A&M University will be used in determining the student's A&M GPA. Transfer credit grades are not calculated into the A&M GPA; only transfer credit hours are awarded. Credit may be transferred for work completed with grades of "D" or better if the grade is considered passing at the transfer institution.

For additional information, contact the OAR, 750 Agronomy Road, Suite 1601, College Station, Texas 77843, or by phone at 979.845.1060.

TUITION REBATES FOR CERTAIN UNDERGRADUATES

Certain undergraduate students who meet ***all*** of the predetermined state mandated requirements may be entitled to a \$1,000 rebate upon completion of their first baccalaureate degree.

Visit the Office of the Registrar website for a complete explanation of requirements, <registrar.tamu.edu/Current/Rebate.aspx>. Students must apply PRIOR to 5 p.m. on the Friday of commencement.

Students desiring to qualify for tuition rebates are solely responsible for enrolling only in courses that will qualify them for the rebates.

For questions please contact: Office of the Registrar, State Policies Section, Texas A&M University, tuitionrebate@tamu.edu, 750 Agronomy Road, Suite 1501, College Station, Texas 77843.

BBA UPPER LEVEL ENTRY REQUIREMENTS

To be granted upper-level (UL) entry into accounting, business honors, finance, management, management information systems, marketing, or supply chain management majors in Mays Business School, a business student must have satisfactorily completed the following “Big 5” courses:

Mathematics

MATH 141	Business Mathematics I
MATH 142	Business Mathematics II – Calculus

Selected Lower-Level

Common Body of Knowledge (CBK) Courses

ACCT 229	Introductory Accounting – Financial
ECON 202	Principles of Economics – Microeconomics
ECON 203	Principles of Economics – Macroeconomics

Deadline to Apply

Lower-level business (BUAD) students apply for UL no later than the last class day of the semester before they expect to enter UL.

NOTE: To enter UL in the summer, you must have ALL requirements completed by the beginning of the first summer session.

1. **Apply** for UL using the *Upper Level Business Application* in **Degree Evaluation** channel in **My Record** on **Howdy**, <howdy.tamu.edu>, or in the UPO, 238 Wehner.
2. **Complete and submit** your UL major degree plan using the *Undergraduate Degree Planner* in **Degree Evaluation** channel in **My Record**.
3. Unless satisfactorily completed prior to UL entry, all students must successfully **complete these three remaining Lower-Level CBK courses at Texas A&M during their first UL semester:**

ACCT 230	Introductory Accounting – Managerial
ISYS 210	Fundamentals of Information Systems
MGMT 211	Legal & Social Environment of Business

4. **Preregister** for ACCT 230, ISYS 210, MGMT 211 (if not yet completed) and appropriate UL business courses in the semester to which you have applied for UL entry. **Note:** Students who fail to meet UL requirements shall not be permitted to remain registered in UL business courses.

APPLY FOR BBA UPPER-LEVEL ADMISSION BY THE LAST CLASS DAY OF THE SEMESTER BEFORE YOU EXPECT TO ENTER UPPER-LEVEL.

BBA UL entry requirements are MANDATORY. You must meet all requirements to enter upper level and enroll in 300/400 level business classes.

BACHELOR OF BUSINESS ADMINISTRATION

The degree of Bachelor of Business Administration (BBA) is offered in these seven majors: accounting, business honors, finance, management, management information systems, marketing, and supply chain management. Each requires a minimum of 120 semester credit hours of study.

BBA COMMON BODY OF KNOWLEDGE (CBK) Catalog 201431 (137)

All BBA business majors are required to study fundamental theory and procedure in each of the basic business functions. The fundamental theory and procedure course work consists of 12 courses, for a total of 36 credit hours, and is referred to as the Common Body of Knowledge (CBK).

Lower-Level Common Body of Knowledge (CBK)

<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
ACCT 229	Introductory Accounting – Financial	3
ACCT 230	Introductory Accounting – Managerial	3
ECON 202	Principles of Economics – Microeconomics	3
ECON 203	Principles of Economics – Macroeconomics	3
ISYS 210	Fundamentals of Information Systems	3
MGMT 211	Legal & Social Environment of Business	3

Upper-Level Common Body of Knowledge (CBK)

<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
FINC 341	Business Finance	3
MGMT 363	Managing People in Organizations	3
MGMT 466	Strategic Management	3
MKTG 321	Marketing	3
SCMT 303	Statistical Methods	3
SCMT 364	Operations Management	3

Students who wish to request wait-list registration into an ACCT class must do so with the Department of Accounting. Refer to <<http://mays.tamu.edu/acct/advising/>>. The UPO does not handle wait-list requests.

Department of Accounting
Catalog 201431 (137) 2014 – 2015

Department Advisors:

Ms. Casey Kyllonen	487D Wehner	ckyllonen@mays.tamu.edu
Ms. Tyra Musoma	487E Wehner	tmusoma@mays.tamu.edu

<mays.tamu.edu/acct>

CPA Examination requirements are set by the Texas State Board of Public Accountancy and change frequently. Updated approved course information is available at: <www.tsbpa.state.tx.us/exam-qualification/education-accounting-courses.html>

Students are encouraged to consult with their Accounting Advisor for additional information and advising about accounting course work required for the CPA Exam.

The following courses are available in addition to the required accounting curriculum. The Department of Accounting determines availability. Courses may not be available each semester or summer session.

Courses	Terms Normally Offered
ACCT 403 Energy Accounting	Summer Only
ACCT 408 Internal Auditing	Fall only
ACCT 410 Fraud Examination	Spring only
ACCT 445 International Accounting	Spring, Summer only
ACCT 447 Financial Statement Analysis	Fall, Spring only
ACCT 450 Accounting Ethics	Spring, Summer only
ACCT 484* Accounting Internship	
ACCT 485** Directed Studies	
ACCT 489*** Special Topics in...	

* Application required and available online at <mays.tamu.edu/acct/advising/internships/>.

** Requires approval of the department head and the student must obtain an Accounting Faculty Sponsor for the course

*** ACCT 489 Requires approval of department head; not all ACCT 489 qualify for CPA eligible course work. Verify with an Accounting Advisor to ensure approval by the Texas State Board of Public Accountancy.

Important Note

Accounting majors are advised to subscribe to the BBA Accounting listserv. To subscribe send an email from your TAMU email account to listserv@listserv.tamu.edu. In the body type, *Subscribe bba-acct-advising firstname lastname*. Your TAMU email is the only account authorized to receive mailings directly from the listserv.

Revised 05/14

ACCOUNTING

Catalog 201431 (137) 2014 – 2015
120 Credit Hours Required

CHECK YOUR DEGREE EVALUATION USING My Record FROM HOWDY <howdy.tamu.edu>.

FRESHMAN YEAR: FALL	HRS
COMM 203 or 243 or ENGL 104** (1*)	3
MATH 141*** (2*)	3
HIST 105 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
BUSN 101 or GENERAL ELECT (10*)	3
	15

FRESHMAN YEAR: SPRING	HRS
ECON 202*** (CBK)	3
MATH 142*** (2*)	3
HIST 106 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
SOCIAL & BEHAVIORAL SCIENCE (6*)	3
	15

SUMMER I	HRS

SOPHOMORE YEAR: FALL	HRS
ACCT 229*** (CBK)	3
ECON 203*** (CBK)	3
ISYS 210 (CBK)	3
POLS 206 (4*)	3
COMM 203 or 243 or ENGL 104** (1*)	3
	15

SOPHOMORE YEAR: SPRING	HRS
ACCT 230 (CBK)	3
MGMT 211 (CBK)	3
PHIL 111 or 251 (7*)	3
CREATIVE ARTS ELECTIVE (8*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
	15

SUMMER II	HRS

JUNIOR YEAR: FALL	HRS
ACCT 327	3
FINC 341 (CBK)	3
MKTG 321 (CBK)	3
SCMT 303 (CBK)	3
POLS 207 (4*)	3
	15

JUNIOR YEAR: SPRING	HRS
ACCT 322	1
ACCT 328	3
ACCT 329	3
ACCT 421 – 9XX (11*)	2
MGMT 363 (CBK)	3
SCMT 364 (CBK)	3
	15

SUMMER III	HRS

SENIOR YEAR: FALL	HRS
ACCT 405	3
ACCT 427	3
MGMT 212	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	3
	15

SENIOR YEAR: SPRING	HRS
ACCT 407 – 9XX (11*)	3
MGMT 466 (CBK)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	3
GENERAL ELECTIVE (10*)	3
	15

SUMMER IV	HRS

* Number refers to footnote number. Footnotes can be found on page 32.
 ** English 104 must be completed by the end of the Sophomore year or it cannot be taken at Texas A&M.
 *** These 5 classes must be successfully completed to be considered for entry into Upper Level.
 ■ Students must be in Upper Level to take shaded courses.

There is a “No Forcing” policy in effect for all Business Honors classes.

Business Honors (BHNR)
Catalog 201431 (137) 2014 – 2015

Director: Ms. Kris Morley 340 Wehner kmorley@mays.tamu.edu
Academic Advisor: Mr. Eric Newman 340 Wehner enewman@mays.tamu.edu

To pursue a BBA in Business Honors, selection through an application process is required.
For more information, see <mays.tamu.edu/businesshonors>.

FOUNDATION COURSES

BUSN 125H* Business Learning Community
BUSN 205H Integrated Worklife Competencies
MGMT 466H Strategic Management (MGMT 680 if enrolled in Professional Program)
BUSN 484 Internship

HONORS REQUIREMENT

30 Honors Hours			
9 Hours Foundation (Required)	15 Hours Select 5 Honors CBKs		6 Hours Select 2 options
BUSN 125H*	ACCT 229H	Intro Accounting – Financial	Additional Honors CBKs
BUSN 205H	ACCT 230H	Intro Accounting - Managerial	Non-business Honors Courses
MGMT 466H	ISYS 210H	Fundamentals of Info Systems	Honors credit through AP/IB
	MGMT 211H	Legal Environment of Business	Honors contracted course
	SCMT 303H	Statistical Methods	BUSN 403
	FINC 341H	Business Finance	Teaching for credit
	MKTG 321H	Marketing	Research for credit
	MGMT 363H	Managing People in Organizations	Independent study
	SCMT 364H	Operations Management	Other options as approved
	MGMT 450H	International Environment	

* Students selected for BHNR as second semester freshmen: BUSN 101 will be substituted for BUSN 125. Students who have not completed BUSN 101 **must** enroll in BUSN 125 the fall semester of their sophomore year.

BUSINESS ELECTIVES (Select 5 courses for a total of 15 credit hours)

Any 300- or 400- level business course (ACCT, FINC, IBUS, INFO, MGMT, MKTG) **except** FINC 341, 409; SCMT 303, 309, 364; MGMT 309, 363, 466; MKTG 321, 409. *At least one of these courses must be writing-designated (W).* Select in consultation with a department academic advisor.

OTHER REQUIREMENTS

See the Business Honors Handbook <mays.tamu.edu/businesshonors> for other BHNR requirements.

DOUBLE MAJOR

Business Honors students may double major in one of the six other BBA business fields of study (accounting, finance, management, management information systems, marketing, and supply chain management) by selecting all 15 hours of Business Electives and the 11 hours of General Elective credits from one major. *Triple majors are not allowed.*

Revised 05/14

BUSINESS HONORS

Catalog 201431 (137) 2014 – 2015
120 Credit Hours Required

CHECK YOUR DEGREE EVALUATION USING My Record FROM HOWDY <howdy.tamu.edu>.

