

Leavey School of Business Undergraduate Advising Shared Responsibility Matrix

The sources listed below can direct you to the appropriate source to answer any of your questions. Those with a thumb's up are the most appropriate source.

Questions	Student Responsibility	Other Resources & Assistance				
		LSB Peer Advisors	Faculty Advisors	Undergraduate Business Programs Office	Drahmann Advising & Learning Center	Career Center
<p>Course Planning</p> <p>What classes should I take to meet graduation requirements?</p>	Use your Ecampus Degree Audit to complete a Requirements Checklist. Prepare a tentative course plan. Make a list of specific questions. Bring all of these items to any advising appointment.	👍	👍	👍		
<p>Transfer to School of Business</p> <p>I would like to transfer to, or double-major in, the School of Business.</p>	Bring a copy of your Ecampus transcript and a list of questions to a meeting with a Peer Advisor.	👍				
<p>Choosing a major</p> <p>I'm not sure which major to choose.</p>	Peruse written information about the majors obtained online or from the Ugrad Business Programs Office.		👍			
<p>Career Planing</p> <p>What are the career possibilities for a particular major?</p>			👍			👍
How do I find and complete an internship?			👍			👍
Where can I find forms and get questions about general academic regulations answered?		👍		👍	👍	
<p>Student Life and Academic Issues</p> <p>How do I make the most of my college experience?</p>	Seek out opportunities for involvement. Use online resources.		👍		👍	
I'm having trouble in a class.	Speak to the instructor first.		👍		👍	
I'm having trouble keeping my grades up.	Make sure you are devoting the appropriate amount of time and effort to your course work.		👍		👍	

Note: It is the responsibility of all students to know and fulfill the graduation requirements for their degree as outlined in the University Bulletin.