2013-2014
Student Handbook

Undergraduate Programs
1046 Pamplin Hall
(540) 231-6602
# Table of Contents

Pamplin College of Business Organizational Chart ............................................................................................................. 1

Pamplin College of Business Overview .................................................................................................................................... 2

Who Are You, Pamplin Class of 2017? ...................................................................................................................................... 4

Academic Advising ........................................................................................................................................................................... 5

Advising Hints ...................................................................................................................................................................................... 8

Support Services and Student Organizations ............................................................................................................................... 10

Attendance Policy and Semester Hour Enrollment ....................................................................................................................... 11

Class Levels and Applying the ‘W’ policy...................................................................................................................................... 12

Free Electives/Minors ......................................................................................................................................................................... 13

Foreign Languages ............................................................................................................................................................................... 13

Hokie Spa and Registration ................................................................................................................................................................. 13

Course Request ..................................................................................................................................................................................... 14

Drop/Add and Grades ........................................................................................................................................................................... 15

Transferring Credits: U.S. Institutions, AP, and IB ......................................................................................................................... 17

Transferring Credits: Cambridge and Institutions Abroad ........................................................................................................... 18

Graduation Requirements ..................................................................................................................................................................... 18

Academic Eligibility ............................................................................................................................................................................... 19

Probation and Suspension Chart......................................................................................................................................................... 21

Pamplin Business Requirements: Freshman and Sophomore Years ............................................................................................. 22

Upper Division Clearance ................................................................................................................................................................. 23

Career Services ...................................................................................................................................................................................... 24

Selecting a Major .................................................................................................................................................................................. 25

Majors ...................................................................................................................................................................................................... 25

Minors .................................................................................................................................................................................................... 30
The Pamplin College of Business generates high quality applied and theoretical research that supports superior teaching and business applications. Graduates of the Pamplin College, applying their analytical and decision making skills, help businesses create solutions, enhancing their competitiveness in the global business environment and improving the lives of their families and society.

Robert T. Sumichrast
Dean Pamplin College of Business

Vision

The Pamplin College, as a center of excellence, is an academic generator of high quality applied and theoretical research that translates into teaching superiority and practitioner applications for all of its audiences.

Statement of Purpose

The Pamplin College of Business will be recognized as Virginia’s best undergraduate business school through outstanding teaching by full-time faculty who are also nationally recognized in theoretical and applied research, and through the placement of its graduates. The Pamplin College will be nationally known for its graduate programs that are held at various locations throughout the Commonwealth, and for serving business and society through the expertise of its faculty, alumni and students. The college will be known for conducting all of its activities in an open and ethical manner.

We Emphasize

- Ethical behavior in all of our activities
- Enhancing the high quality of our undergraduate programs
- Providing a high quality MBA program at locations throughout the Commonwealth
- Raising the research and scholarship reputation of faculty
- Integrating the computer and technology into the academic curriculum
- Developing the leadership skills and ethical values of our students
- Preparing students for global business challenges, including providing opportunities for global experience before graduation
- Enhancing our commitment to diversity
• Heightening our level of service to the business community through the research and expertise of faculty, students, and graduates

• Enhancing the quality of the Ph.D. program

**Anticipated Accomplishments**

The Pamplin College plans on meeting the needs of business and society through its undergraduate programs with a stabilized undergraduate enrollment of 4,000 students. It plans on achieving its already ambitious goals concerning research and scholarship, as well as outreach and international programs. It plans on doubling the size of its graduate enrollment through a partnership with the university that will assure adequate funding for this purpose. Accomplishments will be measured annually and progress reported through the use of a scorecard.

**Diversity as a Core Value**

Virginia Tech and the Pamplin College of Business regard diversity as a source of strength and pride. Building upon this commitment, the Pamplin College of Business affirms the following principles:

• All students, regardless of their background (race, color, gender, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation) deserve and are promised equal opportunity to an education in the Pamplin College of Business.

• We support an environment for all students, faculty, and staff that is free from hostility and intolerance.

• We pursue a supportive and diverse community that respects each individual and allows ideas and opinions to be openly discussed.

The Pamplin College of Business is committed to the goal of developing its students, faculty, and staff in a manner that inspires them to successful participation and effective leadership in a pluralistic society and considers equal opportunity, freedom from hostility and intolerance, and respect for individuals and ideas to be values essential to that goal.

