REGIS UNIVERSITY
ANDERSON COLLEGE OF BUSINESS AND COMPUTING

Student Advising Guidelines

Prepared for Anderson College Faculty
August 2024

Click on topic to go straight to the content

REGIS UNIVERSITY
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Advising Philosophy

To develop an individual philosophy about, and practice in, advising takes years of experience.

Common themes include:

> **Undergraduate & Graduate Students**

- To welcome all students
- To support student's success from orientation through graduation
- To equip students with the information and resources needed to make the best decision for their unique situations in order to maximize their college experiences
- To challenge, motivate, encourage and celebrate students while holding them accountable with new perspectives to consider
- To build trust and an environment that is open, inclusive, accessible, and inviting
- To help students realize self-advocacy and degree attainment
- To support students in understanding their degree plan as a road map to graduation
- To discuss academic, personal and career goals
- To assist in navigating the course registration process
- To help students learn more about academic resources, pre-professional program, and major and minor options
- To help students in academic distress improve academic standing
- To refer students to appropriate university and outside resources
- To adhere to developmental advising standards with tangible outcomes for a student's holistic development
- To challenge students to become problem solvers and promote self-advocacy
- To work with empathy and encouragement

Advisor Duties

Not a complete list, but a work in progress

1. Always review program evaluation before responding to student request or question. Every student's degree plan and what they've completed is different, therefore an advisor cannot respond until understanding where that student is in their progress.
2. Establish a clear way for students to contact and meet with you.
3. Welcome new students to your advising roster.
4. Facilitate one-on-one meetings, in person or virtually, to review degree planning.
5. Encourage registration prior to each semester and term.
6. Develop pattern for checking in on students during semester.
7. Review and contact students when D/F/W reports are sent.
8. Work with Associate Dean on suspension and probation decisions.
9. Monitor Grad apps submissions and program evaluation reviews.
10. Process final graduation evaluations after each term.
11. Become familiar with all the University's policies and comfortable finding answers for students.
12. Take clear and consistent notes in Compass always answering the why and how
13. Respond to students with complete answers that include what they want to know and what they need to know. The student may not know what questions to ask or how to ask what they need to know.

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FERPA

Family Educational Rights and Privacy Act (FERPA) Per FERPA regulations, no University faculty or staff member will be able to communicate protected account information with anyone other than those listed as designated Proxies (with the appropriate record access), or those with the proper legal authority. No exceptions will be made under any circumstance.

Undergraduate & Graduate Students

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to Enrollment Services.

Regis Official FERPA Policy
https://www.regis.edu/policies/ferpa

Proxy Access

Proxy access allows Regis University students to grant access to family members or other third-parties. The "Proxy" can view select account information through the Ranger Portal, or speak directly with specific departments regarding the student and their record.

Students must initiate the process and fulfill each step-in order for the designated Proxy to be able gain access to the Ranger Portal. The required steps to establish Proxy access and consent are necessary to comply with the Family Educational Rights and Privacy Act (*FERPA). Once the necessary steps are completed by the student, the designated Proxy will receive an email indicating the account has been created. We ask that the student and their proxy to carefully review the resources and instructions for more information.

Check Proxy access

Before communicating with anyone other than the student about academic progress/grades
Colleague Screen: **VPXP** = View Proxy Permissions

US Department of Education

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
More training on FERPA from the USDOE
https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities

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Resources

Undergraduate & Graduate Students

RangerPortal

Student Planning (class registration and degree evaluation), Course Catalog, Grades, Financial Aid and Student Finance (student accounts)
RangerPortal.regis.edu

Compass

Note keeping, alerts
https://regis.pharos360.com/apps/students.php

Colleague

Not student facing, student information system
https://webui.regis.edu

ImageNow

For official document storage (transcripts from other institutions for transfer credits, application, grad apps)
ruimaging.regis.edu

Calendly

A free, easy appointment making app that connects with an outlook calendar, it is not sponsored by Regis but can use a Microsoft log-in
www.calendly.com

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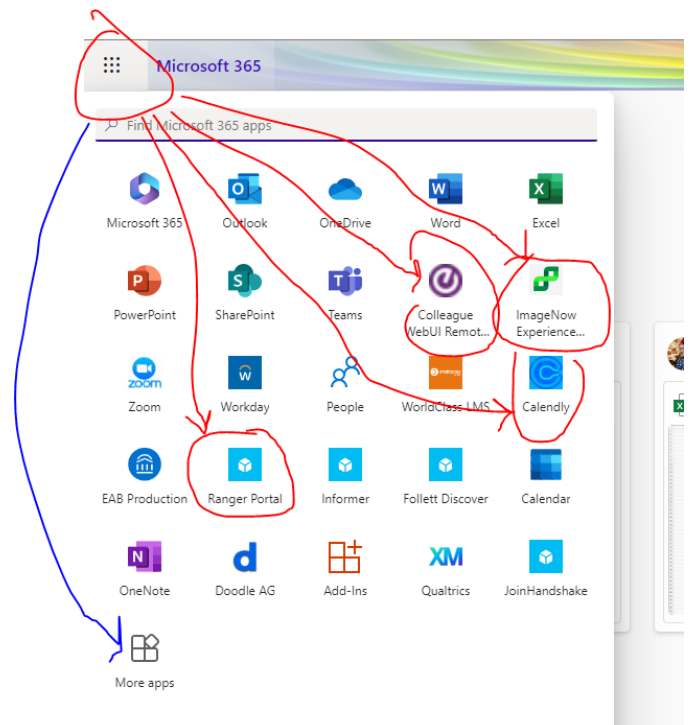
RangerPortal in DETAIL

Review with all students

Undergraduate & Graduate Students

1. Degree plan

   UNDERGRADUATE STUDENTS
   1. 120 SH, <u>and</u>
   2. All core requirements, <u>and</u>
   3. All major/degree requirements

   GRADUATE STUDENTS
   - Credit hours required <u>and</u>
   - Courses required, <u>and</u>
   - Any electives classes needed

2. Cumulative and Institutional GPA

3. Transfer courses
   - transfer grades are not figured into Regis cumulative GPA

4. Anticipated completion date
   - date when degree plan will expire
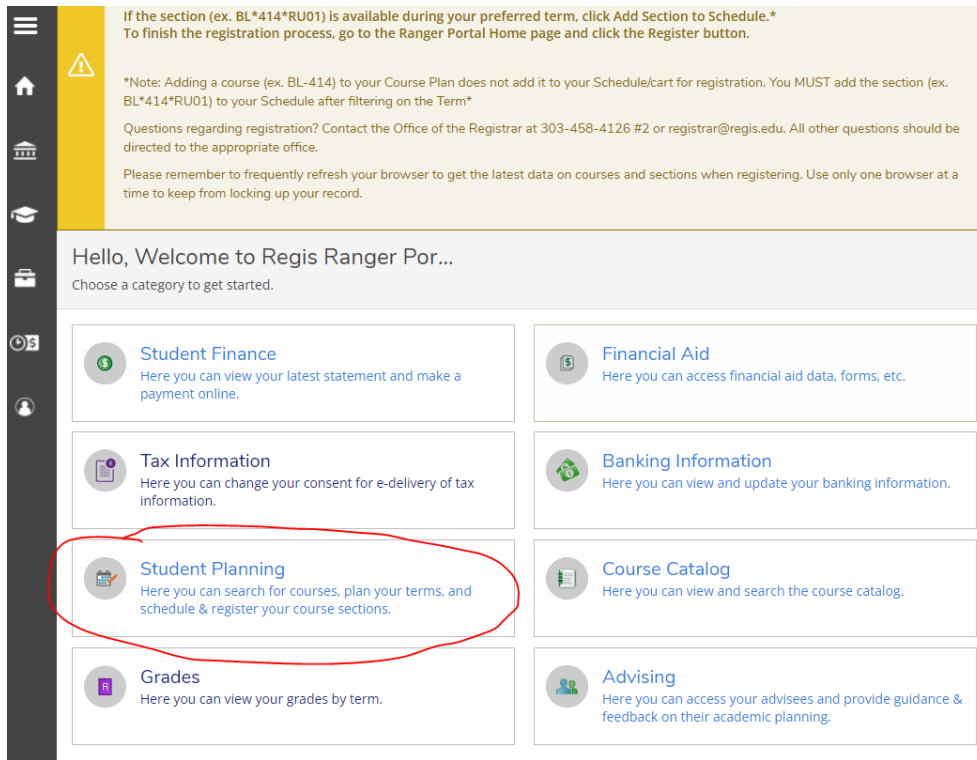
5. Undergraduate students only
   - General Electives – credits that are not required in the core or major, but are needed to meet the 120 SH requirement to graduate, these may also be used to earn a minor or second major

   - Transfer course options – including community college, other 4-year institutions, testing and other sources (Sophia, StraighterLine, Study.com, CLEP/DANTES)

     - ✓ https://www.regis.edu/admissions/transfer-students/transferring-credit
     - ✓ https://www.regis.edu/admissions/transfer-students/transfer-guides
     - ✓ A limit of 90 SH of transfer credit is allowed

   - Majors, minors, specializations, and certificate options

Advisors are responsible for assisting the student with completing all requirements, not just the major requirements.

Student Advising Guidelines

Student View
RangerPortal.regis.edu

> If the section (ex. BL*414*RU01) is available during your preferred term, click Add Section to Schedule.*
> To finish the registration process, go to the Ranger Portal Home page and click the Register button.
>
> *Note: Adding a course (ex. BL-414) to your Course Plan does not add it to your Schedule/cart for registration. You MUST add the section (ex. BL*414*RU01) to your Schedule after filtering on the Term*
>
> Questions regarding registration? Contact the Office of the Registrar at 303-458-4126 #2 or registrar@regis.edu. All other questions should be directed to the appropriate office.
>
> Please remember to frequently refresh your browser to get the latest data on courses and sections when registering. Use only one browser at a time to keep from locking up your record.

