

*The McCoy College of Business presents*

# The McCoy Experience Resource Guide



## PART II: Helpful Resources

*Use this guide to:*

*Familiarize yourself with navigating your degree, graduation policies, and online resources!*

# Academic Advising Information



*The rising STAR of Texas*

# The McCoy Advising Center



## Office Information

- ❖ Located in 115 McCoy (on the first floor)
- ❖ Open Monday – Friday from 8 a.m. – 5 p.m. (*Excluding university holidays*)
- ❖ Front Desk Staff and On-Call Advisor available

## Why meet with an Advisor?

Academic advising provides students with the opportunity to meet with an advisor for the purpose of gaining **assistance in planning their educational career** to complete an undergraduate degree, in **developing skills** needed for academic success, and **learning how to access** the variety of available **resources and services**.



**Advisor Tip:** We recommend meeting with an Academic Advisor at least once a semester!

# Academic Advising Appointments

## Setting Up an Advising Appointment

- ❖ Appointment times are typically offered from 9 – 11 a.m. and 1:30 – 3:30 p.m.
- ❖ Scheduled advising appointments are 30 minutes long
- ❖ **To schedule an appointment**, call our office at 512-245-1993

## Appointment Attendance No-Show Policy

- **If you need to cancel or reschedule an appointment**, you must notify the Advising Center **at least four hours in advance**. Failure to provide four hours notice will result in your cancellation being marked as a no-show.
- **If you are more than 10 minutes late to your appointment**, your tardiness will be marked as a no-show. Additionally, the ability to complete your appointment will be at the advisor's discretion and you may be required to reschedule.
- **If you miss your appointment**, your absence will be marked as a no-show.
- **After reaching three no-shows**, you forfeit the right to schedule appointments more than 1-business day in advance and will only be able to schedule and attend next-business day appointments (which are not guaranteed and are available on a first-come, first-serve basis) or utilize our online advising plan request form.

# Contact Information

## Contact Us!

- Phone: 512-245-1993
- Email: [businessadvising@txstate.edu](mailto:businessadvising@txstate.edu)

### On-Call Advisor

On-Call Advisors are available during regular business hours by phone or email for general questions or clarification on advising information

### Email Policies

- Because McCoy College uses email for important announcements, official correspondence, and newsletters, all currently enrolled McCoy College students are required to have an active Texas State email address and should plan to check it regularly.
- Email correspondence with the Advising Center may be used to discuss simple follow-up questions and clarifications.
- An advisor may require that some questions submitted via email be addressed during a future scheduled appointment should the question be too complex to address via email.
- When emailing an advisor, please use your Texas State email account and include your full name and Texas State ID number (A0...).



# Online Tools



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# Degree Audits

Your degree audit is one of your most valuable tools for degree planning. It features an outline of your degree program, classes you've completed, and which classes you have remaining. Degree audits also provide access to your academic advising planner notes from every advising appointment.

The screenshot shows the Texas State University Degree Audit web application. At the top is the university logo and navigation links: Back to Self-Service, FAQ, Help, Print, and Log Out. Below these are search filters for Student ID, Name, Degree (BBA), Major (Finance), Level (UG), and Student Class Level (Junior). There are also buttons for Worksheets, Planner, Plans, and GPA Calc. The main section is titled 'Texas State University Degree Audit' and shows a 'Student View' for a specific student. The student's information is displayed in a table with fields for Student ID, Level (Undergraduate), Degree (Bachelor of Business Admin.), College (McCoy College of Business Adm), Major (Finance), Overall GPA (3.16), Texas State GPA (3.14), Concentration, Certification, Minor, and Catalog Year (Fall 2015). A legend at the bottom explains the status of classes: Complete (green checkmark), Not Complete (red X), Complete except for classes in-progress (blue checkmark), Nearly complete - see advisor (blue checkmark), Transfer Class (blue T), and Any course number (blue circle).

