



PennState
Behrend

Black School of Business

Undergraduate Advising Handbook Academic Year 2024-2025

Learning by doing. Innovating through collaboration. Advancing knowledge.

Updated 5/15/2024

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For more information and access to forms: sites.psu.edu/behrendbusiness/

Associate Degree

General Education Requirements

The associate degree General Education program consists of 21 credits that are distributed among two General Education components:

- Skills: 6 credits in courses that develop communicative and quantitative skills
- Knowledge Domains: 12 credits in the Natural Sciences, Arts, Humanities and Social and Behavioral Sciences, with an additional 3 credits in any General Education area.

Associate degree students have a 3-credit requirement and may choose either a United States Cultures (US) course or an International Cultures (IL) course, and must complete a 3-credit writing-intensive course (W). The First-Year Seminar is designed to engage students in learning to acquaint them with the resources available at Penn State and orient them to their chosen field of study.

The Associate Degree Requirements for General Education is described in the tables below:

Skills Courses	Credits
Writing/Speaking (GWS)	3 credits
Quantification (GQ)	3 credits
Total	6 credits

Knowledge Domains	Credits
Natural Sciences (GN)	3 credits
Arts (GA)	3 credits
Humanities (GH)	3 credits
Social and Behavioral Sciences (GS)	3 credits (fulfilled by ECON 102)
Total	12 credits

Skill or Knowledge Domains	Credits
Any General Education course can be taken to satisfy these credits	3 credits (fulfilled by ECON 104)

Additional Requirements	Credits
First-Year Seminar	credits vary
United States (US) or International (IL) Cultures	3 credits *
Writing Across the Curriculum	3 credits *

* May be completed by designated courses that also meet other degree or General Education requirements.

The information above is from the [General Education Section of the University Undergraduate Education Handbook](#).

Degree Information

The associate degree major in general business offers an introduction to several aspects of business. In addition, it provides a foundation that allows those students who qualify for admission to baccalaureate degree programs in business to make a smooth transition into four-year business majors offered at Penn State Erie, The Behrend College. The business coursework required by the major introduces students to basics of accounting, economics, management information systems, quantitative business analysis, business law, the social and ethical environment of business, finance, management, marketing, and supply chain management. To complete the major, students have the option of working toward a certificate in Oracle, SAP or Financial Planning. The general education and other requirements of the major provide an opportunity for students to strengthen their skills in oral and written communication and quantitative reasoning which are essential for success in business careers.

Scheduling tips and warnings:

Make sure "W" course is taken as early as possible (options ART 122Y or other W or Y suffix courses or consider asking a business instructor to do an independent study to fulfill "W" requirement). Up to six credits of Inter-domain courses may be used for any Knowledge Domain requirement, but when a course is used to satisfy more than one requirement, the credits from the course can be counted only once.

Baccalaureate Degree FAQs for all Majors

General Education Requirements

All baccalaureate degree programs include a 45-credits General Education component as follows:

Skills Courses	Credits
Writing/Speaking (GHW)	9 credits
Quantification (GQ)	6 credits
Total	15 credits

Knowledge Domains	Credits
Health and Wellness (GHW)	3 credits
Natural Sciences (GN)	6 credits (3 credits may be interdomain)
Arts (GA)	3 credits
Humanities (GH)	3 credits
Social and Behavioral Sciences (GS)	3 credits (fulfilled by ECON 102**)
Interdomain	6 credits
GA/GH/GS/GN/Interdomain	6 credits (3 credits fulfilled with ECON 104**)
Total	30 credits

Additional Requirements	Credits
First-Year Seminar	credits vary
United States Cultures (US)	3 credits *
International Cultures (IL)	3 credits *
Writing Across the Curriculum	3 credits * (fulfilled by MGMT 471W or 475)

* May be completed by designated courses that also meet other degree or General Education requirements.

** Economics majors must choose other GS courses to fulfill this requirement

The following are important points to note in selecting GS/GH/GA courses:

- Note that a (US; IL) course may count for either the (IL) or a (US) category, but not both
- Students may take a single level III language course and use it as their exploratory (GA/GH/GS/GN/Interdomain) general education requirement.
- Students in Business majors should be encouraged to schedule GN courses outside of BIOL, CHEM, MICRO or PHYS areas.

The information above is from the [General Education section of the University Undergraduate Education Handbook](#); more detail and information can be found there.

Foreign Language Requirement

Any baccalaureate student entering as a first-year student must have completed the second level proficiency of a high school foreign language. If admitted to Penn State without completing this admission requirement (indicated by the term "language deficient") and graduated from high school in the year 2001 or later, then the student must complete one foreign language course by the end of their sophomore year. If the student chooses, the course can be transferred from another institution.

ROTC

Students enrolled in ROTC may substitute up to three (3) credits of ROTC for general health and wellness requirement.

Approved Electives

In general, the Black School of Business will NOT approve GHW or prep courses, (ENGL 4, MATH 4, 21 or 22) as electives.

General Education Requirements Effective Summer 2018

General Education Requirements (Summer/Fall 2018): All five sections must be completed to fulfill General Education requirements.

Foundations: Each course in this section must be completed with a grade of C or above.	ENGL 15 <input type="checkbox"/>	ENGL 202D <input type="checkbox"/>	CAS 100 <input type="checkbox"/>	MATH 110 OR MATH 140 <input type="checkbox"/>	SCM 200 OR STAT 200 <input type="checkbox"/>
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Every course taken to fulfill a Knowledge Domain can check multiple boxes (from 1-5) in the four sections below.