FRESHMAN YEAR: FALL	HRS
COMM 203 or 243 or ENGL 104** (1*)	3
MATH 141*** (2*)	3
HIST 105 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
BUSN 125 – 2XX	3
	15

FRESHMAN YEAR: SPRING	HRS
ECON 202*** (CBK)	3
MATH 142*** (2*)	3
HIST 106 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
PHIL 111 or 251 (7*)	3
	15

SUMMER I	HRS

SOPHOMORE YEAR: FALL	HRS
ACCT 229*** (18*) (CBK)	3
ECON 203*** (CBK)	3
ISYS 210 (18*) (CBK)	3
POLS 206 (4*)	3
PSYC 107 (6*)	3
	15

SOPHOMORE YEAR: SPRING	HRS
ACCT 230 (18*) (CBK)	3
MGMT 211 (18*) (CBK)	3
BUSN 205 – 97X (11*)	3
CREATIVE ARTS ELECTIVE (8*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
	15

SUMMER II	HRS

JUNIOR YEAR: FALL	HRS
FINC 341 (18*) (CBK)	3
MKTG 321 (18*) (CBK)	3
SCMT 303 (18*) (CBK)	3
COMM 203 or 243 (1*)	3
INTERNATIONAL ELECTIVE (9*)	3
	15

JUNIOR YEAR: SPRING	HRS
MGMT 363 (18*) (CBK)	3
SCMT 364 (18*) (CBK)	3
BUSINESS ELECTIVE (19*)	3
BUSINESS ELECTIVE (19*)	3
POLS 207 (4*)	3
	15

SUMMER III	HRS

SENIOR YEAR: FALL	HRS
BUSN 484	3
BUSINESS ELECTIVE (19*)	3
BUSINESS ELECTIVE (19*)	3
GENERAL ELECTIVE (10*)	3
GENERAL ELECTIVE (10*)	3
	15

SENIOR YEAR: SPRING	HRS
MGMT 466 – 2XX (CBK)	3
BUSINESS ELECTIVE – 9XX (11, 19*)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	3
GENERAL ELECTIVE (10*)	3
	15

SUMMER IV	HRS

* Number refers to footnote number. Footnotes can be found on page 32.
 ** English 104 must be completed by the end of the Sophomore year or it cannot be taken at Texas A&M.
 *** These 5 classes must be successfully completed to be considered for entry into Upper Level.
 Students must be in Upper Level to take shaded courses.

Student requests for registration in a full FINC course will be considered only for bona fide graduation emergencies. Direct inquiries to the Department of Finance advisor, 354 Wehner. The UPO does not handle wait-list requests.

Department of Finance
Catalog 201431 (137) 2014 – 2015

Department Advisors: Dr. Larry Callis 354 Wehner lcallis@mays.tamu.edu
Ms. Brie Garcia 360T Wehner bgarcia@mays.tamu.edu
<mays.tamu.edu/finc>

The Finance Department strongly recommends the sequence of junior year course work as shown on "A TYPICAL SCHEDULE FOR BACHELOR OF BUSINESS ADMINISTRATION - FINANCE"
A grade of "C" or better in FINC 341 is required before attempting any further FINC courses.
Additional prerequisites and recommended preparation may apply.

FOUNDATION COURSES

Terms Normally Offered

FINC 341	Business Finance	Fall, Spring, Summer
FINC 350	Financial Ethics	Fall, Spring, Summer
FINC 351*	Investment Analysis	Fall, Spring
FINC 361*	Managerial Finance I	Fall, Spring
FINC 381	Money and Capital Markets	Fall, Spring, Summer

* Prerequisite: ACCT 315 or 327, or concurrent enrollment; SCMT 303 or concurrent enrollment, or AP STAT 301 or AP STAT 302 or AP STAT 303.

FINANCE (FINC) ELECTIVES**

Terms Normally Offered

FINC 368***	Trade Floor Dynamics	Spring
FINC 371	Real Estate Decision-Making	Fall, Spring, Summer
FINC 422****	Applied Investment Analysis	Fall, Spring
FINC 423	Options and Financial Futures	Spring
FINC 424	Trading Risk Management	Spring
FINC 427****	Titans of Investing	Fall, Spring
FINC 428	Fixed Income Analysis	Spring
FINC 435	Managerial Finance II	Spring
FINC 443	Valuation	Spring
FINC 445	International Finance	Fall, Spring, Summer
FINC 447	Financial Statement Analysis	Fall, Spring
FINC 462*****	Commercial Bank Management	Spring
FINC 466****	Wall Street, Invest. Banking & the Fin. Markets	Summer
FINC 472	Real Estate Finance	Spring
FINC 473	Real Estate Appraisal	Fall
FINC 475	Real Estate Investment Analysis	Fall
FINC 485****	Directed Studies	Fall, Spring, Summer
FINC 489****	Special Topics in ...	(Varies)

** Any 300- or 400-level Finance course **except** FINC 409 and 484 and Foundation courses.

*** Restricted to students in Trading, Risk, & Investments Program (TRIP).

**** May require application or approval of instructor.

***** Restricted to students in Commercial Banking Certificate Program (CBP)

***** Restricted to students in Aggies on Wall Street Investment Banking Program (*iBank*)

ACCT or FINC ELECTIVE (Select one course for a total of 3 credit hours)

Any 300- or 400-level Accounting course **except** ACCT 315, 316, 327, or 328; or any 300- or 400-level Finance course **except** FINC 409, 484 and Foundation courses. *NOTE: Before enrolling in ACCT 489, check with the Finance Advisor.*

IMPORTANT NOTE: Select courses based on consultation with Finance Advisor. Courses may on occasion not be available as listed. Check the Undergraduate Catalog and Class Schedule to verify offerings.

Revised 05/14

FINANCE

Catalog 201431 (137) 2014 – 2015
120 Credit Hours Required

CHECK YOUR DEGREE EVALUATION USING My Record FROM HOWDY <howdy.tamu.edu>.

FRESHMAN YEAR: FALL	HRS
COMM 203 or 243 or ENGL 104** (1*)	3
MATH 141*** (2*)	3
HIST 105 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
BUSN 101 or GENERAL ELECT (10*)	3
	15

FRESHMAN YEAR: SPRING	HRS
ECON 202*** (CBK)	3
MATH 142*** (2*)	3
HIST 106 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
SOCIAL & BEHAVIORAL SCIENCE (6*)	3
	15

SUMMER I	HRS

SOPHOMORE YEAR: FALL	HRS
ACCT 229*** (CBK)	3
ECON 203*** (CBK)	3
ISYS 210 (CBK)	3
POLS 206 (4*)	3
COMM 203 or 243 or ENGL 104** (1*)	3
	15

SOPHOMORE YEAR: SPRING	HRS
ACCT 230 (CBK)	3
FINC 341 (CBK)	3
MGMT 211 (CBK)	3
PHIL 111 or 251 (7*)	3
CREATIVE ARTS ELECTIVE (8*)	3
	15

SUMMER II	HRS

JUNIOR YEAR: FALL	HRS
ACCT 315 OR ACCT 327	3
FINC 350 – 9XX (11*)	1
FINC 351	3
FINC 361	3
SCMT 303 (CBK)	3
LIFE & PHYSICAL SCIENCE (5*)	3
	16

JUNIOR YEAR: SPRING	HRS
ACCT 316 OR ACCT 328	3
FINC 381 – 9XX (11*)	3
FINC ELECTIVE (13*)	3
MGMT 363 (CBK)	3
SCMT 364 (CBK)	3
	15

SUMMER III	HRS

SENIOR YEAR: FALL	HRS
ACCT OR FINC ELECTIVE (12,13*)	3
FINC ELECTIVE (13*)	3
MKTG 321 (CBK)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	3
	15

SENIOR YEAR: SPRING	HRS
FINC ELECTIVE (13*)	3
MGMT 466 (CBK)	3
POLS 207 (4*)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	2
	14

SUMMER IV	HRS

* Number refers to footnote number. Footnotes can be found on page 32.
 ** English 104 must be completed by the end of the Sophomore year or it cannot be taken at Texas A&M.
 *** These 5 classes must be successfully completed before entering Upper Level.

Students must be in Upper Level to take shaded courses.

Students who wish to request enrollment in a full MGMT class must do so with the Department of Management. Refer to <mays.tamu.edu/mgmt/mgmt-advising>. The UPO does not handle wait-list requests.

Department of Management
 Catalog 201431 (137) 2014 – 2015

Department Advisor: Ms. Kristi Mora 483 Wehner k-mora@tamu.edu

<mays.tamu.edu/mgmt>

The Management Department strongly recommends the sequence of junior year course work as shown on “A TYPICAL SCHEDULE FOR BACHELOR OF BUSINESS ADMINISTRATION – MANAGEMENT.” Prerequisites will be enforced. Consult with department advisor for course availability.

FOUNDATION COURSES

MGMT 373-W Managing Human Resources
 MGMT 439 Negotiations
Upper Division Economics – select one
 ECON 322 or Microeconomic Theory
 323

Business elective – See footnote 16 for options.
Data Analysis – select one
 ISYS 250 or Business Programming Logic and Design
 SCMT 336 or Decision Support Systems
 345 Business Process Design

DIRECTED ELECTIVE TRACKS

Choose one track; complete four courses (12 hours) as indicated, one of which must be a writing (W) or communication (C) course.

Consulting/General Management

Required courses:	
MGMT 422	Management Consulting
MGMT 372-W	Advanced Concepts in Organizational Behavior
MGMT 424	Organization Design, Change, and Development
Take one of the following electives:	
MGMT 440	Creativity and Innovation in Business
MGMT 452-C	International Management
MGMT 453	Emerging Economies: Brazil, Russia, India, China
MGMT 460	Managing Projects
MGMT 475	Leadership Development

Entrepreneurial Leadership

Take four of the following electives:	
MGMT 440	Creativity and Innovation in Business
MGMT 461-W	Entrepreneurship and New Ventures
MGMT 470	Small Business Management and Growth
MGMT 475	Leadership Development
MGMT 489	Business Incubator [will become MGMT 477]

Human Resource Management

Required courses:	
MGMT 425-C	HR Selection
MGMT 430	Employment Discrimination Law
Take two of the following electives:	
MGMT 372-W	Advanced Concepts in Organizational Behavior
MGMT 424	Organization Design, Change, and Development
MGMT 427	HR Compensation
MGMT 435	Labor Law and Policy
MGMT 475	Leadership Development

Nonprofit Management

Required course:	
MGMT 432	Managing the Nonprofit Organization
Take at least two of the following electives:	
MGMT 440	Creativity and Innovation in Business
MGMT 460	Managing Projects
MGMT 464-W	Political Environment of Business
MGMT 470	Small Business Management and Growth
MGMT 475	Leadership Development
Take up to one of the following electives:	
EHRD 479	Grants and Contracts
MKTG 438	Strategic Internet Marketing
RPTS 308	Foundations of Community/Community Change

Pre-Law

Three of the four track courses must be 300-400 level.	
Take at least three of the following electives:	
MGMT 212	Business Law
MGMT 430	Employment Discrimination Law
MGMT 435	Labor Law and Policy
MGMT 464-W	Political Environment of Business
MGMT 465	Corporate Governance
Take up to one of the following electives:	
COMM 243	Argumentation and Debate
ISYS 250	Business Programming Logic and Design
PHIL 240	Introduction to Logic

Management Internship or Business Fellows as a Track Course

MGMT majors are strongly encouraged to gain work experience and professional development in their chosen field. MGMT 484 Management Internship or BUSN 401 Business Fellows can be applied as a track elective. MGMT 484 eligibility requirements: <mays.tamu.edu/mgmt>. BUSN 401 admissions requirements: <mays.tamu.edu/fellows/>.

BE INFORMED! Join the Management advising listserv to learn of relevant information and opportunities for MGMT majors. To subscribe, send an email to listserv@listserv.tamu.edu. In the body, type SUBSCRIBE managementadvising first name lastname.

MANAGEMENT

Catalog 201431 (137) 2014 – 2015
120 Credit Hours Required

CHECK YOUR DEGREE EVALUATION USING My Record FROM HOWDY <howdy.tamu.edu>.

