

## OASIS Advising Tools



Center for Instructional Technology  
Online Help: [www.colum.edu/oasis](http://www.colum.edu/oasis)

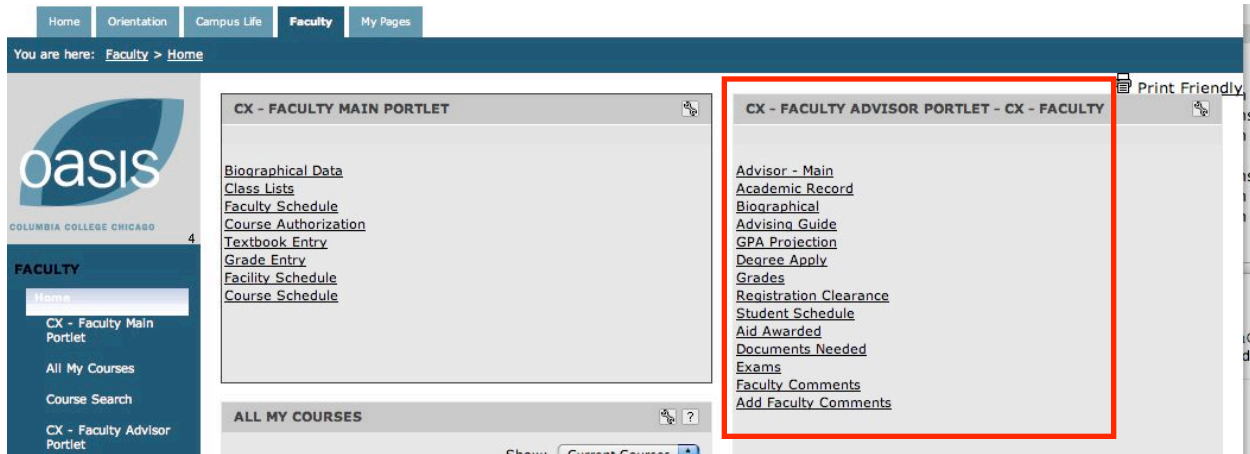
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## OASIS Advising Tools

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# OASIS Advising Tools

OASIS has many built-in tools to assist faculty in the advising process. To access these tools, log into OASIS and click on the Faculty Tab located on the top of the window.



The Advisor Portlet contains the links to your built-in OASIS advising tools. Click on any of these links to access the tool you need.

*Please note: When using the Advising Tools, you will only be able to access student information for students who are majors in your department or are your assigned advisees.*

## Advisor-Main

You will start your advising session by identifying the student you are advising and the semester you are advising for. You can identify the student by using their OASIS ID or their name.

The screenshot shows the "Student Advising" web interface. At the top, it says "Welcome to the Student Advising Web Information System." Below this, there is a warning: "Once you have entered this Web location, the location is open to anyone using this machine until you close the browser. If you are accessing this site from a public area, be sure to close the browser before leaving the machine." The main section has two options: "Type in a student ID and press Get Name" and "Or press Name Lookup to search for a student". Under "Type in a student ID", there is a text input field containing "56421" and a "Get Name" button. Under "Or press Name Lookup", there is a text input field containing "Columbia, Joe" and a "Name Lookup" button. Below these, there is a "Select From Advisee List" button and a row of checkboxes: "Excel output", "currently registered", "new students", and "not yet registered". At the bottom, there is a "Current Option Settings" section with a table showing "Program" as "UNDG", "Session" as "FA", and "Year" as "2006", along with a "Set Options" button.

If you know the student ID number, simply type it into the data box and click “Get Name”.

Once you have entered this Web location, the local browser before leaving the machine.

Type in a student ID and press Get Name	
Or press Name Lookup to search for a student	
Student ID	Student Name
56421	
<input type="button" value="Get Name"/>	<input type="button" value="Name Lookup"/>

OASIS will lookup the name for you.

Once you have entered this Web location, the local browser before leaving the machine.