Integrative Studies: One of the boxes below must be completed.	Knowledge Domains: The solid-lined boxes must be completed with 3 credits that only fulfill that domain (only a GN, only a GH, etc.). Dotted-line boxes may be fulfilled with an Inter-Domain (N) course. N courses will cross off two dotted-line boxes.	Credits: For every 3-credit Gen Ed course below the dashed line put an X in one of the boxes below. Put one diagonal line in a box for a 1.5 credit course. All boxes below must be crossed out to fulfill this requirement.																				
Inter-domain Courses <div style="border: 1px dashed black; padding: 5px; margin-bottom: 5px;">N course</div> <div style="border: 1px dashed black; padding: 5px; margin-bottom: 5px;">N course</div> Each N course can cross off two dotted boxes to the right.	Move 3 Credits: One dotted-line box may be moved from one column to any another.	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div>																				
Two Linked Courses <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Z course</div> <div style="text-align: center;">+</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Linked Z course</div> Each Z course crosses off one box (solid or dashed) to the right.	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>GN</th> <th>GA</th> <th>GH</th> <th>GS</th> <th>GHW</th> </tr> </thead> <tbody> <tr> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;">ECON 102 <input type="checkbox"/></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> <tr> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;">ECON 104 <input type="checkbox"/></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> <tr> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> </tbody> </table>	GN	GA	GH	GS	GHW	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;">ECON 102 <input type="checkbox"/></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;">ECON 104 <input type="checkbox"/></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; padding: 5px;"> One course must include a US designation and another course must include an IL. </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;">US</div> <div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/></div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;">IL</div> <div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/></div> </div>
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	World Language Credits can substitute for ONE of the dotted boxes above. <ul style="list-style-type: none"> If your major requires a 12th-credit level in a language, an additional course in that language can substitute for any dotted-line box above (counting as 3 credits). If your major does not require a 12th-credit level in a language, completing the 003 course that marks the 12th-credit level can substitute for any dotted-line box above (counting as 3 credits). Students who have demonstrated 12th-level proficiency in one non-English language but take a third language to 12th-credit level proficiency, can substitute that 003 course for any dotted-line box above (counting as 3 credits). <small>The University may make changes in policies, procedures, educational offerings, and requirements at any time. This plan should be used in conjunction with your degree audit (accessible in LionPATH) as either an Academic Requirements or What If report. Please consult with a Penn State academic advisor on a regular basis to develop and refine an academic plan that is appropriate for you.</small>																					

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Inter-domain Courses <div style="border: 1px dashed black; padding: 5px; margin-bottom: 5px;">N course</div> <div style="border: 1px dashed black; padding: 5px; margin-bottom: 5px;">N course</div>	Knowledge Domains: Each domain must be completed with 3 credits that only fulfill that domain (only a GN, only a GH, etc.). The second GN requirement may be fulfilled with any stand-alone GN or Inter-Domain (N) course that includes a GN component.	Credits: For every 3-credit Gen Ed course below the dashed line put an X in one of the boxes below. Put one diagonal line in a box for a 1.5 credit course. All boxes below must be crossed out to fulfill this requirement.															
and EXPLORE! <div style="border: 1px solid black; height: 30px; width: 100%;"></div> Take any one general education course (GA/GH/GN/GS/interdomain) OR 12th credit of non-native 2nd language not otherwise required for major)	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>GN</th> <th>GA</th> <th>GH</th> <th>GS</th> <th>GHW</th> </tr> </thead> <tbody> <tr> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;">ECON 102 <input type="checkbox"/></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> <tr> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;">ECON 104* <input type="checkbox"/></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> </tbody> </table>	GN	GA	GH	GS	GHW	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;">ECON 102 <input type="checkbox"/></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;">ECON 104* <input type="checkbox"/></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div>
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	<p>*NOTE: University requirements include two Exploratory general education courses. ECON 104 fulfills one of those requirements for Black School of Business bachelor of science majors. Econ 104 is REQUIRED but does not fulfill exploratory general education requirement at Smeal.</p>	<div style="border: 1px solid black; padding: 5px;"> One course must include a US designation and another course must include an IL. (some IB courses are IL) </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;">US</div> <div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/></div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;">IL</div> <div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/></div> </div>															

Entrance to Major Process through Spring 2019

Baccalaureate students may enter their major the semester that their last entrance to the major requirement is in progress. The application for entrance to major is completed in LionPATH.

The requirements for entrance into any Penn State Behrend **business major** are that the student must have a 2.00 or higher cumulative grade-point average and successfully completed:

- ACCTG 211
- ECON 102 GS
- ENGL 15 or ENGL 30
- MATH 110 or MATH 140
- SCM 200 or STAT 200

Entrance to Major Process beginning Summer 2019

Baccalaureate students may enter their major the semester that their last entrance to the major requirement is in progress. The application for entrance to major is completed in LionPATH.

The requirements for entrance into any Penn State Behrend **business major** are that the student must have successfully completed the following courses with a C or better grade:

- ACCTG 211
- ECON 102
- ENGL 15 or ENGL 30
- MATH 110 or MATH 140
- SCM 200 or STAT 200

NOTE: Students may NOT graduate at the end of the semester where they are completing an ETM.

