Welcome to the Michael J. Coles College of Business at Kennesaw State University! This online orientation will address your basic needs and questions as a new student and provide you with access to dedicated student services and resources.

The Undergraduate Business Programs department is here to help you on your journey through our Path2Coles initiatives, the Undergraduate Programs Advising Center (UPAC), the Tutoring Center, and more.

Use the information in this guide to get started achieving your goals. You can always look back when you need to check on details. You can also visit ColesCollege.com/upacorientation at any time to view the full PDF book, the Power Point presentation used in your orientation session, and other orientation materials.
# Table of Contents

## 4 ORIENTATION GUIDE

## 4 NEXT STEPS CHECKLIST

## 5 THE COLES COLLEGE DIFFERENCE

- Appreciative Advising
- Hughes Leadership and Career Program
- Internship and Co-OP Advisory
- Education Abroad
- Coles College Tutoring Center
- Coles College Scholars Program

## 6 UNDERGRADUATE MAJORS, MINORS, AND CERTIFICATES

- Major Programs
- Minor Programs
- Coles College Certificates

## 7 REGISTRATION

- OwlExpress
- Courses for First-Year Students
- Courses for Transfer Students
- Where to Find Prerequisites
- Path2Coles

## 8 POLICIES

- Re-enrollment Policy
- Withdrawal Grades
- Grade Requirements
- BUSA Courses
- Advanced Standing/CLEP Exams

## 9 ADMISSION TO COLES COLLEGES OF BUSINESS

## 10 STUDENT RESOURCES

- Coles College Resources
- University Resources

## 11 PATHWAY TO BBA DEGREE
Welcome to the Coles College of Business Orientation section! We are thrilled you are here.

Your Coles College Orientation Guide was emailed to you after you signed up for orientation. If you did not receive it, the pdf guidebook and the slides from the PowerPoint used during your session are available at colescollege.com/upacorientation.

Go to Coles.Kennesaw.edu, click on “Degree Programs,” then “Undergraduate Programs” for more information about all of the programs and resources available to you as you begin your degree, including a “Choosing a Major” section. This section also includes checklists to assist you in selecting your courses.

IN THIS FOLDER:
- Use the Quick Links & Directory Bookmark as your go-to for finding the information you need. We have compiled a list of links and contact information to help you on your journey.
- Read the Path2Coles Quick Guide. This information is vital to your success in our college.
- Check out the opposite side of this flyer for a list of resources available to you.

IF YOU HAVE QUESTIONS, CONTACT US!
Email: colesupac@kennesaw.edu
Call: 470.578.6055
Visit: Burruss Building, BB 431
Online at coles.kennesaw.edu/advising

Note: If you are having problems with your Net ID and Password, call UITS at 470.578.3555.

NEXT STEPS CHECKLIST

☐ Send official final transcripts to KSU. These are not automatically sent. That part is up to you!
☐ Send AP scores to KSU through the College Board Website.
☐ Contact The College Board through their website to have AP Scores sent to KSU.
☐ Log in and access your Handshake account.
☐ All active job postings are available in Handshake, including Student Assistant positions on campus as well as internships and co-ops when the time comes.
☐ Make an appointment with an Academic Advisor halfway through your first semester.
THE COLES COLLEGE DIFFERENCE

Known for workforce-ready graduates, we prepare students with relevant, practical skills, and the core values of teamwork and leadership. Through internships, mentorships, co-ops, national competitions, and interactive events, we connect the classroom to the real world. Our mission is your success.

Our unique program and resources include:

**APPRECIATIVE ADVISING**
Advising at the Coles College of Business is proactive, solution-oriented, and dedicated to your success! To help you navigate, it is critical to sit down with your Academic Advisor periodically to stay on track. Each visit is an opportunity to connect and ensure that nothing stands in the way of your dreams!

**HUGHES LEADERSHIP AND CAREER PROGRAM**
The Hughes Leadership and Career Program is a series of three courses designed to prepare you to compete in today’s challenging job market by helping to define your strengths and find your place in the business world. A Career Coach from your major department with years of real world experience will help to guide you through the program.

Tom and Barbara Hughes have made this innovative program possible through their generous donation.

**INTERNSHIP AND CO-OP ADVISOR**
Internships & co-ops are valuable tools in translating classroom theory to real-life skill. Through a partnership with the Department of Career Planning and Development, we have a dedicated internship and co-op advisor to guide you through the process.

**EDUCATION ABROAD**
Studying abroad is one of the unique learning opportunities available to you at Coles College. In addition to the knowledge and skills gained from the specific courses you complete, having study abroad experience on your resume can make you more marketable when you graduate.