Hello, Welcome to Regis Ranger Por...
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
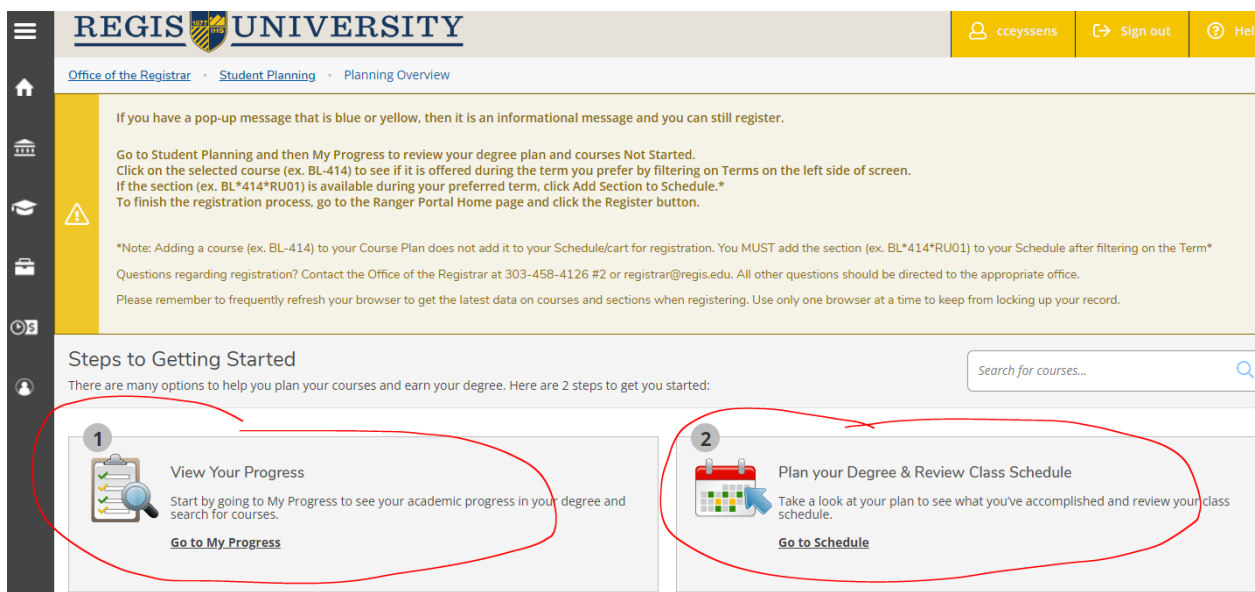Here you can view and update your banking information.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Course Catalog
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

Advising
Here you can access your advisees and provide guidance & feedback on their academic planning.

My Progress = Degree plan with competed credits and required classes needed
Schedule = current scheduled classes, arrow forward and back to current, past and future terms

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Office of the Registrar · Student Planning · Planning Overview

> If you have a pop-up message that is blue or yellow, then it is an informational message and you can still register.
>
> Go to Student Planning and then My Progress to review your degree plan and courses Not Started.
> Click on the selected course (ex. BL-414) to see if it is offered during the term you prefer by filtering on Terms on the left side of screen.
> If the section (ex. BL*414*RU01) is available during your preferred term, click Add Section to Schedule.*
> To finish the registration process, go to the Ranger Portal Home page and click the Register button.
>
> *Note: Adding a course (ex. BL-414) to your Course Plan does not add it to your Schedule/cart for registration. You MUST add the section (ex. BL*414*RU01) to your Schedule after filtering on the Term*
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Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.
Go to My Progress

2 Plan your Degree & Review Class Schedule
Take a look at your plan to see what you've accomplished and review your class schedule.
Go to Schedule

Student Advising Guidelines

Advisor View

RangerPortal.regis.edu

⚠️ If the section (ex. BL*414*RU01) is available during your preferred term, click Add Section to Schedule.*
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Hello, Welcome to Regis Ranger Por...
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💲 **Student Finance** — Here you can view your latest statement and make a payment online.	🏦 **Financial Aid** — Here you can access financial aid data, forms, etc.
📋 **Tax Information** — Here you can change your consent for e-delivery of tax information.	💰 **Banking Information** — Here you can view and update your banking information.
📅 **Student Planning** — Here you can search for courses, plan your terms, and schedule & register your course sections.	📒 **Course Catalog** — Here you can view and search the course catalog.
🅰️ **Grades** — Here you can view your grades by term.	👥 **Advising** — Here you can access your advisees and provide guidance & feedback on their academic planning.

Which student do you want to work with?
Find a student by searching or selecting below.

○ Student
○ Advisor

[Type a name or ID...] 🔍   ✉️ Email All My Advisees   ↗ Export ⌄

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	Advisee Preferred Email	
👤	▓▓▓▓▓		👥	▓▓▓▓▓	Undeclared	Colleen Pero Ceyssens	▓▓▓▓@regis.edu	View Details
👤	▓▓▓▓▓		👥	▓▓▓▓	MS in Accounting Undergraduate Cross Level Registration	Colleen Pero Ceyssens	▓▓▓▓@regis.edu	View Details
👤	▓▓▓▓▓		👥	▓▓▓▓	MS in Orgnztn Ldrshp:Ldrshp Mgmt-Prjct Ldrshp & Mgmt	Colleen Pero Ceyssens	▓▓▓▓@regis.edu	View Details

Student Advising Guidelines

Progress = Degree plan with competed credits and required classes needed
Course Plan = current scheduled classes, arrow forward and back through terms

Program(s):
BS in Business Administration (Traditional Program)

Advisor(s):
Colleen Pero Ceyssens

Mr.
Student ID:
✉ @regis.edu

View Full Profile

Notifications ①

Course Plan Progress Course Catalog Notes Test Scores Unofficial Transcript Transfer Summary Grades

< > 2024 Spring Semester

🖨 Print   Planned: 0 Credits Enrolled: 12 Credits

List Calendar

✓	Approval	Course	Credits	Instructor	Time	Location
☐		BA*3400-RU01: Marketing Principles ✓ Completed	3 Credits	Mycah Lynn Harrold	TTh 12:30 PM - 1:45 PM 1/15/2024 - 4/28/2024	Northwest Denver Campus Clarke Hall, 358 Lecture
☐		BA*4100-RU01: Business Finance ✓ Completed	3 Credits	Michael Drury Bodman	MW 9:30 AM - 10:45 AM 1/15/2024 - 4/28/2024	Northwest Denver Campus Main Hall, 139 Lecture
☐		BA*4981-RU02: Business Law ✓ Completed	3 Credits	Mrs. Marisa B. Hudson Arney	MW 11:00 AM - 12:15 PM 1/15/2024 - 4/28/2024	Northwest Denver Campus Main Hall, 135 Lecture

Student Advising Guidelines

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Progress = Degree plan with competed credits and required classes needed

Course Plan	Progress	Course Catalog	Notes	Test Scores	Unofficial Transcript	Transfer Summary	Grades

< > BS in Business Administration (Post-Traditional Program)
(1 of 1 programs)

View a New Program

My Degree Evaluation

Cumulative GPA: —
Institution GPA:
Degree:
Majors:

Catalog:
Anticipated Completion Date:
Alternate Catalog Year:

4.000 (2.000 required)
4.000 (2.000 required)
Bachelor of Science
Business Administration
ACB Undergraduate Degrees
2023
5/6/2030

Select catalog year...

ⓘ Program Completion must be verified by your Academic Advisor.

Progress

Total Credits

22	6

Description

Program Notes
Show Program Notes

Requirements Expand All ⌄

CBE: Undergraduate Core

Complete all of the following items. ⚠ **3 of 11 Completed.** Hide Details

A. College Composition

(3SH) EN 203

Complete all of the following items. ✔ **1 of 1 Completed.** Show Details

B. Advncd Oral/Written

(3SH) EN 325, COM 406, COM 437, COM 455, EN/PL 482, EN 475

Complete all of the following items. ⚠ **0 of 1 Completed.** Hide Details

⚠ **0 of 3 Credits Completed.** Hide Details

Status	Course	Search	Grade
ⓘ Not Started			

A. CBE 6020

(3SH)

Complete all of the following items. ⚠ **0 of 1 Completed. Fully Planned** Hide Details

🕐 Fully Planned ⚠ **0 of 1 Courses Completed.** Hide Details

Status	Course		Search	Grade	Term
✔ Registered	CBE*6020	Leading in a New Era			24F8W1

C. Oral Communication

(3SH) Speech Communication COM 210, COM 211

Complete all of the following items. ⚠ **0 of 1 Completed.** Hide Details

⚠ **0 of 1 Courses Completed.** Hide Details

Status	Course		Search	Grade	Term
ⓘ Not Started	COM-210	Speech Communication			
ⓘ Not Started	COM-211	Tech-Based Public Speaking			
ⓘ Not Started	COM-250	Speaking to Make a Difference			
ⓘ Not Started	COM-250C	Speaking to Make a Difference			

D. Global Awareness

(6SH) Language and Global Awareness

Complete all of the following items. ⚠ **0 of 1 Completed.** Hide Details

⚠ **3 of 6 Credits Completed.** Hide Details

Status	Course		Search	Grade	Term
✔ Transfer Equivalency		Global Societies and Human			12FA

REGIS UNIVERSITY
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Regis University Catalog
https://catalog.regis.edu/

Undergraduate & Graduate Students

Repeat Grade Improvement Option
Students have the option of improving a grade earned in a course at Regis University by repeating the same course at Regis. Only the most recent grade is factored into the cumulative GPA.