Undergraduate Course:	Prerequisite:
ACCTG 211	MATH 21 or 1.5 units of high school algebra
ECON 102	NONE
ECON 104	NONE
FIN 301	ACCTG 211; ECON 102 or 104; ENGL 15 or 30; SCM or STAT 200
MGMT 301	ECON 102 or 104; ENGL 15 or 30; MATH 21 or higher
MIS 204	NONE
MKTG 301	ECON 102 or 104; ENGL 15 or 30; MATH 21 or higher
SCM 301	ACCTG 211; ECON 102; SCM or STAT 200
MGMT 471W	FIN 301; MGMT 301; MKTG 301; SCM 301 & 7 th semester standing
MGMT 475 (IBE majors only)	FIN 301; MGMT 301; MKTG 301; SCM 301; ME 330 or MET 330; MCHT 213 or EMCH 213; EET 101 or EE 211; 7 th semester standing

Math Sequence for Business Majors is either:

Math 21 -> Math 22 -> Math 110
OR
Math 21 -> MATH 41 -> MATH 140

Transfer Credits on LionPATH

Students should email course syllabi to crediteval@psu.edu or mail syllabi to:

Undergraduate Admissions, The Pennsylvania State University, 201 Shields Building, University Park, PA 16802-1294
or fax syllabi to 814-863-7590.

If emailing syllabi, students should:

- Include the name and PSU id number in the subject line
- Indicate the institution where the course work was taken
- Attach each syllabus as a separate pdf or Microsoft Word file
- Attach no more than four syllabi per email
- Do not send syllabi for multiple institutions in the same email
- Please do not submit brief course descriptions instead of syllabi. Course descriptions are only accepted in extenuating circumstances.

Students should submit course syllabi for transfer pending review courses as soon as possible. If syllabi are not submitted, pending review credits will be assigned to general credit (XFRGEN).

It can take up to eight weeks from the time a syllabus is sent to the time the course equivalency is determined. Typically, pending (XFRPEN) courses will be reviewed for either general credit or a direct equivalent.

Students can monitor the transfer credits on LionPATH at lionpath.psu.edu. To view the course, test, and other transfer credit evaluations, navigate to the Academics tab, select Academic Records with the Academics menu, and click View Transfer Credit Report.

Penn State Credit Equivalencies

Course Number:

An incoming course is a direct equivalent to a Penn State course (ex. ENGL 015).

General Education:

An incoming course that fulfills a general education requirement.

- | | |
|--|---|
| • XFRGA – Arts courses | • XFRGQ – General Quantification courses |
| • XFRGH – Humanities courses | • XFRGWS – General Writing/Speaking courses |
| • XFRGHW – Health and Wellness courses | • XFRIL – International Cultures courses |
| • XFRGN – Natural Sciences courses | • XFRUS – United States Cultures courses |
| • XFRGS – Social and Behavioral Sciences courses | |

General Education with Level Equivalent:

An incoming course that fulfills a general education requirement and meets an academic level (XFRGA0, XFRGH1, XFRGN2, XFRGS3, XFRGA4, etc).

Level Course Equivalent:

An incoming course that is not a direct equivalent that has been assigned a level designation (XFR000, XFR100, XFR300, and XFR400).

General Course:

An incoming course that is not a direct equivalent or has not been assigned a level or general education designation (ex. XFRGEN, XFRCNV). Please work with your academic department to determine the usability of credits within your degree program.

Non-Transferable:

An incoming course that cannot be used in any area and does not meet the standard of a Penn State transfer course.

Pending Review:

An incoming course that upon receipt of the course syllabus will be submitted for departmental review and equivalency determination (XFRPEN).

Note: Transfer courses that do not appear in the proper location on the academic requirements report may be moved by request via CSRS.

Transfer credit designations for Multiple Attribute and Inter-Domain Courses

*May appear with extra of U (US Cultures), I (International Cultures) or 0-4 (designating course level)

**May appear with course level designation ex: XFRAU0, XFRAU1, XFRAU2, XFRAU3, XFRAU4

***Will be truncated if approved for a course level designation (0-4)

Knowledge Domain	Arts (A)	Humanities (H)	Natural Sciences (N)	Social and Behav. Sci (S)	Quant (GQ)	Health / Wellness (W)	Writing/Speaking (WS)
GA (Arts)	N/A	XFRAH*	XFRAN*	XFRAS*	XFRAQ*	XFRAW*	XFRAC*
GH (Humanit)	XFRAH*	N/A	XFRHN*	XFRHS*	XFRHQ*	XFRHW*	XFRHC*
GN (Nat Sciences)	XFRA N*	XFRHN*	N/A	XFRNS*	XFRNQ*	XFRNW*	XFRNC*
GS (Soc / Behav Sci)	XFRA S*	XFRHS*	XFRNS*	N/A	XFRSQ*	XFRSW*	XFRSC*
GQ (Quant)	XFRA Q*	XFRHQ*	XFRNQ*	XFRSQ*	N/A	XFRWQ*	XFRQC*
GHW (Health / Wellness)	XFRA W*	XFRHW*	XFRNW*	XFRSW*	XFRWQ*	N/A	XFRWC*
GWS (Write/Speak)	XFRA C*	XFRHC*	XFRNC*	XFRSC*	XFRQC*	XFRWC*	N/A
US (US Cultures)	XFRA U**	XFRHU*	XFRNU*	XFRSU*	XFRQU**	XFRWU**	XFRCU ***
IL (Int'n Cultures)	XFRA L**	XFRHL**	XFRNL**	XFRSL**	XFRQL***	XFRWL**	XFRCL****