**COLES COLLEGE TUTORING CENTER**
On your way to a BBA, if you run into a class that seems impossible or a set of concepts that don’t quite gel, you can find help outside of class through the newly renovated Coles College Tutoring Center. One-on-one or group tutoring sessions are available in person and online during the academic year.

**COLES COLLEGE SCHOLARS PROGRAM**
The Coles College Scholars Program is a two year program focused on leadership development, integrated and international studies, community engagement, and mentorship. Each cohort of exceptional students is carefully selected through a rigorous application and interview process each year. Learn more at ColesCollege.com/Scholars
Undergraduate Majors

- Accounting
- Economics
- Entrepreneurship
- Finance
- Information Security & Assurance
- Information Systems
- International Business
- Management
- Marketing
- Professional Sales

Undergraduate Minors

- Accounting
- Business Law
- Economics
- Engagement Marketing
- Entrepreneurship
- Finance
- Information Security & Assurance

- Information Systems
- Management
- Marketing
- Operations And Purchasing
- Professional Sales
- Sports Marketing
- Coles Scholar*

Coles College Certificates

- Business Fundamentals
- Information Security Assurance (Also available online)
- Information Systems
- Joel A. Katz Music and Entertainment Business Program (MEBUS)

*Cohort based program, Scholars are selected through an application and interview process.
REGISTRATION

OwlExpress is your online portal to everything KSU. These are the services available to you at owlexpress.kennesaw.edu:

- Time Ticket: View your personal registration time
- Register for Courses
- View Transcripts and Holds
- DegreeWorks: a system for viewing your degree progress and facilitating academic advising; it is a supplement, not a replacement, for face-to-face advising.
- Apply to Coles College and View Application Status
- Appointment Scheduling through EAB
- Financial Aid Resources

Courses for First-Year Students

General Education Courses
- ENGL 1101
- MATH 1111, MATH 1112, or MATH 1113
- KSU 1101
- POLS 1101
- ECON 1000
- SCI 1101

Courses for Transfer Students

- MATH 1160
- ECON 2100
- ECON 2200
- ECON 2300
- ACCT 2100
- ACCT 2200
- BLAW 2200
- IS 2200
- BUSA 2150
- Any remaining general education courses

Where to Find Prerequisites

A prerequisite is a course that you are required to take before enrolling in a subsequent or higher level course. See the prerequisites for specific courses through DegreeWorks in OwlExpress or the Undergraduate Catalog at catalog.kennesaw.edu.

Path2Coles

You may see signage around the building or online talking about your “Path2Coles.” The Coles College registration process has been streamlined over the past several semesters to allow students forward progression through their major.

As you progress with your major, you will be able to automatically enroll in some of your 3100 classes if you meet the prerequisites for those courses, even before you are admitted to Coles.

For more information visit ColesCollege.com/
POLICY

Re-enrollment Policy

Students are restricted from taking specific courses more than three times. The purpose of this is to make sure that there are enough seats for all students working toward their degrees. It also allows our Academic Advisors to help determine subject areas where you are struggling and find proactive solutions.

What counts toward your three attempts?

• An attempt is defined as enrollment in a course resulting in a posted grade, including W and WF. Courses transferred from other institutions are also considered as an attempt.
• Dropping a course during the Drop/Add period is NOT counted as an attempt.
• This policy will apply to all students, both business and non-business.

Process

• Students can automatically enroll in a course for the second attempt.
• For the third attempt, students must get approval from the Undergraduate Programs Advising Center and are required to make an appointment and meet with an Academic Advisor. This appointment can be completed in-person, over the phone, or via Skype.

Remember, there are resources available for you. The Coles College Tutoring Center, located in BB 292, is a great place to start if you find you are having difficulty in a class.

Go to ColesCollege.com/ for more information on the policy and for the list of courses- link to the re-enrollment page

Withdrawal “W” Grades

KSU’s policy limits the total number of “W” grades (Withdrawals) you may have on your record to eight (8). Please note: A grade of “W” does count as a course attempt.

Grade Requirements

“C” or higher

• ENGL 1101 and ENGL 1102
• MATH 1160 Elementary Applied Calculus (or approved higher Calculus course)
• ACCT 2100 Introduction to Financial Accounting
• ACCT 2200 Introduction to Managerial Accounting
• ECON 2100 Principles of Microeconomics
• ECON 2200 Principles of Macroeconomics
• ECON 2300 Business Statistics
• IS 2200 Information Systems & Communication
• BLAW 2200 Legal and Ethical Environment of Business
• All Business Courses counted toward your BBA degree
• International Business majors must make a C or higher in Foreign Language courses and non-business courses that can fit in Major Field Elective area

BUSA Courses

You must earn a “Satisfactory” or “S” in BUSA 2150, BUSA 3150, and BUSA 4150.