**UNDERGRADUATE PROGRAMS OFFICE MISSION STATEMENT**

To provide quality educational services and support for undergraduate policies and procedures to students, prospective students, families, alumni, corporate recruiters, and college departments. To facilitate a smooth transition into the college, through the college, and into post-college careers, for all these constituents.

**SHARED VALUES:**

1. Commitment to continuous improvement on all practices.

2. Prompt and accurate service.

3. Respectful treatment for all individuals with whom we interact, for each other, and for the organization.

4. Specialized programs for diverse populations.

5. Strong university and professional citizenship.

6. Thoughtful and attentive stewardship of responsibilities.
WHO ARE YOU, PAMPLIN CLASS OF 2017?

FRESHMEN

You are one of the Pamplin freshman class of 829 students. The high school grade average in academic subjects for your class is 3.86 and the average SAT is 1196. Among your class, 30% are Virginia Tech legacies. The male-female percent breakdown is 61–39. Many of you are also participating in the Virginia Tech Corps of Cadets or an NCAA sport.

Virginia is home to 67% of you. The remaining 33% are out-of-state students from Arizona, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Illinois, Louisiana, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Vermont, and West Virginia, and the countries of China, Columbia, Costa Rica, Ecuador, Jordan, Mexico, Poland, and Sweden.

Fifty-one percent (44%) of you entered the BUS (undecided) major, 11% ACIS (accounting and information systems), 11% BIT (business information technology), 9% MGT (management), 8% MKTG (marketing), 8% FIN (finance), 5% HTM (hospitality and tourism management), and 4% ECON (economics).

TRANSFER

At the time of printing, we have 177 transfer students coming to Pamplin for the 2013-2014 academic year. The majority of students are joining us from the Virginia Community College System (VCCS). The rest of the transfer students are coming from 4-year institutions in Virginia, as well as various other states and countries. Virginia is home to 94% of you. The male-female percent breakdown is 73-27. Among your class, 33% are Virginia Tech legacies.

“Insanity is doing the same things over and over again and expecting the different results.”
~ Albert Einstein

“Do not go where the path may lead; go instead where there is no path and leave a trail.”
~ Ralph Waldo Emerson

“It is today we must create the world of the future.” ~ Eleanor Roosevelt
ACADEMIC ADVISING

Advising at Virginia Tech is a collaborative process between student and advisor, leading to the exchange of information that encourages the individual student to make responsible academic and career decisions. Students are encouraged to contact their advisors, either in person or via e-mail, at least twice each semester. In addition to the following statements of responsibility for students and advisors, all students should read and complete the "Important Steps for Successful Pamplin Students".

STATEMENT OF STUDENT RESPONSIBILITY

The student shares the responsibility for developing an advising partnership with the advisor. Over time, the partnership results in increased responsibility for students. This is achieved through the student:

♦ Communicating goals, needs, wants and concerns to advisors in a respectful and sincere manner
♦ Keeping abreast of their own academic progress and requirements related to their academic programs
♦ Making, keeping and being prepared for appointments with advisors
♦ Informing the advisor of changes in plans and/or circumstances that might impact academic performance
♦ Knowing departmental procedures regarding changing advisors
♦ Bringing concerns regarding the quality of advising to the attention of the advisor.

STATEMENT OF ADVISOR RESPONSIBILITY

The advisor shares the responsibility for developing an advising partnership with the student. This is achieved through the advisor:

♦ Communicating with the student and delivering individualized and accurate information in a professional and sincere manner;
♦ Being informed of, and providing accurate information about current academic policies and procedures;
♦ Keeping appointments and being available for assistance;
♦ Providing appropriate referrals, contacts and information;
♦ Doing appropriate follow-up with the student; and
♦ Seeking out and taking advantage of opportunities for professional development.

ACADEMIC ADVISING IN PAMPLIN

As freshmen and sophomores, Pamplin students are assigned an advisor in Pamplin Undergraduate Programs Office located in 1046 Pamplin Hall. The advisor's name is available in
August through Hokie Spa (see page 14 for more details on Hokie Spa). Advisors assist students with learning the lower-division course work, university and college policies, procedures and core requirements and how to research career options and select a major which best fits their life goals.