CSRS Quick Start – Course Sub workflow

- 1) Log in to CSRS.PSU.EDU
- 2) Upper left, select “New Request”
- 3) Type in the ID number of the student you want to request a course sub
- 4) Information will auto-fill; scroll down to Step 2 and select which program for which you are requesting the substitution
- 5) Step 3 is “somewhat” self-explanatory – choose the category of the course sub most appropriate for what you want to do (NOTE: Generally, use “major,” “minor,” or “general education.”)
- 6) Step 4 should remain at NO.
- 7) Step 5 – type in what requirement you want to fill, for example, “GN, GA, GH, Approved Elective, Business Support” or if a DIRECT SUBSTITUTION, the name of the course, for example, “ACCTG 211, STAT 200, etc” You can only put ONE requirement in this box, it should match the requirement showing on the LionPath Academic Requirements report.
- 8) Step 6 – select the course that you want to fill the requirement you typed into Step 5. Here, you can select several courses to fill the one requirement, for example, select three of the student’s unused courses to fill in Approved Elective requirements. Hit the “ADD” button after each selection and it will create a list of what you have selected to sub in.

NOTE: This is the only step where I’ve encountered issues so far; if the course does not show on the list, you can manually enter it and over-ride. I’m not sure why sometimes a course doesn’t show, but it happens, and they can follow what you are doing in the registrar’s office if you type in the course name, number, description, and credits.
- 9) Step 7 – Normally just type “sub” because you must type in something. If there are extreme or unusual circumstances, further explain, but otherwise, “sub.”
- 10) Skip to Step 10. If this is the only request for this student, just hit “Approve and Forward” but if this is one of several for the same student, you can check the box before you hit “Approve and Forward” and it will create a new screen for you all set up for the same student. It saves a little time.
- 11) If you want to see the email string that follows, you should turn on the option to receive updates regarding the approval process. You’ll be copied when everything goes through. You can find this in Tools / Modify Accounts / Receive Student Digest.

Degree Information

This section contains the following information for each of the baccalaureate degree programs offered by the Black School of Business:

- Program Description
- Academic Plan

Legend for Recommended Academic Plan:

- * Course requires a grade of C or better for the major
- † Course satisfies General Education and degree requirement
- ‡ Course requires a grade of C or better for General Education
- # Course is an Entrance to Major requirement
- GWS, GQ, GN, GA, GH, GHW, and GS are codes used to identify General Education requirements.
- US and IL are codes used to designate courses that satisfy University United States/International Cultures requirements. Students must complete 3 credits in US and 3 credits in IL. If a student takes a 3 credit course that is both US and IL (US; IL), it will only satisfy one or the other requirement. Please refer to an academic requirements report to verify which category was fulfilled and then choose the alternate requirement to complete.
- ^[W] A course that satisfies the University Writing Across the Curriculum requirement

Scheduling Patterns for Courses Not Taught Each Semester:

Some major requirements will be offered only once a year. "F" refers to fall and "S" refers to spring. Consult the Academic Plan regarding scheduling in order to not be out of sequence.

To be certified for graduation, a student must complete the coursework required for the major and in addition to the minimum number of credits required, each student must earn a grade of at least a C in each 300- and 400-level course in the major field and must have earned a minimum 2.0 grade point average.

Accounting

Department Chair:

Dr. Ashutosh Deshmukh

814-898-6438

AVD1@psu.edu

Program Description:

The Accounting major provides an opportunity to pursue a unique program that integrates knowledge and skill in accounting and information management. It helps prepare students for positions in public accounting firms, corporations, and government, where accounting skills are essential. In addition, the accounting major provides the necessary academic training for students interested in administrative responsibilities in the area of accounting.

Scheduling tips and warnings:

- Students must enroll in the Accounting sequence beginning with ACCTG 310 & 371 in the fall at least 4 semesters before their target graduation date
- Watch pre-requisite list:
 - ACCTG 211 is required for all upper-level ACCTG courses.
 - ACCTG 312, 403, 422 and 450 have additional prerequisite requirements
- Degree requirements changed effective for students enrolling at PSU summer '22 and later. Be sure to use the updated requirements.

Business Economics (B.S.)

Disciplinary Lead:

Dr. Kerry Adzima

814-898-6096

KAK38@psu.edu

Department Chair:

Dr. Xin (Jessica) Zhao

814-898-6256

XUZ12@psu.edu

Program Description:

Business Economics is a quantitatively-oriented program of study in applied economics. Leading to a B.S. degree, this major combines in-depth study of economics with a general business background, the latter including courses in accounting, finance, management, management information systems, marketing, and quantitative business analysis. Students may choose upper-division economics courses in business and economic forecasting, econometrics, economic theory, industrial organization, international economics, labor economics, managerial economics, and urban and regional economics. Use of computers as analytical and problem-solving tools is emphasized in the program. The major also includes several non-business supporting areas of study from which students may choose courses.

Scheduling tips and warnings:

- Watch the pre-requisite list. ECON 102 is the pre-requisite for most upper-level ECON courses (ECON 104 is the pre-requisite for ECON 304).
 - ECON 481, 482, & 485 have additional requirements

Data Analytics (B.S.)