Course add/drop dates
https://www.regis.edu/academics/catalogs-and-calendars

Course Withdrawal

A student who wishes to withdraw from a course or courses prior to the published final withdrawal date for the semester can access the on-line Course Withdrawal form on RangerPortal.regis.edu. The official date of withdrawal is the day the form is submitted to the Office of the Registrar.

Course Withdrawal Refund Table
https://www.regis.edu/_documents/registrar/course-withdrawal-refund-table-07152021.pdf

Undergraduate Transfer Credit
A maximum of 90 semester hours may transfer to Regis University.

Graduate Transfer Credit
A maximum of six semester hours may be awarded based on recommendations by the American Council on Education (ACE) National Guide to College Credit for Workforce Training or by the American Council on Education (ACE) Guide for Educational Experiences in the Armed Services. The credit must be recommended for graduate-level credit and must be appropriate for graduate degree requirements.

Credit Load

Undergraduate Status	Full Time	12 or more SH
Undergraduate Status	Part Time	6 – 11 SH
Graduate Status	Full Time	6 or more SH
Graduate Status	Part Time	3 – 5 SH

Transcript Requests
Transcripts of credit are available through the Office of the Registrar. Transcript ordering information is available on the Regis University website at www.regis.edu. Online ordering information is available at www.getmytranscript.org

Major Declaration – Undeclared Students

By the end of a traditional undergraduate's second year, each student must declare a major area. The Major Declaration form is found on RangerPortal.regis.edu

Grade Appeals – Disputed Grades

Students who wish to dispute a grade earned in a course should use the following procedures:
1. The student contacts the instructor of the course to request a review of the issue.
2. If the dispute is not resolved with the instructor, the student submits a written request for review of the final grade to the program director and department chair for the course. The written request must be initiated within 60 days after the last official day of the term in which the course in question was taken. The request must provide rationale indicating why the grade earned is not appropriate, and all relevant documentation must be included (course syllabus, copies of exams, quizzes, papers, presentation materials, etc.). The request must include the student's name, address, e-mail address, course number, instructor name, and the term in which the course was completed.
3. The program director and department chair review all documentation submitted. If needed, the program director or department chair contacts the student and the instructor to arrange a personal interview. The faculty chair approves or disapproves the appeal. If the department chair approves the appeal, a Change of Grade form is completed and submitted to the Office of the Registrar. The department chair informs the student and the instructor in writing of the decision regarding the appeal.
4. If the grade dispute is not satisfactorily resolved, the student may appeal the decision to the Associate Dean of the Anderson College of Business and Computing. This written appeal must be submitted within two calendar weeks of receipt of the decision in step 3 above.

The Associate Dean will review the proceedings and any additional information provided by the student. The decision of the Associate Dean is final.

Academic Standing

Refer to catalog section regarding
- Academic Warning
- Academic Probation
  - Undergraduate student whose cumulative grade point average falls below 2.000 at the end of any given semester is placed on academic probation.
  - Graduate students whose cumulative grade point average falls below 3.000 for 600-level (6000-level) course(s) at the end of any given semester are placed on academic probation.
- Academic Suspension & Academic Dismissal

Dean's List

Traditional Students

For <u>fall</u> and <u>spring</u> semesters, a Dean's List is created for the Anderson College of Business and Computing traditional undergraduate students. A degree-seeking student who carries a <u>semester load of 15 or more graded semester hours</u> and who earns a minimum semester grade point average of <u>3.700</u> is placed on the Dean's List. Students who request the Pass/No Pass grading option are eligible if they earn a grade of Pass in the course and earn a minimum of 15 letter-graded semester hours. Students who earn a No Pass grade or an Incomplete grade are ineligible for the Dean's List.

Post-Traditional Students

For <u>fall</u>, <u>spring</u> and <u>summer</u> semesters, a Dean's List is created for Anderson College of Business and Computing post-traditional undergraduate students. A degree-seeking student who carries a <u>semester load of twelve or more graded semester hours</u> and who earns a minimum semester grade point average of <u>3.700</u> is placed on the Dean's List. A student who is required during the semester to take a Pass/No Pass course--and who also carries nine or more graded hours with a 3.700 semester grade point average--is eligible for inclusion on the Dean's List. Students who are not required during the semester to take a Pass/ No Pass course but request the Pass/No Pass grading option are eligible if they earn a grade of Pass in the course and earn a minimum of twelve letter-graded semester hours. Students who earn a No Pass grade or an Incomplete grade are ineligible for the Dean's List.

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Registration Instructions

Undergraduate & Graduate Students

In RangerPortal.regis.edu
1. Log in as a student
2. Go to Student Planning and then My Progress to review your degree plan and courses not started
3. Click on the search function to go to the course (alternate: enter course directly in Search for courses on the right-hand side if you know your specific course, i.e. HU 366)
4. Use **Filter** for the terms or location on the left side of screen
5. If a course section is available - a blue hyperlink will show up under the course listing: **View Available Section for Course**
6. Detail in to select the section of the course you want
7. Click Add Section to Schedule*
8. **Finish by clicking the blue Register button.**

Note: Adding a course to your Course Plan does not add it to your Schedule/cart for registration. You MUST add the section to your Schedule

Questions regarding registration? Contact the Office of the Registrar at 303-458-4126 #2 or registrar@regis.edu

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Course Registration Hints

- Students should ONLY select "Add Section to Schedule" and then register for a section, rather than "Add Course to Plan"

- Students can "x" out of planned courses to eliminate them from the degree plan
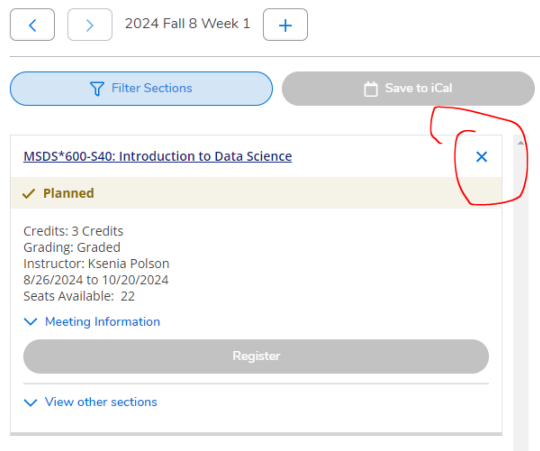
- Students can minus, "—" and remove terms in which they don't have any classes planned to keep their schedule clean

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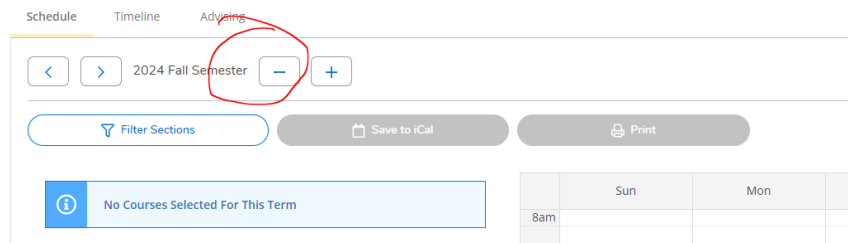
- The View Available Sections option shows up IF at least one filter is chosen (i.e. location=internet, or term=2024 Spring Semester, or even "Open and Waitlisted Sections"). We've learned by trial that selecting the term is important so you don't mistakenly choose a fall class.

NO FILTER = no "View Available Sections"

WITH A FILTER

Student Advising Guidelines

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This student is NOT registered...needs to select specific sections before registering

Plan your Degree and Schedule your courses

Schedule   Timeline   Advising

< > 2024 Summer 8 Week 2   Remove Planned Courses

Filter Sections   Save to iCal   Print   Planned: 6 Credits   Enrolled: 0 Credits   Waitlisted: 0 Credits

CBE-6030: Business Intelligence & Anlytc   ×

No sections available.

LDR-6210: Leading Change & Innovation   ×

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							

This student IS registered

Notifications (0)

Course Plan   Progress   Course Catalog   Notes   Test Scores   Unofficial Transcript   Transfer Summary   Grades

< > 2024 Summer 8 Week 2

Print   Planned: 0 Credits   Enrolled: 3 Credits   Waitlisted: 0 Credits

List   Calendar

✓	Approval	Course	Credits	Instructor	Time	Location
☐		BA*4986-X70: Capstone: Applied Project ✓ Registered	3 Credits	Mr. Patrick R. Cooper	TBD 7/1/2024 - 8/25/2024	Internet TBD Distance Learning

Student Advising Guidelines

COMPASS in DETAIL

https://regis.pharos360.com/apps/students.php

Compass for Note taking and Alerts
Search for student – fastest by student ID

Undergraduate & Graduate Students
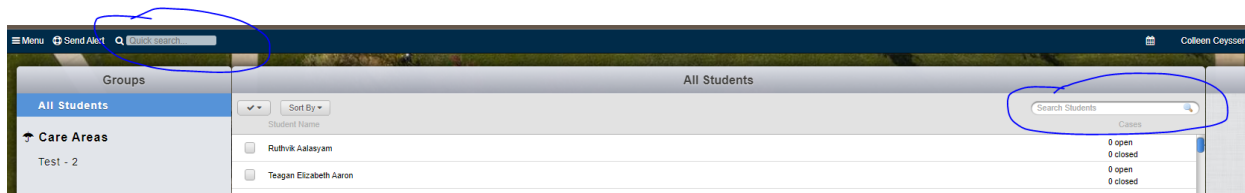
Add note or record contact or send alert
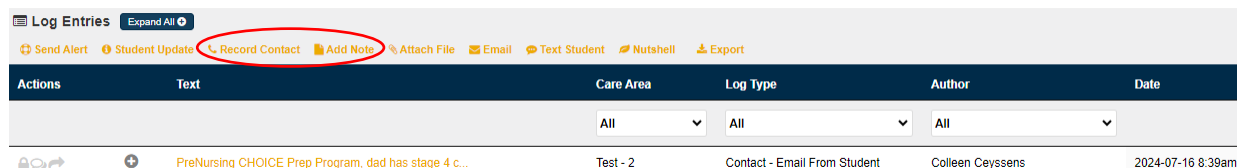
What notes to keep

Anything that would help you or someone else understand more about the student, always keeping in mind that the student could petition to read any notes. Student notes are to assist those who need to see and understand what you, as the advisor, were thinking.