Office hours are weekdays from 8:00 a.m. - 5:00 p.m. Students may drop in for answers to general questions and referrals or to make an appointment with their advisor. The best and most preferred way to schedule an academic advising appointment is to call the Undergraduate Programs Office (540) 231-6602. The receptionist has access to your advisor’s calendar and can check availability, as well as schedule the appointment.

The first semester of the junior year, students are assigned a faculty advisor in their major department. The faculty advisor will assist with major course options, free electives, graduation requirements and career advisement.

On matters of exceptions to university policy, such as requesting an in-major course substitution or an exception to a deadline, students should see their department heads (or if undecided, the Director of Advising). The Associate Dean for Undergraduate Programs will make a decision and the student will be notified via e-mail. Any requests for exceptions based on medical problems should be submitted to Schiffert Health Center, located in McComas Hall. Decisions on medical requests are made by Health Evaluating Committee.

**Communication with Pamplin Students:**

- You will receive emails concerning important deadlines, policies, upcoming events, etc. through businfo@vt.edu. Please do not automatically delete these emails.

- Some emails will come from your advisor’s personal vt.edu email address if they have individual concerns.

- Some emails will come from ADV….@vt.edu email address (which will send information to all advisees). Academic advisors frequently use the advising listserv to send their students e-mail messages with important meeting announcements and reminders of upcoming deadlines.

- Information on careers will be sent to you via email from Stuart Mease, Director of Career Services. He periodically sends out Career Connect newsletters.

- Announcements and notices are posted on the advising bulletin board, located in 1046 Pamplin Hall and the bulletin board across from 1008 Pamplin Hall. Announcements and notices are also posted in the advising section of the Undergraduate Programs’ website at [www.undergrad.pamplin.vt.edu](http://www.undergrad.pamplin.vt.edu).

- You should routinely check our SCHOLAR page, Academic Advising in Pamplin. All important announcements and deadlines will be on this SCHOLAR site, along with other information students find helpful.
Important Steps for Successful Pamplin Students

1. Use the electronic Pathways Planner to create your semester-by-semester plan for graduating on time.

2. Complete the freshman and sophomore business curriculum—checksheet can be found on page 22.

3. Read the e-mails from your advisor and the Director of Career Services.

4. Be sure to keep in contact with your advisor, at least two times a semester either in person or by email. ALWAYS include your full name in communications with your advisor. You must use your vt.edu account, not a gmail or other account to get personal information.

5. Complete Areas 1 through 7 of the University Curriculum for a Liberal Education (CLEs) - see Freshmen/Sophomore Checksheet on page 22.

6. Take all required courses for a letter grade (A-F). Only true electives can be taken P/F, unless the area course is only taught P/F (e.g., FA 2004, an area 6 course).

7. Know the prerequisites before enrolling in any course.

8. Attend Business Horizons annually during September and February.

9. Keep up-to-date with Pamplin College of Business activities, such as the Distinguished Speakers series and registration meetings by reading various sources of information—see Communications with Pamplin Students.

10. Attend Company Days in the Atrium.

11. Decide wisely how to use your free electives—you could earn a minor!

12. Research and select a major in business, which best demonstrates your talents and values. Then become familiar with the major check sheet.

13. Develop a professional resume with the assistance of Career Services (www.career.vt.edu).

14. Complete the lower division coursework by the end of the sophomore year, in order to gain Upper Division Clearance (UDC) - see more details concerning UDC on page 23.

15. You should declare a major by the end of your sophomore year. You must declare a business major no later than 72 credit hours. However, it is preferable to declare by the end of 60 credit hours to be able to course request appropriate major courses.

16. Apply for your degree in the first semester of your junior year.

17. Review an updated DARS report each of your last four semesters.

18. Complete 125 semester hours, including all major required courses.

19. Achieve 2.0 in-major GPA and 2.0 overall GPA in order to graduate.
Advising Hints

Go To Class

New students often hear that in college “you can cut class any time you want.” NOT TRUE! Boredom, lack of sleep, and being unprepared are frequent excuses for cutting classes. Overcoming or avoiding these habits your first year will do much to ensure success throughout your academic career. The faculty’s attendance policy, if any, will be on the syllabus. Refer to the topic covering attendance in this booklet for more details on the attendance policy.