Student	Level
[Redacted]	Undergraduate
ID	Degree
[Redacted]	Bachelor of Business Admin.
Classification	College
Junior	McCoy College of Business Adm
Advisor	Major
	Finance
Overall GPA	Concentration
3.16	
Texas State GPA	Certification
3.14	
	Minor
	Catalog Year
	Fall 2015

**Legend**

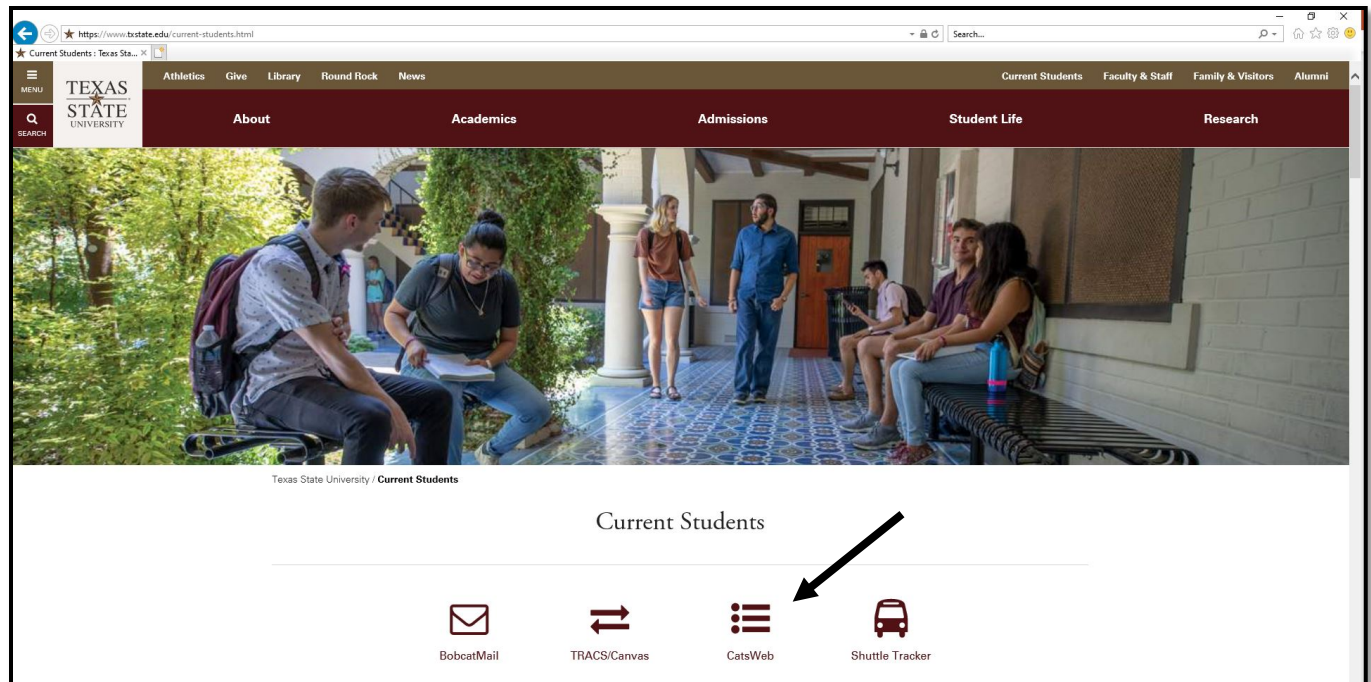
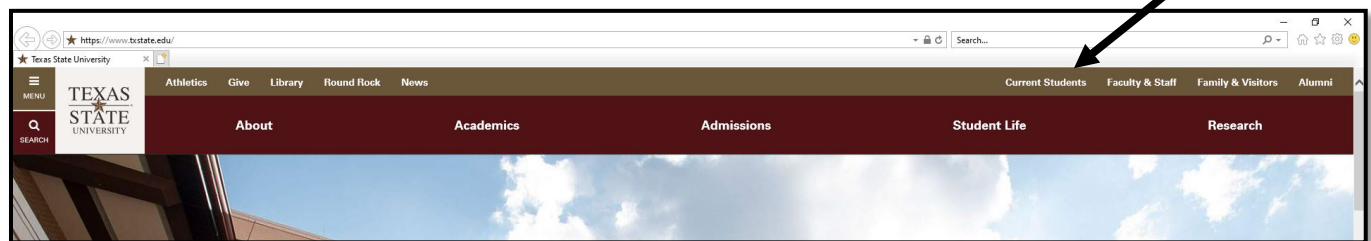
- ☒ Complete
- ☐ Not Complete
- ☒ Complete except for classes in-progress
- ☐ Nearly complete - see advisor
- ☒ (T) Transfer Class
- ☒ Any course number



**Advisor Tip:** We recommend reviewing your degree audit *at least* once a semester before each registration period begins. Creating plans for the semester ahead will help you avoid registration headaches!

