

UB School of Management

Undergraduate Programs Office

Location: 204 Alfiero Center

Office hours: 8:30 am-Noon, 1-4:30 pm

Website: mgt.buffalo.edu/undergrad

General email: mgt-undergrad@buffalo.edu

Telephone: (716) 645-3206

Our Mission:

The Undergraduate Programs Office (UPO) provides academic advisement to Accounting, Business Administration and Information Technology & Management majors at UB. We are dedicated to helping you understand your degree program, requirements and policies, and direct you to the resources and tools you need to achieve academic success.

Our Staff:

Deidre Marriner, Director, Undergraduate Programs and Student Services

Candida Davis, Office Manager

Your assigned academic advisor may be found in the Academic Progress tab of HUB.

Undergraduate Management Advisors:

Megan Bragdon, Assistant Director/Lead Academic Advisor

Jessica Farley, Assistant Director/Lead Academic Advisor

Jason Gilbert, Academic Advisor

Margaret Ieraci, Academic Advisor

Mary Ann McQuade, Senior Academic Advisor

Craig Mathis, Academic Advisor

Hayley Rosario, Academic Advisor

Dan Teichman, Academic Advisor

Bethany Thompson, Academic Advisor

What is Academic Advising?

Academic advising is a collaborative and on-going process throughout your college experience between you and your academic advisor. During an advisement meeting, you **review your academic performance and clarify, or re-evaluate, your academic goals and plan.**

It is important to learn your degree requirements and understand why you need to take specific courses and how they fit into your future planning and goals. Use important tools like your Academic Advising Report and the Undergraduate Course catalog for the year you entered UB. You should meet with your advisor at least once a semester. When you have an immediate concern about your academics, you should contact the Undergraduate Programs Office to explain the reason you want to schedule an appointment with your advisor.

Sending Email to Your Advisor

- **Email is not a substitute for an advising appointment.** For quick questions, you can also review the [Frequently Asked Questions](#) to assist you or call 716-645-3206 during our regular office hours for help.
- **Always use [your UB email address](#) when contacting your advisor.** Include your *full name and person number* in the email.
- Please **allow advisors up to two business days** for a phone call or email response. If necessary, your advisor will instruct you to schedule an advising appointment.
- **Email your advisor if you need follow-up or clarification after a recent appointment.**

Sample Email to Your Advisor

Dear Mr./Ms./Mx. Your Advisor's Name

As a follow-up to our recent meeting, I have requested an official transcript from my previous school be sent to your office. In the meantime, I have attached an unofficial transcript with transfer courses that we discussed. Please let me know if there is anything else I need to do.

Thank you,

John Smith, Person #: 12345678

Learning Objectives or "What YOU Need to Know"

- The **name of your assigned academic advisor** and how to schedule an advisement appointment
- The **required prerequisite courses and GPA requirements** for good standing in your major
- The **UB Curriculum** (or general education) **requirements**
- How courses satisfy requirements for the major, UB Curriculum or degree
- How to **find or calculate your UB GPA, PGPA and Term GPA**
- How to **use your HUB Student Center** for course registration, checking grades, enrollment appointments, services indicators, and accessing your "Academic Advisement Report" (AAR): registrar.buffalo.edu/hub/
- How to **use academic resources and support services** including the Leadership, Learning and Community Center (LLCC) in the School of Management, campus-wide services and resources in Navigate.

Advisor and Student Roles and Responsibilities in Academic Advising

Academic Advisor are expected to:

- Help students understand their major and degree requirements and clarify UB policies and procedures.
- Listen, guide, and challenge students on their academic progress and goals during scheduled meeting.
- Discuss your academic performance and its impact on your future goals.
- Discuss and assist with course planning with advice about courses and adjustment of course loads.

