URI COB Academic Advising Database

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Advisor Information

**Academic Advisors for the COB:**

<table>
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<tr>
<th>Name</th>
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**General Info:**

- Advising Appointments are to be made on Starfish. Students are not assigned to a specific advisor and can see either Beth or Kathy. [For Current Students]
- Appointments: Monday through Friday from 9:00 – 11:00 a.m. and 1:30 – 3:30. Walk-ins are not available at this time. Masks are required for in-person appointments.

**FAQS**

**General COB Questions:**

- How will I know when I have been accepted into the College of Business?
  - If you are a UC-BU student, you will receive an email welcoming you to the College of Business. Once you register for classes for the next semester, your transcript will reflect your status as a College of Business student. You will no longer see “University College” on your transcript and will instead see your declared major within the College of Business.
• What if I am unhappy with a grade in a certain class or have issues pertaining to a certain instructor?
  ○ You should first speak with that instructor. The next step would be to contact the area coordinator https://web.uri.edu/business/people/faculty/. If there are unresolved issues, contact the Associate Dean: Christy Ashley – College of Business.

• Is there any tutoring available?
  ○ Yes, the college of business offers tutoring services through the Academic Enhancement Center. Availability is on the URI COB website under student support, Tutoring – College of Business.

• Is there an academic plan I should follow to succeed in the College Of Business?
  ○ Follow the curriculum sheet for the year you entered URI and your declared major. Curriculum sheets can found on the COB website: Advising by Major

COB Major/ Minor Questions:

• When should I declare my major in Business?
  ○ We recommend you declare your major at the end of your sophomore year or by the time you reach 75 credits. Once you transfer into the College of Business, your major should be declared.

• Can I double major in the College of Business?
  ○ You cannot have two majors within the College of Business, although you may choose a second major from another College at the University.
  ○ If your goal is to broaden and deepen your business knowledge, the recommended plan of action would be to complete the requirements for the B.S. in Business
Administration and then work toward the MBA, MSA, or MS in Supply Chain Graduate Programs – College of Business.

○ The one exception is if you are a TMD student, you may double major in a business discipline, provided you meet the COB requirements for entry into that major.

● How do I declare a minor?

○ As a Business student, you can minor in any area of your choosing. A minor usually consists of 18 credits. Each department has their own rules as to when minors are declared. You will need to have the minor form signed by the listed Area Chairperson and then bring the form to the third floor reception desk or send the form to URI College of Business. Once the form is signed by the COB Dean, it will then get processed to appear on your transcript. You may also choose a minor from within the College of Business, such as Business of Digital Media, Innovation & Entrepreneurship, Textile, Fashion and Merchandising and Business Analytics. You cannot minor in General Business due to the overlap in classes. You can double count two courses from your major for your minor.

Undergraduate Programs – College of Business

● What if I want to change my major?

Meet with an advisor to review the required curriculum sheet to make sure that you can still graduate in a timely manner. Remember that many classes require prerequisites and some may only be offered during certain semesters, so this requires careful planning. Learn more: Changing Your Major – Academic Advising
Misc Questions:

- I have been accepted to the College of Business. What kind of computer will I need?
  - We recommend a windows-based computer for all incoming students. This is because the software used in many classes is more compatible with windows. However, if you already have an Apple computer, you do not need to buy a new one.

- Can I participate in the Honors Program?
  - Those students with a cumulative GPA of 3.3 or higher are eligible to participate.

- What must I do to withdraw or leave for a period of time?
  - You need to submit a Request for Leave of Absence or Withdrawal. The Leave of Absence form requires a Dean’s signature before it is sent to Enrollment Services.

COB Classes

- How can I be sure I am taking the right courses to fulfill my degree requirements?
  - It is important to be familiar with the requirements for the catalog year 2021-2022 Online Catalog you are following (the year you entered URI) and to meet with your advisor at least once each semester to review your academic progress. It is your responsibility to follow your curriculum sheet and make sure you are on track to graduate. You need 120 credits to graduate. Please check the EARNED column of your academic transcript frequently and run your Academic Progress Report (aka degree audit) on a regular basis:
  - https://web.uri.edu/registration-records/track-progress-toward-degree/

- Can I take a class Pass/Fail?
○ Only if it is an elective. No general education or degree requirement classes can be taken pass/fail.

● How do I fulfill my language requirement? There are several ways to do this:

○ The College of Business (COB) has a common requirement for Global Cultural Experience (GCE) for all majors leading to the Bachelor of Science in Business Administration degree. There are five options for fulfilling the GCE and one option for it to be waived.

○ Option 1. Complete a total of 6 credits in one or two travel course(s) to a foreign country, e.g. J-term or Summer business faculty-led travel courses. This option must be approved in advance by your advisor in the COB if the program is not led by a faculty member in the College of Business.

○ Option 2. Complete a Study Abroad program that has at least 6 credits hours of course(s) taken in an approved foreign university. See your advisor upon completion of the program so they can update your record with the courses that will satisfy this option.