FRESHMAN YEAR: FALL	HRS
COMM 203 or 243 or ENGL 104** (1*)	3
MATH 141*** (2*)	3
HIST 105 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
BUSN 101 or GENERAL ELECT (10*)	3
	15

FRESHMAN YEAR: SPRING	HRS
ECON 202*** (CBK)	3
MATH 142*** (2*)	3
HIST 106 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
PSYC 107 or SOCI 205 (6*)	3
	15

SUMMER I	HRS

SOPHOMORE YEAR: FALL	HRS
ACCT 229*** (CBK)	3
ECON 203*** (CBK)	3
ISYS 210 (CBK)	3
POLS 206 (4*)	3
COMM 203 or 243 or ENGL 104** (1*)	3
	15

SOPHOMORE YEAR: SPRING	HRS
ACCT 230 (CBK)	3
MGMT 211 (CBK)	3
PHIL 111 or 251 (7*)	3
CREATIVE ARTS ELECTIVE (8*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
	15

SUMMER II	HRS

JUNIOR YEAR: FALL	HRS
MGMT 363 (CBK)	3
MKTG 321 (CBK)	3
SCMT 303 (CBK)	3
ECON 322 OR 323	3
POLS 207 (4*)	3
	15

JUNIOR YEAR: SPRING	HRS
FINC 341 (CBK)	3
MGMT 373 – 9XX (11*)	3
MGMT 450 (9*)	3
SCMT 364 (CBK)	3
GENERAL ELECTIVE (10*)	3
	15

SUMMER III	HRS

SENIOR YEAR: FALL	HRS
MGMT 439	3
DATA ANALYSIS ELECTIVE (20*)	3
MGMT DIRECTED ELEC-9XX (11, 15*)	3
MGMT DIRECTED ELECTIVE (15*)	3
BUSINESS ELECTIVE (16*)	3
	15

SENIOR YEAR: SPRING	HRS
MGMT 466 (CBK)	3
MGMT DIRECTED ELECTIVE (15*)	3
MGMT DIRECTED ELECTIVE (15*)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	3
	15

SUMMER IV	HRS

* Number refers to footnote number. Footnotes can be found on page 32.
 ** English 104 must be completed by the end of the Sophomore year or it cannot be taken at Texas A&M.
 *** These 5 classes must be successfully completed to be considered for entry into Upper Level.

Students must be in Upper Level to take shaded courses.

Students who wish to request enrollment in a full ISYS or SCMT class must do so with the Department of Information & Operations Management. Refer to <www-info.tamu.edu/infowait>.

The UPO does not handle wait-list requests.

Advising Document Only. Catalog changes & course decisions should be based on consultation with an advisor.

Management Information Systems (MISY)
Department of Information & Operations Management
Catalog 201431 (137) 2014 – 2015

Department Advisor: Ms. Alison Pike 330C Wehner apike@mays.tamu.edu
<mays.tamu.edu/info>

FOUNDATION COURSES

ISYS 250 Business Programming Logic & Design *Prerequisite: ISYS 210*
ISYS 300 Business Communications I
ISYS 310 Data Communications & Network-Based Systems *Prerequisite: ISYS 210*
ISYS 315 Database Management Systems *Prerequisite: ISYS 250*
ISYS 320 Business Systems Analysis & Design
ISYS 400 Business Communications II
ISYS 410 Management of Info Systems *Prerequisite: U4 in business or approval of instructor*
ISYS 415 Large-Scale Info Systems Project *Prerequisites: ISYS 320, U4 or approval of instructor*

DIRECTED ELECTIVES (Select 2 courses for a total of 6 credit hours)

Note: At least 3 hours (one course) must have an ISYS or SCMT prefix. Select courses based on consultation with your MIS advisor. *A maximum of 3 hours of ISYS 485, 489 or BUSN 401 may be applied to the MISY degree plan with prior approval.*

GEOG 390 Principles of Geographic Info Systems *Prerequisite: U3 or U4, approval of advisor*
ISYS 325 Business Object Oriented Programming with Java *Prerequisite: ISYS 250*
ISYS 420 Web Enabled Applications *Prerequisite: ISYS 315*
ISYS 425 Complex Business Application Design *Prerequisite: ISYS 250*
ISYS 460 E-Services *Prerequisite: U4 in business or approval of instructor*
ISYS 485 Directed Studies *Prerequisite: Admission to upper level and approval of instructor*
ISYS 489 Special Topics in... *Prerequisite: Admission to upper level and approval of instructor*
MGMT 439 Negotiations *Prerequisite: MGMT 363*
MGMT 460 Managing Projects *Prerequisite: MGMT 363*
MKTG 438 Strategic Internet Marketing *Prerequisite: MKTG 321, U3 or U4*
SCMT 335 Sourcing and Procurement *Prerequisite: SCMT 364 with grade of C or better; SCMT 340 & SCMT 361*
SCMT 336 Decision Support Systems *Prerequisite: SCMT 364*
SCMT 340 Supply Chain Management *Prerequisite: SCMT 364 with grade of C or better*
SCMT 345 Business Process Design *Prerequisite: SCMT 364 with grade of C or better; SCMT 340 & SCMT 361*
SCMT 361 Operations Planning & Control *Prerequisite: SCMT 364 with grade of C or better or approval of instructor*
SCMT 465 Info Tech for Supply Chain Mgmt *Prerequisite: SCMT 340 with grade of C or better; SCMT 361*
Other courses with prior approval from the department academic advisor

GENERAL ELECTIVE

Choose 3 or more courses for 10 hours credit.

MISY majors are strongly encouraged to participate in a co-op or internship position. Contact the Experiential Education office in the Career Center for co-op information. For internships, use the Career Center, the Career Fair, and other departmental resources such as CMIS, <cmis.tamu.edu>, and the AITP student organization, <aitp.tamu.edu>, to find a participating company.

COURSE AND CLASSIFICATION PREREQUISITES WILL BE ENFORCED

This information is also available on the INFO Student Services Web site at <mays.tamu.edu/info/student-services-office>. MISY majors are advised to regularly check the INFO Student Services Communications portal in eCampus.

Revised 05/14

A TYPICAL SCHEDULE FOR BACHELOR OF BUSINESS ADMINISTRATION
MANAGEMENT INFORMATION SYSTEMS (MISY)

Catalog 201431 (137) 2014 – 2015
 120 Credit Hours Required

CHECK YOUR DEGREE EVALUATION USING My Record FROM HOWDY <howdy.tamu.edu>.

FRESHMAN YEAR: FALL	HRS
COMM 203 or 243 or ENGL 104** (1*)	3
MATH 141*** (2*)	3
HIST 105 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
BUSN 101 or GENERAL ELECT (10*)	3
	15

FRESHMAN YEAR: SPRING	HRS
ECON 202*** (CBK)	3
MATH 142*** (2*)	3
HIST 106 (3,4*)	3
ISYS 210 (CBK)	3
SOCIAL & BEHAVIORAL SCIENCE (6*)	3
	15

SUMMER I	HRS

SOPHOMORE YEAR: FALL	HRS
ACCT 229*** (CBK)	3
ECON 203*** (CBK)	3
ISYS 250	3
CREATIVE ARTS ELECTIVE (8*)	3
POLS 206 (4*)	3
	15

SOPHOMORE YEAR: SPRING	HRS
ACCT 230 (CBK)	3
ISYS 300 – 9XX (11*)	1
ISYS 310	3
ISYS 320	3
ISYS 400 – 9XX (11*)	1
MGMT 211 (CBK)	3
	14

SUMMER II	HRS

JUNIOR YEAR: FALL	HRS
ISYS 410	3
ISYS 315	3
SCMT 303 (CBK)	3
SCMT 364 (CBK)	3
COMM 203 or 243** (1*)	3
	15

JUNIOR YEAR: SPRING	HRS
FINC 341 (CBK)	3
ISYS 415	3
MISY DIRECTED ELECTIVE (14*)	3
PHIL 111 or 251 (7*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
	15


SUMMER III	HRS

SENIOR YEAR: FALL	HRS
MISY DIRECTED ELECTIVE (14*)	3
MGMT 363 (CBK)	3
MKTG 321 (CBK)	3
LIFE & PHYSICAL SCIENCE (5*)	3
INTERNATIONAL ELECTIVE (9*)	3
	15

SENIOR YEAR: SPRING	HRS
MGMT 466 (CBK)	3
POLS 207 (4*)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	3
GENERAL ELECTIVE (10*)	4
	16

SUMMER IV	HRS

* Number refers to footnote number. Footnotes can be found on page 32.
 ** English 104 must be completed by the end of the Sophomore year or it cannot be taken at Texas A&M.
 *** These 5 classes must be successfully completed to be considered for entry into Upper Level.

 Students must be in Upper Level to take shaded courses.

Students who wish to request enrollment in a full MKTG class are directed to review the Department of Marketing's Wait List/Full Courses policy at <mays.tamu.edu/mktg/advising>. The UPO does not handle wait-list requests.

Department of Marketing

Catalog 201431 (137) 2014 – 2015

Department Advisor: Mr. Andrew Loring 242 Wehner aloring@mays.tamu.edu

Ms. Leslie Seipp 242 Wehner lseipp@mays.tamu.edu

<mays.tamu.edu/mktg>

FOUNDATION COURSES (Required)

Note: MKTG 321 is a prerequisite for all other MKTG courses. Additional prerequisites may apply.

MKTG 322 Consumer Behavior

MKTG 323 Marketing Research (Communication-designated) Prerequisite: MKTG 321 and SCMT 303

MKTG 448 Marketing Management (Writing-designated) Prerequisite: MKTG 323

Note: MKTG 448 is limited to MKTG majors who are in their final semester of course work. It is offered every semester and at least one summer session.

MARKETING (MKTG) ELECTIVES (Select 6 courses for a total of 18 credit hours)

Select courses based on consultation with your Marketing Advisor. Courses may not be available each semester or summer session. A maximum of 6 hours of MKTG 402–403, MKTG 484–485, and BUSN 392* may be applied to Marketing degree plan.

MKTG 325 Retailing Concepts & Policies

MKTG 326 Strategic Retailing

MKTG 335 Personal Selling

MKTG 345 Alternative Media, Public Relations, and Sales Promotion

MKTG 347 Advertising and Creative Marketing Communications

MKTG 401 Global Marketing

MKTG 402 International Marketing Study Abroad: Europe (Restrictions apply)

MKTG 403 International Market Entry Strategies: Europe (available with MKTG 402 enrollment)

MKTG 425 Retail Merchandising

MKTG 426 Advanced Retail Case Competition

MKTG 436 Sales Management

MKTG 438 Strategic Internet Marketing

MKTG 440 Services Marketing

MKTG 442 Product Management

MKTG 445 Advertising Account Planning

MKTG 447 Advanced Advertising Case Competition

MKTG 484 Marketing Internship (Restrictions apply)

MKTG 485 Directed Studies (Restrictions apply)

MKTG 489 Special Topics in ... (Additional prerequisites apply)

*For BUSN 392 Cooperative Education in Business credit, please contact your Marketing Advisor.

Revised 05/14

MARKETING

Catalog 201431 (137) 2014 – 2015
120 Credit Hours Required

CHECK YOUR DEGREE EVALUATION USING My Record FROM HOWDY <howdy.tamu.edu>.

FRESHMAN YEAR: FALL	HRS
COMM 203 or 243 or ENGL 104** (1*)	3
MATH 141*** (2*)	3
HIST 105 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
BUSN 101 or GENERAL ELECT (10*)	3
	15

FRESHMAN YEAR: SPRING	HRS
ECON 202*** (CBK)	3
MATH 142*** (2*)	3
HIST 106 (3,4*)	3
LIFE & PHYSICAL SCIENCE (5*)	3
SOCIAL & BEHAVIORAL SCIENCE (6*)	3
	15

SUMMER I	HRS

SOPHOMORE YEAR: FALL	HRS
ACCT 229*** (CBK)	3
ECON 203*** (CBK)	3
ISYS 210 (CBK)	3
POLS 206 (4*)	3
COMM 203 or 243 or ENGL 104** (1*)	3
	15

SOPHOMORE YEAR: SPRING	HRS
ACCT 230 (CBK)	3
MGMT 211 (CBK)	3
MKTG 321 (CBK)	3
SCMT 303 (CBK)	3
PHIL 111 or 251 (7*)	3
	15

SUMMER II	HRS

JUNIOR YEAR: FALL	HRS
FINC 341 (CBK)	3
MGMT 363 (CBK)	3
MKTG 323 – 9XX (11*)	3
MKTG ELECTIVE (17*)	3
CREATIVE ARTS ELECTIVE (8*)	3
	15

JUNIOR YEAR: SPRING	HRS
MKTG 322	3
MKTG ELECTIVE (17*)	3
MKTG ELECTIVE (17*)	3
SCMT 364 (CBK)	3
LIFE & PHYSICAL SCIENCE (5*)	3
	15

SUMMER III	HRS

SENIOR YEAR: FALL	HRS
MKTG ELECTIVE (17*)	3
MKTG ELECTIVE (17*)	3
POLS 207 (4*)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	3
	15

SENIOR YEAR: SPRING	HRS
MGMT 466 (CBK)	3
MKTG 448 – 9XX (11*)	3
MKTG ELECTIVE (17*)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (10*)	3
	15

SUMMER IV	HRS

* Number refers to footnote number. Footnotes can be found on page 32.
 ** English 104 must be completed by the end of the Sophomore year or it cannot be taken at Texas A&M.
 *** These 5 classes must be successfully completed to be considered for entry into Upper Level.
 Students must be in Upper Level to take shaded courses.