Advanced Standing/CLEP Exams

Grades of “K” from an Advanced Standing or CLEP exam will be converted to a “B” or “C” grade for purposes of the Sophomore GPA Requirement calculation, depending on your actual score on the exam.

Go to ColesCollege.com/ for more information about grade equivalency
ADMISSION TO THE COLES COLLEGE OF BUSINESS

Business majors must apply for and be accepted to the Coles College Undergraduate Professional Program in order to graduate with a Bachelor of Business Administration (BBA) degree.

For admittance to the program, you must:

1. Complete the Sophomore GPA Requirement

Students must complete the following courses (8) with a GPA of 3.00 or higher, including a grade of C or better in each course:

- MATH 1160 Elementary Applied Calculus (or approved higher Calculus course)
- ACCT 2100 Introduction to Financial Accounting
- ACCT 2200 Introduction to Managerial Accounting
- ECON 2100 Principles of Microeconomics
- ECON 2200 Principles of Macroeconomics
- ECON 2300 Business Statistics
- IS 2200 Information Systems & Communication
- BLAW 2200 Legal and Ethical Environment of Business

2. BUSA 2150 Requirement

Complete BUSA 2150: Discovering My Major and Career with a grade of “S.”

BUSA 2150 is the first course in the Hughes Leadership & Career Program, designed to prepare you to compete in today’s challenging job market. In this program, we will help you define your strengths and leverage those strengths for success.

3. Additional Admission Requirements:

- Declare a business major at KSU
- Complete 45 semester hours
- Meet with an Academic Advisor

Once you have satisfied each of those three steps, you can submit your Coles College application online through Owl Express under the Student Services Tab. There is not a deadline to submit your Coles College application, but you can only submit it once the grades are final in the Sophomore GPA courses and BUSA 2150.
STUDENT RESOURCES

Student Resources in Coles College

• Undergraduate Programs Advising Center (BB 431): Academic Advising, Career Coaching through the Hughes Leadership and Career Program, Internship & Co-op Advising, and Education Abroad
• Coles College Tutoring Center (BB 292)
• UITS Computer Lab (BB 475)

University Resources

Getting Started
University Orientation Website
Information for Admitted Students

On this page, you will find the following information:

1. ALL STUDENTS:
   • Set up your NETID and student email
   • Check for holds on your account
   • Submit your immunization records
   • Verify lawful presence
2. FIRST-YEAR
   • See if you qualify for credit by exam
   • Sign up for the math placement test
   • Pay your Enrollment Deposit
3. TRANSFER STUDENTS
   • Transfer credit evaluation
4. OUT-OF-STATE STUDENTS
   • Out-of-State Waiver and Scholarship
5. INFORMATION FOR INTERNATIONAL STUDENTS
   • International student information
   • Mandatory insurance for international students
6. INFORMATION FOR VETERAN STUDENTS
   • Military and Veterans Services
   • VA Certifying Official

Financial Support and Registration
• Financial Aid
• Registrar’s Office
• Immunization Requirement

Academic Support and Career Development
• SMART Center
• Student Center
• Writing Center
• Desire2Learn
• Library
• Department of Career Planning and Development

Campus Life and Services
• Housing & Residence Life
• Parking and ID Card
• Campus Map
• Public Safety
• Student Life
• Campus Dining and Meal Plans
• Bookstore

Student Wellness and Support
• Student Disability Services
• Counseling and Psychological Services
• Wellness Center
PATHWAY TO A BBA DEGREE

What do I need to do to earn a BBA Degree?

In order to earn a BBA degree, you will first need to:

1. Complete the Sophomore GPA Requirement
2. Complete all courses for the Hughes Leadership & Career Program
3. Gain formal acceptance to Coles College
4. Complete all required courses and appropriate electives
5. Satisfy all residency requirements
6. Satisfy all grade requirements
7. Earn at least a 2.0 GPA
8. Earn at least 123 semester hours of credit, including at least 45 hours of upper division credit
9. Petition to graduate with the Registrar’s Office by their deadline

Details about these requirements for each major can be found in your KSU Undergraduate Catalog online at catalog.kennesaw.edu.

Notes