Type in a student ID and press Get Name	
Or press Name Lookup to search for a student	
Student ID	Student Name
56421	Columbia, Joe
<input type="button" value="Get Name"/>	<input type="button" value="Name Lookup"/>

If you don't know the student's ID number, click on “Name Lookup”. The following dialog box will appear. Type in the student's name in the format: *Last name, First*

Name Lookup																
To find all students named Susan Smith, enter 'Smith, Susan*' in the Name field. Enter other field data to restrict the search further.																
<table border="1"><thead><tr><th>Values</th><th>Query</th><th>Parameters</th></tr></thead><tbody><tr><td>* Name</td><td>Columbia, Joe</td><td>Phonetic Matching <input checked="" type="checkbox"/></td></tr><tr><td>* City</td><td></td><td>ID Record Names <input checked="" type="checkbox"/></td></tr><tr><td>* State</td><td></td><td>Alternate Names <input checked="" type="checkbox"/></td></tr><tr><td></td><td></td><td>Alternate Name Style Any</td></tr></tbody></table>	Values	Query	Parameters	* Name	Columbia, Joe	Phonetic Matching <input checked="" type="checkbox"/>	* City		ID Record Names <input checked="" type="checkbox"/>	* State		Alternate Names <input checked="" type="checkbox"/>			Alternate Name Style Any	<input type="button" value="Execute Search"/>
Values	Query	Parameters														
* Name	Columbia, Joe	Phonetic Matching <input checked="" type="checkbox"/>														
* City		ID Record Names <input checked="" type="checkbox"/>														
* State		Alternate Names <input checked="" type="checkbox"/>														
		Alternate Name Style Any														
<b>NOTE: You must complete at least one of the fields with (*) to successfully finish this screen.</b>																

OASIS will find all of the names matching your request.

Highlight the name of the student you are looking for and click “Select ID”.

Name Lookup	
<b>Select Student</b>	
56421	Columbia, Joe
<input type="button" value="Select ID"/>	<input type="button" value="Return to query"/>

**Set Options**

**Pick the program, session and year.**

Program	Session	Year
Graduate Program	Summer Semester	2006
Undergraduate Program	High School Institute	
High School Summer Inst.	AP Summer Institute	
	Fall Semester	

If your advising session will involve discussions about registration, clearances, waivers, etc. be sure to set the Options to the correct program and semester.

For example, if you have an advising session in Nov. 2006 to discuss Early Spring 2007 registration issues, be sure to set the Session Option to Spring 2007.

## Advisee List

You can also retrieve your list of assigned student advisees from the Advisor-Main portlet. Click on the Select from Advisee List button.

**Student Advising**

Welcome to the Student Advising Web Information System.

Once you have entered this Web location, the location is open to anyone using this machine until you close the browser. If you are accessing this site from a public area, be sure to **close** the browser before leaving the machine.

Type in a student ID and press Get Name  
 Or press Name Lookup to search for a student

Student ID	Student Name
<input type="text"/>	Wyszkowski, Lukasz

Excel output  currently registered  new students  not yet registered

**Current Option Settings**

Program	Session	Year
UNDG	FA	2006

If you have assigned advisees, the list of names will appear. You can send an email to all of the students or select individual students.

**Student Advising**

Mark the student you wish and press Select. Or press Cancel to return.

Email to all Advisees

Select	Student	ID	Email	Major	Classification	Degree
<input type="radio"/>	Dachenhausen, Lucas A	176901	<a href="#">Email</a>	Product Design	Unclassified (Transfers)	BFA
<input type="radio"/>	Hawthorne-Porayko, Cassandra M.	177628	<a href="#">Email</a>	Illustration	Freshman without credit	BFA
<input type="radio"/>	Lopez, Carlos Joel	176100	<a href="#">Email</a>	Graphic Design	Freshman without credit	BFA
<input type="radio"/>	Maxsom, Marvin Odaine	171083	<a href="#">Email</a>	Graphic Design	Freshman without credit	BFA
<input type="radio"/>	Pawlowski, Lindsey Anne	174240	<a href="#">Email</a>	Fine Arts	Freshman without credit	BFA
<input type="radio"/>	Tovar, Mirella	171213	<a href="#">Email</a>	Graphic Design	Freshman without credit	BFA
<input type="radio"/>	Vaughn, Erica Nicole	178522	<a href="#">Email</a>	Fashion Design	Unclassified (Transfers)	BFA
<input type="radio"/>	Yeager, Lauren Kathleen	173842	<a href="#">Email</a>	Fashion Design	Unclassified (Transfers)	BFA

## Academic Record

The Academic Record is an unofficial transcript. It will show a semester by semester look at the student's work, their GPA, transfer credit, etc.