Students who wish to request enrollment in a full ISYS or SCMT class must do so with the Department of Information & Operations Management. Refer to <www-info.tamu.edu/infowait>. The UPO does not handle wait-list requests.

Advising Document Only. Catalog changes & course decisions should be based on consultation with an advisor.

Supply Chain Management (SCMT)
Department of Information & Operations Management
Catalog 201431 (137) 2014 – 2015

Department Advisor: Dr. Sudarsan Rangan 330E Wehner sangan@mays.tamu.edu
<mays.tamu.edu/info>

FOUNDATION COURSES

SCMT 300 Business Communications I
SCMT 335 Sourcing and Procurement *Prerequisite: SCMT 364 with grade of C or better; SCMT 340 & SCMT 361*
SCMT 340 Supply Chain Management *Prerequisite: SCMT 364 with grade of C or better*
SCMT 345 Business Process Design *Prerequisite: SCMT 364 with grade of C or better; SCMT 340 & SCMT 361*
SCMT 361 Operations Planning and Control *Prerequisite: SCMT 364 with grade of C or better*
SCMT 400 Business Communications II
SCMT 465 Info Tech for Supply Chain Mgmt *Prerequisite: SCMT 340 with a grade of C or better; SCMT 361*

DIRECTED ELECTIVES (Select 3 courses for a total of 9 credit hours)

Note: At least 1 of the courses (3 hours) must have an ISYS or SCMT prefix. Select courses based on consultation with your Supply Chain Management advisor. A maximum of 3 hours of SCMT 485, 489 or BUSN 401 may be applied to the Supply Chain Management degree plan with prior approval.

ACCT 329 Cost Management and Analysis *Prerequisite: ACCT 315 or 327 with a grade of C or better*
ACCT 427 Accounting and Financial Info Systems *Prerequisite: ACCT 327 with a grade of C or better*
ACCT 447 Financial Statement Analysis *Prerequisite: ACCT 315 or 327; FINC 341 with a grade of C or better*
FINC 447 Financial Statement Analysis *Prerequisite: FINC 341 with a grade of C or better, ACCT 315 or 327*
ISYS 250 Business Programming Logic and Design *Prerequisite: ISYS 210*
ISYS 310 Data Communications & Network Based System *Prerequisite: ISYS 210*
ISYS 315 Database Management Systems *Prerequisite: ISYS 250*
ISYS 320 Business Systems Analysis & Design
MGMT 212 Business Law *Prerequisite: Sophomore classification*
MGMT 439 Negotiations *Prerequisite: MGMT 363*
MGMT 460 Managing Projects *Prerequisite: MGMT 363*
MGMT 461 Entrepreneurship and New Ventures *Prerequisite: MGMT 363*
MKTG 322 Buyer Behavior *Prerequisite: MKTG 321*
MKTG 442 Product Management *Prerequisites: MKTG 321*
SCMT 336 Decision Support Systems *Prerequisite: SCMT 364*
SCMT 485 Directed Studies ... *Prerequisite: Approval of INFO Department Head*
SCMT 489 Special Topics ... *Prerequisite: Approval of instructor and INFO Department Advisor*
Other courses with prior approval from the department academic advisor

GENERAL ELECTIVE

Choose 3 or more courses for 10 hours credit.

SCMT majors are strongly encouraged to participate in a co-op or internship position. Contact the Experiential Education office in the Career Center for co-op information. For internships, use the Career Center, the Career Fair, and other departmental resources such as CSCMP student organization, <cscmp.tamu.edu>, to find a participating company.

COURSE AND CLASSIFICATION PREREQUISITES WILL BE ENFORCED

This information is also available on the INFO Student Services Web site at <mays.tamu.edu/info/student-services-office>. SCMT majors are advised to regularly check the INFO Student Services Communications portal in eCampus.

Revised 05/14

SUPPLY CHAIN MANAGEMENT (SCMT)

Catalog 201431 (137) 2014 – 2015
120 Credit Hours Required

CHECK YOUR DEGREE EVALUATION USING My Record FROM HOWDY <howdy.tamu.edu>.

FRESHMAN YEAR: FALL		HRS	FRESHMAN YEAR: SPRING		HRS	SUMMER I		HRS
COMM 203 or 243 or ENGL 104** (1*)		3	<u>ECON 202***</u> (CBK)		3			
<u>MATH 141***</u> (2*)		3	<u>MATH 142***</u> (2*)		3			
HIST 105 (3,4*)		3	HIST 106 (3,4*)		3			
LIFE & PHYSICAL SCIENCE (5*)		3	LIFE & PHYSICAL SCIENCE (5*)		3			
BUSN 101 or GENERAL ELECT (10*)		3	SOCIAL & BEHAVIORAL SCIENCE (6*)		3			
		15			15			
SOPHOMORE YEAR: FALL		HRS	SOPHOMORE YEAR: SPRING		HRS	SUMMER II		HRS
<u>ACCT 229***</u> (CBK)		3	ACCT 230 (CBK)		3			
<u>ECON 203***</u> (CBK)		3	MGMT 211 (CBK)		3			
ISYS 210 (CBK)		3	PHIL 111 or 251 (7*)		3			
POLS 206 (4*)		3	CREATIVE ARTS ELECTIVE (8*)		3			
COMM 203 or 243 or ENGL 104** (1*)		3	LIFE & PHYSICAL SCIENCE (5*)		3			
		15			15			
JUNIOR YEAR: FALL		HRS	JUNIOR YEAR: SPRING		HRS	SUMMER III		HRS
MGMT 363 (CBK)		3	FINC 341 (CBK)		3			
MKTG 321 (CBK)		3	SCMT 340		3			
SCMT 303 (CBK)		3	SCMT 361		3			
SCMT 364 (CBK)		3	SCMT DIRECTED ELECTIVE (14*)		3			
POLS 207 (4*)		3	INTERNATIONAL ELECTIVE (9*)		3			
		15			15			
SENIOR YEAR: FALL		HRS	SENIOR YEAR: SPRING		HRS	SUMMER IV		HRS
SCMT 300 – 9XX (11*)		1	MGMT 466 (CBK)		3			
SCMT 335		3	SCMT 465		3			
SCMT 345		3	SCMT DIRECTED ELECTIVE (14*)		3			
SCMT 400 – 9XX (11*)		1	INTERNATIONAL ELECTIVE (9*)		3			
SCMT DIRECTED ELECTIVE (14*)		3	GENERAL ELECTIVE (10*)		4			
GENERAL ELECTIVE (10*)		3			16			
		14						

* Number refers to footnote number. Footnotes can be found on page 32.
 ** English 104 must be completed by the end of the Sophomore year or it cannot be taken at Texas A&M.
 *** These 5 classes must be successfully completed to be considered for entry into Upper Level.
 Students must be in Upper Level to take shaded courses.

BACHELOR OF SCIENCE

The degree of Bachelor of Science is offered in Agribusiness. The agribusiness program combines the common body of knowledge requirements of a degree in business with course work emphasizing the understanding of the unique institutional and managerial challenges facing agribusiness firms.

BS AGRIBUSINESS COMMON BODY OF KNOWLEDGE Catalog 201431 (137)

All BS agribusiness majors are required to study fundamental theory and procedure in each of the basic business functions. The fundamental theory and procedure course work consists of 13 courses, for a total of 37 credit hours, and is referred to as the Agribusiness Common Body of Knowledge (ACBK).

Lower-Level Agribusiness Common Body of Knowledge (ACBK)			
Course		Title	Credit Hours
ACCT	229	Introductory Accounting – Financial	3
ACCT	230	Introductory Accounting – Managerial	3
AGEC	217	Fundamentals of Ag Econ Analysis	3
ECON	202	Principles of Economics – Microeconomics	3
ECON	203	Principles of Economics – Macroeconomics	3
MGMT	211	Legal & Social Environment of Business	3

Upper-Level Agribusiness Common Body of Knowledge (ACBK)			
Course		Title	Credit Hours
AGEC	440	Agribusiness Strategic Analysis	3
AGEC	481	Ethics in Agribusiness & Agricultural Economics	1
FINC	341	Business Finance	3
MGMT	363	Managing People in Organizations	3
MKTG	321	Marketing	3
SCMT	303	Statistical Methods	3
SCMT	364	Operations Management	3

BS – AGRIBUSINESS UPPER LEVEL REQUIREMENTS

To be granted upper-level (UL) entry into the agribusiness major in Mays Business School a business student must have:

- ✓ Junior classification (have passed at least 60 semester credit hours)
- ✓ Satisfactorily completed the following eight courses:

Mathematics	
MATH 141	Business Mathematics I
MATH 142	Business Mathematics II - Calculus

Lower-Level Agribusiness Common Body of Knowledge	
ACCT 229	Introductory Accounting – Financial
ACCT 230	Introductory Accounting – Managerial
AGEC 217	Fundamentals of Agricultural Economics Analysis
ECON 202	Principles of Economics – Microeconomics
ECON 203	Principles of Economics – Macroeconomics
MGMT 211	Legal & Social Environment of Business

Deadline to Apply

Lower-level agribusiness (BUAG) students apply for UL no later than the last class day of the semester before they expect to enter UL.

NOTE: To enter UL in the summer, you must have ALL requirements completed by the beginning of the first summer session.

1. **Apply** for UL using the *Upper Level Business Application* in *Degree Evaluation* channel in **My Record** on **Howdy**, <howdy.tamu.edu>, or in the UPO, 238 Wehner.
2. **Complete and submit** your UL major degree plan using the *Undergraduate Degree Planner* in *Degree Evaluation* channel in My Record.
3. **Preregister** for appropriate UL business courses in the semester to which you have applied for UL entry. **Note:** Students who fail to meet UL requirements shall not be permitted to remain registered in UL business courses.

**APPLY FOR BS – AGRIBUSINESS UPPER-LEVEL ADMISSION
BY THE LAST CLASS DAY OF THE SEMESTER BEFORE YOU EXPECT
TO ENTER UPPER-LEVEL.**

BS – Agribusiness UL entry requirements are MANDATORY. You must meet all requirements to enter upper level and enroll in 300/400-level business classes.

A TYPICAL SCHEDULE FOR BACHELOR OF SCIENCE

AGRIBUSINESS

Catalog 201431 (137) 2014 – 2015
120 Credit Hours Required

CHECK YOUR DEGREE EVALUATION USING My Record FROM HOWDY <howdy.tamu.edu.

FRESHMAN YEAR: FALL	HRS
AGEC 105 (21*)	3
ENGL 103 or 104** (22*)	3
HIST 105 (3,4)	3
MATH 141*** (2*)	3
LIFE AND PHYSICAL SCIENCES (5*)	3
	15

FRESHMAN YEAR: SPRING	HRS
HIST 106 (3,4*)	3
MATH 142*** (2*)	3
CREATIVE ARTS ELECTIVE (8*)	3
LANG., PHIL. & CULT. ELECT. (7*)	3
LIFE AND PHYSICAL SCIENCES (5*)	3
	15

SUMMER I	HRS

SOPHOMORE YEAR: FALL	HRS
ACCT 229*** (ACBK)	3
ECON 202*** (ACBK)	3
MGMT 211*** (ACBK)	3
POLS 206 (4*)	3
LIFE AND PHYSICAL SCIENCES (5*)	3
	15

SOPHOMORE YEAR: SPRING	HRS
ACCT 230*** (ACBK)	3
ECON 203*** (ACBK)	3
AGEC 217 – 9XX*** (12*) (ACBK)	3
POLS 207 (4*)	3
COMMUNICATION ELECTIVE (22*)	3
	15

SUMMER II	HRS

JUNIOR YEAR: FALL	HRS
AGEC 340	3
FINC 341 (ACBK)	3
MKTG 321 (ACBK)	3
SCMT 303 (ACBK)	3
ECON 322 OR 323	3
	15

JUNIOR YEAR: SPRING	HRS
AGEC 317	3
AGEC 429 – 9XX (11*)	3
SCMT 364 (ACBK)	3
MGMT 363 (ACBK)	3
INTERNATIONAL ELECTIVE (9*)	3
	15

SUMMER III	HRS

SENIOR YEAR: FALL	HRS
AGEC 431	3
AGEC 481 (ACBK)	1
TECHNICAL AGRI. ELECTIVE (23*)	3
INTERNATIONAL ELECTIVE (9*)	3
GENERAL ELECTIVE (24*)	5
	15

SENIOR YEAR: SPRING	HRS
AGEC 414	3
AGEC 430	3
AGEC 440 (ACBK)	3
GENERAL ELECTIVE (24*)	3
GENERAL ELECTIVE (24*)	3
	15

SUMMER IV	HRS

* Number refers to footnote number. Footnotes can be found on page 32.
 ** English 104 must be completed by the end of the Sophomore year or it cannot be taken at Texas A&M.
 *** These 8 classes must be successfully completed before entering Upper-Level.
 Students must be in Upper Level to take shaded courses.