Students are expected to:

- Become knowledgeable about relevant policies, procedures, UB rules and academic programs.
- Know your financial aid or scholarships and the criteria to keep them.
- Make satisfactory academic progress.
- Become self-confident decision-makers by acquiring the skills needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.
- Be actively engaged in seeking the academic and career information needed to meet educational goals.
- Be prepared with accurate information and relevant materials when contacting the advisor.
- Review the accuracy of the Academic Advisement Report (AAR) and check progress toward graduation.
- Follow-up on recommended referrals.
- Use your [HUB Student Center](#) and [MyUB](#) to access important university resources and information.
- Schedule a meeting with their assigned advisor at least once a semester.
- Call or visit the Undergraduate Programs Office for more immediate academic concerns.
- Read UB email and respond in a timely manner.

Making an Appointment

You will be expected to attend a mandatory advising appointment for your first semester. An email reminder will be sent to your UB email account during the first month of classes so you can schedule that session. **The appointment could be an individual or group appointment.**

- **Schedule a future appointment through [Navigate](#) or download the mobile app "[Navigate Student](#)."**
Appointments cannot be arranged via email.
- Regular appointments are 30 minutes in length. It is important to be on time for your appointment.
- During **the first week of the semester** (drop/add), advisors are only available during drop-in hours from 8:30 am to Noon and 1 pm to 4:30 pm to address concerns or questions affecting your **current semester** schedule.
- For step-by-step instructions on **how to make an advising appointment**, visit: <https://www.buffalo.edu/studentsuccess/succeed/navigate/make-appt.html>.

Understanding the School of Management Majors Requirements

Prerequisite GPA requirement for Management Majors

Accounting and Business Administration Majors

The Prerequisite Course GPA (“PGPA”) is based on grades earned in the prerequisite courses or their approved equivalency below.

- **ECO 181** Macroeconomics
- **ECO 182** Microeconomics
- **PSY 101** Introduction to Psychology
- **MTH 131** Mathematical Analysis for Business (or any calculus courses i.e. MTH 121 or 141)
- **MGQ 201** Introduction to Statistics for Analytics
- **MGA 201** Introduction to Financial Accounting
- **MGA 202** Introduction to Management Accounting

Information Technology and Management Major

The Prerequisite Course GPA (“PGPA”) is based on grades earned in the prerequisite courses or their approved equivalency below.

- **MGS 101** Information Technology and Mgmt 1
- **MGS 102** Information Technology and Mgmt 2
- **MGG 150** Business and Society
- **ECO 182** Microeconomics
- **PSY 101** Introduction to Psychology
- **MTH 131** Mathematical Analysis for Business (or any calculus courses i.e. MTH 121 or 141)
- **MGQ 201** Introduction to Statistics for Analytics
- **MGA 201** Introduction to Financial Accounting

You can find your PGPA in your “Academic Advisement Report” through your HUB Student Center.

registrar.buffalo.edu/hub/aar.php

If you need to forecast the grades you need to earn in courses that are either in progress or not yet completed, visit the “Calculate your Prerequisite Grade Point Average (PGPA)” link below for step-by-step instructions:

<http://mgt.buffalo.edu/content/dam/mgt/Degree-Programs/Undergraduate/Documents/CalculatePGPA.pdf>

If you need to **repeat courses**, you must familiarize yourself with the **Course Enrollment Control Policy**. Registration in certain courses for a second time is restricted during the fall and spring semesters. Courses that typically effect business students are: ECO181, ECO 182, PSY 101, MTH 131, ENG 105, the seminar and some sciences. Additional information and courses can be found at: registrar.buffalo.edu/registration/policies/repeatpolicy.php.

If you repeat a prerequisite course for the major, the second grade counts, even if that grade is lower than the grade you earned the first time. No additional repeat grade can be used. If MTH 121 or MTH 141 is successfully completed, these substitute for MTH 131 (calculus). The School of Management's repeat policy is applied to all attempted calculus courses. NO repeating permitted for MGS 101, 102 and MGG 150 for BS ITM.

Other requirements:

In addition to prerequisites, students have general education requirements (UB curriculum), upper level management courses and other requirements of their degree. View the undergraduate catalog from the year you entered UB for a guide to your courses.