**Academic Record**

Unofficial Advising Transcript      Date: 11/07/06

Columbia College Chicago

Name: Joe Columbia      Student ID: 56421

Class: Freshman student

Degree: Bachelor of Arts

Major1: Arts, Entertainment, and

Concl: Music Business Management

Focus1: Entrepreneurial Music Mt

An example of an Academic Record is provided at the end of this handout.

## Biographical/Holds

As indicated, this is where you can find some biographical information on your student. You can also look up any Holds the student might have that would interfere with their registration.

**Student Biographical Information**  
Columbia, Joe  
[Email](#)

[Holds](#) [Other Addresses](#) [Employment](#) [Education](#) [Exams](#) [Housing and Services](#)

Profile	
<b>ID Number:</b> 56421	<b>Birthdate:</b> 11/29/1979
<b>Phone:</b> 312-555-5555 Ext.	<b>Sex:</b> M
<b>Address:</b> 1060 W Addison Apartment Chicago, IL 60636	<b>Gender:</b> M
	<b>Ethnic:</b> Hispanic

Academic	
<b>Advisor:</b> Powell, Gabrielle S. <a href="#">Email</a>	<b>Academic Standing:</b> Out of Compliance
<b>Classification:</b> Freshman student	<b>Enrolled Date:</b> 06/09/2003
<b>Degree:</b> Bachelor of Arts	<b>Vet Benefits:</b>
<b>Major1:</b> Arts, Entertainment, and Media Management	<b>Soc Sec Benefits:</b>
<b>Concl1:</b> Music Business Management	
<b>Minor1:</b>	

Possible Holds include:

Hold	Have the student contact:
SFS (Financial)	Student Financial Sevices
High School Transcript	Records
Immunization	Records
Library	Library
SAP - a variety of SAP Type Holds	Academic Advising
Dean of Students	Dean of Students
Any Other	either Records or Advising

## Advising Guide

The Advising Guide will show the student what classes are required for their declared major, indicates what classes they have already taken and which classes they still need to take.

**Advising Guide**  
Columbia, Joe

*This is an unofficial advising guide. Columbia College reserves the right to correct any errors that may be contained in this guide. If you have any questions, please contact your advisor in the Advising Center.*

Do some "what if" scenarios to see resulting degree requirements and where you stand in completing them.  
Specify the major, concentration (if applicable) and degree you want to try, then click **Run Advising Guide**

Select the appropriate values

<b>Major/Conc and Degree:</b>	Arts, Entertainment, and Media Management / Music Business Management / Bachelor of Arts
<b>Minor1:</b>	
<input type="checkbox"/>	Use Pre-Transfer Course Work

The Guide will also all students to do some “what-if” scenarios. What if they decide to change majors? They can run a new Advising Guide to see which classes will count toward the new major, which classes will be considered all-college credit and how many classes will they still need to take with a new major.

A sample Advising Guide is attached to the end of this handout.

## GPA Projection

The GPA projection allows students to enter anticipated grades for classes they are taking and will provide a GPA based on those projections.

**GPA Projection**

See what your resulting GPA would be based on grades you may receive. Just enter a grade for each course for the given session and year.

A cumulative GPA estimate will be calculated based on your current cumulative GPA and the grades you provide. Also, a session GPA for the grades you provide will be calculated. Note: repeated courses are not taken into account as repeats.

Select a grade for each class

Course	Title	Hours	Grade
24-1710	Scmwriting I: Writing the	3	A
43-1100	Visual Audio	3	A-
51-1111	Latin American Art, Literature,	3	B+
51-1331	Japanese II*	4	C+

Current Option Settings

Program	Session	Year
UNDG	FA	2006

Once you have entered their projected grades, using the drop down menus, click Submit to see the estimated GPA.

**GPA Projection**

Based on the grades provided, your projected hours and GPA are shown below.