# Access Your Degree Audit

1. Go to the Texas State homepage
2. Click “Current Students”
3. Click “CATSWEB”





# Access Your Degree Audit

The screenshot shows the Texas State CatsWeb Students page. The page has a navigation bar with links for Athletics, Give, Library, Round Rock, News, Current Students, Faculty & Staff, Family & Visitors, and Alumni. Below the navigation bar is the Texas State logo and a search bar. The main content area is titled "Students" and contains three columns of links: Enrollment & Registration, Financial Aid, and Billing & Payments. The Financial Aid column contains a link for "TXST SELF-SERVICE LOG IN" which is highlighted with a red box and an arrow. The Billing & Payments column contains a link for "View/Pay Registration & Installment Payments" which is also highlighted with a red box and an arrow. Below the main content area is a section titled "Student" with a search bar and a "Go" button. The "Student" section contains a list of links: Admissions Status, Registration, Student Records, Student Account, Tuition and Fee Estimate Summer 2018, Tuition and Fee Information, Registration Payment Confirmation, Housing and Meal Plans, Parking Services Permits and Citations, Degree Audit, Meningitis Immunization, and RELEASE: 8.8.2. The "Degree Audit" link is highlighted with a red box and an arrow.

4. Click “TXST Self-Service Log In” and Log In using TXST Net-ID and password

5. Click “Student”

6. Click “Degree Audit”

# How to Read Your Degree Audit

The top portion of your degree audit shows **general information** about your degree.

The screenshot shows the 'Texas State University Degree Audit' page. The top navigation bar includes links for 'Back to Self-Service', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a search bar with fields for 'Student ID', 'Name', 'Degree', 'Major', 'Level', 'Student Class Level', 'Last Audit', and 'Last Refresh'. The 'Student View' tab is selected, showing a table with the following information:

Student ID	AW750K7g as of 04/17/2018 at 08:11
Level	Undergraduate
Degree	Bachelor of Business Admin.
Classification	Junior
Advisor	College of Business Admin
Major	Finance
Overall GPA	3.14
Texas State GPA	3.14
Minor	
Catalog Year	Fall 2015

Below the table is a legend with the following items:

- ☒ Complete
- ☒ Complete except for classes in-progress
- ☐ Not Complete
- ☐ Nearly complete - see advisor
- (T) Transfer Class
- Any course number

Classification

TXST GPA

Major

Catalog Year

The following sections show your **course requirements** as well as your **business GPA, major GPA, and minor GPA** (if applicable). Courses with a **green check mark** are complete, while courses **highlighted in blue** are in progress, and **courses in red** are still remaining.

The screenshot shows the 'Course History' section of the degree audit. It displays a table of completed and required courses. The table has columns for 'Course', 'Section', 'Grade', 'Credits', and 'Term'. The 'GPA' and 'Credits Required' are also shown. The 'GPA' is 2.83 and 'Credits Required' is 70. The 'Credits Earned' is 57. The 'Points Earned' is 162. The 'Common Business Core' section is highlighted in red. The 'Business Core Requirements' section is highlighted in blue. The 'Unmet conditions for this set of requirements' section is highlighted in red.