- **How to Use the Undergraduate Catalog:** advising.buffalo.edu/help/catalog.php

Criteria for "Good Standing" in the Major

It is important that you regularly attend class and visit your professors during office hours when needed. The School of Management reviews the academic records and performance of all approved majors at the end of each fall and spring semester. This process is referred to as an "academic review" and its purpose is to determine a student's academic standing in the major. Academic standing is divided into three categories: good standing, probation and dismissal (or dismissed).

Accounting Majors: You are in **good standing** in the major while completing your prerequisite requirements if:

- Your PGPA is 3.0 or higher (with no F grade in any prerequisite course for the major and MGG 215),
- Your course grade in MGA 201 and 202 is B or higher,
- Your cumulative UB GPA is 3.0 or higher, and
- Your last semester (term) GPA is 2.0 or higher

Business Administration Majors: You are in **good standing** in the major while completing your prerequisite requirements if:

- Your PGPA is 2.5 or higher (with no F grade in any prerequisite course for the major and MGG 215),
- Your cumulative UB GPA is 2.5 or higher, and
- Your last semester (term) GPA is 2.0 or higher

Information Technology and Management Majors: You are in **good standing** in the major while completing your prerequisite requirements if:

- Your PGPA is 3.0 or higher (with no F grade in any prerequisite course for the major and MGG 215),
- B grades in MGS 101, MGS 102 and MGG 150
- Your cumulative UB GPA is 3.0 or higher, and
- Successfully complete MGS 101, MGS 102, MGG 150 and PSY 101, MTH 131, and ECO 182 in first-year; and MGA 201 and MGQ 201 in second-year
- Your last semester (term) GPA is 2.0 or higher

You will be notified via UB email if you fall below the major's minimum requirements and can either be placed on "**probation**" or "**dismissed**" from the School of Management. If placed on probation, you will be eligible to continue in the major - however you are at risk for dismissal without improved performance. You are dismissed from the major when you fall below the major's minimum requirements and returning to good standing is not possible or very difficult.

The Office of the Registrar at UB, also completes an independent academic standards review at the end of each fall and spring semester. Policies related to this review are available at:

<https://catalog.buffalo.edu/policies/academic-review.html>.

- *If dismissed from UB, you are automatically dismissed from the School of Management. If granted readmission to UB, students would also need to request readmission to the School of Management major, if eligible.*

Entering Freshmen who are accepted and enrolled in one of the following 4+1 Programs have additional criteria:

BS Accounting/MS Accounting

BS Business Administration with Financial Analysis Concentration/MS Finance

BS Business Administration with Management Information Systems Concentration (MIS)/MS in MIS

BS Information Technology and Management BS/Management Information Systems/MS

- Guaranteed admission to the MS program with overall undergraduate GPA of 3.25 and upper level management GPA of 3.25 or higher*
- *BS/MS Accounting students must also achieve a minimum junior-senior year ACC GPA of 3.0 to continue to the graduate coursework
- For details regarding these combined programs, visit: mgt.buffalo.edu/bsms
- Entering college freshmen are admitted directly to the 4 + 1 programs if admitted to UB.

Academic Integrity

Academic integrity is a fundamental university value. Principles of academic integrity include Honesty, Trust, Fairness, Respect and Responsibility. Violations of academic integrity and examples of academic dishonesty include plagiarism, copying, purchased or recycled work, self-plagiarism, and misrepresentation. The goal is to ensure that you learn the content in your courses in accordance with UB's academic integrity principles, regardless of instruction being in-person or remote. To learn more about academic integrity and related resources, visit: <https://academicintegrity.buffalo.edu/policies.php>

Student Responsibility and Conduct

All students are required to positively affirm their knowledge of UB's Student Conduct Rules, University Standards and Administrative Regulations prior to their first semester at UB. Asserting a lack of knowledge of university regulations will not be accepted as a basis for an exception to these regulations.