Class List			
Course	Title	Hours	Grade
24-1710	Scrnwriting I: Writing the	3	A
43-1100	Visual Audio	3	A-
51-1111	Latin American Art, Literature,	3	B+
51-1331	Japanese II*	4	C+

Projected Hours			
	Earned Hours	GPA Hours	GPA
<b>Actual Cumulative</b>	62	49.00	2.369
<b>Projected Cumulative</b>	75.00	62.00	2.553
<b>Projected Session</b>	13.00	13.00	3.246

## Degree Apply

This will show what course work the student has completed toward satisfying the General Education/LAS Core.

**General Education/LAS Core Summary**

General Education Requirements Completed	
English	6.00
Oral Communications	3.00
Science	6.00
Science with Lab	3.00
College Mathematics	3.00
SS-Anthropology	3.00
SS-Sociology	3.00
Humanities Literature	6.00
Humanities Electives	4.00
<b>Total</b>	<b>37.00</b>

## Grades

This option will allow you to look up student grades for any given semester. If you select the current semester, the grades will appear as “in progress”. If you select a previous semester, you will see the actual grades and statistics.

**Grade Report**  
student name

Program	Advisor	Class	First Major	Second Major	Academic Standing
Undergraduate Program	Dyke, Judith	Sophomore Film & Video			Good standing

Fall Semester - 2006					
Course	Section	Title		Hours	Final Grade
22-1230	08	Fundamentals of 3-D Design		3.00	IP
24-1700	18	Development and Preproduction*		3.00	IP
26-1000	02	Animation I*		4.00	IP
56-1380	01	Dinosaurs and More: Geology Explored		3.00	IP
56-1720	21	College Mathematics*		3.00	IP

Statistics						
	Attempted	Earned	Passed	Quality	Points	GPA
<b>Session</b>	16.00	0.00	0.00	0.00	0.00	0.000
<b>Cumulative</b>	69.00	53.00	53.00	0.00	0.00	0.000

Statistics last updated: 11/03/2006

Current Option Settings		
Program	Session	Year
UNDG	FA	2006

## Registration Clearance

Students are required to speak with a faculty member and be “cleared” before they have permission to register for classes online.

To clear a student, select the Registration Clearance link. MAKE SURE THE CORRECT PROGRAM, SESSION AND YEAR are selected. Remember to set these for the semester the student is registering for - not the current semester. Click on the “Add Clearance” Button.

**Clearance for Registration**  
**Columbia, Joe**

The student is NOT cleared to register for the the specified session and year.

Current Option Settings		
Program	Session	Year
UNDG	FA	2006

If you see the “Remove Clearance” button, it means the student has already been cleared for registration. Do not click this button unless you intend to remove the clearance.

**Clearance for Registration**  
**Columbia, Joe**

The student is cleared to register for the the specified session and year.

Current Option Settings		
Program	Session	Year
UNDG	FA	2006

## Student Schedule

Displays a copy of the student’s schedule. Use the options settings to display schedules from different semesters.

**Student Schedule**  
**Columbia, Joe**

Fall Semester 2006 - Undergraduate Program											
Course	Sec	Title	Hours	Instructor	Building	Room	Days	Beg	End	Meeting Dates	
99-9991	03	Online LMS Tutorial	0.00	BMcMahon	<a href="#">Email</a>			-----	00:00a	00:00a	09/05/2006 12/16/2006
99-9992	03	Online Registration Tutorial	0.00	BMcMahon	<a href="#">Email</a>			-----	00:00a	00:00a	09/05/2006 12/16/2006
99-9992	01	Online Registration Tutorial	0.00	NoffsD	<a href="#">Email</a>						

Current Option Settings		
Program	Session	Year
UNDG	FA	2006

## Aid Awarded

This tool will show the student's Financial Aid awards.

**Financial Aid**  
**Student Name**

Aid Type	Amount	Status
Fed Sub Stafford Loan	4250.00	Credited
Fed Unsub Stafford Loan	5000.00	Credited
Fed Grad Plus Loan	7154.00	Credited

**Current Option Settings**

Program	Session	Year
UNDG	FA	2006

## Documents Needed

In connection with Financial Aid - does the student still have forms to fill out? Again, be sure to have the options set for the correct Session and Year.