FOOTNOTES FOR ALL CURRICULA

1. University Core Curriculum *Communication* elective. Six hours required. Select from COMM 203 or 243 or ENGL 104. ENGL 104 enrollment is restricted to freshman and sophomore classification (transfer hours included).
2. MATH 131, 147, 151 or 171 will be accepted in lieu of MATH 142. MATH 148, 152, 166 or 172 will be accepted in lieu of MATH 141.
3. Select from list of University Core Curriculum *American History Electives*, page 33. Most business students take HIST 105 and HIST 106.
4. For those students under ROTC contract, see footnote on the citizenship requirement in the "Requirements for a Baccalaureate Degree" section in the *Undergraduate Catalog*.
5. Select from list of University Core Curriculum *Life and Physical Sciences Electives*, pages 34-35.
6. Select from the list of University Core Curriculum *Social and Behavioral Science Electives*, pages 33-34. Students majoring in Management are advised to take PSYC 107 or SOCI 205.
7. Select from list of University Core Curriculum *Language, Philosophy & Culture Electives*, pages 36-37.
8. Select from list of University Core Curriculum *Creative Arts Electives*, page 38.
9. Select from *International Electives* list for business students, pages 39-41. Six hours required. Management majors must take MGMT 450 as three of these required international elective hours.
10. *General Electives* are any courses offered for university credit. Students may register for elective courses on a graded or pass/fail basis (SU). See page 10 for SU grading information. Students whose high school transcript does not satisfy Texas A&M University's *Foreign Language Graduation Requirement* MUST complete a two-semester sequence of a foreign language. These credits earned will count toward the unmet *General Elective* requirement.
11. Business students must take two (2) courses in their major that are designated as fulfilling the writing (W) requirement. The requirement may be met by taking two W-courses or one W-course and one oral communication (C) course. This course is an approved W- or C-course in the major.
12. Any 300- or 400-level Accounting or Finance course **except** ACCT 315, 316, 327, 328; FINC 409, 484 or Foundation courses. Check with the Finance advisor before enrolling in ACCT 489.
13. Any 300- or 400-level Finance course **except** FINC 409, 484 or Foundations courses.
14. MISY and SCMT majors select directed electives from lists located in the department advising office, 330 Wehner. Students desiring to use courses not listed must obtain prior approval from the department academic advisor.
15. MGMT majors select a directed elective track and take four courses (12 hours) as indicated from the chosen track. At least one of the MGMT directed electives must be taken in a writing- (W) or communication- (C) designated format to complete the second W course requirement. See footnote 11.
16. Any 300- or 400-level business course (ACCT, FINC, IBUS, ISYS, MKTG, SCMT) **except** MGMT 300-499; ACCT 484-485; FINC 341, 409, 484-485; IBUS 450, 452, 453, 484-485; ISYS 484-485; MKTG 321, 409, 484-485; SCMT 303, 309, 364, 484-485; SCMT 305, 336 or 345 if used to fulfill the data analysis elective.
17. Any MKTG course **except** required MKTG courses and MKTG 409. Consult with a Marketing academic advisor for MKTG 402-403, 484-485.
18. BHNR majors are required to earn honors credit for 5 of the following 10 courses: ACCT 229, 230; FINC 341; ISYS 210; SCMT 303, 364; MGMT 211, 363, 450; MKTG 321.
19. Select from any 300-or 400-level business course (ACCT, FINC, IBUS, ISYS, MGMT, MKTG, SCMT) **except** FINC 341, 409; SCMT 303, 309, 364; MGMT 309, 363, 466; MKTG 321, 409. *At least one of these courses must be writing- (W) or oral communication- (C) designated.* Select in consultation with an academic advisor.
20. Select from ISYS 250; SCMT 336 or 345.
21. Satisfies the University Core Curriculum *Social and Behavioral Sciences* requirement.
22. *Communication* elective. Six hours required. Must take ENGL 103 or 104 as three of these hours. Remaining hours to be selected from University Core Curriculum list of *Communication* courses.
23. Three hours of technical agriculture electives to be selected from any course offered by the College of Ag & Life Science **except** 285, 484, 485, and AGECE courses.
24. Any Texas A&M or transfer course, **except** KINE 199, not used to meet other degree requirements.

Updated 05/14

AMERICAN HISTORY

“Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, and nation, and the world considering how these interactions have contributed to the development of the United States and its global role.” Six (6) hours required.

AFST 300	Blacks in the US, 1607-1877 (cross-listed HIST 300)
AFST 301	Blacks in the US since 1877 (cross-listed HIST 301)
HIST 105	History of the United States, through 1877
HIST 106	History of the United States, since 1877
HIST 226	History of Texas
HIST 230	American Military History, 1609-Present
HIST 232	History of American Sea Power
HIST 258	American Indian History
HIST 304	Mexican-American Frontier to 1848

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SOCIAL AND BEHAVIORAL SCIENCES

“Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.” Three (3) hours required.

AGEC 105	Introduction to Agricultural Economics
AGEC 350	Environmental and Natural Resource Economics
ALEC 450	Global Social Justice Issues in Agriculture
ANTH 201	Introduction to Anthropology
ANTH 202	Introduction to Archeology
ARCH 212	Social and Behavioral Factors in Design
ARCH 458	Global Ethics, Culture and Practice
COMM 315	Interpersonal Communication
COMM 320	Organizational Communication
COMM 325	Persuasion
COMM 335	Intercultural Communication
COMM 365	International Communication (cross-listed JOUR 365)
EPSY 320	Child Development for Educators
EPSY 321	Adolescent Development for Educators
GEOG 201	Introduction to Human Geography
HLTH 236	Race, Ethnicity and Health
HORT 335	Sociohorticulture

SOCIAL AND BEHAVIORAL SCIENCES (Continued)

INST 210	Understanding Special Populations
INST 222	Foundations of Education in a Multicultural Society
INST 301	Educational Psychology
JOUR 102	American Mass Media
PSYC 107*	Introduction to Psychology
SOCI 205*	Introduction to Sociology
SOCI 206	Global Social Trends
SOCI 207	Introduction to Gender and Society (cross-listed WGST 207)
SOCI 211	Sociology of Deviance
SOCI 212	Sociology of Popular Culture
SOCI 217	Introduction to Race and Ethnicity
SOCI 304	Criminology
SOCI 312	Population and Society
SOCI 313	Military, War and Society
SOCI 314	Social Problems
SOCI 315	The Marriage Institution
SOCI 319	Sociology of Sport (cross-listed SPMT 319)
SOCI 327	Morality and Society
SPMT 304	Psychology of Sport (cross-listed PSYC 304)
SPMT 336	Diversity in Sport Organizations
SPMT 337	International Sport Business

* Students majoring in Management are advised to take PSYC 107 or SOCI 205.

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LIFE AND PHYSICAL SCIENCES

“Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.” Nine (9) credit hours required.

ANSC 107	General Animal Science (3 credits)
ANTH 225	Introduction to Biological Anthropology
ASTR 101	Basic Astronomy (3 credits)
ASTR 102	Observational Astronomy (1 credit)
ASTR 109/119	Big Bang & Black Holes/Big Bang & Black Holes Companion Lab
ASTR 111	Overview of Modern Astronomy
ATMO 201	Atmospheric Science (3 credits)
ATMO 202	Atmospheric Science Laboratory (1 credit)
BESC 201	Introduction to Bioenvironmental Sciences (3 credits)
BESC 204	Molds and Mushrooms (3 credits)
BIOL 101	Botany

LIFE AND PHYSICAL SCIENCES (Continued)

BIOL 107	Zoology
BIOL 111	Introductory Biology I
BIOL 112	Introductory Biology II
BIOL 113	Essentials in Biology (3 credits)
BIOL 123	Essentials in Biology Laboratory (1 credit)
CHEM 101/111	Fund. of Chemistry I/Fund. of Chemistry I Companion Lab
CHEM 102/112	Fund. of Chemistry II/ Fund. of Chemistry II Companion Lab
CHEM 106/116	Molecular Science for Citizens/Molec. Sci. for Cit. Comp. Lab
CHEM 107/117	Gen. Chem. for Engineering/Gen. Chem. for Eng. Comp. Lab
ENTO 322	Insects and Human Society (3 credits)
ESSM 309	Forest Ecology (3 credits)
FIVS 123	Forensic Investigations (3 credits)
GEOG 203	Planet Earth (3 credits)
GEOG 205	Environmental Change
GEOG 213	Planet Earth Lab (1 credit)
GEOL 101	Principles of Geology
GEOL 106	Historical Geology
GEOS 210	Climate Change (3 credits)
HORT 201	Horticultural Science and Practices (3 credits)
HORT 202	Horticultural Science and Practices-Laboratory (1 credit)
KINE 120	The Science of Basic Health and Fitness (1 credit)
KINE 223	Introduction to the Science of Health and Fitness (3 credits)
NUTR 222	Nutrition for Health and Health Care (3 credits)
OCNG 251	Oceanography (3 credits)
OCNG 252	Oceanography Laboratory (1 credit)
PHYS 109/119	Big Bang & Black Holes/Big Bang & Black Holes Comp. Lab
PHYS 201	College Physics
PHYS 202	College Physics
PHYS 208	Electricity and Optics
PHYS 218	Mechanics
POSC 201	General Avian Science (3 credits)
RENR 205	Fundamentals of Ecology (3 credits)
RENR 215	Fundamentals of Ecology-Laboratory (1 credit)
SCSC 105	World Food and Fiber Crops (3 credits)
SCSC 301	Soil Science
SCSC 405	Soil and Water Microbiology

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LANGUAGE, PHILOSOPHY AND CULTURE

“Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.” Three (3) credit hours required.

AFST 204	Introduction to African American Literature
ANTH 204	Peoples and Cultures of the Ancient World
ANTH 205	Peoples and Cultures of the World
ANTH 210	Introduction to Social and Cultural Anthropology
ANTH 316	Nautical Archaeology
ANTH 317	Introduction to Biblical Archeology (cross-listed RELS 317)
ARAB 201	Intermediate Arabic I
ARAB 202	Intermediate Arabic II
ARCH 213	Sustainable Architecture
CARC 331	Field Studies in Design Philosophy
CHIN 201	Intermediate Chinese I
CHIN 202	Intermediate Chinese II
CLAS 221	Intermediate Latin I
CLAS 222	Intermediate Latin II
CLAS 250	Greek and Roman Civilization
CLAS 251	Classical Mythology (cross-listed RELS 251)
COMM 301	Rhetoric in Western Thought
COMM 327	American Oratory
ENGL 202	Environmental Literature
ENGL 204	Introduction to African-American Literature
ENGL 206	21st Century Literature and Culture
ENGL 221	World Literature (through 16th century) (cross-listed MODL 221)
ENGL 222	World Literature (post-16th century) (cross-listed MODL 222)
ENGL 227	American Literature: The Beginnings to Civil War
ENGL 228	American Literature: Civil War - Present
ENGL 231	Survey of English Literature I
ENGL 232	Survey of English Literature II
ENGL 330	Arthurian Literature
ENGL 333	Gay and Lesbian Literature (cross-listed WGST 333)
ENGL 334	Science Fiction Present and Past
ENGL 338	American Ethnic Literature
ENGL 360	Literature for Children
ENGL 362	Latino/a Literature of the United States (cross-listed HISP 362)
ENGL 365	The Bible as Literature (cross-listed RELS 360)
ENGL 374	Women Writers (cross-listed WGST 374)
ENGL 376	The American Novel Since 1900
FREN 201	Intermediate French I
FREN 202	Intermediate French II
FSTC 300	Religious and Ethnic Foods (cross-listed NUTR 300)