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Colleague in DETAIL

Not student facing, student information system
https://webui.regis.edu

Undergraduate & Graduate Students
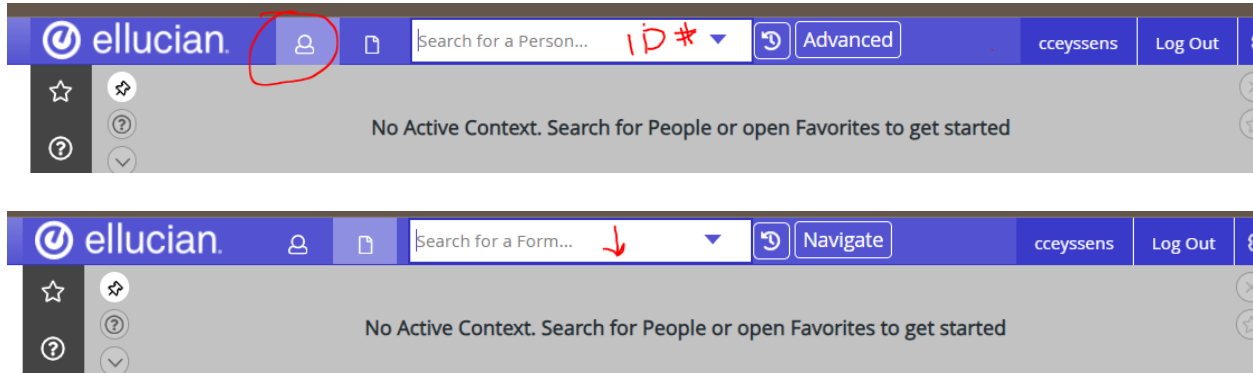
Screen Abbreviations

EVAL – a pdf of a student's **program evaluation**

STAD – to see a student's **advisors**, past and present

STAC – to see a student's **course registration**

XSPD – to see a student's active, inactive and graduated **programs**

PERC – to see a student's holds, if any

> common holds include
> AH = advising hold
> ATH = student athlete
> AT = admissions is awaiting official transcript, refer to admissions
> IA and IE = international student, may have specific course needs
> C1, TP, E1 = direct to Student Accounts
> SU = suspension, must appeal to return to Associate Dean

STAL – to see a student's **academic level**

PSPR – to view a **prospective degree plan**

RGN – to **register** a student

RSTR – to view a class **roster**

VPXP – to view **proxy** permissions

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Degree plan change requests for class subs and waivers
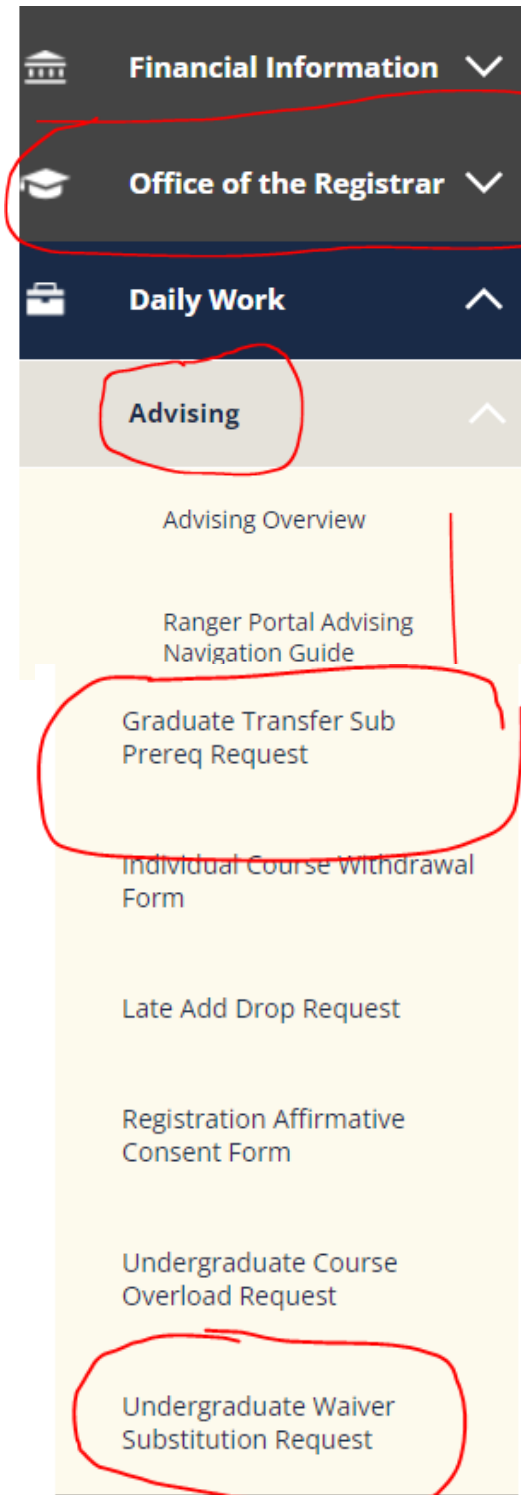
Submit <u>Graduate</u> Transfer Sub Prereq Request *OR* <u>Undergraduate</u> Wavier Substitution Request in RangerPortal.regis.edu under the Advising section.

Check with the appropriate program director before subbing or waiving a course.

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ImageNow in DETAIL

For official document storage (transcripts from other institutions for transfer credits, application, grad apps) ruimaging.regis.edu

Undergraduate & Graduate Students

Enter student ID number

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AND COMPUTING

Welcoming new students

Welcome each new student to your roster of advisees. A sample welcome email is below.

Undergraduate & Graduate Students
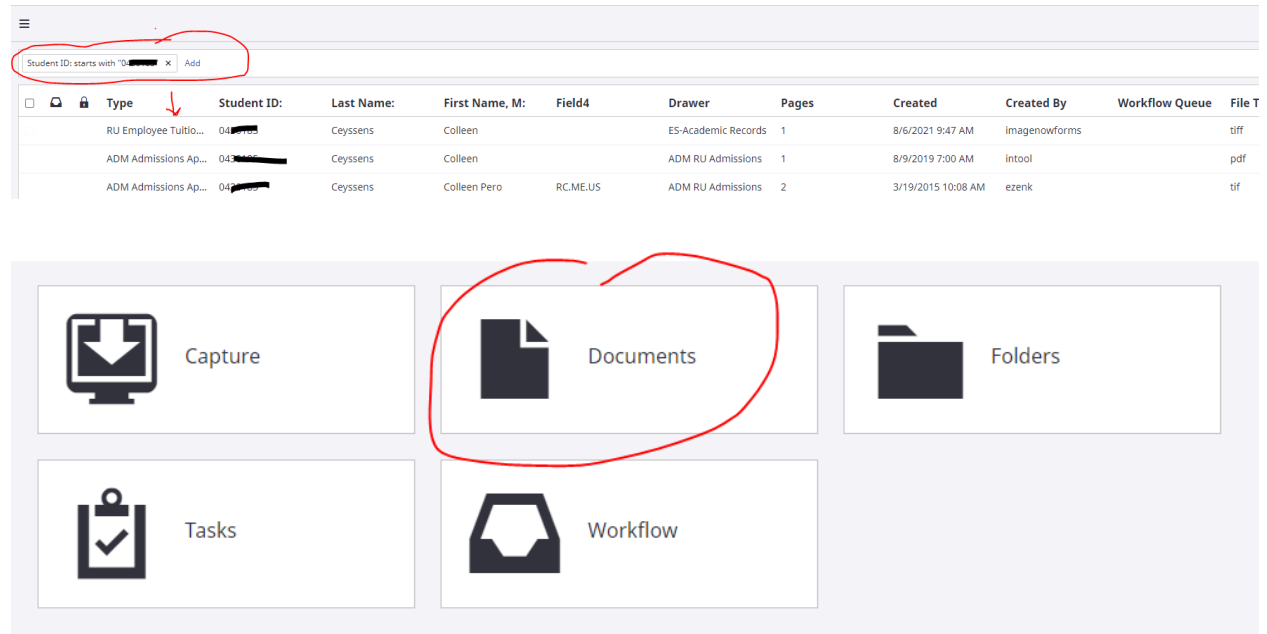
> Welcome Email Sample
> Subject: Your Academic Advisor
>
> *Dear (insert name),*
> *Congratulations, and welcome to the Anderson College of Business and Computing. I am your Academic Advisor.*
>
> *At Regis, we believe the relationship between you and your advisor is one of the most important you will establish. This relationship is an exceptional opportunity for you to receive personalized guidance throughout your educational experience. We encourage you to schedule your first advising appointment before registering for your second term. We will discuss your Program Evaluation to confirm a mutual understanding of your academic path.*
>
> *Please schedule this appointment through my Calendly link below. This way we will both be ready for our conversation.*
>
> *I look forward to working with you.*

Provide a link to make an appointment. Please keep in mind that many non-traditional and graduate students may be working full time and only have specific times to meet.