Program Chair:

Dr. Diane Parente
814-898-6436
DHP3@psu.edu

Program Description:

Prepare for a career in the private and public sector as a data analyst, decision maker, and communicator. This online data analytics degree prepares students with the math, science, and computer skills needed to perform detailed data analytics, as well as communication fundamentals required to present data to a variety of audiences in written, visual, and spoken formats.

Scheduling Tips and Warnings:

- Refer students to Diane Parente at dhp3@psu.edu or Mike Rutter at mar36@psu.edu.

Economics (B.A.)

Disciplinary Lead:

Dr. Kerry Adzima

814-898-6096

KAK38@psu.edu

Department Chair:

Dr. Xin (Jessica) Zhao

814-898-6256

XUZ12@psu.edu

Program Description:

The Economics major is a program of study with a liberal arts orientation. The broad liberal arts background serves as a foundation for advanced study in the methods and techniques of economic analysis. Use of mainframe and microcomputers as analytical and problem-solving tools is emphasized in the program's upper-division courses. Students may choose upper-division courses in several areas of specialization, including business cycles and forecasting, economic theory, industrial organization, international economics, labor economics, managerial economics, and regional economics.

Scheduling tips and warnings:

- Watch the pre-requisite list. ECON 102 is the pre-requisite for most upper-level ECON courses (ECON 104 is the pre-requisite for ECON 304).
 - ECON 481, 482, & 485 have additional requirements
- Because this is a BA degree, it does not require most of the business classes expected of other majors. They do not need to complete MATH 110, may not use ECON 102 and ECON 104 to fulfill their General Education requirements and must achieve the 12th credit level of a foreign language.
- B.A. KNOWLEDGE DOMAINS (9 credits)
 - Formerly, students were required to complete 3 credits in each of the three domains (Arts, Humanities, Social & Behavioral Sciences). Effective Summer 2005, students are permitted to complete all 9 credits in any one of six domains or a combination thereof, but *courses may not be taken in the area of the student's primary major*. The six domains are Arts (GA), Humanities (GH), Social & Behavioral Sciences (GS), Natural Sciences (GN), Quantification (GQ), and Foreign Language *if* the coursework is in a second foreign language or beyond the 12th credit proficiency of the first foreign language.
 - See the complete list of courses at <https://bulletins.psu.edu/undergraduate/general-education/course-lists/>
- If students are intending to go to the College of Liberal Arts at UP for economics, questions may be referred to:
 - Georgelle Bilak-Crist – GSB141@psu.edu
- [B.A. Degree Requirements: Other Cultures Courses | Penn State \(psu.edu\)](#)

Finance

Department Chair:

Dr. Xin (Jessica) Zhao

814-898-6256

XUZ12@psu.edu

Program Description:

The Finance major is a unique program that provides the student with a firm foundation in the principles of finance and its major areas: financial management, investments, and financial markets. The coursework is designed to lead to professional certification in financial analysis. Students have job opportunities in a variety of positions with mutual funds, brokerage firms, banks, and insurance companies, as well as positions in corporate finance.

The program provides students with the depth and breadth of knowledge necessary to prepare them for Level I of the Chartered Financial Analysts (CFA) Exam. The rigorous curriculum, including courses in finance, accounting, and economics, is based on the CFA Body of Knowledge developed through surveys of professionals involved in the practice of investment management. Students who complete the required course work will be better prepared to take the CFA exam after graduation.

Scheduling tips and warnings:

- Watch the pre-requisite list. FIN 301(The pre-requisites for FIN 301 are ACCTG 211; ECON 102 or 104; ENGL 15 and SCM or STAT 200.) is required for all upper-level FIN courses, in addition to ACCTG 305 and 426. FIN 427, 428, 461, 481 & 491 had additional requirements.
- FIN 430 has the pre-requisite of ACCTG 310.
- If a student is also pursuing a degree in IBE, then ACCTG 340 may substitute for the ECON requirement.
- FIN 495 (internship) may not be use to fulfill an additional 400-level finance course, but it may be used for business supporting or approved electives.
- Students may take ACCTG 371 and 472 in place of ACCTG 305, but they may not receive credit for both ACCTG 305 and ACCTG 371.

Interdisciplinary Business with Engineering Studies

Disciplinary Lead:

Ms. Carol Putman
814-898-7271
CLD112@psu.edu

Program Chair:

Dr. Diane Parente
814-898-6436
DHP3@psu.edu

Program Description:

The Interdisciplinary Business with Engineering Studies (IBE) major provides students with an interdisciplinary program having both business and engineering course content. The major includes a set of core courses in both business and engineering/engineering technology that will enable a graduate to function effectively in a technical business environment. In addition, a student will be able to choose courses from one of a selection of “skill” modules, each designed to enable a student to function in a specific technical-related business area. The modules provide an entry-level set of tools that will help graduates provide immediate value to their employer. Modules include Accounting/Finance, Supply Chain Management, Quality Control & Six Sigma, Technical Sales, and Product Design & Manufacture.

