



DILLARD COLLEGE OF Business Administration

Academic Advising Guidebook

Degree Requirements and College Regulations for the Dillard College of Business Administration are from the 2021-2022 Undergraduate Catalog

OUR VISION is to be among the highest value business programs, growing significantly in scope, impact, and success for our stakeholders.

OUR MISSION is to graduate students ready to succeed professionally in a dynamic environment. The Dillard College also provides specialized services that fuel the economic development and empowerment of our region and beyond.

Follow the Dillard College of Business on Instagram, LinkedIn, Facebook, Twitter, and YouTube.

The Academic Advising Guidebook and degree plans are designed to be used as references for Dillard College students and not to replace the Midwestern State University Undergraduate Catalog

Contents

Academic Advising Guidebook.....	1
Contents.....	2
Navigate Student App.....	3
General Advising Information.....	3
Dillard College of Business Administration Directory.....	4
DCOBA Student Organizations.....	4
DCOBA Majors and Minors.....	5
DCOBA Academic Advising Specifics: Academic Counselor.....	6
DCOBA Academic Advising Specifics: Faculty Advisor.....	7
Holds.....	8
Applying for Graduation.....	9
DCOBA Internship Program.....	9
Additional Classroom Resources.....	10
Career Management Center.....	10
Study Abroad.....	11
CORE CURRICULUM.....	12
I'm registered. Now what?.....	15

Navigate Student App

Why use Navigate Student? To make college life easier!

- View your class schedule and locations
- Schedule advising appointments
- See upcoming to-do's and events
- Stay on top of registration, academic and payment deadlines
- Receive alerts on registration holds
- Find resources at MSU Texas from your phone
- Major explorer for information about your major/career options that match your interests
- Add personal reminders to keep on task

Navigate Student is a cloud-based student support tool that helps keep you on the path to graduation and manage your education.

Download Navigate for free in the App Store or Google Play by searching for “Navigate Student.”

For the desktop version, go to [Navigate](#). Use your same username and password that you use for your my.msutexas.edu account.

For more information, visit [Information about Navigate](#)

General Advising Information

- Dillard business majors and minors are initially advised in the Dillard Advising Center.
- Once a student completes all the business core classes with a minimum 2.2 GPA and 15 hours of the University Core classes, they transition to a faculty advisor.
- Schedule an advising appointment through **Navigate** by using your my.msutexas.edu login via a web browser, or download the app to your mobile device.
- Schedule an advising appointment with:
 - Dillard Advising Center using [Navigate](#)
 - Faculty advisor either via email or [Navigate](#)
- If you change to a major or minor outside of Dillard College, make an appointment with that particular college/dept. They will advise you according to your new major.

Dillard College of Business Administration Directory

Dean

Dr. Jeff Stambaugh, Dillard Building 233, (940) 397-6343, [email Dr. Jeff Stambaugh](#)

Academic Counselor and Internship Program Coordinator

Kathy McGowan, Dillard Building 252, (940) 397-4002, [email Kathy McGowan](#)

Academic Counselor

Donna Vidmar, Dillard Building 253, (940) 397-4727, [email Donna Vidmar](#)

Internship Faculty Advisor

Dr. Shih Yung Chou, Dillard Building 221, (940) 397- 4149, [email Dr. Shih Yung Chou](#)

Accounting (ACCT), and Management Information Systems (MIS)

Dr. Pablo Garcia-Fuentes, Interim Chair, Dillard Building 287A/292, (940) 397-4717, [email Dr. Garcia-Fuentes](#)

Economics (ECON), Finance (FINC), and General Business (GBUS) Departments

Dr. Robert Forrester, Department Chair, Dillard Building 209A, (940) 397-4360, [email Dr. Robert Forrester](#)

Legal Studies Department (LSBA)

Dr. Kris Tilker, Department Chair, Dillard Building 295, (940) 397-4712, [email Dr. Kris Tilker](#)

Management (MGMT) and Marketing (MKTG) Departments

Dr. Shih Yung Chou, Department Chair, Dillard Building 221, (940) 397-4149, [email Dr. Shih Yung Chou](#)

DCOBA Student Organizations

[Student Organization Information](#)