Calendly

www.calendly.com is a free and simple way to provide appointment options, it is not supported by Regis but has the ability to sign in through Microsoft, and works with your Outlook calendar. You can set parameters for your meeting times.

> Appointment link Sample
> *I look forward to working with you. Let's set an appointment so we are ready for our conversation. You can choose to meet in person, on Zoom or via the phone*
> ***Appointment***
> *https://calendly.com/cceyssens/advising*

Advising Meeting Checklist

Here is a rough outline of what an advisor can cover while meeting with students:

1. Advisor introduction, who you are, best ways to contact you
2. Student introduction and how to pronounce name
3. If new to Regis, ask about why the student chose Regis, about their choice of major, how many classes they intend on taking per semester, etc.
4. If a current student, ask about how classes are going right now, any successes or challenges
5. Review degree plan "My Progress" on RangerPortal.regis.edu
   - ✓ Have student on their own computer so they get used to navigating
6. Plan and register for upcoming semester and term
7. Talk about an estimated graduation date, if possible
   - ✓ Remind to submit graduation app if within about 2 semesters of graduation
   - ✓ Explain Regis' commencement is 1x per year
8. Talk about resources, if needed
   - ✓ Career Center
   - ✓ Tutoring
   - ✓ Financial Aid
   - ✓ Military & Veterans office
   - ✓ Food Pantry
9. Plan next appointment – when you might meet again
10. Remind to only use Regis.edu email – and check it frequently

11. If traditional undergrad, lift Advising Hold so will be able to register on correct date (how: TBD)

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Graduation process

After grades have been submitted at end of the semester, students' degree audits (program evaluations) need to be evaluated to see if they are **Complete** and able to be processed for graduation.

Advisors send verified COMPLETE degree audits to the registrar for graduation processing after each term.

Contact: Andrea S. Martinez, asmartin@regis.edu (as of 7/16/24)

Graduation posting must be complete 10-12 weeks after the graduation date.
Students have 4 weeks after the university graduation date to finish up all requirements; this might include transfer credit (classes or tests) or incomplete grades. If a student needs to be rolled to the next graduation date please advise them to re-submit another graduation application so that we don't lose track.

Office of the Registrar posts each student's degree or certificate of completion as soon as possible. However, it can take anywhere from 2 to 12 weeks, depending on the individual student's circumstances, such as the term in which requirements are completed or receipt of competency-based credit, or receipt of transfer credits or score reports. An unofficial academic transcript showing the graduation information is automatically sent to each student.

Reasons why a student may not have been processed:
- Student needs sub/waivers, refer to sub/waiver section in this document
- Students GPA has not met the requirement or exact GPA will need to be adjusted in EXOV (see next page for example)
- Student has not completed degree requirements within their anticipated date range and they need to be rolled to the next term
- Restrictions on the students account, refer the student to the office of student accounts to resolve.

Undergraduate & Graduate Students

Diplomas

Diplomas and unofficial transcripts are mailed to the student.

Graduation Honors

Undergraduate students who have earned 120 or more credit hours and who have completed all requirements for graduation are eligible for graduation honors.

Undergraduate program students who have completed 60 regular graded semester hours of Regis University coursework are awarded graduation honors according to the following cumulative grade point average standards:

Honor	GPA
Summa Cum Laude	3.900 - 4.000
Magna Cum Laude	3.700 - 3.899
Cum Laude	3.500 - 3.699

Undergraduate program students who have completed between 30 and 59 regular graded semester hours of Regis University coursework are awarded academic honors according to the following cumulative grade point average standards:

Honor	GPA
Summa Cum Laude	3.950 - 4.000
Magna Cum Laude	3.850 - 3.949
Cum Laude	3.750 - 3.849

Graduate students who have completed masters or doctoral degree requirements with a cumulative grade point average of 3.850 or better for 600-level or 700-level courses are awarded graduate honors.
Graduation honors are reflected on the academic transcript when the degree is posted.

Note: Since graduation honors are based on grade point average, regular graded semester hours and graduation honors are determined only by coursework that earns grade points.

Student Advising Guidelines

Colleague

Screens to check if a student has a question regarding where they are in the process:

XSPR – Student Profile

If a student is still listed as Active – check the EVAL to see their program status

EVAL – evaluation

***BEFORE YOU REGISTER: Please check "Other Courses" a
to ensure your academic evaluation has placed courses
requirements***

Program Status: Complete

	Required	Current..........Earned	Remaining	Additional	Remaining
Institutional Credits:	30.00	33.00	0.00	0.00	0.00
Institutional GPA....:	3.000	4.000	Met		
Combined Credits:	33.00	33.00	0.00	0.00	0.00
Combined GPA....:	3.000	4.000	Met		

(*) Anticipates completion of in-progress and registered courses

Complete – All requirements have been met. The student is ready to be processed for graduation. This is the type of degree audit that is sent to the Office of the Registrar for final processing

----

***BEFORE YOU REGISTER: Please check "Other Courses" at the bottom
to ensure your academic evaluation has placed courses in the correct
requirements***

Program Status: Pending (Anticipated complete)

	Required	Current..........Earned	Remaining	Anticipated(*)........Additional	Remaining
Institutional Credits:	150.00	148.00	2.00	3.00	0.00
Institutional GPA....:	3.000	3.860	Met		
Combined Credits:	222.00	226.35	0.00	3.00	0.00
Combined GPA....:	3.000	3.860	Met		

(*) Anticipates completion of in-progress and registered courses

==

Anticipated Complete – Student is in their final class(es) OR final grades are pending.

```
Catalog.........: 2021                    Advisor: Ramon Walker
Degree Plan Date:
Program.........: BS in Finance (Traditional Program) (CB.BS.
--------------------------------------------------------------

Program Status: In Progress
                           Current..........   Anticipated(*).......
                 Required  Earned  Remaining    Additional  Remaining
Institutional Credits:  30.00  62.00    0.00        15.00      0.00
Institutional GPA....:   2.000  4.000    Met
Combined    Credits:   120.00  77.00   43.00        15.00     28.00
Combined    GPA....:     2.000  4.000    Met

(*) Anticipates completion of in-progress and registered courses
```

In Progress- Student has remining credits to be completed

XAAP – Additional Academic Prog

If there is a diploma mail date – the diploma has been printed and mailed.

If the student has graduated (seen in XSPR) but does not have a mail date, they potentially have a restriction on their account preventing the release of the diploma (see PERC)

REGIS UNIVERSITY
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Regis resources and contacts for common questions

Undergraduate & Graduate Students

Regis Financial Aid office
303-458-4126 option 1 then option 2
https://one.regis.edu/student-affairs-accounts/financial-aid/index
rufinancialaid@regis.edu
RangerPortal.regis.edu
Clarke Hall, 1st floor

Regis Student Accounts office
303-458-4126, option 1 then option 1 again
stuaccts@regis.edu
RangerPortal.regis.edu
Clarke Hall, 3rd floor

Registrar
registrar@regis.edu
Clarke Hall, 2nd floor

Transfer Evaluation Center
tec@regis.edu
Clarke Hall, 2nd floor

Regis Military and Veterans Services
Natalie Stitch, Regis' VA Benefits & Certifying Officer, nstitch@regis.edu, 303-458-4116
Fletcher Brown, Director of Military & Veterans Services, fbrown001@regis.edu, 303-45-4163
https://www.regis.edu/admissions/military-and-veterans/index
Coors Life Directions Center

Center for Career and Professional Development
All students are welcome to engage with the Regis Center for Career and Professional Development online. The CCPD uses the Handshake platform for everything -- including scheduling virtual appointments, resume and cover letter reviews, career counseling, assessment exploration and job searches.
Clarke Hall, 2nd floor
www.joinhandshake.com
303-458-3508, careers@regis.edu

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Tutoring – The Learning Commons

https://www.regis.edu/academics/student-success/learning-commons/index

The Learning Commons (TLC) has tutoring in person and via Zoom for most subjects, including a graduate student for Computer Science. To make an appointment (set up an account first) https://regis.mywconline.com/

Regis also has a partnership with an online tutoring program. There is a link in every Worldclass course page on the top banner under "More" in the upper right corner. Students have 10 free hours of tutoring through the platform. It covers most subjects offered at Regis. To maximize tutoring hours, try TLC first.

Clarke Hall, 2nd floor

Textbooks and Book/Materials Fee

Regis Bookstore
303-458-4150
regisuniversity@bkstr.com
www.RegisStore.com
Follett ACCESS Textbook Program: https://www.regis.edu/life-at-regis/student-resources/bookstore/follett-access-textbook-program
Students can elect to opt out of the program at: https://accessportal.follett.com/0269

ITS Help Center

303-458-4050
https://services.regis.edu/ru
Carroll Hall, lower level

Study Abroad Office

Study abroad is primarily available to Regis students in the Fall or Spring semester of their junior year. Students must achieve a minimum GPA of 3.00 to participate in a Regis-sponsored study abroad program regardless of a third party provider's posted GPA range. Students must also be in good disciplinary and financial standing.