- Review the Rules, Regulations, & Policies at buffalo.edu/studentlife/life-on-campus/community/rules.html
- Be sure you have affirmed awareness of UB's rules and regulations in your HUB Student Center

Sexual Violence

UB is committed to providing a safe learning environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and stalking. If you have experienced gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), UB has resources to help. This includes academic accommodations, health and counseling services, housing accommodations, helping with legal protective orders, and assistance with reporting the incident to police or other UB officials if you so choose. Please contact UB's Title IX Coordinator at (716) 645-2266 for more information. For confidential assistance, you may also contact a Crisis Services Campus Advocate at (716) 796-4399.

Equity, Diversity and Inclusion

UB is committed to fostering a positive environment for learning, and to ensuring the safety, rights, and dignity of every member of the University community. UB prohibits invidious categorical discrimination based on such characteristics as race, gender, sexual orientation, age, national origin, religion, or disability in all matters affecting employment or educational opportunities within the University. Further information and support is available from the Office of Equity, Diversity and Inclusion: <http://www.buffalo.edu/equity.html>.

Student Support Services and Resources

Accessibility Resources, 60 Capen Hall, (716) 645-2608

Accessibility Resources helps ensure equal access for those with disabilities. Contact Accessibility Resources as soon as possible after you are admitted to UB, or as soon as you become aware of your accommodation needs. They strive to coordinate accommodations in a timely manner, but some accommodations may not be available when you need them if you do not give timely notice.

Learn more about how to Request Accommodations at:

<http://www.buffalo.edu/studentlife/who-we-are/departments/accessibility/request-accommodations.html>

Career Resource Center, 308 Alfiero Center, (716) 645-3232 • mgt.buffalo.edu/career

The Career Resource Center (CRC) serves as the primary resource for students and alumni of the University at Buffalo School of Management in career exploration and job search. The CRC provides opportunities and resources that you will need to make the transition from the School of Management to a successful career.

Global Programs (School of Management), 251 Jacobs Management Center, (716) 645-3353

<http://mgt.buffalo.edu/about/global-reach/programs>

Prepare to lead in an increasingly global world through a variety of faculty-led, short-term programs.

Opportunities include destinations in Africa, Asia, Central America, Europe and North America. Programs are offered during the fall, winter, spring and summer sessions.

Leadership, Learning and Community Center, B20 Jacobs Management Center, (716) 645-9200

mgt.buffalo.edu/llcc

The Leadership, Learning and Community Center (LLCC) is a space for our majors to study, connect with their peers and attend learning skills workshops. Visit the center site to learn more about its services and offerings.

Tutoring and Academic Support Services, Various locations; email asktutoring@buffalo.edu.

<https://www.buffalo.edu/studentsuccess/tutoring.html>

Tutoring and Academic Support Services (TASS) helps students raise the bar on their classroom performance by providing resources that open the door to academic success. Make an appointment for tutoring, academic coaching, peer mentoring or to attend a workshop.

Additional Support Services:

<https://www.buffalo.edu/studentsuccess/resources.html>

Tools & Tutorials:

advising.buffalo.edu/help/tools.php

Student Academic Calendar:

<https://registrar.buffalo.edu/calendars/>

Student Financial Calendars:

<https://financialaid.buffalo.edu/process/disbursement/>

1Capen: Student Services in one place:

<https://1capen.buffalo.edu/>

Financial Aid Office:

financialaid.buffalo.edu/current-students/

Semester timeline and Frequently Used Terms on the following pages.