Accounting Society

Faculty Sponsor: Dr. Paul San Miguel, Dillard Building 274F, (940) 397-4365, [email Dr. San Miguel](#)

Association of Information Technology Professionals

Faculty Sponsors: Dr. Grace Zhang, Dillard Building 273, (940) 397-3289, [email Dr. Grace Zhang](#)
Dr. Jiayi (Jesse) Luo, Dillard Building 216, (940) 397-3268, [email Dr. Jiayi Luo](#)
Dr. Jie Zhang, Dillard Building 218, (940) 397-4790, [email Dr. Jie Zhang](#)
Mr. John Vowell, Dillard Building 251, (940) 397-4663, [email Mr. John Vowell](#)

Beta Gamma Sigma

Faculty Sponsor: Dr. Grace Zhang, Dillard Building 273, (940) 397-3289, [email Dr. Grace Zhang](#)

Delta Sigma Pi

Faculty Sponsor: Dr. Niyati Kataria, Dillard Building 286, (940) 397-4969, [email Dr. Niyati Kataria](#)

Financial Management Association

Faculty Sponsor: Dr. Pablo Garcia-Fuentes, Dillard Building 292, (940) 397-4717, [email Dr. Pablo Garcia-Fuentes](#)

DCOBA Majors and Minors

Dillard College of Business Administration Degrees

B.B.A (Bachelor of Business Administration)

M.B.A (Master of Business Administration)

Schedule an advising appointment on [Navigate](#)

Majors: Bachelor of Business Administration

- Accounting
- Economics
 - Agribusiness concentration
 - International Business concentration
- Finance
- General Business
- Management
- Management Information Systems
- Marketing

Minors:

- Accounting
- Business Administration
- Economics
- Entrepreneurship
- Management Information Systems
- Marketing Communications
- Nonprofit Management

MBA: Master of Business Administration

- Concentration in Accounting
- Concentration in Business Analytics
- Concentration in Energy Management

MSU Graduate School Coordinator
Sierra Trenhaile – 940-397-4920
[email Sierra Trenhaile](#)

Dillard Graduate Director
Dr. Thuy Nguyen – 940-397-6207
[email Dr. Thuy Nguyen](#)

Post Baccalaureate or 2nd-Baccalaureate:

- Dillard Advising Center advises initially in many cases
- Students requiring specialized advising will be referred to a faculty member.

DCOBA Academic Advising Specifics: Academic Counselor

Academic Advising for freshmen, sophomores, & students with an academic counselor
(Business Core still in progress and/or University Core less than 15 hours)

1. Make an appointment every semester

- Schedule with your designated counselor/advisor.
- Schedule appointment online through [Navigate](#)
- Dillard Academic Advising Center is located on the 2nd floor of Dillard by the elevators.
- Not sure who your advisor is? Check Degree Works or log into the MSU portal (Student Records/View Student Information) or ask at advising desk: 940-397-4668.
- Athletes need to schedule an appointment (after meeting with academic counselor) with their Athletic Advisor located in D.L. Ligon Coliseum room 134.
- Class schedules are usually released mid-March for Summer/Fall and mid-October for Spring.

2. Be prepared for your appointment:

- Know what you need to take. Use your degree plan or Degree Works.
- Have you checked your holds? Log into MSU Portal (Student Records/View Holds)
- Ask at the advising center front desk if you need a paper copy of your degree plan.
- Alternately, you can access Degree Works in the [MSU Portal](#). Degree Works is a digital degree plan you can access from any device.
- Advisor Approved Schedule forms are located in the Dillard Advising Center front desk area.
- See back of your degree plan for course selections in the University Core.
- View course descriptions, prerequisites, and co-requisites in the catalog online or by logging into:
 - MSU Portal /Registration/Look up Classes/Semester/Subject/Course Search/View Sections/CRN/ View Catalog Entry
 - Write down the classes and times you need on Advisor Approved Schedule, or upload proposed schedule when making appointment. Include CRN. Example of information needed:

CRN	Subj. abbr.	Course #	Sec. #	Title	Day/Time
21296	BUAD	1033	203	Foundations of Business	TR/800-920

3. After Appointment – YOU must Register: The academic counselor signs your Advisor Approved Schedule and removes advising hold. You register for your classes as soon as possible after you are advised through the MSU Portal/Registration or the Registrar’s Office with your signed Advisor Approved Schedule. Waiting may cause you to have to revise your schedule.