If a traditional undergraduate student wants to study abroad, they will not take RCC 430M, but must register for these 1 SH classes:

Semester before leaving - **RCC 440A Cultures of Self and Others, 1 SH**
While abroad - **RCC 440B, 1 SH**
After semester - **RCC 440C, 1 SH**

Sherri Montagne, Office of Global Education
303.964.5226, smontagn@regis.edu
Loyola Hall

OCICU

Online Course Exchange of Independent Colleges and Universities and Higher Learning Partners.
https://www.courseexchange.org/
Samantha Brown, Director
303.964.5503, sbrown004@regis.edu

WorldClass

Regis' Learning Management system.
The email function on WorldClass is separate from the regular Outlook regis.edu email address.
Students will see new classes show up the Friday before the Monday start of the term.
https://worldclass.regis.edu

This is a self-directed, optional orientation for students
1. Login to https://worldclass.regis.edu
2. Scroll to the bottom of the Homepage; Click **Self-Registration**
3. Click on **WorldClass Orientation Course** (bottom of list)
4. Click **Register**, then **Submit**, then **Finish**
5. Click on **Go to Course Offering** (or maybe "My Courses, View all Courses") **WorldClass Orientation Course**

Equal Opportunity and Title IX Compliance

Regis University does not discriminate on the basis of race, color, national origin, sex, gender, disability, age, religion, veteran status, marital status, pregnancy, parental status, gender identity, sexual orientation, genetic information or any other legally protected status ["protected class"] in any of its policies, programs, admissions or activities and provides equal access to education.
https://www.regis.edu/life-at-regis/student-resources/campus-safety/equal-opportunity-and-title-ix-compliance

titleix@regis.edu
Main Hall 133

Enrollment/Degree Verification Request

The Office of the Registrar processes all official enrollment or degree verification requests. There is no charge for this service. If a loan or insurance agency is requesting verification on a specific form, please complete their form before sending it to the Office of the Registrar for official verification. Please note: Regis cannot process enrollment verification for the current semester until after the add/drop period.
https://www.studentclearinghouse.org/verify/

Change of Name Affidavit

Regis University maintains an educational record for each student who is or has been enrolled at the University. These records are maintained under the name of your application for admission to Regis. Please submit a Change of Name Affidavit if you want to change your name on educational records.

https://www.regis.edu/_documents/registrar/change-of-name-affidavit.pdf

Change of Address

Students update their address information in RangerPortal.regis.edu

Graduation Application: Degree

Students must apply for graduation near the completion of degree program.

https://www.regis.edu/about/offices-services/office-of-registrar/graduation-commencement/index

Graduation Application: Certificate

Students must apply for graduation near the completion of certificate program.

https://www.regis.edu/about/offices-services/office-of-registrar/graduation-commencement/index

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Degree Requirements

Master Degree Requirements

Graduate Students

Graduate student's program of study is determined by the University Catalog degree completion requirements in effect at the date of acceptance.

Graduate students must complete all degree requirements within four years (48 months) from the date of acceptance, or move to the current catalog.

During that four-year period, students are permitted to benefit from any policy changes (e.g., transfer credit policy changes; does not include degree requirements changes) that were implemented since the student's program acceptance.
-Regis University Catalog, 2023-2024, pp 83

Baccalaureate Degree Requirements

In addition to the completion of the Core Studies academic requirements, the following are also required of each undergraduate degree candidate in the Anderson College of Business and Computing:

Undergraduate Students

- The completion of 120 semester hours of academic work in which the candidate has earned a minimum cumulative Regis University grade point average of 2.000.
- Thirty semester hours of the total 120 hours must be at the upper division level.
- A minimum of 30 semester hours completed at Regis University. This does not include credits earned through Prior Learning Assessment (portfolio or credit by exam).
- Of these 30 semester hours [at Regis], 18 semester hours must be at the upper division course level (400/4000 level).
- The completion of a major, consisting of a minimum of 42 semester hours of courses in one subject area. Of the 42 semester hours, a minimum of 18 semester hours must be at the upper division course level (400/4000 level).
- The completion of a minor area is optional. The minor consists of at least 12 upper division (400/4000 level) semester hours in a discipline outside the major that lends support to the development of the major and aids students in reaching their ultimate educational objective.
- A grade of "C-" or higher for credit to be counted in the major or minor areas.
- Students may transfer up to half of the upper division semester hours in the major and half in the minor. Once the student has applied, all remaining upper division (400/4000 level) courses must be completed at Regis University.
- Some courses taken toward a major may also count toward the Core Studies requirements. A single course cannot, however, satisfy two Core Studies requirements.
- Upper division courses required to meet one major or minor cannot be counted toward a major or minor in another discipline except under the following conditions:
- In the event the upper division requirements for a major exceed 18 semester hours, those excess hours may also be applied to another major or minor.
- In the event the upper division requirements for a minor exceed 12 upper division semester hours, those excess hours may also be applied to another major or minor.
- Courses that satisfy lower division prerequisites for more than one major or minor may be applied to more than one major or minor.
- Competence in oral and written communication skills is required. Students should be able to express themselves with clarity, precision and force, which comes only from a disciplined command of words, word usage and grammar.

-Regis University Catalog, 2023-2024, pp 87

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Anderson College Core Curriculum

Regis University's mission is to develop leaders in the service of others. Therefore, the Regis Anderson College Core Curriculum is firmly rooted in the Regis University Core Philosophy Statement. The Core Curriculum is guided by the framework of the Characteristics of the Core Educational Experience: Development of the Whole Person, Academic

Undergraduate Students

Challenge, Liberal Arts Foundation, Integration, Ethical Inquiry and Reflection, Spirituality and Religion, Concern for Justice, Global Awareness and Leadership.
-Regis University Catalog, 2023-2024, pp 88

The Anderson College Core is similar but not the same as the Regis College or RHCHP Core Curriculum.
The most accurate source regarding the Core Curriculum is the current catalog.

"…the core educational experience seeks to provide all undergraduate students with Jesuit liberal arts education. The core educational experience challenges students to reflect on tradition, continuity, and change, and to explore the question "How ought we to live?""

The core educational experience aims to develop the whole person. It seeks not only to enable students to meet the challenges and goals of their personal and professional lives, but also to cultivate their leadership in service to others and in work for the common good.
-Regis University Catalog, 2023-2024, pp 13-14

REGIS UNIVERSITY
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Traditional Undergraduate Student Core Requirements

Undergraduate Students

Also called semester-based daytime programs

Foundational Core

(6 credits)
The First-Year Experience is a two-seminar sequence taken
with the same cohort in the fall and spring of the first year as part of The First Year Experience.

The Distributive Core

(40 to 46 credits) represents a variety of offerings in disciplines that provide the underpinning of a solid liberal arts education.

The Integrative Core

(12 credits):
Students take four upper division interdisciplinary courses:
- RCC 400D Diversity & Culture Tradition (Sophomores) 3 SH
- RCC 410E Global Environmental Awareness (Juniors or Seniors) 3 SH
- RCC 420J Justice and the Common Good (Juniors or Seniors) 3 SH
- RCC 430M Search for Meaning (Juniors or Seniors) 3 SH

Traditional undergraduate students must adhere to the Core Studies requirements published in the Catalog in the year in which they entered their College.

Non-Traditional Undergraduate Student Core Requirements

Also called Post-Traditional/Online only

Non-traditional students' program of study is determined by the University Catalog degree completion requirements in effect at the date of acceptance. Undergraduate students have seven years (84 months) from the date of acceptance to complete degree requirements.

During the seven years, students are permitted to benefit from any changes (e.g., transfer credit policy changes; does not include degree requirement changes) implemented since the date of acceptance into the program.

The Fast Forward Program

Pursuing a Master Degree as an Undergraduate

Undergraduate Students

Anderson College undergraduate students can pursue one of our Anderson College master's degrees while earning their undergraduate degree. Using our Fast Forward program, qualified undergraduates may be allowed to take up to four graduate courses (12 credits) as part of fulfilling their undergraduate degree requirements.

Anderson College undergraduates can apply in their junior or senior year for admittance into any Anderson College graduate program (MS, MBA, MNM). See admission criteria below.

Some Anderson College combined BS to master's programs provide descriptions below that outline specific courses that students can take. Students must work with their faculty advisor to determine the appropriate course work for the combined degree program.

Depending on the undergraduate major, students may be able to use graduate courses in place of courses in their major, or may need to use their general elective credits.

Fast Forward Admission Criteria:
- Undergraduate students apply to the master's program through advisor
- apply during their junior or senior year
- 3.0 GPA (a 3.5 GPA is required for the MBA programs),
- completed 15 credit hours at Regis, and
- 6 credit hours in their degree program.

Undergraduate students are required to talk to the graduate program director or a faculty member about the demands of the graduate program before being admitted.

Students admitted to a graduate program cannot take graduate courses until they complete the foundational/lower-division courses in their major unless they receive permission from the program director or department chair.

Admitted students must complete any prerequisites and admissions requirements before taking graduate-level courses.

Undergraduate students admitted to a master's program can take up to 12 graduate credits if they have available elective credits or the graduate courses may apply toward their major.

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Addenda

Undergraduate Students

Feel free to save and/or print each of the following guides.