Module List for the Interdisciplinary Business with Engineering Studies

Module 1 – Accounting/Finance (16 credits)

Course	Credits	Title
ACCTG 305	4	Financial Statements and Management Decisions
ACCTG 340	3	Cost Accounting
FIN 451	3	Intermediate Financial Management
Select six (6) credits in ACCTG or FIN at the 400-level		

Module 2 – School Approved (15 credits)

Please see the disciplinary lead to discuss the opportunity for a module in the area of Industrial Engineering, Energy Finance, or many others.

Module 3 – Operations & Supply Chain (15 credits)

Course	Credits	Title
SCM 445	3	Operations Planning & Control
SCM 455	3	Logistics Systems Analysis & Design
SCM 460	3	Purchasing & Material Management
Select two (2) of the following courses:		
ECON 485	3	Econometric Techniques
MKTG 485	3	Business to Business Marketing
MIS 404	3	Introduction to ERP
MIS 336	3	Database Management Systems

Module 4 – Technical Sales (15 credits)

Course	Credits	Title
SCM 465	3	E-Commerce
SCM 460	3	Purchasing & Material Management
MKTG 410	3	Personal Selling
Select two (2) of the following courses:		
MIS 404	3	Introduction to ERP
MKTG 440	3	Services Marketing
MKTG 485	3	Business to Business Marketing
SCM 455	3	Logistics Systems Analysis & Design

Module 5 – Product Design & Manufacture (16 credits)

Course	Credits	Title
IET 101	3	Manufacturing Materials & Process
IET 215	2	Production Design
IET 216	2	Mathematical Methods of Operations Research
EGT 121	3	Applied Solids Modeling
MET 306	3	Computer-Aided Design
QC 450	3	Intro to Quality Control Engineering

- If a student transfers in from Engineering Technology, the following substitutions are permitted: MATH 83 for MATH 140 and MATH 210 for MATH 141
- If a student is a double major, then substitute MGMT 475 for MGMT 471W

Interdisciplinary Science with Business

Program Chair:

Dr. Diane Parente

814-898-6436

DHP3@psu.edu

Program Description:

Science-related companies don't just hire scientists—they need business-minded employees, too, to manage money, monitor supply chains, handle sales, interpret consumer behavior, and manage marketing.

With the B.S. in Interdisciplinary Science and Business (ISB) from Penn State Behrend, you'll be uniquely qualified for positions on the business side of science, technology, and healthcare organizations—prepared with a deep understanding of what the company does along with the know-how to help lead it to future success.

Scheduling Tips and Warnings:

- Refer students to Mike Rutter at mar36@psu.edu or Diane Parente at dhp3@psu.edu.

International Business

Disciplinary Lead:

Dr. Mark Owens
814-898-7015
MFO6@psu.edu

Program Chair:

Dr. Diane Parente
814-898-6436
DHP3@psu.edu

Program Description:

The International Business major is designed to prepare students for the increasingly international nature of business. Compared to other business majors, this one provides greater emphasis on knowledge and skills that are needed to conduct business in an international setting. This includes issues concerned with accomplishing organizational objectives through the coordination of human, material, information and financial resources across national boundaries. In addition to studying the core business courses, students in this major will receive broad exposure to the complexity of international business through required course work in international business, international culture, a foreign language, and a study abroad experience. In addition to preparing students for an international business environment, the major aims to provide them with knowledge of a specific business discipline by requiring the completion of all the requirements for a second business major. As a result, students meet the University requirements for a concurrent major. Graduates of the INT B major should be better prepared to function effectively as employees of small businesses with developing international operations or as members of larger business organizations with extensive global operations.

Management Information Systems

Disciplinary Lead:

Dr. Kathy Noce

814-898-6508

KXN9@psu.edu

Department Chair:

Dr. Ashutosh Deshmukh

814-898-6438

AVD1@psu.edu

Program Description:

The MIS major prepares students for typical IT-related jobs such as programmer/analyst, systems analyst, data analyst, database administrator, team leader, project manager, consultant, and MIS manager. Since the focus of such jobs is on the application of information technology to business problems and opportunities, the MIS curriculum integrates two main areas of study.

In the first area, students take core business courses in order to understand organizational processes and user requirements in analyzing business systems. In the second area, students take core MIS courses in the areas of database management systems, data analysis, and analytics methodologies where the focus is on learning tools, processes, and techniques required for the successful application of information technology to business problems. These core courses are supplemented with a variety of electives and required, and approved internship experience.

Scheduling tips and warnings:

- Watch the pre-requisite list. MIS 204 is required for all upper-level courses
- MIS 405; 406; 407; 430; 435; 440; 445 & 470 have additional requirements
- MIS Major requirements changed effective summer '21. Watch to be sure you are using the correct requirements.

Marketing

Disciplinary Lead:

Dr. Sean Yim
814-898-6431
huy23@psu.edu

Department Chair:

Dr. Ray Venkataraman
814-898-6428
RRV2@psu.edu

Program Description:

The objective of the Marketing major is to provide professional education to students leading to careers in business, government, and non-profit organizations. Typically, graduates are employed in business-to-business marketing, management, sales management, retailing, marketing research, digital marketing, and brand management. The major provides a solid foundation in marketing practice, such as analyzing and understanding the needs and wants of present and potential customers, designing appropriate product offerings, establishing pricing policies, developing communication strategies, devising efficient distribution strategies, researching marketing data for the above functions, and coordinating marketing programs with other functional areas of business.