Your academic counselor does not place you in classes.

• To register online:

- log into the [MSU Portal](#)
- Select: Registration/Add or Drop Classes/Select a Term/Enter CRN of each class/Submit
- A message will notify you if there are any issues with your schedule. Contact your academic counselor if you experience problems.
- Consult with academic counselor before making changes to agreed-upon schedule.

You must apply for admission to the Dillard College of Business Administration during the semester you are completing the Business Core courses (27 credit hours) and have completed the hours as stated on your degree plan in the University Core. Forms are located in the Advising Center carousel with the degree plans or [on Dillard website](#).

In order to progress to the upper level business curriculum students must have a GPA of 2.2 or above in the Business Core and 15 hours in the University Core.

DCOBA Academic Advising Specifics: Faculty Advisor

Academic Advising for Students with Faculty Advisors

(Admitted to DCOBA, Business Core Complete, & University Core 15 hours or more)

1. Make appointment with your designated faculty advisor each semester. The department secretaries will send you an email notifying you who your advisor is.
If you don't know:
 - Check your emails and junk mail for the missed email.
 - Ask your department secretary.
 - Login to MSU Portal: *Student/Student Records/View Student Information*
 - *Athletes also need to make an appointment with their athletic advisor.*
2. Contacting DCOBA Faculty
 - Email your faculty advisor to find out how they are taking advising appointments.
 - Find a faculty member's office number, phone, and email in the [MSU online directory](#) by searching last name or department.
 - Faculty have office hours posted outside their office doors in Fall and Spring semesters.
 - Faculty are not required to be on campus during winter, spring, and summer vacations. Please plan accordingly.
 - You may email your faculty advisor with suggested appointment times that fit your schedule and your advisor's scheduled office hours.
 - Come to your appointment prepared.
 - Email or bring a copy of your updated degree plan to your advisor.
 - Email or bring completed Advisor Approved Schedule form for your advisor's signature. (Forms are available from department secretaries or online.)
 - View your holds by logging into MSU Portal: *Student/Student Account/View Holds*
 - Have a list of questions or topics you would like to discuss.
 - Ask about when the courses for your major are offered.
3. Fulfill the [Writing Proficiency Requirement](#)
 - Students seeking a Bachelor's Degree must pass the exam between 60 – 90 credit hours **or** pass ENGL 2113 - Composition Skills.
[email Writing Proficiency Office](#)
940-397-4131

Hold

How do I find out what holds I have on my record?

You may view your holds in by logging into the [MSU Portal](#), and choosing “View Holds” under the menu “Student Records.” Do you have questions about your hold? Contact the office listed next to the hold.

- **Advising Hold**
 - Added to each student’s record every semester. The hold is released by your academic counselor/advisor at your advising appointment, or after you have been approved by email for classes.
 - After the hold is released, you must register either online at your designated time, or in person at the Registrar’s Office. If you have faculty signature overrides, *unless the department secretary has entered the override for you*, you must register in person at the Registrar’s Office.

- **ABR Hold**
 - Some students will have this hold depending on placement status/ACT/SAT scores.
 - Your academic counselor will release this hold after they have signed off on your schedule.

- **Outstanding Balance Hold**
 - You may view your balances in MSU Portal: *Student/Student Account/Account Summary*
 - Contact Business Office in Hardin for further information **(940) 397-4102**
 - Could be a tuition fee, parking fine, library fine, etc.

- **Writing Proficiency Hold either Not Taken or Failed**
 - This hold will be released after your academic counselor has signed off on your schedule.
 - **Not Taken** – Students must sign up for the WPE. It is usually offered Fall, Spring, and Summer semesters. [Writing Proficiency website](#)
 - **Failed** – Students must sign up for ENGL 2113.
 - The student needs to contact the Writing Proficiency Office in Bea Wood Hall, room 231, to remove the hold. [Writing Proficiency email \(940\) 397-4131](#)

- **Save Act Hold – Think About It Program**
 - The student needs to complete two modules for Part I: AlcoholEdu and Sexual Assault Prevention for undergraduates. – After 30 days, the student will complete Part 2 to finish the program.
 - For more information: [Save Act/Think About It website](#)
 - Go to courses: [Save Act course modules](#).
 - It may take 12-24 working hours after completing part 1 training for the hold to be released.