Anderson College of Business and Computing
Traditional Undergraduate Core Requirements

46 - 47 SEMESTER HOURS

ORAL AND WRITTEN COMMUNICATION - 9 SH
(3 SH) RCC 200 - Writing Analytically – First-Year Students
(3 SH) RCC 420J - Justice and the Common Good – Junior standing
(3 SH) COM 250, 251, 252- Oral Communication/Speech

ENGAGEMENT WITH LITERATURE AND ARTS - 6 SH
(3 SH) EN 250 - Literature Matters
(3 SH) FAC 2XX - Fine Arts Core Class
　　　　In addition to all FAC courses, and FAA 215, FAA 240, FAA 250, FAA 260, FAA 270, FAA 290, FAA 330

GLOBAL AWARENESS - 6 SH
(3 SH) RCC 410E - Global Environmental Awareness – Junior standing
(3-4 SH) Language and Global Awareness Core Class

Communications = COM 400, COM 412	Humanities = HU 435E-W, HU 421E-W
Criminology = CR 446	Sociology = SO 204, SO 340, SO 472
Economics = EC 3500, EC 4200	Religious Studies = RC 311, RC 458, RC 459
History = HS 240E-W	

QUANTITATIVE LITERACY - 3 SH
(3 SH) MT 270 - Introduction to Statistics *(additional math required in major)*

BEHAVIOR, DIVERSITY & CULTURE - 6 SH
(3 SH) RCC 400D - Diversity and Cultural Tradition – Sophomore standing
(3 SH) Understanding Human Behavior, Diversity and Culture Core Class

AN = Anthropology	EC = Economics	PY = Psychology
CJ = Criminal Justice	ED = Education	SO = Sociology
CR = Criminology	HS - History	SW = Social Work
COM = Communication (excluding	PJ = Peace and Justice	WGS = Women and Gender Studies
COM 210, 211, COM 437)	POL = Political Science	

NATURAL WORLD - 4 SH
(4 SH) Natural Science course (with corresponding lab)

AS = Astronomy	BL = Ecology	BE = Physiology
BL = Biology	ENVS = Environmental Science	PH = Physics
CH = Biochemistry	GE = Geology	
CH = Chemistry	NS = Neuroscience	

PHILOSOPHICAL INQUIRY AND REFLECTION - 6 SH
(3 SH) RCC 430M - The Search for Meaning – Junior standing
(3 SH) PL 270 - Philosophical Explorations

RELIGIOUS TRADITIONS - 6 SH
(3 SH) RT 201 - Religion and the Human Quest　　　　(3 SH) RT 3XX - Religious Studies Elective

① Freshman are required to take a Communication-Intensive Distributive Core course during the spring semester of their freshman year. This includes such courses as EN250C, FAC200C, and RT201C, as well as many others. These courses will fulfill the Anderson core requirements as appropriate (e.g. EN250C will fulfill the requirement for EN250). Note, EC200C will not fulfill an Anderson core requirement. ② No single course may fulfill more than one core requirement. ③ If a History or a Political Science course is used to fulfill a core requirement, then a different History or Political Science course may not be used to fulfill a second core requirement. ④ No more than two of the RCC400-level courses may be counted as credit toward majors or minor

Anderson College of Business and Computing

Non-Traditional (online only) Undergraduate Core Requirements

Oral Communications (3 SH)
COM 210- Speech Communications
COM 211- Technology Based Public Speaking
COM 212 –Skilled Learner (Cornerstone only)

English Composition (3 SH)
EN 203- Intermediate Composition

Advanced Oral/Written (3 SH)
EN 325- Research Writing
COM 406- Communication in a Tech Environ.
COM 437- Persuasion Influence & Motivation
EN/PL 482- Elements of Successful Argument
EN 475- Business Writing

Global Awareness (6 SH)
COM 400- Intercultural Communication
COM 412- Cultural Intelligence
COM 446- Perspectives on Terrorism
EC 400- Comparative Econ. Systems
HS 240J & N-World History offerings
HS 408- Latin America
HS 450- Christianity
HU 400A- World Humanities I
HU 400B- World Humanities II
HU 421- Humanities in Contemporary Culture
HU 421E-W- Humanity offerings
HU 435- Voices of Humanity
RC 409- Justice & Peace
RC 421- Myth, Symbols and Culture
RC 450- Christianity
RC 458- Judaism
RC 459- Islam
SO 201- World Economic Issues
SO 204- Cultural Anthropology

Humanities (3 SH)- Regis requirement
HU 366- Leading Lives That Matter

Literature/Art/Humanities (3 SH)
All EN 300-400 courses
All HU courses
COM courses (exclude: COM 210, 211, 406, 437)
COM 212 –Skilled Learner (Cornerstone only)
RC 421/HU 421E- Myth, Symbols and Culture

Behavior/Diversity (Social Science) (6 SH)
COM courses (exclude: COM 210, 211, 406, 437)
All EC courses
All HS courses
All PY courses
All SO courses
All CR courses

Quantitative Literacy (Mathematics) (3 SH)
MT 201- College Algebra
MT 204- Contemporary Math
MT 205- Contemporary Math for Liberal Studies (not for CC&IS majors)
MT 270- Intro to Statistics
All MT 300-400 courses

Natural World (Science) (3 SH)
(CC&IS and Teacher Education majors cannot use CS/CIS/CIT courses to meet this requirement.)
SCI 205E- Natural Science
  and SCI 206E- Natural Science Lab
SCI 41OE- Science and Environment
  and SCI 411E- Sci and Env Lab
All CIT courses
All CIS courses
All CS courses

Philosophical Inquiry and Reflection (6 SH)
All PL courses

Religious Studies (6 SH)
All RC courses
All RS courses

Anderson College of Business and Computing
Traditional Undergraduate Business Degree Plans

Bachelor of Science in Accounting	Bachelor of Science in Business Administration	Bachelor of Science in Finance	Bachelor of Science in Marketing
Lower Division Courses, 7 classes AC 3200 Principles of Accounting I AC 3210 Principles of Accounting II BA 2900 Introduction to Business BA 3911 Business Communication EC 3200 Principles of Macro EC 3300 Principles of Micro MT 201, MT 250, MT 260, or any 300-400 level MT course	Lower Division Courses, 10 classes AC 3200 Principles of Accounting I AC 3210 Principles of Accounting II BA 2900 Introduction to Business BA 3366 Management Essentials BA 3400 Marketing Principles BA 3911 Business Communication CIS 300 Foundations of Info Systems EC 3200 Principles of Macro EC 3300 Principles of Micro MT 201, MT 250, MT 260, or any 300-400 level MT course	Lower Division Courses, 9 classes AC 3200 Principles of Accounting I AC 3210 Principles of Accounting II BA 2900 Introduction to Business BA 3366 Management Essentials BA 3400 Marketing Principles BA 3911 Business Communication EC 3200 Principles of Macro EC 3300 Principles of Micro MT 201, MT 250, MT 260, or any 300-400 level MT course	Lower Division Courses, 9 classes AC 3200 Principles of Accounting I AC 3210 Principles of Accounting II BA 2900 Introduction to Business BA 3366 Management Essentials BA 3400 Marketing Principles BA 3911 Business Communication EC 3200 Principles of Macro EC 3300 Principles of Micro MT 201, MT 250, MT 260, or any 300-400 level MT course
Upper Division Courses, 10 classes AC 4100 Intermediate Accounting I AC 4110 Intermediate Accounting II AC 4120 Intermediate Accounting III AC 4400 Cost Accounting AC 4500 Income Tax Accounting I AC 4800 Auditing Prin and Procedures BA 4100 Business Finance AC 4910 Accounting Ethics BA 4981 Business Law AC 4985 Senior Capstone	Upper Division Courses, 6 classes BA 4354 Organizational Behavior BA 4658 Project Management or BA 4465 Value Chain Management BA 4100 Business Finance BA 4950 Ethical Decision Making BA 4981 Business Law BA 4985 Business Policy and Strategy	Upper Division Courses, 8 classes BA 4106 Advanced Corporate Finance BA 4120 Fin Anal, Forecasting & Plan BA 4140 Fundamentals of Investments BA 4158 Money and Banking BA 4100 Business Finance BA 4950 Ethical Decision Making BA 4981 Business Law BA 4985 Business Policy and Strategy	Upper Division Courses, 8 classes BA 4410 Consumer Behavior BA 4423 Marketing Research BA 4434 Prof Selling and Sales Mgt BA 4465 Value Chain Management BA 4100 Business Finance BA 4950 Ethical Decision Making BA 4981 Business Law BA 4985 Business Policy and Strategy
Electives, 2 classes from: AC 4310 Acc Information Systems AC 4510 Income Tax Accounting II AC 4600—Gov't & Not-for-Profit Acc AC 4750 Advanced Accounting AC 4830 Forensic and Fraud Audit AC 4850 Advanced Auditing	Specialization, 3 classes from: • General Business (any 3 classes) • Finance • International Business • Management • Marketing • Project Management	Electives, 3 classes from: BA 4149 Bus Cycles and Financial Crises BA 4104 Derivative Securities & Mkts BA 4115 Personal Financial Mgt BA 4124 Corporate Capital Budgeting BA 4132 Enterprise/Financial Risk Mgt BA 4163 International Finance BA 4173 Public Finance and Public Policy	Electives, 3 classes from: BA 4412 Advertising and Promotion BA 4428 International Marketing BA 4429 Strategic Web Design BA 4443 Digital Marketing BA 4483 Values-Centered Marketing AND 3900 SEED Fellowship I AND 3901 SEED Fellowship II BA 4486 Research Practicum in Mkt
19 classes total	19 classes total	20 classes total	20 classes total

Updated 3/21/24 Check latest course catalog for updates.

Anderson College of Business and Computing
Traditional Undergraduate Computer Science Degree Plan
Recommended 4-year Plan

Core 39 SH	Computer Science 51 SH	Math 17 SH	Science 7 SH	General Electives 6-9 SH	TOTAL 120-123 SH

This document is intended as a guide only, consult with Academic Advisor for individual planning.