**Financial Aid Document**  
**Student Name**

**Documents Needed**

- Entrance Counseling
- PLUS Loan Application
- Student P-Note

**Current Option Settings**

Program	Session	Year
UNDG	SP	2007

## Exams

This tool will show you any placement exam results, such as the COMPASS Assessment exam that students take before registering for classes.

<b>Exam Records</b>	
<b>Columbia, Joe</b>	
<b>Liberal Arts and Sciences / General Education Course Selection Based on COMPASS Assessment Results</b>	
<b>MATHEMATICS</b>	
67-100	May select any advanced math course (not 56-1720), or Math for Survival
34-66	56-1720 College Mathematics OR
	56-1780 Math for Survival
0-33	56-1710 Basic Math Skills and Lab
<b>COLLEGE READING</b>	
71-100	Reads at the College level, no developmental needed
41-70	52-1302 College Reading
0-40	52-1301 Introduction to College Reading AND
	52-1300 Tutoring in College Reading
<b>ENGLISH COMPOSITION (Writing)</b>	
97-100	52-1152 English Composition II OR
	52-1162 English Composition II Service Learning
73-96	52-1151 English Composition I
60-72	52-1111 English Composition I, Enhanced AND
	52-1110 Tutoring in Writing Skills
0-59	52-1101 Intro to College Writing AND
	52-1110 Tutoring in Writing Skills
<b>FOR MORE INFO, PLEASE CONTACT:</b>	
Lynn Ellen Levy    Coordinator of New Student Assessment, Ext. 7635	

## Faculty comments/Add Faculty Comments

You can add a message or comment for the student or future advisors to see (please be very careful and thoughtful with what you write!).

To view comments click on the Faculty Comment link:

<b>Faculty Comments</b>		
<b>Columbia, Joe</b>		
<b>Faculty</b>	<b>Date</b>	<b>Comment</b>
Friedman, Bill	07/09/2004	No credits over 18

To add your own comments, click on the Add Faculty Comment link. Check Yes or No to allow the student to view your comments.

**Comments**

Is the student allowed to view this comment? **Yes**  **No**

Recommend this student take advanced web design Spring 2007

Now your comment is added to the list of Faculty comments.

Faculty Comments		
Columbia, Joe		
Faculty	Date	Comment
Courington, Rebecca T.	11/07/2006	recommend this student take advanced web design spring 2007
Friedman, Bill	07/09/2004	No credits over 18

## Course Authorizations

One other tool that faculty need to use to help students with the registration process is the Course Authorization tool. First, be sure to talk with your Chairperson to find out the department policy on pre-requisite overrides. If you have permission to authorize pre-requisite overrides or course waivers you will need to use this tool. Select the reason for the Course Authorization from the pull-down menu.

**Audio Production I\***  
**43-1115 . 01 - FA/2006**

To add, get student name, specify condition, then click **Add Authorization.**

Type In a student ID and press Get Name	
Or press Name Lookup to search for a student	
Student ID	Student Name
<input type="text" value="12345"/>	<input type="text" value="Jane Doe"/>
<input type="button" value="Get Name"/>	<input type="button" value="Name Lookup"/>

**Condition**  **Reason**

No authorizations exist for this course.

**Academic Record**

**Academic Record**

Unofficial Advising Transcript

Date: 11/

08/06

Columbia College Chicago

Name: Joe Columbia  
56421

Student ID:

Class: Freshman student

Degree: Bachelor of Arts

Major1: Arts, Entertainment, and

Concl: Music Business Management

Focus1: Entrepreneurial Music Mt

Minor1:

Major2:

Conc2:

Minor2:

Advisor: Powell, Gabrielle S.

Faculty Advsr:

=====

----- Summer Semester 2003

28-2120	02 Writing for Managers*	WI	A	3.0	3.0	3.0
12.00						
99-9991	01 Online LMS Tutorial		C	3.0	3.0	3.0
6.00						

\*\* Repeated \*\*

Grade changed from C- to B on 08/08/2003.