Scheduling tips and warnings:

- Schedule MKTG 301 in semester 3 or 4
- Schedule SCM 200 or STAT 200 in semester 1, 2, or 3
- Schedule MKTG 342 before MKTG 343, MKTG 441 & MKTG 444. MKTG 342 is the prerequisite for all three. Also, note that all four courses should be scheduled at Behrend.
- Five marketing electives are required; MKTG 301 is the only prerequisite.
- General Education or business electives should be taken if studying abroad.

Project and Supply Chain Management

Department Chair:

Dr. Ray Venkataraman

814-898-6438

RRV2@psu.edu

Program Description:

The Project and Supply Chain Management major concentrates on developing knowledge, skills, and abilities in both project and supply chain management, dynamic and important disciplines in modern corporations. Project management skills include the development of new projects, and coordinating procurement and project delivery systems. Supply chain management emphasizes the integration of manufacturing and service operations, logistics, purchasing, and distribution that enable organizations to develop value-creating supply chain networks. The major provides students with an opportunity to develop the quantitative and people skills necessary to design and operate today's complex management systems. Students learn how to manage critical components in organizational supply chains, and apply business analytic methods for organizing and fully integrating supply chain practices throughout the organization.

Graduates are uniquely well-prepared for careers in some of the highest in-demand professions in the modern business and government environments, managing the supply chain and project initiatives in world-class business firms, public sector organizations, construction, IT organizations, third-party logistics providers, and goods and services distribution operations.

Scheduling tips and warnings:

- Watch the pre-requisite list. MGMT 301 is required for all upper-level MGMT courses and SCM 301 is required for all upper-level SCM courses.
- MGMT 321, 350, 410, 415, 418, & 440 have additional requirements
- Schedule STAT/SCM 200, ACCTG 211 and ECON 102 by semester 3 and SCM 301 in semester 4 or 5
- Complete SCM 445, 455, & 460 by semester 6 to enhance internship opportunities.
- Complete MGMT 410 by semester 7

Academic Minors

<http://behrend.psu.edu/Academics/academic-programs/majors-minors>

Students have the opportunity to pursue a number of minors offered at Penn State Behrend. A complete listing of the available minors can be found in the Penn State Behrend website. The Black School of Business minor programs are:

- Accounting (ACNTG)
- Applied Economics (APECN)
- Finance (FNC)
- Management Information Systems (MISBD)
- Marketing (MRKTG)
- Operation and Supply Chain Management (OPSCM)
- Project and Supply Chain Management (PSCM)
- Technical Sales (TCHSL)

Note: 6 credits of the minor must be above and beyond the prescribed courses of the major.

Certificate Information

<http://behrend.psu.edu/academics/academic-programs/certificate-programs>

Students may pursue a certificate in each of the following areas offered by the Black School of Business:

- Actuarial Mathematics and Statistics (ACSCBC)
- ERP with Oracle (ERPORC)
- ERP with SAP (SAPBC)
- Financial Controllershship (FINCT)
- Financial Planning (FINPLN)
- Financial Risk Management (FINRSK)
- Sports Administration (SPTADM)
- Supply Chain Analytics ()

Internship and Co-Op Education

Our programs offer the opportunity for students to obtain practical experience while in school. Experiences that qualify may also be applied for academic credit. Internships are typically experiences where a student works and goes to school at the same time. For information on internship requirements and policies, please refer to the Black School of Business Internship Guidelines available in the School office located in 281 Burke Center.

Co-operative education is where students alternate semesters between employment and education, and extend the time to graduation, typically requiring five years to complete.

Student How To...

[Run a What-if Report for PMAJ \(Pre-major\) and Exploratory students](#)

1. Log into LionPath and click on "My Information" in the upper-right search bar.
2. Then scroll to the bottom right of the screen and click on the academics box.
3. In the menu, choose "Planning and Degree Progress". The drop-down menu will include items like academic requirements, update academics, and "what-if report", which will show you how the courses that you have successfully completed map with a particular plan or major.
4. Click the green "Create a new report" button.
5. Career Scenario: Your career should default to Undergraduate and your appropriate requirement term based on your admission date.
6. Program Scenario: Your academic program would be for Behrend College and the plan (major/minor/certificate) would be for Accounting (ACNTG_BS). Sub plans are only required for MISBC_BS majors.
7. Click the green "Submit Request" button.
8. It may take a minute or two to process, the report that appears will be scrollable. For ease of reading, click on the green "view report as pdf" for a printable document.
9. All completed requirements will appear in black (not satisfied requirements will appear in red). The bottom of the report will recap all courses not used to satisfy degree requirements as well as a course history.
10. If you have any issues, please contact Ms. Alice Puzarowski (814-898-6200) in the Black School of Business office, 281 Burke Center.

[Run an Academic Requirement for BA and BS \(in major\) students](#)

1. Log into LionPath and click on "My Information" in the upper-right search bar.
2. Then scroll to the bottom right of the screen and click on the academics box.
3. In the menu, choose "Planning and Degree Progress". The drop-down menu will include items like update academics, what if report and "academic requirements ", which will show your academic progress in completing your plan or major.
4. Your plan or major will automatically populate and each section of your plan requirements will be displayed. If boxes are collapsed then the requirement is met. If the box is open, the requirements will be shown as completed, in progress or not satisfied. For ease of reading, click on the green "view report as pdf" for a printable document. The bottom of the report will have a recap of all courses not used to satisfy the degree requirements as well as a course history.
5. If any course is not appearing in the correct section or needs to be moved to another section in order to more appropriately fulfill a requirement, please see your advisor to request course substitution for the requirement.

