

College of Business

Welcome!

We are happy you have chosen Texas A&M University-Commerce

MISSION

The College of Business at A&M-Commerce produces career-ready business professionals who add value to the global business environment. We accomplish this through experiential learning, impactful scholarship, and partnership with the business community.



How to find this PowerPoint on our website

1. Go to the TAMU-C homepage: <http://tamuc.edu>
2. Click “Academics” on the top menu
3. Click “Business”
4. Click “Advising & Student Services”
5. Click “Undergraduate Advising”
6. Click “College of Business Orientation”

College of Business

Follow COB

via



for up-to-date information on
internships, scholarships, and registration.

This is also a great opportunity to network
with other students, faculty, and staff.

Facebook : [cobe.tamuc](https://www.facebook.com/cobe.tamuc)

Tweet @COBE_TAMUC

Join our group and add us to your profile in [LinkedIn](#)

Undergraduate degrees offered within the College of Business:

- **BBA in Accounting**
- **BBA in Finance***
- **BBA in General Business***
- **BBA in Management**
- **BBA in Marketing**
- **BBA in Business Analytics***
- **BS in Business Administration w/ Interdisciplinary Studies minor ***

*indicates available online

College of Business

Meet your advisors:

Janeen Gibson, Director

Majors: Accounting, Academic Suspension and Probation students



Angela Owens, Advisor

Majors: Business Administration, Business Analytics, Marketing



Patrick Donawho, Advisor

Majors: Finance, Management, General Business



College of Business

We are located in the McDowell Business Administration building, Room 314

Undergraduate Advising: 903-468-3197

UCOBAdvising@tamuc.edu

ACCT Majors/Academic Probation & Suspension: Janeen Gibson, 903-886-5186

Janeen.Gibson@tamuc.edu

FIN/GEN BUS//MGT Majors: Patrick Donawho, 903-468-8753

Patrick.Donawho@tamuc.edu

BA/BUSA/MKT Majors: Angela Owens, 903-886-5664

Angela.Owens@tamuc.edu

How to View Holds

1. Log in to your MyLeo
2. Click MyLeo on the top menu
3. Click Student Resources
4. Click View Holds
5. This screen shows your Hold Types, the duration, the reason for them, and what processes the hold affects

- For example: Reg Hold- Fiscal Office, Nov 27, 2007, Dec 31, 2009, past due balance, Fiscal Office, Registration. This means you have a registration hold (it blocks you from being able to register via online or through your advising center) from the Fiscal Office (or Cashier) that was put on Nov 27, 2007 because you owe a past due balance.
- This means you need to contact them and find out the procedure you need to follow in order to clear up the hold.

BBA Finance Degree Plan

REVISED FALL 2018

Name:

CWID:

First Year Fall Semester					First Year Spring Semester				
Substitution		SEM	GRADE		Substitution		SEM	GRADE	
	Eng 1301 College Reading and Writing	3				Eng 1302 Written Argument & Research	3		
	Hist 1301 U.S. History to 1877	3				Hist 1302 U.S. History from 1865	3		
	Math 1324 Math. For Bus. Applications	3				Math 1325 Math. For Bus. Applications II	3		
	US Life and Physical Sciences Elective	3				US Life and Physical Sciences Elective	3		
	BUSA 1305 Business Computing Systems	3				Advisor-approved Elective	3		
	Semester Total	15				Semester Total	15		
Second Year Fall Semester					Second Year Spring Semester				
Substitution		SEM	GRADE		Substitution		SEM	GRADE	
	PSci 2301 The US Government	3				Psci 2302 Texas and the Federal System	3		
	Acct 2301 Principles of Accounting I	3				Acct 2302 Principles of Accounting II	3		
	Eco 2301 Principles of Macro Economics	3				Eco 2302 Principles of Micro Economics	3		
	Degree Pathway	3				Eco 1307 Eco of Personal Finance	3		
	US Lit, Philosophy, Culture Elective	3				US Creative Arts Elective	3		
	Semester Total	15				Semester Total	15		
Third Year Fall Semester					Third Year Spring Semester				
Substitution		SEM	GRADE		Substitution		SEM	GRADE	
	Fin 304 Intro. To Business Finance	3				Fin 400 Principles of Investments	3		
	Mgt 301 Legal Env. of Business	3				Eco 331 or 332, Int'l med Macro/Micro	3		
	ECO 302 Bus. & Eco. Statistics	3				Mgt 307 Operations Management	3		
	Mgt 303 Business Communication	3				Mkt 306 Marketing	3		
	Mgt 305 Principles of Management	3				Eco 309 Economic Forecasting	3		
	Semester Total	15				Semester Total	15		
Fourth Year Fall Semester					Fourth Year Spring Semester				
Substitution		SEM	GRADE		Substitution		SEM	GRADE	
	Fin 312 Money, Banking & Fin. Mkts.	3				Fin 404 Advanced Financial Mgt.	3		
	Fin 430 or Fin 450	3				Fin 471 International Business Fin	3		
	3 SH: ACCT 311, 326, 437, 440	3				FIN 340,410,420,431,434,436,438,440	3		
	FIN 340,410,420,431,434,436,438,440	3				FIN 340,410,420,431,434,436,438,440	3		
	BUSA 326 Data & Information Mgt	3				Mgt 439 Business Strategy	3		
	Semester Total	15				Semester Total	15		