- **TSI Hold (Texas Success Initiative)**
 - Your academic counselor will release this hold after they have signed off on your schedule.
 - Skills tested are reading, writing, and mathematics. The writing component includes an essay. Students who fail a section of the TSI Assessment may be required to enroll in a developmental course(s) in that area.

- **Athlete Hold** – See your athletic advisor in D. L. Ligon Coliseum after you have been advised.

- **Degree Plan Hold** – Registrar’s Office is missing a signed degree plan. See your academic counselor.

Applying for Graduation

[Graduation Information](#)

To graduate, all candidates must:

1. Complete the appropriate graduation survey (Bachelors or Masters)
2. File the appropriate Application for Degree and Diploma Distribution Form with the Registrar's Office
3. Pay the Graduation Fee to the Registrar's Office or through the Registrar Store

Details about the application and payment process are given after completion of the survey. Please see the information below and the [Academic Calendar](#) for deadlines.

Early application is encouraged to allow better time for a complete records check before the enrollment period for the student's last semester.

Any undergraduate student who enters the last semester or summer term in residency without a surplus of five grade points will be admitted with reservation and thereby forewarned that all degree requirements, both qualitative and quantitative, must be met.

For more information, contact:

Office of the Registrar

[email Registrar's Office](#)

940-397-4321

Monday – Friday

8:00 – 5:00 p.m.

DCOBA Internship Program

The Dillard College internship program provides students with the opportunity to apply their scholarly knowledge, gain relevant business experiences, build their professional resumes, and to attain essential business contacts.

Business students who are juniors or seniors with a cumulative GPA of 2.5 or higher can participate in the Dillard College of Business Administration Internship Program.

[Dillard College Internship website](#)

Schedule appointment through Navigate via a web browser or download the app to your mobile device.

Internship Coordinator:

Kathy McGowan

Dillard Building 252

[email Kathy McGowan](#)

Additional Classroom Resources

- We have business tutors for Accounting (Financial Accounting, Managerial Accounting, & Accounting Information Systems), and Economics, Finance, and Statistics (General Economics, Microeconomic Principles, Macroeconomic Principles, Business Finance, Business and Economic Statistics). Business tutors are located inside Dillard College in rooms 207 or 288. Schedules are posted outside the rooms.

The MSU Tutoring Center offers free learning support for students in most general subject areas. Tutoring available for biology, business, chemistry, physics, computer science, math, nursing, psychology, sociology and Spanish. [Tutoring website](#)

- The MSU Writing Center provides free tutoring on all writing tasks, from first-year composition to senior research papers and graduate school application materials. [Writing Center website](#)
- The Disability Support Services maintains a list of general tutors available: [Disability Support Services website](#)
- Supplemental Instruction (SI) – weekly study sessions for entry-level courses. Contact the Tutoring and Academic Support Program every semester for days and times, or Phone: (940) 397-4461. [TASP website](#)
- MSU Counseling Center helps students with personal, group, career, and academic counseling. Center located at the corner of Hampstead & Louis J. Rodriguez Dr. (940) 397-4618 [Counseling website](#)

Career Management Center

Hardin South, second floor

Dirk Welch, Director

Office 211

Phone: (940) 397-4473

[Career Management Center website](#)

The Career Management Center, located in room 108 of the Clark Student Center, presents several opportunities for you to be introduced and guided through the professional development process using a wide variety of helpful services. Services the center provides focus on preparing you for significant and personally satisfying careers and teaching you how to market yourself effectively to prospective employers. The Career Management Center offers various services to students, such as career planning checklists, resume & cover letter critiques, assistance finding jobs and internships; career fairs/networking events; mock interviews; and career closet providing business attire.