Timeline	First Semester Reminders
BEFORE YOU START	<ul style="list-style-type: none"> ▶ Send Official Transcripts: Make sure official high school and college transcripts along with AP credits are reported to UB Admission. Failure to do so can result negatively on financial aid and academic planning. ▶ Take the Math assessment if you are enrolling in MTH 131 and do not have college level precalculus credit: https://www.buffalo.edu/cas/math/ug/resources/MRAFAQ.html/. <p>Know When Classes Begin: Check the official Academic Calendar at: https://registrar.buffalo.edu/calendars/academic/index.php</p> <ul style="list-style-type: none"> ○ <i>Mark important dates for the semester in your personal calendar – don't have one, get one!</i>
FIRST WEEK OF THE SEMESTER	<p>Know Drop/Add deadline (15-week courses): Schedules must be finalized by the 7th day that classes are in session, including Saturdays. Check dates at: https://registrar.buffalo.edu/calendars/student/index.php <i>No further changes to your schedule can be made. Watch for financial liability deadlines as well.</i></p> <p>Make it a habit to GO TO CLASS – Success begins with being present and ready to learn! Keep a copy of all class syllabi. Saving Syllabi and major assignments will be helpful during the completion of your capstone (UBC 399).</p> <ul style="list-style-type: none"> ▶ Visit your HUB Student Center via http://myub.buffalo.edu and review your semester schedule ▶ Read your UB email account – it's the primary method of contact from the University. <ul style="list-style-type: none"> ○ Check your UB email regularly. Visit: https://ubmail.buffalo.edu ▶ UBLearns - This is the course management system at UB where professors post course syllabus, information and materials on the first day of class. <ul style="list-style-type: none"> ○ Visit: https://ublearns.buffalo.edu to familiarize yourself. ○ Keep a copy of all your class syllabi. Saving each syllabus (and projects/major assignments) will be extremely helpful especially as you prepare for your UB Curriculum Capstone course ▶ Purchase books for your courses – All required books are available at the UB bookstore by department and course. Bring your class schedule to know which books are required by your instructors. Order your textbooks: https://www.bkstr.com/buffalo-northcampusstore/home/en
FIRST MONTH	<p><i>Practice good study habits, it leads to good grades!</i></p> <p>Check-in with a peer tutor at Tutoring and Academic Support Services, email asktutoring@buffalo.edu.</p> <ul style="list-style-type: none"> ▶ https://www.buffalo.edu/studentsuccess/tutoring.html. ▶ SIGN-UP and attend your mandatory advisement session from your management advisor if you are a new first-year student (watch your UB email). ▶ Activate your BizLink profile mgt.buffalo.edu/bizlinkstudent to stay informed on career and internship events. ▶ Schedule a tutoring appointment – Get help early! Make an appointment with a tutor through Navigate.
SECOND MONTH	<ul style="list-style-type: none"> ▶ Review your mid-term Grades: Check your UBLearns and HUB Student Center for your course grades to make sure you are on track for good academic standing. Ask your instructor or teaching assistant (TA) for help if you are unsure about your standing. ▶ Resign from a course deadline: Check date at: https://registrar.buffalo.edu/calendars/student/index.php (for standard 15 week classes). <ul style="list-style-type: none"> ○ There are many financial and academic consequences to resigning a course. Meet with your instructor to understand your standing in the course and then consult with your advisor well before the course resignation deadline. https://registrar.buffalo.edu/registration/howtoregister/drop-add-resign.php ▶ Register for Classes: Learn when your enrollment appointment starts in your HUB Student Center. https://registrar.buffalo.edu/registration/howtoregister/
LAST MONTH	<ul style="list-style-type: none"> ▶ Final Exams – Continue to study and complete exams utilizing tutoring services on campus and exam preparation. You are responsible to check your exam schedule in advance. http://registrar.buffalo.edu/schedules/finalexams.php ▶ Check your final course grade – If you failed a courses, you should review your next semester schedule to determine if you need to adjust your registration. Contact your management advisor early if you have questions.

University Terms

For a glossary of terms from the Office of the Registrar, visit <http://registrar.buffalo.edu/glossary/index.php>

AAR: Found in HUB, your “Academic Advisement Report” (AAR) is an advising tool that tracks progress toward graduation by showing how courses taken meet graduation requirements for all approved undergraduate programs.

ACADEMIC PROBATION: A student is on academic probation and not in academic good standing with the University and/or the School of Management if they do not meet the minimum GPA requirements.