Course	Section	Grade	Credits	Term
✓ Fundamentals of Human Communication	COMM 1310	B	3	Fall 2015
✓ Literature (090)	ENG 2360	B	3	Fall 2016
<b>Common Business Core</b>				
Unmet conditions for this set of requirements: - 70 credits are required. You currently have 61, you still need 9 more credits.				
<b>BUSINESS CORE REQUIREMENTS</b>				
✓ Introduction to Financial Accounting	ACC 2361	C	3	Fall 2016
✓ Introduction to Managerial Accounting	ACC 2362	C	3	Spring 2017
✓ Introduction to Microcomputer Applications	CIS 1323	A	3	Spring 2016
✓ Principles of Microeconomics	ECO 2314	B	3	Fall 2016
✓ Principles of Macroeconomics	ECO 2315	B	3	Spring 2017
✓ Legal Environment of Business	BLAW 2361	B	3	Spring 2016
✓ Business Statistics	QMST 2333	B	3	Spring 2017
✓ Management of Organizations	MGT 3303	B	3	Spring 2017
✓ Principles of Marketing	MKT 3343	A	3	Spring 2017
✓ Enterprise Info Tech & Business Intelligence	CIS 3380	B	3	Fall 2017
✓ Business Finance	FIN 3312	B	3	Fall 2017
Business Communication and Prof. Development	MGT 3453	IP	(4)	Fall 2018
Strategic Management and Business Policy	Still Needed: 1 Class in MGT 4335			
A Major is required	Still Needed: See Major in Finance section			

# Degree Audit: Planner Tab

You can access the notes from your advising appointments by clicking the planner tab of your degree audit.

Worksheets **Planner** Plans GPA Calc

Planner 2018/03/05; Advising; BA-BBA; FIN; ge1035 Notes Mode ☐ Show completed classes Load

**Student Educational Planner** Print

Student	
Current Term	Spring 2018
Description	2018/03/05; Advising; BA-BBA; FIN; ge1035
Catalog Year	Fall 2015
Active/Inactive	Active Plan
Locking Status	Plan is locked
Last Modified	03/09/2018 by Escamilla, Gina Marie

Summer 2018	
Course	Credits
HIST 1310	3
	0
	0
	0
	0
	0
	0
	0
	0
Total	3

Summer/fall registration will begin on March 26. Be sure to check CATSWEB for course listings, potential holds, and registration access times.

Per student, plans to take HIST 1310 off campus, Be sure to use the Transfer Equivalency Guide:  
<http://www.admissions.txstate.edu/future/transfer/equivalency-guides.html> to ensure taking direct equivalent. Once course is completed and grade is posted send an official transcript the Office of Undergraduate Admissions at Texas State. We will only accept up to 72 hours of junior/community college credit to count toward your BBA degree. Remember, the Texas State residency policy requires that 24 of your last 30 hours be completed at Texas State.

Alternatives: MGT 3453, ADV FIN ELEC (need 6 hours, see note), ADV ECO ELEC (need 3 hours, see note), FREE ELEC (need 4 hours, see note), FIN 3318, FIN 4319 (if enrolled in FIN 3318) ; if you decide to use any of these be sure to adjust remaining semesters

Refer to most current finance checksheet for list of ADV FIN ELEC options. Go to: <http://advising.mccoy.txstate.edu/degreeplanning/majors/fin.html> Examples: FIN 4395 (with instructor approval)

ADV ECO ELEC can be any 3000- or 4000- level ECO course that you meet prerequisites for and have not already taken. Examples: ECO 3315, ECO 3313