Grade changed from B to C on 08/13/2003.

				attempt	earn	graded
qpts	COLUMBIA	GPA:	3.000	TOTALS:	6.00	6.00
18.00						
	CUMULATIVE	GPA:	3.000	TOTALS:	6.00	6.00
18.00						

ASAP:	Consecutive Non-Blank ASAP:	0
Completion Rate: 4.02	Number Of Resident Terms:	1

----- Fall Semester 2003  
-----

99-9991 01 Online LMS Tutorial B+ 3.0 3.0 3.0  
9.90

\*\* Repeated \*\*

Grade changed from A to B on 01/16/2004.  
Grade changed from B to C on 01/16/2004.  
Grade changed from C to B on 01/16/2004.  
Grade changed from B to B+ on 01/23/2004.

				attempt	earn	graded
qpts						
	COLUMBIA	GPA:	3.300	TOTALS:	3.00	3.00
9.90						
	CUMULATIVE	GPA:	3.650	TOTALS:	9.00	6.00
21.90						

----- Summer Semester 2004  
-----

99-9991 01 Online LMS Tutorial NG 0.0 0.0 0.0  
0.00

Grade changed from IP to NG on 09/07/2004.

\* Out of Academic Compliance \*

				attempt	earn	graded
qpts						
	COLUMBIA	GPA:	0.000	TOTALS:	0.00	0.00
0.00						
	CUMULATIVE	GPA:	3.650	TOTALS:	9.00	6.00
21.90						

ASAP: M Consecutive Non-Blank ASAP: 1  
Completion Rate: 6.03 Number Of Resident Terms: 2

----- Fall Semester 2004  
-----

99-9991 01 Online LMS Tutorial NG 0.0 0.0 0.0  
0.00

99-9992 02 Online Registration Tuto IP 0.0 0.0 0.0  
0.00

99-9993 03 LMS Demonstation NG 0.0 0.0 0.0  
0.00

				attempt	earn	graded
qpts						
	COLUMBIA	GPA:	0.000	TOTALS:	0.00	0.00
0.00						

21.90 CUMULATIVE GPA: 3.650 TOTALS: 9.00 6.00 6.00

----- Fall Semester 2005 -----

99-9991 01 Online LMS Tutorial P 0.0 0.0 0.0  
0.00

LMS

\*\* Replaces A Prior Course \*\*

99-9992 02 Online Registration Tuto P 0.0 0.0 0.0  
0.00

99-9993 03 LMS Demonstation P 0.0 0.0 0.0  
0.00

\* Out of Academic Compliance \*

				attempt	earn	graded
qpts						
	COLUMBIA	GPA:	0.000	TOTALS:	0.00	0.00 0.00
0.00						
	CUMULATIVE	GPA:	4.000	TOTALS:	9.00	3.00 3.00
12.00						

ASAP: S Consecutive Non-Blank ASAP: 2  
Completion Rate: 6.03 Number Of Resident Terms: 3

----- Fall Semester 2006 -----

99-9991 03 Online LMS Tutorial IP 0.0 0.0 0.0  
0.00

99-9992 01 Online Registration Tuto IP 0.0 0.0 0.0  
0.00

99-9992 03 Online Registration Tuto IP 0.0 0.0 0.0  
0.00

				attempt	earn	graded
qpts						
	COLUMBIA	GPA:	0.000	TOTALS:	0.00	0.00 0.00
0.00						
	CUMULATIVE	GPA:	4.000	TOTALS:	9.00	3.00 3.00
12.00						

=====  
=====

The Family Educational Rights and Privacy Act of  
1974 prohibits the release of this information  
without the student's written consent.

## Advising Guide

### Columbia, Joe 56421 UG06

Freshman student in Arts, Entertainment, an

***This is an unofficial advising guide. Columbia College reserves the right to correct any errors that may be contained in this guide. If you have any questions, please contact your advisor in the Advising Center.***

#### Credit Hrs&GPA Required

**Incomplete**

Requirements for a Bachelor of Arts Degree, effective Fall 2005:

1. A minimum total of 120 cumulative credit hours
2. 42 credit hours from the designated LAS Core
3. Completion of the FIT Requirement
4. One course coded as a Writing Intensive class
5. One course coded as a Global Awareness class
6. One course coded as a U.S. Pluralism class
7. A minimum 2.0 cumulative GPA
8. A minimum of two 2000 level LAS Core classes
9. Successful completion of a major

You must complete the specific degree requirements in effect when you entered the institution. If you ever interrupted your academic work at Columbia for a year or more, you are responsible for the requirements in effect when you re-enrolled.