LANGUAGE, PHILOSOPHY AND CULTURE (Continued)

GEOG 202	Geography of the Global Village
GEOG 301	Geography of the United States
GEOG 305	Geography of Texas
GERM 201	Intermediate German I
GERM 202	Intermediate German II
HISP 206	Food in the Hispanic World
HIST 101	Western Civilization to 1660
HIST 102	Western Civilization Since 1660
HIST 103	World History to 1500
HIST 104	World History Since 1500
HIST 210	Russian Civilization
HIST 213	History of England
HIST 214	History of England
HIST 220	Hist. of Christianity: Origins to the Reformation (cross-list CLAS 220)
HIST 221	History of Islam (cross-listed RELS 221)
HIST 234	European Military History, 1630-1900
HIST 345	Modern Africa (cross-listed AFST 345)
HIST 429	The Roman Empire (cross-listed CLAS 429)
INTS 251	Contemporary Issues in the Middle East
ITAL 201	Intermediate Italian I
ITAL 202	Intermediate Italian II
JAPN 201	Intermediate Japanese I
JAPN 202	Intermediate Japanese II
LAND 240	History of Landscape Architecture
MUSC 201	Music and the Human Experience
MUSC 227	Popular Music of India
MUSC 325	Dance in World Cultures (cross-listed PERF 325)
MUSC 326	Dance and Identity in the United States (cross-listed PERF 326)
PHIL 111	Contemporary Moral Issues
PHIL 251	Introduction to Philosophy
PHIL 482	Ethics and Engineering (cross-listed ENGR 482)
RELS 220	Hist. of Christianity: Origins to the Reformation (cross-list HIST 220)
RELS 312	Contemplative Practices in the Modern World
RELS 347	Rise of Islam, 600-1258 (cross-listed HIST 347)
RUSS 201	Intermediate Russian I
RUSS 202	Intermediate Russian II
SPAN 201	Intermediate Spanish I
SPAN 202	Intermediate Spanish II
SPMT 220	Olympic Studies
THAR 155	History of Western Dress
THAR 156	Dress, Culture and Society
THAR 280	History of Theatre I (to 1642)
THAR 281	History of Theatre II (post-1642)
WGST 200	Introduction to Women's and Gender Studies

Revised 05/14

CREATIVE ARTS

“Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative and innovative communication about works of art.”

Three (3) credit hours required.

ANTH 324	Music and World Cultures (cross-listed MUSC 324)
ARCH 249	Survey of World Architecture History I
ARCH 250	Survey of World Architecture History II
ARCH 350	History and Theory of Modern and Contemporary Architecture
ARTS 149	Art History Survey I (to 14th century)
ARTS 150	Art History Survey II (from 14th century)
CARC 311	Field Studies in Design Communication
DCED 202	Dance Appreciation
ENDS 101	Design Process
ENDS 115	Design Communication Foundations
ENGL 212	Shakespeare
ENGL 219	Literature and the Other Arts
ENGL 251	Introduction to Film Analysis (cross-listed FILM 251)
FREN 425	French Film (cross-listed FILM 425)
HISP 204	Spanish and Spanish American Literature in Translation
HISP 205	Don Quixote and the Other Arts
HORT 203	Floral Design
MUSC 221	Guitar Heroes
MUSC 222	Music of the Americas
MUSC 225	History of Jazz
MUSC 226	History of Rock
MUSC 228	History of Electronic Music
MUSC 324	Music in World Cultures (cross-listed ANTH 324)
MUSC 328	Japanese Traditional Performing Arts (cross-listed THAR 328)
MUSC 386	Evolution of the American Musical (cross-listed THAR 386)
PERF 301	Performance in World Cultures (cross-listed MUSC 301/THAR 301)
THAR 101	Introduction to Western Theater and Drama
THAR 201	Introduction to World Theater

Revised 05/14

INTERNATIONAL ELECTIVES

“The purpose of the international elective is to further the business student’s knowledge of the contemporary world. Classes used to meet this requirement focus on cultural, political, and economic issues that impact today’s business world.” Six (6) hours required from the following list of approved International Elective courses.

NOTE: *In the B.S. – Agribusiness and B.B.A. curricula the 6 hours of approved international elective courses simultaneously fulfill the University’s International and Cultural Diversity Graduation requirement.)*

ACCT 445* International Accounting

AFST	345	Modern Africa
AFST	346	History of South Africa
AGEC	452	International Trade and Agriculture
AGEC	453	International Agribusiness Marketing
ANTH	205	People and Cultures of the World
ANTH	300	Cultural Change and Development
ANTH	314	Agrarian Peasant Societies
ARCH	458	Cultural and Ethical Considerations for Global Practice
COMM	335	Intercultural Communication
ECON	320	Economic Development of Europe
ECON	324	Comparative Economic Systems
ECON	330	Economic Development
ECON	452	International Trade Theory and Policy
EURO	323	Immigration and Ethnicity in Contemporary France
EURO	443	Contemporary Russian Prose
EURO	444	Russian Drama
EURO	447	Russian Artistic Culture II: 1890 to Present

FINC 445* International Finance

FREN	301	French Culture and Civilization
FREN	322	Survey of French Literature II
FREN	336	Contemporary France
FREN	418	Seminar in French Civilization
FREN	425	French Film
GEOG	202	Geography of the Global Village
GEOG	311	Cultural Geography
GEOG	320	The Middle East
GEOG	321	Geography of Africa
GEOG	323	Geography of Latin America
GEOG	325	Geography of Europe
GEOG	327	Geography of South Asia
GEOG	402	Interpretation of Cultural Landscapes
GEOG	420	Geography of Terrorism
GERM	322	German Culture and Civilization II

INTERNATIONAL ELECTIVES (Continued)

HISP	352	Hispanic Literature and Film
HISP	362	Hispanic Literature in the U.S.
HISP	363	Borderlands: U.S. and Mexico
HIST	210	Russian Civilization
HIST	324	European Society in the Industrial Age
HIST	336	Europe Since 1932
HIST	339	Eastern Europe Since 1453
HIST	342	Latin America Since 1810
HIST	345	Modern Africa
HIST	346	History of South Africa
HIST	348	Modern Middle East
HIST	352	Modern East Asia
HIST	355	Modern China
HIST	356	Twentieth Century Japan
HIST	402	Germany Since 1815
HIST	407	History of France Since 1815
HIST	412	Soviet Union 1917-Present
HIST	439	Twentieth Century England
HIST	440	Latin America Cultural and Intellectual History
HIST	441	History of Mexico 1821-Present
HIST	449	History of Brazil 1822-Present
HIST	464	International Development Since 1918
HIST	477	Women in Modern European History
IBUS	401*	Global Marketing (cross-listed MKTG 401)
IBUS	402*	International Marketing (cross-listed MKTG 402)
IBUS	403*	International Market Entry Strategies (cross-listed MKTG 403)
IBUS	445*	International Accounting (cross-listed ACCT 445)
IBUS	446*	International Finance (cross-listed FINC 445)
IBUS	450*	International Environment of Business (cross-listed MGMT 450)
IBUS	452*	International Management (cross-listed MGMT 452)
IBUS	453*	Emerging Economies: Brazil, Russia, India, China (cross-listed MGMT 453)
IBUS	455*	Asian Business Environment
IBUS	456*	European Integration & Business
IBUS	457*	Global Entrepreneurship (cross-listed with MGMT 457)
IBUS	458*	International Negotiations
IBUS	459*	Latin American Markets
IBUS	460*	Academy for Future International Leaders
MGMT	450*	International Environment of Business
MGMT	452*	International Management
MGMT	453*	Emerging Economies: Brazil, Russia, India, China
MGMT	457*	Global Entrepreneurship
MKTG	401*	Global Marketing
MKTG	402*	International Marketing
MKTG	403*	International Market Entry Strategies

INTERNATIONAL ELECTIVES (Continued)

MUSC	324	Music in World Cultures
POLS	229	Introduction to Comparative Politics
POLS	231	Introduction to World Politics
POLS	322	Western European Government and Politics
POLS	323	Political Systems of Latin America
POLS	324	Third World Politics
POLS	326	Government and Politics of Eastern Europe
POLS	328	Globalization and Democracy
POLS	338	Government and Politics of Former Soviet Union
POLS	365	Asian Governments and Politics
POLS	424	Comparative Government Institutions
POLS	432	Politics of the European Union
SOCI	325	International Business Behavior
SOCI	329	Pacific Rim Business Behavior
SOCI	423	Globalization and Social Change
SPAN	312	Hispanic Culture and Civilization 18 th Century to Present
SPAN	320	Introduction to Hispanic Literature
SPAN	410	Hispanic Film
SPAN	411	Contemporary Hispanic Society and Culture
SPAN	412	Hispanic Writers in the U.S.
SPAN	421	Spanish Language Poetry
SPAN	450	Contemporary Spanish and Spanish-American Literature
SPMT	337	International Sport Business
WGST	463	Gender in Asia
WGST	477	Women in Modern European History

Additionally, courses taken abroad, which are conducted in another country by a TAMU faculty member, completed as part of an reciprocal education exchange program (REEP), or completed in another country through direct enrollment in another institution, can be used to satisfy the IE (and ICD) requirement. This includes credits earned through 285, 291, 485, 484, and 491 courses conducted abroad for which grades are determined by a TAMU faculty member.

*** must be admitted to UPPER-LEVEL in Mays Business School.**

Revised 05/14

MAYS COMMUNICATION LAB LEARNING TO SUCCEED FOR A LIFETIME

Texas A&M University's core values are excellence, integrity, leadership, loyalty, respect and selfless-service. The university is committed to providing high-impact learning experiences to all students at all levels, across the whole curriculum. Employers who recruit Mays Business School graduates have identified seven specific *core competencies* of a successful business person.

Core Competencies. In your time at Mays Business School you will learn fundamental business principles and technical skills, but you will also learn to:

- **Communicate** effectively using written, spoken and visual media
- **Solve problems**, think critically, and make evidence-based decisions
- **Lead** yourself and others
- Work effectively in **Teams** or workgroups
- Think and act **Ethically**
- **Manage** yourself, resources and projects
- **Create** or find opportunities

Mays offers multiple opportunities for you to master development of these core competencies, including:

Portfolio Development	Communication Lab
Career Services	Study Abroad
Certificate Programs	Cooperative Education
Internships	Professional Programs

Portfolio. A portfolio helps you discover and showcase your best self. By hosting your portfolio on an independent website, you bring your resume to life and display who you are as a learner, leader and aspiring professional. The portfolio process of reflective critical thinking prepares you for job interviews and helps you intentionally build habits of lifelong learning and professional development.

For more information or to begin the portfolio process go to 339 Wehner, call 979.862.2983 or email portfolios@mays.tamu.edu.

Communication Lab. The lab helps you prepare and polish papers, resumes, presentations, and interviews. Whether the project is connected to academic or professional goals, Communication Lab consultants help you integrate the thinking, writing, and speaking processes necessary for effective communication. In each appointment consultants offer targeted, one-on-one feedback to strengthen your technique in preparation for the business world.

To schedule an appointment go to mayscommlab.genbook.com. For more information go to 339 Wehner, call 979.862.2983 or see mays.tamu.edu/commlab.

BUSINESS UNDERGRADUATE CAREER SERVICES

Amy Thompson, Career Coordinator
Freshmen and Sophomores

amy.thompson@tamu.edu

979.845.3882

340DD Wehner

Lisa Burton, Career Coordinator
Juniors and Seniors

lmburton@tamu.edu

979.845.1029

340AA Wehner

For appointments call 979.845.5139

The Texas A&M Career Center, in collaboration with Mays Business School, makes the following services available to undergraduate business students:

Career Advising: Get questions answered about the job search process including your major's career possibilities, how to ace an interview, salary/offer negotiation, and more.

Resume Review: Your resume should highlight your qualifications and present your experience in a clear, concise format. Templates are available at HireAggies.com.

Walk-In Advising: Monday & Thursday from 8:30 – 11:00 a.m. in **340AA and 340DD Wehner**

Daily Walk-In Advising: from 8:30 – 11:00 a.m. & 1:30 – 4:00 p.m. in **209 Koldus**

Other Resources include:

HireAggies.com: Create a profile, search job postings, and apply for positions. Additionally, find information on upcoming workshops, corporate informational sessions, career options, interview preparation and much more.