Learn the Campus

A campus tour does not provide the geographic knowledge necessary to get around at a major university. Explore the campus and learn where are the departments and offices are located. Make sure to take the tour of Newman Library in the fall semester. Visit Torgersen Hall, which is where you will pick up student software packages for your computer.

Be Patient with Yourself...There Is Nothing Wrong With Being Confused Initially

Some students become upset when they realize they have not mastered all facets of collegiate life during their first term. Remember college is a way of life. You will be learning to adjust to this new lifestyle every day and it does take time. You will make some mistakes during your collegiate career. Please be assured that you are not doomed. When you realize or even just think you have made a mistake, set out to remove or correct it. If you are struggling in any way, academically or personally, seek help from your advisor. IGNORING the challenge will likely magnify it and create other problems.

Take Care of Yourself

Your health is now in your hands. Be sure to eat well, dress for the weather, and consider seriously the risks of smoking and consuming alcohol. Studies of Virginia Tech freshmen indicate that the more students smoked and drank alcohol, the lower their freshman grades. This correlation was true even when the effects of SAT scores and high school grades were removed.

Get To Know Some Professors

All professors have weekly office hours. Seek out professors after class or during their office hours. Professors can only help you if they know you are having trouble. You can also just introduce yourself to your professor and get to know him or her; this is especially helpful in larger classes. Sitting in the first few rows can be helpful in getting to know your professor, as well as avoiding distractions. It can make classes less daunting if you know your professor. If you make the effort to get to know one professor every semester you are at Virginia Tech, then you will have eight professors to write recommendation letters for jobs or for graduate school. More importantly, the relationship will make you feel more connected to Pamplin and Virginia Tech. You will find members of the faculty are invaluable mentors for your academic and personal life.
Keep Pace with the Prescribed Curriculum

Sometimes freshmen have to drop a course. If possible, do not drop math or ACIS 1504, which are prerequisites for the quantitative methods sequence. The nine lower division business courses require a C– or better and must be completed to move on to the upper division business courses in the junior year. In addition, you must earn at least a combined 2.0 in the nine lower division business courses, which means you cannot earn all C-s in these courses. Complete Areas 1 through 7 of the University Core requirements your freshman and sophomore years. This is easy to do by following the curriculum and consulting your advisor.

Ignore rumors! Use Your Advisor for Advice

Rumors of all types abound on campus. Almost all have an atom of truth, but most have an abundance of fiction. If you hear a statement that could affect your program, check with your advisor. Many people will interpret the rules and policies for you, but confirm them with the person who knows best...your advisor. You may also check on updated policies on the internet. Also, keep in mind that your friend or roommate may be in a different major, where the policies, procedures, and prescribed curriculum may differ.

Know Your Academic Situation

If you have questions or concerns about how you are doing in a class, go to the professor and discuss it. Waiting until after midterms or the last week of the term to find out how you are doing could result in a no-win situation. You should regularly check SCHOLAR (if your professor uses this system and the majority do) for your grades. Not checking your grades is the first sign that there may be an academic issue. There are many resources to help you if you find out there is a problem soon enough. Make sure you check your grades before leaving at the end of each term. Keep yourself informed.

Learn To Communicate in the Classroom

The only dumb questions are the ones not asked. If you do not know and do not understand something, chances are several of your peers do not understand either. Learning to ask questions is a skill you need to develop. You should also make a point to stop by and see your instructors during their office hours, which are times set aside for you.

Study in Groups

Doing homework is important, but what really matters is doing it in a way that helps you understand the material. Students who study on their own and then discuss the work in groups of four to six, understand the material better and feel more engaged in their classes.

Budget Your Time; Taking Courses Is Your Full-Time Job

Learn to balance the important areas of your life. This includes a social life, but you must learn to plan your study time properly. Taking a few minutes each day to make a schedule could save unnecessary anxiety at the end of the semester. Plan to give enough time to write that paper or study for that exam. Pulling an “all nighter” will only lower your concentration level. The frequently heard statement “I work best under pressure” is often an excuse for those who really have no choice. A good rule of thumb to study for an exam is to take the number of chapters +1
to find out how many days you should study (e.g., a 5 chapter test will require 6 days of studying).