Total for Degree: 120

How to see your Degree Evaluation

1. Log onto MyLeo
2. Click **"Student Resources"**
3. Click **"*Registration, Records and Grades,*" "DegreeWorks Student Link,"** and **"Access Undergraduate DegreeWorks"**

OPTIONS:

If you would like to see the degree requirements of another degree that is not listed when you enter Degree Works, you will

1. Click **"*What-If*" on menu to left**
2. Select level, degree and catalog year under **"What-If"** using drop down menu
3. Select major, minor (if applicable), college and concentration (if applicable) from the drop down menu
4. Click **"Process What-If"**

DECLARE MAJOR/MINOR

PLEASE PRINT ALL INFORMATION:

Student (Last, First, Middle) _____ CWID _____

Mailing Address _____

(_____) _____

Telephone _____

EMAIL ADDRESS _____

Catalog Year: _____

I wish to declare the following **UNDERGRADUATE** Major:

Program of Study	Degree Awarded	CIP Code	Minor
Accounting			Minor:
<input type="checkbox"/> Accounting	BBA	52030100	
Economics & Finance			Minor:
<input type="checkbox"/> Finance	BBA	52080100	
Marketing & Business Analytics			Minor:
<input type="checkbox"/> Business Analytics	BBA	521399016	
<input type="checkbox"/> Marketing	BBA	52140100	
Management			Minor:
<input type="checkbox"/> Management	BBA	52020100	
<input type="checkbox"/> General Business	BBA	52010100	
<input type="checkbox"/> *Business Admin. *minor required	BS	52020100	
Minor ONLY			Minor:
<input type="checkbox"/> Non-COB major			

I have conferred with the Academic Advisor listed below, and I understand that I must fulfill the requirements of this degree as outlined on my degree guide and in the University Catalog.

How to View Schedule of Classes from Homepage

1. For the Schedule of Classes go to the TAMU-C homepage:
<http://tamuc.edu>
2. Scroll to the bottom of the page
3. Click on “Schedule of Classes” located under “Quick Links”
4. Select the term you wish to view from the drop down menu at the top.
At this point you have 2 options:
 - Selecting the specific department for the course you wish to view, which searches all classes (online, face-to-face, all locations, etc.)
 - Viewing classes by location or online by selecting your choice from the left hand menu, which only shows courses specific to your selection.

Note: Make sure to record the following (especially the CRN):

e.g.	<u>Dept. Code</u>	<u>Course #</u>	<u>Section #</u>	<u>CRN</u>
	MKT	306	001	20261

How to Look up Classes on MyLEO

1. On the TAMU-Commerce home page click the [MyLEO](#) link
(right side of screen under the picture)
2. Put your **STUDENT ID** in the first box and your **PASSWORD**
(default is your birth date MMDDYY)
3. Click on Student Resources
4. Click Registration Menu
5. Click Search the Schedule of Classes
6. Select the term you want to search and click SUBMIT
7. Search for the courses you want to take

From this point you can register from that screen (**if you have no hold**), add the courses to your worksheet and then register or make a note of the course to make your decision later.

Fill out registration form (optional)



Registration Form

Students without a degree plan must register through Academic Advising.
You cannot register through myLeo if :
 not met TSI or Basic Skills requirements, are on academic probation or suspension, or if you are a new undergraduate student.

requires a 6-digit Personal Identification Number.
 require at least junior standing (60 sh) prior to enrollment.
 state requirements for any class you select must be met. Contact the appropriate department for
 departmental or instructor approval or with questions regarding co- and/or prerequisites.
 or for corresponding labs and/or discussion sections.
 es require the desired credit hour value to be entered. The system will prompt you for this

classes requires departmental approval.
 cross-registering for TWU and/or UNT courses require Graduate School approval.
 rel courses require graduate level status.
 e approval & must be handled through the Registrar's Office.

s must have approval of the International Student Advisor before the registration
 leted via myLeo or at the Registrar's Office. New International Students
 or additional information, please see the *Schedule of Classes*.

Semester			Year		Credit Hours
Dept.	Course Number	Section Number	Course Call Number		
Days: _____			Time: _____		
Days: _____			Time: _____		
Days: _____			Time: _____		
Days: _____			Time: _____		
Days: _____			Time: _____		
Days: _____			Time: _____		
Days: _____			Time: _____		

myLeo instructions can be found
 in the *Schedule of Classes*.

myLeo can be found at:
<http://myLeo.tamu-commerce.edu>

LOG IN

Username: Student\10052729 (your CWID)

Password: MonDDYYYYY (your birthday)

EX: Jun012014

How to Register on MyLEO (with no holds)

1. On the TAMU-Commerce home page click the MyLEO link (right side of screen)
2. Put your *STUDENT ID* in the first box and your *PASSWORD*
3. Click REGISTRATION MENU
4. Click REGISTER/ADD OR DROP CLASSES
5. Choose your term of registration (i.e. Fall, Spring)
6. Click SUBMIT for the semester you are registering for
7. Enter five-digit course number (CRN) in empty boxes at bottom, then click SUBMIT CHANGES OR
8. Once in the Add or Drop Classes screen click CLASS SEARCH at the bottom
9. Search for the course(s) you need; this will list all offerings, to the left will be a box if the course is still open
10. Click inside the box then Click REGISTER and you are now Registered!!!

College of Business

Thank you!

Everyone in the College of Business wishes you all the best in your academic endeavors.

Please let us know if we may be of further assistance.