- Review the Academic Standards Review for UB at catalog.buffalo.edu/policies/academic-review.html
- The minimum GPA standards for management are higher than the University is and can be reviewed in the “Academic Review for Management Major” at <http://mgt.buffalo.edu/degree-programs/undergraduate/current-students.html>

DIGITAL ACCESS: Several School of Management courses are taught digitally, but they also hold a live taught section: <http://mgt.buffalo.edu/current-students/school-facilities/digital-access-courses>

ENROLLMENT APPOINTMENT: Students may initially register during a specified period of time called an enrollment appointment based on the number of credit hours completed. Visit: registrar.buffalo.edu/registration/prepare/indx.php

FERPA: The federal Family Educational Rights and Privacy Act was enacted to protect student information. It limits others from reviewing that information without your permission. registrar.buffalo.edu/personalinfo/ferpa.php

FULL-TIME STATUS: A student is considered to be a full-time University at Buffalo student for enrollment and billing purposes if enrolled for a minimum of 12 credit hours in a semester. *Financial aid eligibility may have additional requirements.*

GOOD ACADEMIC STANDING: Students are in good academic standing if they meet the minimum GPA requirements for both the University and the School of Management. You can be in good standing with UB, but not with your major. See *Academic Probation*.

HUB: The HUB Student Center, accessed via MyUB, is where students register for classes, check their grades, run a degree audit, manage their financial aid and student account information and more.

Degree Applicable Credit (DAC): Are required courses in a given program or part of the UB curriculum. DAC is necessary for awarding degrees and evaluating students’ eligibility for New York state award programs.

MAJOR/PLAN: An academic major or academic plan is an undergraduate program of study leading to a degree. For degree requirements, refer to the undergraduate catalog at <https://catalog.buffalo.edu/>

MyUB: UB’s online portal for students; it facilitates access to many UB tools, resources and services. Students log in to their MyUB page with their UBIT Name and Password. To access, visit: <https://myub.buffalo.edu>

PERSON NUMBER: This eight-digit number will serve as your primary student identification number. You will need to remember this number and use it often for various transactions at UB.

PREREQUISITE: Two ways the term can be used:

Prerequisite for the major for the accounting or business major referred to the seven prerequisite courses that must successfully be completed prior to beginning upper level coursework in a student’s junior and senior year. These courses are: ECO 181, ECO 182, PSY 101, MTH 131 or calculus, MGA 201, MGA 202, and MGQ 201.

Prerequisite for the major for ITM majors are MGS 101, 102, MGG 150, PSY 101, MTH 131, ECO 182, MGA 201 and MGQ 201.

Prerequisite also refers to a course which must be successfully completed before the student may enroll in a particular course.

REQUIRED CORE: (Upper-level 300/400 MG courses for all School of Management majors): After successful completion of all prerequisite courses, students must complete the required MG core courses.

SYLLABUS: The course syllabus serves as a contract between the student and professor regarding course expectations and policies. The course syllabus should clearly communicate what the instructor expects of students and what students can expect from the instructor. Many syllabi may be in UB Learns. Visit: catalog.buffalo.edu/policies/syllabi.html

TRANSFER CREDIT REPORT (TCR): The HUB Transfer Credit Report (TCR) lists incoming transfer courses and their UB equivalents along with units and grades. The report also includes Advanced Placement (AP) and other alternative or exam test credits (CLEP, IB, A-levels, etc.).

UB LEARNS is the Course Management System at UB. Instructors can post syllabi, readings, and assignments, and communicate via email, virtual chats or discussion boards. UBlearns is web-accessible 24 hours per day, seven days a week. <http://ublearns.buffalo.edu>.

The UB School of Management continuously strives to comply with Web Content Accessibility Guidelines to make documents accessible to students with disabilities using assistive technology. If you need help accessing any of this document’s content, contact the Undergraduate Programs Office at 716-645-3206 or by email at mgt-undergrad@buffalo.edu.