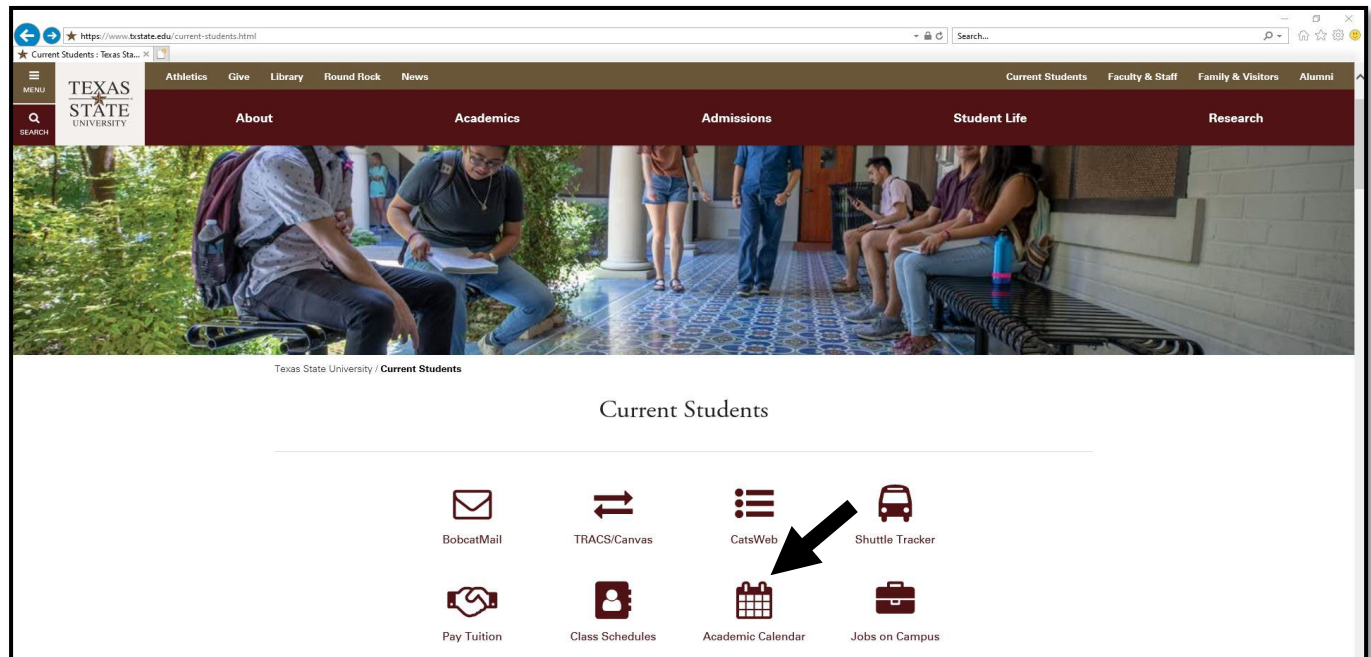
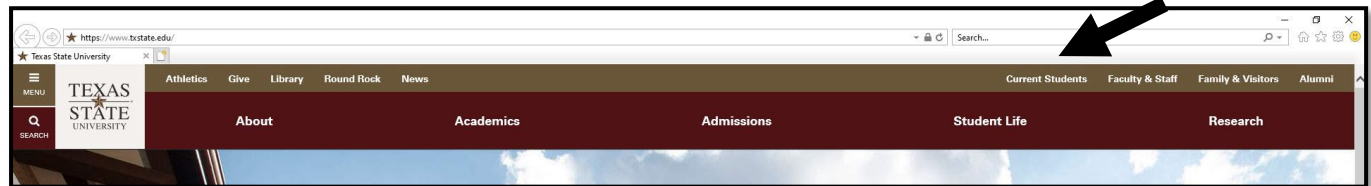
Student needs 4 hours of free electives in order to meet the 120-hour minimum required for graduation. Free electives can be any course of your choosing that you haven't already taken and you meet prerequisites for.



**Advisor Tip:** To best view your notes from your advising appointments, we recommend using Google Chrome or Internet Explorer.

# Academic Calendar

You can find registration dates and other important dates for each semester on the Academic Calendar, which can be accessed from the “Current Students” menu on the Texas State homepage.



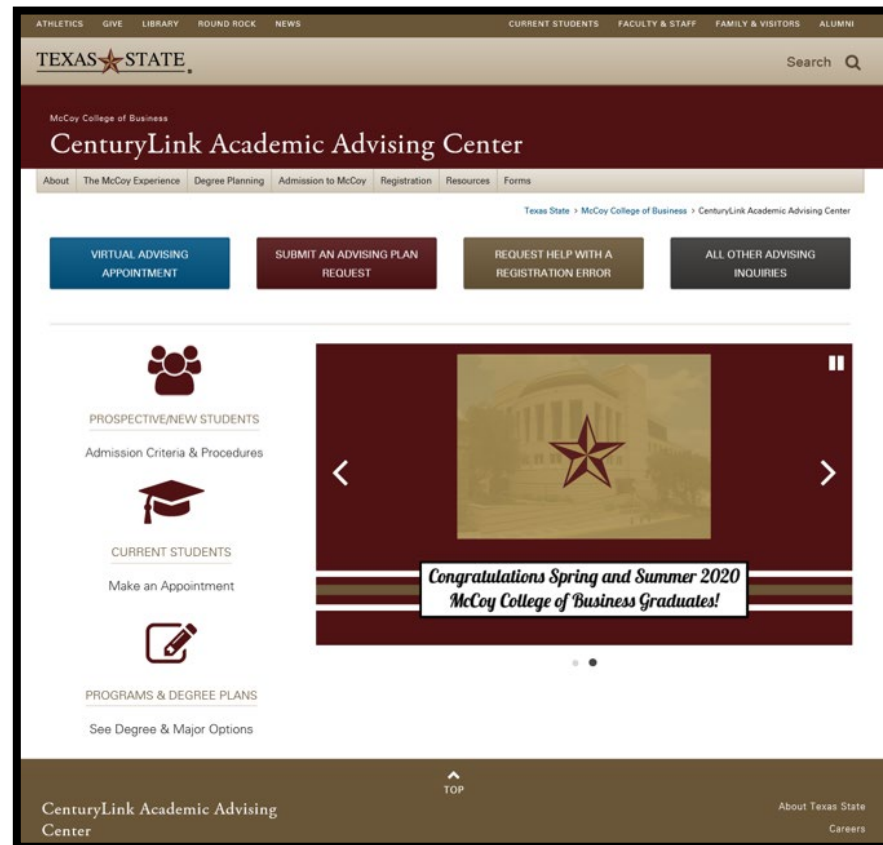
Spring Registration: Late October | Summer & Fall Registration: Late March