Study Abroad

The Global Education Office is in Bridwell Hall room 107

[Global Education website](#)

Contact:

Johnna Weigand

Assistant to Director

[email Johnna Weigand](#)

940-397-4038

British Studies Program: London, England - International Issues in Business: Six semester hours, BUAD 4993 & 4993. Components of marketing, management, accounting, finance, and economics will constitute the core of the lectures. At the same time, each student will also complete a research paper with the topic decided upon by the student and professor of record. Guest lecturers from the European community and field trips to various British and E.U. points of interest are included within the course. The consent of the instructor for all business classes is mandatory.

St. George's University: Grenada in the Caribbean

Earn three Global Health and Wellness credit hours on the Isle of Spice during the May mini! Grenada is also known for its pristine beaches, crystal clear waters, and rainforest. This program gives students an understanding of how the global community is affected by changes in economic, political, and social factors. Open to all student classifications! Contact the Study Abroad office for further information.

Don Quijote: Granada, Spain – HOLA! Spanish for Business: Six semester hours of Spanish language, culture, or conversation (all levels can be taken for Humanities/or Elective Credit). Located in Granada, Spain, through don Quijote. This course is a month-long, summer I program.

University of New York: Prague, Czech Republic: - Study in the heart of Europe in the historic city of Prague. This beautiful city, the capital of the Czech Republic, is known as *The City of a Hundred Spires*, home to Prague Castle, the world's largest ancient castle, and the world's largest astronomical clock. Enrolling in School and Society, students will earn three credit hours in the Cultural and Global Understanding core component area.

Institut de Touraine: Tours, France – Bonjour! Study in Tours, a lively university town in the center-west of France. Popular with many is the medieval city center, where locals and visitors enjoy a relaxed environment and plenty of cafes. Connected by a high-speed train (TGV), you are only about one hour from the heart of Paris. Students can earn six MSU credit hours (humanities or elective credits). This program is a month-long, summer I program.

2021-2022 CORE CURRICULUM

(with recommendations for business majors)

COMMUNICATION (6 hours)

ENGL 1143 Academic Research & Writing

Select one below this line

ENGL 1153 Introduction to Reading & Writing for Literature

ENGL 2123 Rhetoric of Visuals & Infographics

ENGL 2203 Introduction to Professional Writing

MCOM 1234 Media Writing & Reporting

MCOM 2403 Social Media

SPCH 1133 Fundamentals of Speech Communication

SPCH 2423 Interpersonal Communication

MATHEMATICS (3 -4 hours)

~~MATH 1053 Contemporary Math~~

MATH 1203 Math Analysis for Business

MATH 1233 College Algebra

MATH 1534 Pre-Calculus

MATH 1634 Calculus I

LIFE & PHYSICAL SCIENCES (6-8 hours)

BIOL 1013 Introduction to Human Biology

BIOL 1023 Introduction to Global Biology

BIOL 1134 Anatomy & Physiology I

BIOL 1234 Anatomy & Physiology II

BIOL 1114 Life I: Molecular & Cellular Concepts

BIOL 1214 Life II: Evolution & Ecology

CHEM 1103 Intro to Chemistry

CHEM 1143 General Chemistry I

CHEM 1243 General Chemistry II

CHEM 1303 Gen Organic-Bio Chemistry

ENSC 1114 Foundations of Environmental Science

GEOS 1134 Physical Geology

GEOS 1234 Historical Geology

~~GNSC 1104 Life/Earth Science (Ed Cert only)~~

~~GNSC 1204 Physical Science (Ed Cert only)~~

PHYS 1144 General Physics I

PHYS 1244 General Physics I

PHYS 1533 Descriptive Astronomy

PHYS 1624 Calculus Based Physics I

PHYS 2644 Calculus Based Physics II

LANGUAGE, PHILOSOPHY, & CULTURE (3-4 hours)

ENGL 2413 World Literature I

ENGL 2423 World Literature II

ENGL 2613 Survey of American Literature I

ENGL 2623 Survey of American Literature II

ENGL 2813 Survey of English Literature I

ENGL 2823 Survey of English Literature II

FREN 1134 Elementary French I

GERM 1134 Elementary German

HIST 1333 Survey of Western Civilization I

HIST 1353 World Civilization to 1500

HIST 1433	Survey of Western Civilization II
HIST 1453	World Civilization since 1500
HUMN 2013	Humanities: The Ancient World
HUMN 2023	Humanities: Medieval Cultures
HUMN 2033	Humanities: Renaissance through Realism
HUMN 2043	Humanities: Mid-19th - 20th Centuries
PHIL 1033	Introduction to Philosophy
PHIL 1533	Critical Think & Reason
PHIL 2033	Ethics
PHIL 2133	Political Philosophy
PHIL 2213	Asian Philosophy & Religion
PHIL 2223	Feminist Philosophy
PHIL 2303	Critical Think & Reason
PHIL 2333	Philosophy of Religion
SPAN 1134	Elementary Spanish I