Freshman Fall

		Spring	
CS 210 Introduction to Programming	3	CS 310 Data Structures	3
MT 360 Calculus I	4	MT 360B Calculus II	4
RCC 200 Writing Analytically core	3	COM 250 Speaking to Make a Difference core	3
RT 201 Religion and the Human Quest core	3	FAC/FAA 2xx Fine Arts core	3
PL 270 Philosophical Exploration core	3	Language and Global Awareness core	3
	16		**16**

Sophomore Fall

		Spring	
CS 336 Web & Database Application	3	CS 338 Mobile & Enterprise Programming	3
CS 324 Algorithms & Complexity	3	CS 390 Principles of Programming Lang	3
MT 320 Intro to Discrete Math ^	3	Human Behavior, Diversity & Culture core	3
RCC 400D Diversity and Cultural Trad core	3	EN 250 Literature Matters core	3
General Elective	3	Natural Science & Laboratory #	4
	15		**16**

Junior Fall

		Spring	
CS 475 Computation Theory	3	CS 440 Computer Org. & Architecture	3
CS Upper Division Elective, 1 of 3 **	3	CS Upper Division Elective, 2 of 3 **	3
MT 415 Linear Algebra	3	MT 472/470A Probability & Statistics	3
RCC 410E Global Environ Awareness core	3	RT 3xx Religious Studies elective core	3
Natural Sciences (optional lab)	3	General Elective	3
	15		**15**

Senior Fall

		Spring	
CS 431 Operating Systems	3	CS 469 Concurrent Systems	3
CS 479 Ethical Leadership in CS	3	CS 473 Artificial Intelligence	3
CS 444 Software Engineering	3	CS 493 Senior Project	3
General Elective	3	CS Upper Division Elective, 3 of 3 **	3
RCC 420J Justice and Common Good core	3	RCC 430M Search for Meaning core	3
	15		**15**

^ Quantitative Literacy core requirement   # Natural Science core requirement
** CS Upper Division Electives = Any CS 400-level course not already required or taken. MS 6xx level courses may be used as upper division electives with approved Combined BS-MS degrees.

Anderson College of Business and Computing
Non-Traditional (online only) Undergraduate Degree Plans

Bachelor of Science in Accounting	Bachelor of Science in Business Administration
Lower Division Courses (7) AC 3200 – Principles of Accounting I AC 3210 – Principles of Accounting II BA 2900 – Introduction to Business BA 3911 – Business and Professional Com EC 3200/EC 3200C – Principles of Macro EC 3300/EC 3300C – Principles of Micro MT 201 College Algebra, MT 250, MT 260, or any 300-400 level MT course	Lower Division Courses (10) AC 3200 – Principles of Accounting I AC 3210 – Principles of Accounting II BA 2900 – Introduction to Business BA 3366 – Management Essentials BA 3400 – Marketing Principles BA 3911 – Business and Professional Com CIS 300 – Foundations of Info Systems EC 3200/EC 3200C – Principles of Macro EC 3300/EC 3300C – Principles of Micro MT 201 College Algebra, MT 250, MT 260, or any 300-400 level MT course

Upper Division Courses (12)
AC 4100 – Intermediate Accounting I
AC 4110 – Intermediate Accounting II
AC 4120 – Intermediate Accounting III
AC 4400 – Cost Accounting
AC 4500 – Income Tax Accounting I
AC 4800 – Auditing Prin and Procedures
 	
BA 4100 – Business Finance
AC 4910 – Accounting Ethics
BA 4981 – Business Law
AC 4985 – Senior Capstone
 	
Two courses (6 SH) from the following:
AC 4310 – Acc Information Systems
AC 4510 – Income Tax Accounting II
AC 4600—Gov't & Not-for-Profit Acc
AC 4750 – Advanced Accounting
AC 4830 – Forensic and Fraud Audit
AC 4850 – Advanced Auditing
	Upper Division Courses (9)
	BA 4354 – Organizational Behavior
	
	BA 4658 – Project Management <u>or</u>
	   BA 4465 – Value Chain Management
	
	BA 4100 – Business Finance
	BA 4950 – Ethical Decision Making in Bus
	BA 4981 – Business Law
	BA 4986 – Senior Capstone
	
	Three courses (9 SH) for a specialization:
	• General Business
	   (any 3 upper division BA courses)
	• Finance
	• Project Management

Updated February 15, 2024 – Check latest course catalog for updates.

Anderson College of Business and Computing
Traditional Undergraduate General Advising Guidelines

Traditional pre-business and pre-computing students prior to Spring 2025 registration

Anderson College Core

RCC classes	all required	RCC 200, RCC 420J, RCC 410E, RCC 400D, and RCC 430M or RCC 440A/B/C
Advanced Oral Written / Speech	3 SH required	
Global Awareness	3 SH required	
EN 250 Literature Matters	3 SH required	or Literature and Arts combined requirement, 6 SH
Fine Arts Core	3 SH required	
MT 270 Intro to Stats	3 SH required	** Business only
MT 320 Intro to Discrete Math	3 SH required	** Computing only
Additional math		** see additional math notes below
MT 250 Quan Skills and Reasoning	3 SH required	** Business only
MT 360A&B Calculus I & II	8 SH required	** Computing only
Behavior, Diversity	3 SH required	
Natural Science + Lab	3 + 1 SH required	** Computing req additional 3 SH Natural Science
PL 270 Philosophical Explorations	3 SH required	
RT 201 Religion and Human Quest	3 SH required	
Religious Studies Elec	3 SH required	

See prospective degree plans in RangerPortal.regis.edu under Student Planning

Undergraduate Traditional Business

Majors offered:
BS in Business Administration (CB.BS.DBA)
BS in Accounting (CB.BS.DAC)
BS in Finance (CB.BS.DFN)
BS in Marketing (CB.BS.DMK)

First courses suggested:
- BA 2900 Intro to Business *(no pre-recs)*
- AC 3200 Principles of Accounting I *(no pre-recs)*
- AC 3210 Principles of Accounting II *(after AC 3200)*
- BA 3911 Business and Professional Comm
    (pre-rec soph status, RCC 200/EN 203, COM 210/250)
- EC 3200 Macroeconomics *(no pre-recs)*
- EC 3300 Microeconomics *(no pre-recs)*
- MT 270 Intro to Stats *(no pre-recs)*
- MT 250 Quan Skills and Reasoning, OR
  MT 201 College Algebra, MT 260 Pre-Calc, OR any 300-400 level MT course (***new for AY 24-25– Accounting and Finance majors do not need MT 360A Calc or MT 330 Business Calc)*

Undergraduate Traditional Computing

Major offered:
BS in Computer Science (CC.BS.DCS)

Undergraduate majors not offered to traditional students: Cybersecurity (CSEC), Computer Information Systems (CIS), Information Technology (IT)

First courses suggested:
- CS 210 Intro to Programming
- CS 310 Data Structures *(after CS 210)*
- MT 360A Calculus I **
- MT 360B Calculus II *(after MT 360A)*
- Natural Science and Lab

Students can declare majors on Rangerportal.regis.edu in the Registrar section →
Change of Academic Intent/Major Declaration Form

Anderson College of Business and Computing

Academic Internship Process for Undergrad and Graduate Students

The process below is for internships that are taken for **academic credit**.
Because the students are registering for an internship course and paying for the course, the process is primarily managed by the student, their faculty advisor and the faculty mentor.

- Undergrad internship Course #'s (for example): CBE 4990 (I) / CBE 4991 (II) / AC 4994 / CS 498E-W / CSEC 493 – Senior Capstone/Internship
- Graduate internship Course #'s (for example): CBE 6990 (I) / CBE 6991 (II) / MSA 6990 / Also any "Independent Study" number.

Step 1 Pre-Approval for Credit	Step 2 Find and Secure Job	Step 3 Register for Credit / Meet Faculty Mentor	Step 4 Do the Internship / Complete Assignments	Step 5 Complete Internship / Submit Final Grade
Student and Faculty Advisor: Discuss internship eligibility (GPA, credits required, degree requirements) and how an internship fits with your graduation plan. Contact the appropriate program director about what the student could learn in their discipline (e.g. management, cybersecurity).	Student: *If you are eligible,* search for an internship on *Handshake* or online job sites. Talk to Career Services about updating your resume and application. Student and Employer: Interview, offer, and accept internship offer. *Internship can be paid or unpaid.* **Note:** Hiring arrangements are an independent agreement between the student and the employer. Regis is providing academic credit and faculty support for the internship as a learning experience.	Student and Faculty Advisor: • Student completes *Internship Application Packet* and submit Forms A, B, and C to your Faculty advisor. • Contact the appropriate *Program Director* to approve the internship for credit. Also, a faculty member is assigned to be the faculty mentor (i.e. faculty of record) for the student. • Faculty advisor completes and submits the *Directed and Extended Study* form in WebAdvisor. Faculty Mentor: Mentoring a student counts toward service and workload is estimated at four hours per internship. • Lecturers and Senior Lecturers will be compensated for mentoring interns. • Nine-month faculty will be compensated for mentoring during the summer.	Faculty Mentor: Provide internship syllabus (template provided) or a written agreement that outlines learning objectives and assignments that will be graded. Student and Employer: Fulfill work obligations for the employer. Student: Submit assignments on time, communicate and meet with faculty mentor as needed.	Student and Employer: Finish internship. Student: Submit final assignments to faculty mentor. Faculty Mentor: Grade assignments, meet with student about what was learned, and submit grade to WebAdvisor.

Please contact David Bauman (dbauman001@regis.edu) with any questions, Final – 9/29/2021

Please direct any questions or comments to:
Colleen Ceyssens
cceyssens@regis.edu

July 26, 2024