	Cumulative GPA	Hours	Hours Taken In Residence	Residency Requirements
Required:	2.000	120.00	32.00	Take 12.* of last 12.* credits while in residency
Completed:	4.000	3.00	3.00	You have taken 3.00 of your last 3.00 in residency

#### LAS Core Req. BA

COURSES REQUIRED FOR A STUDENT'S MAJOR MAY NOT BE USED FOR GENERAL EDUCATION REQUIREMENTS.

<b>NEW MILLENNIUM STUDIES</b>	Minimum courses to complete:	1	<b>Incomplete</b>
-------------------------------	------------------------------	---	-------------------

Take New Millennium Studies or select an additional course with a two letter LAS designation code. Transfers bringing in more than 24 credits take any course with a two letter LAS code.

<b>ENGLISH (EN-6 hrs)</b>	Minimum courses to complete:	2	<b>Incomplete</b>
---------------------------	------------------------------	---	-------------------

Must be English Composition I and II unless the student has a COMPASS score of 97 or higher and is placed into Composition II. Then you must take Composition II and an advanced writing course.

<b>ORAL COMMUN. (SP-3 hrs)</b>	Minimum courses to complete:	1	<b>Incomplete</b>
--------------------------------	------------------------------	---	-------------------

The oral communication requirement is offered in the School of Liberal Arts and Science. It is also offered in many academic departments.

<b>HISTORY (HI-6hrs)</b>	Minimum courses to complete:	2	<b>Incomplete</b>
--------------------------	------------------------------	---	-------------------

Only histories of a time, place, or people fulfill this requirement.

<b>SCIENCES (SC/SL-6 hrs)</b>	Minimum courses to complete:	2	<b>Incomplete</b>
At least one course must have a laboratory component(SL). □			
<b>MATH (MA-3 hrs)</b>	Minimum courses to complete:	1	<b>Incomplete</b>
Minimum Requirement: college level mathematics			
<b>SOCIAL SCIENCE(S#-6 hrs)</b>	Minimum courses to complete:	2	<b>Incomplete</b>
<b>HUM LITERATURE(HL-3 hrs)</b>	Minimum courses to complete:	1	<b>Incomplete</b>
Basic Requirement: Introduction to Literature			
<b>HUMANITIES(HU-6 hrs)</b>	Minimum courses to complete:	2	<b>Incomplete</b>
May be selected from Humanities Elective (HU).			
	<b>GPA</b>	<b>Hours</b>	<b>Hours Taken in Residence</b>
Completed:	0.000	0.00	0.00

**2000 or Higher Level**

<b>2000 LEVEL OR HIGHER REQ</b>	Minimum courses to complete:	2	<b>Incomplete</b>
At least 6 hours of LAS core must be taken at the 2000 level or higher.			

**Fluency in Tech (FIT)**

<b>FIT REQUIREMENT</b>	Minimum courses to complete:	0	<b>Complete</b>	
Competency in 3 areas is required: Microsoft Excel, Microsoft Word, and PC Fundamentals. Students who take the FIT Assessment are required to score a minimum of 60 in each competency area. Students who score 60 or above have fulfilled the specific competency area(s). Students who score below 60 will be required to take a corresponding course or courses to fulfill the requirement.				
FIT	WORD	FIT	04/12/05	80
FIT	PC FUND	FIT	04/12/05	75
FIT	EXCEL	FIT	04/12/05	83

**Global Awareness**

<b>GLOBAL AWARENESS</b>	Minimum courses to complete:	1	<b>Incomplete</b>
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**United States Pluralism**

<b>UNITED STATES PLURALISM</b>	Minimum courses to complete:	1	<b>Incomplete</b>
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**Writing Intensive Req.**

<b>WRITING INTENSIVE REQ.</b>	Minimum courses to complete:	0	<b>Complete</b>
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Writing for Managers\*

28-2120

SU03

3.00

A

**AEMM Music Business EMBA**

**Level I Required**

Minimum courses to complete: 7

28-1110		Introduction to Management					
28-2170		Managerial Economics					
28-1115		Introduction to Marketing					
28-2110		Accounting I					
28-2111		Legal Aspects Arts and					
28-2115		Computer Uses for Managers					
28-2120		Writing for Managers*	28-2120	SU03	3.00	A	
28-3110		Finance					

Students must choose 6 credit hours (2 courses) from the following list.