CREATIVE ARTS (3 hours)

ART 1413	Art Appreciation
MCOM 2213	Film Appreciation
MUSC 1033	Music Appreciation
MUSC 1043	American Popular Music
MUSC 2733	Introduction to Western & World Music
THEA 1113	Women and Theatre
THEA 1503	Appreciation of Theatre
THEA 2423	Dramatic Analysis

AMERICAN HISTORY (6 hours)

HIST 1133	American History to 1865
HIST 1233	American History since 1865

POLITICAL SCIENCE (6 hours)

POLS 1333	American Government I
POLS 1433	American Government II

SOCIAL & BEHAVIORAL SCIENCES (3 hours)

COUN 2023	Human Development
ECON 1333	General Economics** (Exception exists w/criteria & sub.)
ECON 2333	Macroeconomic Principles
PSYC 1103	General Psychology
SOCL 1133	Introduction to Sociology

CULTURAL & GLOBAL UNDERSTANDING (3 hours)

CMPS 1023	The Digital Culture
EDUC 2013	School & Society
FREN 1234	Elementary French II
GERM 1234	Elementary German II
HIST 1353	World Civilization to 1500
HIST 1453	World Civilization since 1500
HSHS 1013	Global Health & Wellness
HUMN 2013	Humanities: The Ancient World
HUMN 2023	Humanities: Medieval Cultures
HUMN 2033	Humanities: Renaissance through Realism
HUMN 2043	Humanities: Mid-19th-20th Centuries
GLBS 2503	Introduction to Global Studies
LATS 2503	Introduction to Latin American Studies
MCOM 1233	Introduction to Mass Communication
MCOM 2523	Internet & Society

MUSC 2733 Introduction to Western & World Music
POLS 2523 Foundations of Government & Politics
SOCL 2233 Global Social Problems
SPAN 1234 Elementary Spanish II
WGST 2503 Introduction to Women's & Gender Studies

INQUIRY & CREATIVITY (3 hours)

BUAD 1033 *Foundations of Business*

~~CMPS 1044~~ Computer Science I

~~COUNS 2143~~ Human Diversity

~~ENGL 2123~~ Rhetoric of Visuals & Infographics

~~MWSU 2003~~ Creative Inquiry: Interdisciplinary thinking

~~SCIE 2103~~ Understanding Science, Engineering & Tech

~~SOCL 1143~~ Sociological Inquiry

~~THEA 1113~~ Women and Theatre

~~THEA 2103~~ Playwrights & Scientists

I'm registered. Now what?

- New Students: Attend Orientation. Please call 940-397-5400 for more information.
- New Students: Get Mustang ID card at the Clark Student Center
- Order your parking decal online if you are bringing a car to campus: [MSU Police website](#)
- Pay Tuition by the payment deadline: The easiest way to pay is by visiting the online payments website [Pay Online](#)
- Buy or rent your textbooks. Go to the bookstore directly or visit: [MSU Bookstore website](#)

Other contact information:

Financial Aid Office: Hardin Room 102 · [Financial Aid website](#) · (940-397-4214)

Student Housing: Sunwatcher Village Clubhouse · [Student Housing website](#) · (940-397-4217)

Dillard Academic Advising Center Staff

- Kathy McGowan, Academic Counselor & Internship Coordinator
[email Kathy McGowan](#)
940-397-4002
Dillard #252
- Donna Vidmar, Academic Counselor
[email Donna Vidmar](#)
940-397-4727
Dillard #253
- Front Advising Desk
940-397-4668
Dillard #268

Need to talk individually with an academic counselor?

[Schedule an appointment with Navigate](#)

Did you come across an error in this advising guidebook? A broken link? Let's fix it!

[Please notify us!](#)