**Phone or E-Mail Home Frequently**

Your family can prove to be your best support system. They want to know honestly and truthfully just how you are doing. They may not know how to help other than listening, but that act alone is essential to your well-being. If you want your parents to be able to speak to an advisor, they must know the passcode that you entered on the FERPA form in Hokie Spa, if you chose to do so. You may call the office to get that passcode if you forget what you wrote down.

**Support Services**

Many services are available on a university-wide basis. Advisors will be happy to provide details or help to make an appointment.

The Student Success Center (SSC), located in 110 Femoyer Hall provides free academic support to students enrolled at Virginia Tech. Their programs include: 1.) Learning Assistance Programs to help students who want to improve their academic skills such as time management, test taking, reading comprehension, tutoring, etc.; 2.) Academic Excellence Programs targeting students who are already succeeding academically and simply want to enrich their educational experiences; and 3.) College Transition Programs to help students make a successful transition from high school to college, as well as facilitate academic and social adjustment to Virginia Tech. In addition to these programs, the SSC offers tutoring services, Turning Point, and a seminar series on academic success. For additional information visit SSC’s website at [www.ssc.vt.edu](http://www.ssc.vt.edu).

The Math Emporium is located in University City Mall. There are weekly help sessions with your professor, as well as one-on-one tutoring. There are trained workers in the Empo available for basic help during operating hours. For more complex questions, there is one-on-one tutoring in the help room of the Emporium (Empo) most evenings. In addition, the SSC offers weekly group tutoring sessions. Visit the website at [www.emporium.vt.edu](http://www.emporium.vt.edu).

The Cook Counseling Center, located in McComas Hall, offers individual appointments with counselors as well as workshops on academic stress, exam preparation, memory improvement, study skills, test anxiety, time management and others. To find out more about individual counseling or the various workshops visit their website at [www.ucc.vt.edu](http://www.ucc.vt.edu).

The Writing Center, located in Newman Library’s second floor learning commons, is a free, non-credit writing tutorial service for all students. They do not proofread or correct papers. They will offer one-on-one instruction on writing and how to make improvements. Students may visit the website for more information: [www.composition.english.vt.edu/wc/](http://www.composition.english.vt.edu/wc/).

**Student Organizations**

Virginia Tech has over 700 university-wide organizations, including Pamplin’s four academic honor societies, three coeducational business fraternities and more than 20 other business organizations, many based on majors. Each Pamplin organization sponsors career related programs and provides students with the opportunity to meet fellow majors and other Pam-
plin students. These can be valuable learning experiences, especially for freshmen who are primarily in classes outside the college. A complete list of these organizations is available at the Pamplin Undergraduate website www.undergrad.pamplin.vt.edu. Each organization has a bulletin board in Pamplin Hall listing its officers and upcoming programs. To allow students to find the organizations which best meet their interests and needs, there's a student organization showcase as part of "Hokie Hi" welcome week activities.

**Attendance Policy**

Class meetings are an integral part of most courses and the central component of many. Therefore, both faculty and students are expected to meet at all regularly scheduled times, except for cancellations announced on a university-wide basis by an appropriate authority. To find out if the University is closed or classes are cancelled due to inclement weather, call (540) 231-6668 or check the University website at www.vt.edu.

Faculty are expected to **provide students with a course syllabus on the first day of classes** each semester, including course objectives, topical outlines, expected performance for which grades will be assigned, and the instructor’s attendance policy, if any.

Contact your professor to let them know that you were unable to come to class. It is your responsibility to make arrangements for any work missed as soon as possible. If you visit Schiffert, in cases of prolonged medical absences, students should notify the Dean of Student’s Office, who will contact the student’s academic dean and faculty. Relevant documentation will be required for the Dean of Students to provide a student with an Absence Verification form.

**Semester Hour Enrollment**

Minimum full-time enrollment for undergraduate students is 12 semester hours, excluding audits and finishing incompletes, for the fall and spring semesters and three semester hours per summer session.

Students with a minimum GPA of 3.0 may receive automatic overload approval for up to 21 hours for the fall and spring semesters. Students with less than a 3.0 GPA must obtain approval from the Associate Dean to take an overload (more than 19 hours in a regular semester or 9 hours in a summer session). Students must submit their request in the Undergraduate Programs Office, 1046 Pamplin Hall. The Associate Dean will make a decision and notify the student via e-mail. Students with an overall GPA below 2.00 are not eligible for an overload. Students on academic probation may enroll in no more than 16 hours during a regular semester.