Interview Preparation: Mock interviews are hosted by the Career Center every fall and spring and are conducted by corporate representatives. Additional practice is available through online programs and your Career Coordinator.

Campus Recruiting: Over 2,000 employers recruit on the Texas A&M campus during the fall and spring semesters. Attend Career Fairs to take advantage of networking and interview opportunities!

Workshops: Each semester the Career Center holds numerous workshops on resume writing, social media best practices, interview tips, and Career Fair preparation in addition to Career Panels in multiple fields. Visit HireAggies.com for a list of upcoming events.

JOB SEARCH REMINDERS

Ethics Statement: Upon creating a profile on HireAggies.com, you are agreeing to the following:

“When I accept a job offer (including internships) in good faith, I will:

- 1. Stop all interviewing;*
- 2. Notify, on a timely basis, all other employers actively recruiting me that I have accepted an employment offer; and*
- 3. Fulfill my commitments in the job offer I have accepted, and not consider other offers of employment.*

If I need to cancel a scheduled interview, I will do so as soon as possible. If I cancel a Career Center interview the No Show and Late Cancellation Policy will be enforced. (Please read the No Show/Late Cancellation Policy in the Documents Library under the Documents tab.) I will request reimbursement for only reasonable and legitimate expenses by employers in the recruiting process.”

Consequences for failure to honor this code of ethics may include being blocked from using HireAggies.com and Career Center resources, as well as informing your department head. Other ramifications may include a loss of opportunities for all students if an employer decides to stop recruiting Mays Business School and/or Texas A&M University students. When interacting with employers remember that your conduct is not only a reflection upon you, but also Mays Business School and Texas A&M University.

As you have questions regarding your job search, contact your Career Coordinator or anyone else at the Career Center. We are here to help and are committed to your success.

STUDY OR INTERN ABROAD

Katy Lane, Program Coordinator
klane@tamu.edu

230 Wehner
 979.845.5234

Open Advising Hours: Monday & Thursday 9:00 – 11:30 a.m. or by Appointment

Studying abroad is an enriching life experience that benefits the student, both personally and professionally. Students gain both academic and cultural experience that will change their perception of the United States, the world and the way business is conducted globally.

The **Center for International Business Studies (CIBS)** offers the following study opportunities:

	Faculty-Led		Exchange	Field Trip
<i>Time Abroad:</i>	Summer 1 or 2	December – January	Fall or Spring	May or June
<i>Length:</i>	4-5 weeks	2 weeks (<i>plus assignment due in Spring</i>)	1-2 semesters	2 weeks (<i>plus Spring course</i>)
<i>Credits:</i>	6 hours	3 hours	12 or 24 hours	3 hours
<i>Deadline:</i>	November 1	September 15	October 15	November 1
<i>Requirements:</i>	2.5 GPA; Upper-level	2.5 GPA	3.0 GPA; Upper- level; Not last semester at TAMU	2.5 GPA; Instructor approval

Faculty-Led Study Abroad. Students travel with a Mays faculty member and group of Mays students to a foreign location for study in international business and culture/environment coursework. Programs also include company visits and cultural excursions.

Reciprocal Exchange (REEP). Students experience complete “immersion” studying at a partner school for a semester or academic year. Mays REEP partnerships include universities in Austria, China, Denmark, France, Germany, India, The Netherlands, Norway, Spain, and Sweden. University-wide REEP partnerships include universities in Australia, Ecuador, France, Germany, Japan, Mexico, New Zealand, Singapore, South Korea, Switzerland, and United Kingdom.

International Field Trips. Students travel with a Mays faculty member to a foreign location for study following a semester course at TAMU. The international destination is an enhancement of what is learned during the course. Trip also includes company visits and cultural excursions.

International Internships. Students may pursue an international internship and receive IBUS 484 credit. The internship must be business-related and be no less than 6 weeks.

Plan Ahead. Plan early to take advantage of scholarships and to complete the study within the hours required. Meet with a business academic advisor about how course credits may apply. Attend a study abroad informational or meet with Katy Lane, Program Coordinator, at CIBS.

More information. To learn more about Mays programs and funding opportunities visit <mays.tamu.edu/cibs>. For university-wide programs, visit <studyabroad.tamu.edu>.

CERTIFICATE PROGRAMS

Energy Accounting Certification

The Certificate in Energy Accounting offers Mays BBA students a chance to set themselves apart and find a place in an exciting, competitive industry that provides a wide variety of opportunities – including international experiences. Designed to give students high impact learning experiences related to the energy industry, program requirements are available on the Department of Accounting website, <mays.tamu.edu/acct/certificates/energy/>.

All requirements must be completed PRIOR TO graduation. A certificate program notation will be added to the transcript after graduation.

Entrepreneurship Certification

The *Certificate in Entrepreneurial Leadership* offers Mays students seeking a BBA or BS (Agribusiness) degree the opportunity to study entrepreneurship in a focused set of courses. Designed to develop competencies needed to successfully create and manage new ventures or to be a driver of innovation within existing enterprises, emphasis is placed on leadership in three areas: conceiving, exploiting, and managing opportunities.

All requirements must be completed PRIOR TO graduation. Program requirements may be found on the Center for New Ventures & Entrepreneurship website, <cnve.tamu.edu>. A certificate program notation will be added to the transcript after graduation.

Finance Certifications

The Department of Finance offers three certificate programs for BBA-FINC and BBA-BHNR/FINC students. They are:

Investment Banking (iBank)
Trading, Risk & Investments (TRIP)
Commercial Banking (CBP)

Each program is designed to complement the student's degree by providing a concentrated course of study and participation in experiential learning opportunities or internships in the selected area. Students are strongly encouraged to plan as U1 and U2 students, so as not to miss required program application deadlines. Specific requirements for each certificate program may be found on the Department of Finance website at <mays.tamu.edu/finc/>.

Students who pursue any of these certifications must complete all requirements for the specific program PRIOR TO graduation. A certificate program notation will be added to the transcript after graduation.

International Certifications

To meet the challenges of increased business globalization Mays Business School offers a variety of international certification programs. They are:

International Business
European Union Business
Latin American Business

CERTIFICATE PROGRAMS (Continued)

Each program offers Mays BBA and BS (Agribusiness) students the opportunity to study international business and develop understanding of other cultures and language. Specific certificate requirements are available on the web at <mays.tamu.edu/cibs/>.

Students are strongly encouraged to plan early and select courses based on consultation with a UPO academic advisor. All requirements for the specific program must be completed PRIOR TO graduation. The certificate program will be recognized on the transcript after graduation.

Marketing Certifications

The Department of Marketing offers three certificate programs. They are:

Advertising

Retailing

Sales

Each program offers BBA students the opportunity to focus on a concentrated course of study, participate in the designated student organization or competition, and gain experience in the selected area. Specific requirements for each certificate program may be found on the Department of Marketing website at <mays.tamu.edu/mktg/>.

Students who want to earn one of these certifications must declare their intent with the Marketing advising office, Room 242 Wehner. More information is available at <mays.tamu.edu/mktg/advising/>.

All requirements for the specific program must be completed PRIOR TO graduation. The certificate program will be recognized on the transcript after graduation.

Not-for-Profit Certification

The *Certificate in Not-For-Profit Business* offers Mays students seeking a BBA or BS (Agribusiness) degree the ability to tailor their education towards a career of service. Program requirements may be found on the Undergraduate Program Office website at <mays.tamu.edu/upo/>.

All requirements for the specific program must be completed **prior to** graduation. The certificate program will be recognized on the transcript after graduation.

COOPERATIVE EDUCATION

Cooperative education is a supervised, academic program that formally integrates semesters of academic study with multiple semesters of paid, full-time work experience while retaining full-time student status. It is an excellent way to gain work experience, make professional contacts and earn a nice salary. To be eligible to participate a business student must have completed 45 credit hours, and have a 2.5 or greater GPA.

For co-op information, contact the Co-op Office, 209 Koldus, 979.845.7725, or the website at <careercenter.tamu.edu/guides/coop>. Department advisors can also provide co-op information.

INTERNSHIPS

Accounting (ACCT)

ACCT 484 Internship applies to the accounting curriculum as **General Elective** only. However, the Texas State Board of Public Accountancy* will apply ACCT 484 credit hours toward the additional accounting credit hours required to sit for the CPA exam provided:

- the student performs accounting career development tasks,
- the student is supervised by a CPA, and
- the student returns to college studies for at least one semester after completion of the internship in order to have coursework opportunities to apply the skills that were developed on the internship.

*To receive credit hours towards the CPA exam, Texas State Board of Public Accountancy requires that a student have 12 hours of upper level accounting course work before they go on their internship.

BBA Accounting students who plan to intern should complete an application, available online at mays.tamu.edu/acct/advising/internships/. Contact a BBA Accounting advisor to help as you begin the application process. The application must be returned to a BBA Accounting advisor no later than five weeks prior to the beginning of the internship.

Business Honors (BHNR)

The BHNR curriculum requires 3 credits of BUSN 484 Internship. BHNR majors may use BUSN 484 Internship or substitute 484 Internship credit earned through another Mays department to fulfill this degree requirement.

Eligibility consideration for the BUSN 484 Internship course requires the BHNR major to:

- Complete 60 hours prior to the start of the internship;
- Attend a pre-internship meeting with the Business Honors Director and complete an internship application to gain approval before start of the internship; and
- Adhere to internship procedures and deadlines included in the course syllabus.

BHNR students work with Kris Morley, Business Honors Director, to complete the internship requirements.

Finance (FINC)

FINC 484 Internship applies to the finance curriculum as **General Elective** only. Enrollment is restricted to FINC majors only with a cumulative GPA of 3.25 or better.

Students planning to intern should complete an application, available in the FINC advising waiting area near 354 Wehner. Students must identify a FINC faculty member who is willing to supervise the internship. Completed applications must be submitted no later than five weeks prior to the beginning of the internship and require approval by the director of the B.B.A. Finance program.

Internships for students in the Trading, Risk, & Investments Program (TRIP) and the Commercial Banking Program (CBP) will be administered by the program directors. Speak with Ms. Brie Garcia, academic advisor, during required program advising about registration requirements.

INTERNSHIPS (Continued)

Management (MGMT)

Management majors have the opportunity to earn three hours of academic credit toward **Management Elective** requirements through an approved internship.

Eligibility consideration for the MGMT 484 Management Internship course requires the MGMT major to:

- Complete MGMT 363 prior to start of internship;
- Provide required documentation to Kristi Mora, internship instructor;
- Gain approval before start of internship; and
- Adhere to documentation and deadline requirements posted at mays.tamu.edu/mgmt/mgmt-advising/.

Students wishing to pursue the one hour MGMT 484 course for the **Certificate in Entrepreneurial Leadership** must contact the Center for New Ventures and Entrepreneurship, 430 Wehner, for an orientation meeting and class registration.

Management Information Systems (MISY) & Supply Chain Management (SCMT)

An ISYS 484 or SCMT 484 Internship applies to the curriculum as **General Elective** credit only. Internships are graded on a Satisfactory/Unsatisfactory (S/U) basis.

MISY and SCMT majors should seek advice regarding an internship from their academic advisor in 330 Wehner. Students seeking an internship should attend the career fairs, work with the Texas A&M Career Center, and complete an internship application form at mays.tamu.edu/info/current/internships/.

To apply for internship academic credit, the department requires that:

- The student obtain an Information & Operations Management (INFO) faculty member sponsor for the internship;
- An internship application form must be completed and signed by the student, faculty sponsor, internship advisor, and INFO Director of Student Services. The form can be obtained at mays.tamu.edu/info/current/internships/; and
- After signatures have been secured, the student will be registered in ISYS 484 OR SCMT 484 for General Elective credit.

Marketing (MKTG)

Marketing majors have the opportunity to earn three hours of academic credit toward **Marketing Elective** requirements through an approved internship and co-enrollment in MKTG 484. The Marketing Department does not place students in internships.

Students seeking an internship should attend career fairs and work with the Texas A&M Career Center to secure their internship prior to the start of the semester. The MKTG 484 application is available at mays.tamu.edu/mktg/advising/. Eligibility consideration for the MKTG 484 Marketing Internship course requires the MKTG major to:

- Complete MKTG 321 prior to start of internship;
- Obtain a 300-hour internship that is to be completed during one semester;
- Apply for internship pre-approval and enrollment in MKTG 484 BEFORE the end of the Add/Drop period for the credit-earning semester.