**Documents and Forms are located on our sites page at
sites.psu.edu/behrendbusiness**

- Suggested Academic Plans
- Transferring a Course
- Grade Forgiveness
- Third Attempt Form
- Registration Guide
- Adding a Class
- Dropping a Class
- Declaring a Major, Minor or Certificate
- LionPATH Help Links
- Honors Option
- Internship Forms

Information for Smeal College of Business students

The Black School of Business has dedicated faculty members, whose sole advising responsibility is to the Smeal bound students – **if your student is interested in transferring to Smeal, please send the student to the School office, Burke 281, to be reassigned to the BA pre-major advisors or to the Academic and Career Planning Center, Reed 125, to speak the Business Administration liaison.**

Advising Checklist for BA students going to Smeal (2+2 transfer to UP)

Check each item off as it is discussed or completed

_____ At your first meeting, establish that student is planning on (or at least thinking about) going to UP before going through the rest of this.

_____ Make sure student's college of enrollment is either BA or DUS (not BCBUS).

_____ Overall GPA for students entering SU23/FA23/SP24 are as follows:

ACCTG and MIS = 3.0

MKTG = 3.25

FIN = 3.5

All Other Smeal Majors = 3.2

_____ Review Entrance to Major (ETM) class requirements. These must be completed before the student leaves Behrend and must have a "C" or better in each.

_____ ENGL 015

_____ MATH 110

_____ ECON 102

_____ SCM/STAT 200 (pre-req MATH 21 or higher)

_____ ACCTG 211* (pre-req MATH 21 or higher)

_____ MGMT 301* (pre-req ENGL 15 and ECON 15)

_____ MKTG 301* (pre-req ENGL 15, ECON 102 or 104, MATH 21 or higher)

_____ FIN 301* (pre-req ENGL 15, ECON 102 or 104, ACCTG 211, SCM/STAT 200)

_____ Additionally, Risk Management Majors with Actuarial Science Option have additional requirements. Students must take the four-course sequence MATH 140 / MATH 141 / MATH 231 / STAT 414. If a student is not prepared to take MATH 140 in the first semester of their freshman year, they can not get through this sequence without taking summer courses. A student in this situation will need additional discussion with someone – start with Exploratory and PreMajor Advising.

*NOTE: These four classes MUST be taken at a PSU campus, and may NOT be transferred in from another university.

_____ Students should not take BA 241/242 or MIS 204 at the Erie Campus.

_____ Students will receive volumes of email messages when it is time for them to declare their major, and schedule for the first semester at Smeal, with videos explaining to them what they need to do. They need to be alert to these, read them all, and not skip over anything. Students will apply for their major and once accepted, must change their campus so that they are able to schedule courses.

Other topics that students may hear about and ask:

_____ Students will apply for admission to Smeal when a minimum of 36 cumulative Penn State credits, but not more than 59 cumulative Penn State credits, are complete. The window is 44-59 credits for student enrolled prior to summer 2019 and 25-59 credits for summer 2019 to spring 2020. This will likely be after their third semester on campus. This does not include AP, IB or credits transferred in from another institution.

_____ Smeal requires attainment of the 12-credit level of a second language. This is not the same as taking a language in high school. Students must complete the "003" level of the language they took in high school (if the student took four years of that language) or must take a new language starting from the 001 level (three levels, 4-credits each, for a total of 12 credits).

This language may be taken before transferring or after. If students are taking the same language they took in high school, sooner is better before what was learned is forgotten.

_____ Students may not carry dual majors for most majors at Smeal (ie, Accounting does permit some concurrent majors).

_____ There are four minors offered at Smeal: International Business, Information Systems Management, Legal Environment of Business, Supply Chain and Information Sciences & Technology.

_____ Tuition is higher at University Park, simply due to the cost of overhead. The difference has historically been 20-40% (partly depending on residency). Students should review the current tuition rates on the psu.edu website.

_____ Students that want to discuss individual circumstances should review the Smeal advising webpage at <http://ugstudents.smeal.psu.edu/academics-advising>, or call Smeal Advising direct at 814-863-1947 or contact Dawn Maguire at DXV110@psu.edu.

_____ When preparing to transfer, first declare your major in LionPATH and then change your campus.

Students intending 2+2 ending at Smeal:

Complete the following “Foundations” courses as soon as possible:

- ☐ ENGL 15 [ETM]
- ☐ MATH 110 (may need to take MATH 21/22 also) [ETM]
- ☐ SCM 200 (may take STAT 200 instead) [ETM]

Take all of the following:

- ☐ PSU 7
- ☐ ECON 102 [ETM]
- ☐ ACCTG 211 [ETM]
- ☐ MKTG 301 [ETM]
- ☐ MGMT 301 [ETM]
- ☐ FIN 301 [ETM]

Fill in schedule with any of the following:

- ☐ ECON 104 (will not count as a GS for Smeal majors, so this is in addition to the 10 general education courses)
- ☐ 9 general education courses to fulfill the requirements in the worksheet above (in addition to ECON 102)
- ☐ CAS 100A or 100B
- ☐ ENGL 202D (can not take until student is in 4th semester status)
- ☐ MIS 250
- ☐ SCM 301
- ☐ Language (required for all Smeal business majors)