# Advising Center Website

Our website is *full* of great information and tools to help you prepare for graduation and make the most of your McCoy Experience!

You can access our advising website at: [advising.mccoy.txstate.edu](https://advising.mccoy.txstate.edu)





# Advising Website: Registration

The screenshot shows the CenturyLink Academic Advising Center website. The top navigation bar includes links for ABOUT, ATHLETICS, GIVE, LIBRARY, MAPS, ROUND ROCK, BOBCATMAIL, CATSWEB, TRACS, and MORE TOOLS. The Texas State University logo is on the left, and a search bar is on the right. Below the header, the McCoy College of Business logo is displayed, followed by the title "CenturyLink Academic Advising Center". A horizontal menu contains links for About, The McCoy Experience, Degree Planning, Admission to McCoy, Registration, Resources, and Forms. The "Registration" link is highlighted, and a dropdown menu is open, showing options: Common Error Messages, Holds, Closed Class Requests, and Override Request Form. A callout box with a black border and a white background points to the "Registration" link, containing the text "Helpful tools for registration". Below the callout, the "PROSPECTIVE/NEW STUDENTS" section features a group of three people icon and the text: "Make an appointment with an advisor once you have been admitted to McCoy College." The "CURRENT STUDENTS" section features the text: "Make an appointment with an advisor once you have been admitted to McCoy College." The bottom of the page shows a banner for "Get ready for Summer & Fall Registration!" with the text: "Registration for summer and fall is ongoing now! Don't forget to register."

ABOUT ATHLETICS GIVE LIBRARY MAPS ROUND ROCK BOBCATMAIL CATSWEB TRACS MORE TOOLS

TEXAS STATE

Search

McCoy College of Business

CenturyLink Academic Advising Center

About The McCoy Experience Degree Planning Admission to McCoy Registration Resources Forms

Texas State > McCoy College of Business > CenturyLink Academic Advising Center

McCoy College of Business CenturyLink Academic Advising

PROSPECTIVE/NEW STUDENTS

Helpful tools for registration

CURRENT STUDENTS

Make an appointment with an advisor once you have been admitted to McCoy College.

Get ready for Summer & Fall Registration!

Registration for summer and fall is ongoing now! Don't forget to register.

# Advising Website: Forms

The screenshot shows the McCoy College of Business Advising Center website. The header includes navigation links: ABOUT, ATHLETICS, GIVE, LIBRARY, MAPS, ROUND ROCK, BOBCATMAIL, CATSWEB, TRACS, and MORE TOOLS. The Texas State University logo is on the left, and a search bar is on the right. Below the header, the page title is "CenturyLink Academic Advising Center". A navigation bar contains links: About, The McCoy Experience, Degree Planning, Admission to McCoy, Registration, Resources, and Forms. The "Forms" link is highlighted, and a dropdown menu is open, listing the following forms: Override Request, Closed Class Requests, Course Substitution Request, Financial Aid Eligibility Check, Transient and Special Student Pre-Enrollment Form, Tuition Rebate Submission, McCoy College of Business Advising Plan Online Request Form, and Request Help With Registration Errors. The main content area features a section for "PROSPECTIVE/NEW STUDENTS" with a call to action to read about admissions criteria. A large banner image shows two students working on a laptop, with a text overlay that says "Ready for Summer & Fall Registration!" and "Registration for summer and fall is ongoing now! Don't forget to register."