PROFESSIONAL PROGRAM

The Professional Program (PPA) is a five-year integrated program offered by the Department of Accounting. This two and one-half year program offers successful and motivated students the opportunity to simultaneously earn a Bachelor of Business Administration (BBA) in Accounting and a Master's of Science (MS) in any one of the following business majors: Accounting, Financial Management, Management Information Systems, or Marketing. Students enter the PPA at the start of the spring semester of their junior year.

As part of the MS coursework, students can specialize in Auditing, Entrepreneurial Leadership, Financial Management, Management Information Systems, Marketing or Taxation. Completion of the courses required for these degrees also qualifies program students to sit for the CPA exam.

Admission to the Professional Program

Applications to the PPA are accepted during the fall semester of a student's junior year, when an accounting major is taking ACCT 327 Financial Reporting I.

The following factors are considered in the evaluation of applications:

- Achieved junior status
- Anticipate completing at least 90 credit hours before fall semester of senior year
- Grade Point Ratio (GPA) of 3.00 or higher for the last 30 semester hours
- Anticipated grade of "B" or higher for ACCT 327

Applicants who do not meet all of the above guidelines may be considered on an individual basis if extenuating circumstances exist and if the applicant exhibits potential for success in the program. Admission will be considered following an interview.

Planning Ahead for Entry into the Program

Students who plan to apply for the PPA should not take *MGMT 212 Business Law* or *MGMT 466 Strategic Management* as they will be replaced with specialized program courses. Admitted students receive scheduling advice through the PPA Office, 487 Wehner. For more information, visit the PPA website, <mays.tamu.edu/acct/ppa/>.

COMMERCIAL BANKING PROGRAM

The Commercial Banking Program (CBP) is a flagship internship program in the Department of Finance designed to equip finance (FINC) and business honors (BHNR)/FINC undergraduate students with the banking and finance skills needed to transition into the commercial banking industry.

CBP students will benefit from:

- Guaranteed access to commercial banking courses (one course taught by bankers)
- One paid summer commercial banking internship
- Contacts within a network of commercial bankers
- Mentoring by commercial bankers
- Social activities with student and bank participants
- Access to commercial banking job opportunities
- Certificate of Commercial Banking

The CBP is open to BBA-FINC and BBA-BHNR/FINC undergraduates at Texas A&M who are U.S. citizens or permanent residents. The program is competitive and requires an application for acceptance in the fall semester of a student's junior year. For more information, see the CBP website <mays.tamu.edu/banking/>, email banking@mays.tamu.edu, or schedule an appointment through <mays.tamu.edu/finc/advising/>.

TRADING, RISK & INVESTMENTS PROGRAM

The Trading, Risk & Investments Program (TRIP) is an internship program in the Department of Finance designed to prepare finance (FINC) and business honors (BHNR)/FINC students through classroom instruction and hands-on internship experiences for the fields of trading, investments and risk management.

TRIP students will benefit from:

- Guaranteed access to select coursework and programs
- Two paid markets related internships
- Mentoring by senior executives from advisory board member firms
- Participation in market- and industry-related activities
- Certificate in Trading, Risk & Investments (if student completes TRIP with BBA-FINC or BBA-BHNR/FINC)

TRIP is open to Texas A&M undergraduates who are U.S. citizens or permanent residents. Applicants with 61-75 credit hours are required to apply for the Master of Science in Finance (MSF) program. Undergraduates from outside of Mays are eligible for TRIP through the MSF option.

Admission is competitive. Applications from BBA-FINC and BBA-BHNR/FINC students are accepted during the fall semester. Mays undergraduates are encouraged to apply for TRIP as sophomore students. For more information see the TRIP website <mays.tamu.edu/trip/>, email trip@mays.tamu.edu or schedule an appointment through <mays.tamu.edu/finc/advising/>.

AGGIES ON WALL STREET INVESTMENT BANKING PROGRAM

The Aggies on Wall Street Investment Banking Program (*iBank*) is offered in the Department of Finance and designed to identify and prepare a small group of high achieving and highly motivated finance (FINC) and business honors (BHNR)/FINC students for successful careers as investment bankers.

iBank students will benefit from:

- A 3-credit hour investment banking colloquium;
- Bloomberg® Certification in Bonds, Equities and Foreign Exchange;
- The Wall Street Prep® weekend course in financial modeling;
- Aggies on Wall Street (a 2-week, 3-credit hour field trip conducted in New York);
- Numerous professional and social interactions with industry representatives.
- Certificate in Investment Banking

Admission is competitive. Applications to *iBank* are accepted from BBA-FINC and BBA-BHNR/FINC students during the spring semester of the sophomore year. For more information see the *iBank* website <mays.tamu.edu/finc/ibank/> or schedule an appointment through <mays.tamu.edu/finc/advising/>.

MS IN MANAGEMENT INFORMATION SYSTEMS PROGRAM

The Department of Information and Operations Management (INFO) offers a 4+1 pathway to the Master of Science in Management Information Systems (MS-MIS) degree program for Mays undergraduates. Students selecting this program option will receive a BBA degree in four years and the MS-MIS in one additional year after the BBA.

Interested business students MUST apply for this option during their junior year. Admitted students will receive scheduling advice from the MISY undergraduate advisor and MS-MIS advisor to create a five-year degree plan.

For more information, e-mail Ted Boone, MS-MIS advisor, at tboone@mays.tamu.edu.

ACADEMIC AND STUDENT INVOLVEMENT RESOURCES

Academic Success Center (ASC). The ASC's mission is to help all Aggies enhance their academic performance. The ASC is a collaboration between Academic Affairs and Student Affairs. The Center's holistic approach helps students identify roadblocks to academic success and ensures that all students have access to comprehensive resources. Learn more about ASC services online. <successcenter.tamu.edu>

Business Career Fair. A BSC student-run, multi-day event. The fair provides an opportunity for company representatives to visit informally with students and identify candidates for immediate and future professional openings. Also, the fair is an opportunity for students to gain information about career possibilities. Learn more about the fair online. <bsc.tamu.edu/>

Business Student Council (BSC). An organization of business student leaders, aimed at supporting their member organizations, serving the Mays Business School, and positively impacting Texas A&M University. Learn more about the BSC online. <bsc.tamu.edu/>

Business Student Organizations. There are approximately 20 organizations of special interest to business students. Some are local chapters of national professional groups but most are related to a specific career interest. Learn more about business student organizations online. <bsc.tamu.edu/>

Business Honors. Selection through an application process is required to join Business Honors and pursue a BBA in Business Honors. The major recognizes the importance and need for a broad range of business course work to solve complex problems. For more information call 979.845.7512 or visit the website. <mays.tamu.edu/businesshonors>

Mays Business Fellows. A premier undergraduate professional development program with excellence as its cornerstone. Admission is on a competitive basis. Upper-level students apply in the fall for this spring semester course, BUSN 401. For more information, call 979.845.4873 or visit the website. <mays.tamu.edu/fellows/>

Professional Program. Admission to the program is by application during the fall semester of a student's junior year, when an accounting major is taking ACCT 327. For information, call 979.845.8587 or see <mays.tamu.edu/acct/ppa/>. Graduates earn a BBA in Accounting and a MS degree based on a specialty track.

CPA Exam. Information is available at <mays.tamu.edu/acct/advising/>, from the Accounting BBA Advisor in 487 Wehner, and from the Texas State Board of Accountancy, 333 Guadalupe, Tower 3, Suite 900, Austin, Texas 78701-3900. Phone 512.305.7800. <www.tsbpa.state.tx.us>

Professional School Advising (OPSA). The OPSA is the central location for Texas A&M University students who are seeking information about professional school including Law, Medical, Dental, Pharmacy and Physician Assistant. To make an appointment with an OPSA advisor, call 979.847.8938. Learn more about OPSA services online. <opsa.tamu.edu/>

Student Counseling Service (SCS). The SCS provides a variety of services and programs including career counseling and testing, learning disability screenings, stress management and biofeedback training, short-term personal counseling and crisis intervention services. Learn more about SCS services online. <scs.tamu.edu>

HOWDY

Howdy is a web portal that provides applicants, students, faculty and staff convenient access to Texas A&M University web services. It allows students to view and update Texas A&M information, access TAMU Email, and a variety of other web links.

Howdy is available at <howdy.tamu.edu> by logging in using your assigned NetID. Access includes, but is not limited to, the following resources:

My Record includes the following channels:

Registration

- Search Class Schedule
- Add or Drop Classes
- Registration Status (includes View Holds; Registration History)
- Registration Time Assignment

My Schedule

- View My Schedule
- Final Exam Schedules
- Change Class/KINE Options

Grades and Transcripts

- Grades
- Credit by Examination
- Official Transcript (Order Official Transcript)
- View Unofficial Transcript

My Information

- Withhold Directory Information
- View/Update Contact Information (includes Addresses/Phones; Emergency)

Degree Evaluation

- Application for Graduation
- View Degree Evaluation
- Excess Credit Hours Rule
- Upper Level Business Application
- Transfer Course Equivalency

Academic Resources

Student Rules

My Finances includes the following channels:

Billing – Tuition & Fees

- Pay My Tuition/Manage My Account

Refunds

Scholarships and Financial Aid

Student Life includes the following channels:

Parking and Transformation

Student Involvement

Purchase Optional Services

Employment and Internships

You are required to maintain up-to-date local address, permanent address and telephone information and emergency contacts in your University record.

HANDY PHONE NUMBERS & WEB SITES

<u>Phone</u> (Area Code 979)	<u>Center/Department/Office</u>	<u>Web Site</u>
862.3850	Undergraduate Program Office (UPO)	mays.tamu.edu/upo/
458.4900	Academic Success Center (ASC)	successcenter.tamu.edu/
845.5014	Accounting (ACCT)	mays.tamu.edu/acct/
458.0950	Admissions Counseling-Aggieland PSC	admissions.tamu.edu/
845.1050	Aggie Ring	aggienetwork.com/ring/
862.3850	Agribusiness (AGBU)	mays.tamu.edu/upo/
845.8681	Barnes & Noble Bookstore at Texas A&M	tamu.bncollege.com/
845.7512	Business Honors (BHNR)	mays.tamu.edu/businesshonors/
	Business Student Council (BSC)	bsc.tamu.edu/
845.5139	Career Center	careercenter.tamu.edu/
845.5234	Center for International Business (CIBS)	mays.tamu.edu/cibs/
862.2983	Communication Lab	mays.tamu.edu/commlab
845.7725	Cooperative Education (Career Center)	careercenter.tamu.edu/
845.0532	Testing in Data & Research Services (DARS)	dars.tamu.edu/
845.1089	Degree Audit	registrar.tamu.edu/
845.1637	Disability Services	disability.tamu.edu/
845.1957	Honors and Undergraduate Research	honors.tamu.edu/
845.3514	Finance (FINC)	mays.tamu.edu/finc/
845.4851	Management (MGMT)	mays.tamu.edu/mgmt/
845.0811	Management Info Systems (MISY)	mays.tamu.edu/info/
845.5861	Marketing (MKTG)	mays.tamu.edu/mktg/
845.0811	Supply Chain Management (SCMT)	mays.tamu.edu/info/
862.2840	Mays Business Fellows	mays.tamu.edu/fellows/
847.8938	Professional School Advising (OPSA)	opsa.tamu.edu/
845.1031	Registrar	registrar.tamu.edu/
845.7117	Registration & Scheduling	registrar.tamu.edu/
845.3236	Scholarships & Financial Aid	financialaid.tamu.edu/
847.3337	Student Business Services (SBS)	finance.tamu.edu/sbs/
845.4427	Student Counseling Services (SCS)	scs.tamu.edu/
458.8316	Student Health Services	shs.tamu.edu/
845.3211	Student Locator – Directory	services.tamu.edu/directory-search/
845.3111	Student Rules – Information	student-rules.tamu.edu/
845.0544	Study Abroad	studyabroad.tamu.edu/
845.2724	Texas Success Initiative (TSI)	newaggie.tamu.edu/
862.7275	Transportation Services – Parking	transport.tamu.edu/
458.0950	Transfer Admissions	admissions.tamu.edu/
	Texas A&M Undergraduate Catalog	catalog.tamu.edu/
	Texas Common Course Numbering System	www.tccns.org/