○ Option 3. Complete a two-course sequence in a language previously studied for two or more years in high school through at least the 103 level in a living language or 301 in a classical language appropriate to a student's level of competence, e.g. courses numbered 102 and 103, or 103 and 104 for living languages (for example, Spanish or Chinese) , 102 and 301 or 301 and 302 for classical languages (Latin or Greek);

○ Option 4. Complete a two-course sequence in a language not previously studied (or studied for less than two years in high school) through the beginning level
(e.g. courses numbered 101 and 102). At a minimum, course number 102 in a foreign language must be completed.

○ Option 5. Complete course level 104 in a living language, 302 in a classical language, ARB 100, ITA 100, SPA 100, or demonstrate competence through the intermediate level by a proficiency examination.

○ Waiver Option. Applies to a student who has lived and studied at least three years or more in a foreign country including grades 1 - 12, or equivalent education. The waiver is not tracked automatically in this report. If you qualify for the waiver, see your advisor.

● How do I petition for a late add/drop or course substitution?
  ○ This form and many others can be found on the COB website under Student Resources and Forms:
    https://web.uri.edu/business/student-support/academic-advising/student-resources-and-forms/

● How do I request a course waiver or substitution?
  ○ You can submit a petition with this google doc. Please read it carefully before submitting. Scholastic Standing Committee Form. You will be notified via email about the committee’s decision.

● How do I get in touch with a Professor?
  ○ All contact information for COB faculty can be found here:
    https://web.uri.edu/business/people/faculty/

Outside URI (Internships, Study Abroad, Transferring Credit)

● How do I get credit for a business internship?
○ Meet with Lynne Finnegan – College of Business, Internship Coordinator, in Ballentine Hall, Room 315. You must have 75 completed credits and a 2.75 GPA to qualify. You will register for MGT493 (or other appropriate discipline), which is the online class that accompanies the internship.

● Who is my Career Advisor?

○ Kathleen Jackson is the College of Business Career Advisor. Her office is located in Ballentine Room 319.

● What do I need to do to get credits posted on my transcript?

○ Please send your official transcript to URI Transfer Resource Center. A grade of C or higher is needed to transfer a class to URI. If you have further questions about credits, you may contact Jackie Moreino (Jacquelyn Moreino) in Room 313 of Ballentine Hall.

● What do I need to do before studying abroad?

○ After completing your application and necessary paperwork with the Study abroad Office: URI in the World (37 Lower College Road, ) meet with an academic advisor for approval on course transfer equivalencies. You should also consult with Professor Donna Gomacche-Griffiths, Global Coordinator.

Download: Before you Study Abroad information sheet:
https://web.uri.edu/business/files/COB-Before-You-Study-Abroad.pdf. Please make an appointment and bring all of the proper paperwork with you to this meeting, referring to the Before You Study Abroad document emailed to you upon inquiry. Download: College of Business Prior Approval for Study Abroad form.
What if I want to take a class at another college?

- If you want to take an upper-level business class, it must be taken at an AACSB-accredited school Search Accredited Schools | AACSB. You should also fill out the Prior Approval for Off-Campus Study Form and submit to an advisor. Download Prior Approval for Off-Campus Study Form: PRIOR APPROVAL FOR OFF-CAMPUS STUDY.

- If you want to take a general education or elective class, you should also submit the form prior to registering. Please refer to the Transfer Credits Resources On the URI website for classes already approved.

- You do not need to submit the form if the class is taken at RIC or CCRI due to the Rhode Island Articulation Agreement. Remember that half of your Major and Minor credits need to be taken at URI. You may only transfer in 60 credits from a community college or 90 credits from a four-year institution.

Graduation

- What do I have to do to graduate?

  - You must earn a minimum of 120 credits, satisfy all of the requirements in your major, and have a 2.0 CUM GPA and a 2.0 GPA in your major classes. During the fall of senior year, students must file the Intent to Graduate Form with the Dean’s Office (sent via email). In addition to completing the form, you must sign up for a degree audit with an advisor. You can and should run your Academic Progress report (aka “degree audit”) often to make sure you are on track with requirements. If you need to change your graduation date, please inform an advisor. Please ask an advisor or refer to your curriculum sheet for your eight core
classes in your major. Students will not graduate if they do not file the Intent to Graduate form. Learn more about graduation and requirements here.

- May I walk through the commencement ceremony in May if I still need to take a few courses over the summer?
  - You can still participate in graduation exercises in May if you have twelve or fewer credits left to complete and plan to finish in the summer. In this case, you would be considered an August candidate and will receive your degree after you complete your degree requirements. You can also be a December graduate. Since there is no ceremony in the Fall, you can receive your diploma early and then walk the following May. There is only one official graduation ceremony in May.
Helpful Links

- Academic Advising – College of Business
- Advising FAQ's – College of Business

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