ABOUT ATHLETICS GIVE LIBRARY MAPS ROUND ROCK BOBCATMAIL CATSWEB TRACS MORE TOOLS

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Search

McCoy College of Business

CenturyLink Academic Advising Center

About The McCoy Experience Degree Planning Admission to McCoy Registration Resources **Forms**

Override Request

Closed Class Requests

Course Substitution Request

Financial Aid Eligibility Check

Transient and Special Student Pre-Enrollment Form

Tuition Rebate Submission

McCoy College of Business Advising Plan Online Request Form

Request Help With Registration Errors

McCoy College of Business U CenturyLink Academic Advising

PROSPECTIVE/NEW STUDENTS

Read about our admissions criteria and procedures.

Ready for Summer & Fall Registration!

Registration for summer and fall is ongoing now! Don't forget to register.

# Advising Website: Resources

ABOUT ATHLETICS GIVE LIBRARY MAPS ROUND ROCK BOBCATMAIL CATSWEB TRACS MORE TOOLS

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McCoy College of Business

## CenturyLink Academic Advising Center

About The McCoy Experience Degree Planning Admission to McCoy Registration Resources Forms

- Advising Syllabus
- Off-Campus Checklist
- Frequently Asked Questions
- Major Exploration
- Campus Resources
- McCoy College Scholarships

McCoy College of Business University of Texas at Dallas Academic Advising

 PROSPECTIVE/NEW STUDENTS

Ready for Summer & Fall Registration!

Registration for summer and fall is ongoing now! Don't forget to register.

Make an appointment with an advisor once you have been admitted to McCoy College.

**Campus & McCoy College Resources**



# CenturyLink Academic Advising Center

About The McCoy Experience Degree Planning Admission to McCoy Registration Resources Forms

Why We're Here

Our Staff

Policies

Majors & Programs

Alternative Course Options

Long Range Planning

Graduation

Graduate Programs

[Texas State](#) > [McCoy College of Business](#) > [CenturyLink Academic Advising Center](#)

## Advising Center Policies

[Expand](#) or [Collapse](#) all.

Our website also lists important academic policies and graduation requirements that you should take into consideration when degree planning.

We will highlight a few important ones in the next few slides...

Email Policy

# Graduation Requirements and University Policies



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# Graduation Requirements




**Advisor Tip:** Use our online Grad Checklist, to stay on track for graduation  
[advising.mccoy.txstate.edu/degreeplanning/graduation](https://advising.mccoy.txstate.edu/degreeplanning/graduation)

## Degree Policies



**Do you want to graduate?**  
**Make sure you meet the requirements below:**



- ☐ Texas State GPA (2.0 or higher)
- ☐ Minimum of 120 hours completed<sup>1</sup>
- ☐ Texas State Core Curriculum completed
- ☐ Business GPA: 2.25 or higher<sup>2</sup>
- ☐ Business Core and Major Classes completed: 50% of all Business Courses must be completed at Texas State
- ☐ Residency Hours: 24 of Last 30 hours must be completed at Texas State
- ☐ 9 hours Writing Intensive coursework completed at Texas State
- ☐ Advanced hours (3000-4000): **36** advanced hours, **24** at Texas State, and **12** in major must be completed
- ☐ Proof of Enrollment submitted if taking course away from Texas State in

- Your Texas State GPA must be a 2.0 or higher.
- You must complete a minimum of 120 hours.
- Your business GPA must be a 2.25 or higher.
- You must have 9 hours of writing intensive (WI) coursework completed at Texas State.
- If you are an Accounting major, you must have a 2.5 or higher Accounting major GPA.
- If you have a minor, you must have a 2.0 or higher minor GPA.
- You **MUST** apply for graduation on CATSWEB at the start of your final semester of classes to be awarded your degree and receive a diploma.

**Graduating with Honors:** In order to graduate with honors, a student must complete at least 54 hours at Texas State and have at least a 3.4 Texas State GPA.