**Level II Choices**

Minimum courses to complete: 2

28-2150		Topics:Organizational Beha					
28-2160		Labor Relations for the Ar					
28-2165		Managing Human Resources					
28-2250		Investments					
28-2610		E-Business I					
28-3120		Accounting II					
28-3130		Arts Entrepreneurship I					
28-3135		Strategic Management					
28-4123		Arts Management Experienti					
28-4125		Ethics & Business of Arts					
28-4155		Investment Portfolio					
28-4511		Building Leadership Skills					

**Concentration Required**

Minimum courses to complete: 2

28-1410		Art & Business of Recordin					
28-3130		Arts Entrepreneurship I					

Students must complete 9 additional credit hours within the Entrepreneurial Music Management track.

**Entrepreneurial Music**

Minimum courses to complete: 3

28-2411		Applied Marketing: Recordi					
28-3430		Developing Record Deal					
28-2435		Music Publishing					
28-3470		AEMMP Record Company:					
28-3471		AEMM Record Company: Marke					

Students must complete 6 credit hours of Context coursework from the Entrepreneurial Music Management track.

<b>Context Entrepreneurial</b>			
Minimum courses to complete:	2		
32-1620		Popular Contemporary Music	
46-2400		Hip Hop: Global Music and	
54-3675		Buzz in Popular Culture	
56-1515		Personal Wellness	
32-1651		Introduction to Musics of	
32-1623		Folk Music: Spirituals to	
51-2103		Critical Vocabulary for th	
Students must complete 6 credit hours of Practice coursework from the Entrepreneurial Music Management track.			
<b>Practice Entrepreneurial</b>			
Minimum courses to complete:	2		
Any Private Lessons within the Music Department. Audition and/or pre-requisites required.			
32-27*****			
Any Music Department ensemble. Audition and/or pre-requisites may be required. <input type="checkbox"/>			
32-18*****			
Any Music Department ensemble. Audition and/or pre-requisites may be required.			
32-28*****			
52-1500		Poetry Workshop: Beginning	
32-1601		Exploring the Art of Music	
36-2400		Sound Design for Games I*	
<b>Internship</b>			
Minimum courses to complete:	1		
See your Internship Coordinator to select and register for your internship. You must have a cumulative gpa of 3.0 or higher and you must have completed a minimum of 60 total credit hours to register for internship. <input type="checkbox"/>			
28-3188		Internship: Management	
	<b>GPA</b>	<b>Hours</b>	<b>Hours Taken in Residence</b>
Completed:	4.000	3.00	3.00

<b>College-Wide Electives</b>				
For a complete academic record see your transcript on the Academic Record screen.				
	Online LMS Tutorial	99-9991	FA04	NG
	Online LMS Tutorial	99-9991	FA06	IP
	Online LMS Tutorial	99-9991	SU04	NG
	Online LMS Tutorial	99-9991	FA05	P
	Online Registration Tutori	99-9992	FA05	P
	Online Registration Tutori	99-9992	FA06	IP
	Online Registration Tutori	99-9992	FA04	IP
	Online Registration Tutori	99-9992	FA06	IP

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LMS Demonstation	99-9993	FA04	NG	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LMS Demonstation	99-9993	FA05	P	<input type="checkbox"/>

\*A Absolute (completion of sequence/criteria/subcriteria is required)

\*N Non-catalog course

\*S Substitute course

**Legend:** \*T Transfer course

***This is an unofficial advising guide. Columbia College reserves the right to correct any errors that may be contained in this guide. If you have any questions, please contact your advisor in the Advising Center.***

Try Again