# Spring 2020 Academic Advising

## PEAK ADVISING
January 16th – 28th (start of spring semester)
March 23rd – April 10th (start of summer/fall registration)

### Peak Appointments
30-minute scheduled in-person or Skype meetings
Online appointment scheduling is not available during peak due to high volume. If you need to make an appointment for one of the following topics, please call 703-993-1880.
- [ ] ROTC Form 104-R
- [ ] Returning from suspension - students MUST have an appointment scheduled with designated RTS advisor.
- [ ] Dean’s Suspension Override
- [ ] Student Athlete long range plan form
- [ ] Study abroad
- [ ] SAP appeal – if the form is not completed

### Peak Walk-ins
15-minute advising meetings available on a drop-in basis
- [ ] Course schedule for the next semester
- [ ] Add a class/advice on switching around schedule
- [ ] Drop, self-withdrawal, or selective withdrawal a class
- [ ] Graduation check
- [ ] Late or retro-active graduation applications
- [ ] Registration add errors
- [ ] Mid-term check-in
- [ ] Leave of Absence – Taking a break from Mason
- [ ] Re-enrollment/returning to Mason
- [ ] Request to take more than 18 credits (credit overload)
- [ ] International Embassy letter request
- [ ] Student Athlete course registration form
- [ ] School of Business Termination Policy
- [ ] Taking classes outside of Mason (study elsewhere)
- [ ] CPT/OPT forms (Curricular or Optional Practical Training)
- [ ] Minor advising
- [ ] SAP appeal - form must be completed
- [ ] Change of major - discuss next semester schedule only
- [ ] Missing transfer credits (re-determine how a course transferred needs appointment during regular advising)

## REGULAR ADVISING
January 29th – March 22nd
April 11th – May 15th

### Regular Appointments
30-minute scheduled in-person or Skype meetings
Schedule an appointment with an advisor online at [https://gmu.campus.eab.com/](https://gmu.campus.eab.com/)
- [ ] ROTC Form 104-R
- [ ] Returning from suspension - students MUST have an appointment scheduled with designated RTS advisor.
- [ ] Dean’s Suspension Override
- [ ] Student Athlete long range plan form
- [ ] Study abroad
- [ ] SAP appeal – form complete or incomplete
- [ ] Change of major – current major is outside business
- [ ] Transfer credits - missing or re-determine how a course transferred
- [ ] Long range plan (attend a Degree Planning Session workshop)
- [ ] Accounting major long term planning
- [ ] Declare a minor/2nd major/2nd degree

### Regular Walk-ins
15-minute walk-ins available on a drop-in basis
- [ ] All of the topics in Peak Advising Walk-ins plus:
- [ ] Change of major - internal from one business major to another (for instance Finance to Marketing)
- [ ] Join a student organization or get involved

## REFERRALS
- Tuition questions - [Student Accounts](#) in SUB I, Suite 1600
- [Financial Aid](#) questions – SUB I, Suite 1100
- University deadlines – [Registrar](#) in SUB I, Rm 2101
- Academic difficulty – [Learning Services](#) in SUB I, Rm 3129
- Internship for credit - School of Business [Career Services](#)
- [Student Support & Advocacy Center](#) – SUB 1, Suite 3200
- [Counseling and Psychological Services](#) – SUB I, Rm 3129

Updated: July 29, 2019
## BUSINESS FOUNDATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Pre-Requisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey of Accounting</td>
<td>ACCT 203</td>
<td>ECON 103</td>
<td>3</td>
</tr>
<tr>
<td>Business and Society (Mason Core)</td>
<td>BUS 100</td>
<td>none</td>
<td>3</td>
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<tr>
<td>Develop Professional Skills I: Foundational Elements</td>
<td>BUS 103</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>Global Environment of Business (Mason Core)</td>
<td>BUS 200</td>
<td>none</td>
<td>3</td>
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<tr>
<td>Business Analytics I</td>
<td>BUS 210</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>Business Analytics II</td>
<td>BUS 310</td>
<td>BUS 210</td>
<td>3</td>
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<tr>
<td>Contemporary Microeconomic Principles (Mason Core)</td>
<td>ECON 103</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>Contemporary Macroeconomic Principles (Mason Core)</td>
<td>ECON 104</td>
<td>recommend ECON 103</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Calculus with Business Applications (Mason Core)</td>
<td>MATH 108</td>
<td>Math Placement test or MATH 008</td>
<td>3</td>
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## BUSINESS CORE

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Pre-Requisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting for Decision Making (for ISOM, MKTG, and MGMT majors)</td>
<td>ACCT 303</td>
<td>ACCT 203 and BUS 210 and MATH 108, 113, 114, or HNRT 225</td>
<td>3</td>
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<tr>
<td>Financial Accounting I (for FNAN &amp; ACCT majors)</td>
<td>or ACCT 330</td>
<td>ACCT 203 and BUS 210 and MATH 108, 113, 114, or HNRT 225</td>
<td>3</td>
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<tr>
<td>Legal Environment of Business</td>
<td>BULE 303</td>
<td>sophomore standing (30 credits completed)</td>
<td>3</td>
</tr>
<tr>
<td>Develop Professional Skills II: Advanced Elements</td>
<td>BUS 303</td>
<td>BUS 103 and sophomore standing</td>
<td>3</td>
</tr>
<tr>
<td>Financial Management</td>
<td>FNAN 303</td>
<td>ACCT 203 and BUS 210 and MATH 108, 113, 114, or HNRT 225</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>MGMT 303</td>
<td>ACCT 203 and MATH 108, 113, 114, or HNRT 225</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business Information Systems (Mason Core)</td>
<td>MIS 303</td>
<td>sophomore standing (30 credits completed)</td>
<td>3</td>
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<tr>
<td>Principles of Marketing</td>
<td>MKTG 303</td>
<td>sophomore standing (30 credits completed)</td>
<td>3</td>
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<tr>
<td>Operations Management</td>
<td>OM 303</td>
<td>BUS 210 and sophomore standing (30 credits completed)</td>
<td>3</td>
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Review catalog.gmu.edu and your Degree Works for Mason Core, General Elective, and Major Course requirements and pre-requisites.