### Levels of Honors:

**3.40 - 3.59 = Cum Laude**   **3.60 - 3.79 = Magna Cum Laude**   **3.80 - 4.00 = Summa Cum Laude**

# Academic Probation and Restricted Status

- Academic Standing is based on your Texas State GPA. You must maintain a 2.0 or higher Texas State GPA each semester to remain in good academic standing.
- McCoy College students whose Texas State GPA falls below 2.0 are placed on academic probation by Texas State and are also placed on restricted status by McCoy College.
- Students on academic probation and restricted status must increase their Texas State GPA to at least 2.0 by the end of the next subsequent semester or their admission to McCoy College will be voided.
- If a student's admission to McCoy College is voided, they will need to change their major to a new one outside of business. If a student is interested in returning to a business major in a future semester, they will need to meet admission/application requirements and reapply to McCoy College.



**Advisor Tip:** If you are experiencing a difficult semester and are concerned about maintaining good academic standing, meet with an advisor ahead of time to proactively plan next steps to return to good standing. It's not uncommon to have a tough semester, so try not to get overwhelmed - we are here to help! 😊

# Residency Policies

**There are several policies you must meet when taking courses at other institutions and transferring them to Texas State to be applied toward your degree:**

- Students must complete 50% of their business courses at Texas State in order to graduate.
- In the last 30 hours before graduation, 24 of the 30 hours must be taken at Texas State.
- Only 72 hours of community college and junior college credit may be applied toward your degree requirements.



**Advisor Tip:** Use our Off-Campus Checklist if you are considering taking courses outside of Texas State  
[advising.mccoy.txstate.edu/resources/offcampuschecklist](https://advising.mccoy.txstate.edu/resources/offcampuschecklist)

# Repeat and Excessive Hours Policies

## Repeat Policies

- When a course is taken more than once at Texas State, the second grade replaces the first grade (for better or worse).
- Students attempting a course for the third or more time may be charged a fee in addition to the tuition charged for the course.

## Excessive Hours Policies

- Texas Education Code § 54.014 specifies that resident undergraduate students may be subject to a **HIGHER TUITION RATE** for attempting excessive hours. Students are allowed to attempt 30 hours beyond the minimum requirement to graduate before hours are considered “excessive.”
- Completing a class, failing a class, dropping a class with a “W” are all considered attempted hours.



**Advisor Tip:** Consult with an advisor before deciding to repeat courses to ensure it is needed or will be in your best interest to do so. Advisors can also help you long range plan to see if you may hit excessive hours.

# Tuition Rebate Policies

- Under Texas Education Code § 54.0065, qualified students will receive up to a **\$1,000 tuition rebate** upon graduation from Texas State.
- In order to be eligible, a student must graduate within 4 calendar years and attempt no more than 3 hours above the required minimum number of hours needed to graduate.
- If a student is eligible to apply for tuition rebate, the application must be submitted online by the deadline stated on the online form. Late applications are not accepted.



**Advisor Tip:** An advisor can review your tuition rebate eligibility during an advising appointment. It is recommended to apply for tuition rebate shortly after you submit your graduation application. Although advisors verify eligibility to apply, final approval for rebate is determined by Student Business Services.





## Final 5 Advisor Tips for Success



1. Meet with your advisor before registration every semester! We will help you stay on track to graduate in a timely manner and can refer you to so many resources on campus.
2. Go to class and be prepared. Attendance is key for being successful in your courses, preparing for class by reading and doing assignments will make all the difference.
3. Ask for help early and visit your professors' office hours. Don't wait until the last minute if you're struggling or are having a hard time. Your professors and advisors want to help you, but we can't if you don't ask.
4. Get involved! Make the most of your McCoy Experience by participating in things outside the classroom. Join a student organization or attend a career development workshop. You won't regret it.
5. Ask questions. Ask your advisor questions; ask your professors questions. Ask your classmates questions and get to know them. Ask yourself questions – how are you feeling? Is this the right major? What can I do to prepare myself to graduate? Ask questions!



## Questions?

Contact the Advising Center!

**Phone:** 512-245-1993

**Email:** [businessadvising@txstate.edu](mailto:businessadvising@txstate.edu)