Before dropping courses, students should make sure they are not required to maintain full-time enrollment to continue financial aid, health and car insurance, NCAA eligibility, on-campus residency or scholarships. **Students may not drop all classes for a term using Hokie Spa.** To drop all classes students must complete a withdrawal/resignation form available from the Registrar in 250 Student Services Building (www.registrar.vt.edu), 1046 Pamplin Hall, or at www.undergrad.pamplin.vt.edu.
Class Levels

Many forms which students complete while at Virginia Tech require the student to enter their academic class level—freshman, sophomore, junior, or senior. The following numerical classifications are used at Virginia Tech to indicate the academic class levels. Students are responsible for knowing their academic class level and will be asked for it on many occasions. You can find this information on your unofficial transcript on Hokie Spa. Hours listed are “earned hours” not “attempted hours”.

10 = Freshman (less than 30 hours)
   11 = Honors Program Freshman
20 = Sophomore (30-59 hours)
   21 = Honors Program Sophomore
30 = Junior (60-89 hours)
   31 = Honors Program Junior
   36 = Junior enrolled in five year undergraduate/master program
40 = Senior (90 or more hours)
   41 = Honors Program Senior
   45 = Dual enrolled undergraduate/graduate
   46 = Senior enrolled in five year undergraduate/masters program

Applying the ’W’ Policy (Late Course Withdrawal)

Students may withdrawal from a maximum of six hours (6) beyond the normal six-week drop deadline (see calendar for 2013-2014 drop deadlines) during their academic career at Virginia Tech, subject to the following:

1. Students must formally request to withdrawal from a course and have their advisors' signature. The last time to withdrawal is no later than 5:00 p.m. on the Friday before the last regular day of classes in the semester in which they are enrolled in the course, regardless of their academic performance up to the point of their request.

2. Courses from which students apply the 'W' policy will appear on their transcripts with a ‘W’, rather than a grade and will not figure into the grade.

3. Students' decisions to invoke this policy are irrevocable and not appealable.

4. Withdrawals under this policy may not be employed to reduce or obviate any penalty accruing to students under the University's Honor System.

5. Before applying the ‘W’ policy, students should check any consequences this may have on financial aid, international visas, NCAA regulations, scholarships or other items related to enrollment status.
Free Electives / Minors

Free electives are opportunities for students to choose courses from any department in the university, as long as they meet the requirements specified by an individual department. Electives present unlimited possibilities for tailoring a curriculum to fit interest, educational plans, and career goals. You can use your free electives to concentrate on completing courses for a minor. Most minors require 18 credits. You may choose to minor in Real Estate, Business Diversity, Business Leadership, International Business, or Applied Computing in Business through Pamplin. There are minors in many majors outside of Pamplin—just check with the department of interest. Students may also use free electives to help pursue a double major, select courses that complement their major, continue special interests or talents, or explore new areas.

Free electives are one of the many ways students can demonstrate their initiatives and interests. Speaking to a faculty members, reading about the minors and majors, considering interests and career goals, and meeting with an academic advisor are all helpful in planning how best to use free electives.

Foreign Languages

Students are required to have completed at least two years of a foreign language to satisfy the University requirement. The language requirement may be met using courses from high school. If you plan to complete the requirement with college courses, be aware that the credits cannot count toward your required 125 degree credits. The Foreign Language Requirement is not posted to your Degree Audit Report until late Spring each year.

In this global economy, language skills are becoming more important. While Pamplin does not require students to take foreign languages, the curriculum is designed to give students the opportunity to take foreign languages as free electives. Students may even complete foreign language minors. It is important for students wishing to pursue minors to work with their advisors to utilize their free electives and some of the University Core requirements for the minor.

Hokie Spa

All Virginia Tech students create a PID (personal ID) after they accept their offer of admission. The PID is also their “@vt.edu” e-mail address. The PID gives students access to Hokie Spa (Student Personal Access). Hokie Spa is the gateway into registration and schedules, grades, transcripts, advisor assignment, degree menu, student account, financial aid, housing and dining services, and personal information (such as address and phone numbers).

Registration

Registration at Virginia Tech occurs in multiple phases. First, a course request period of approximately seven days occurs at the midpoint of each semester for subsequent terms, currently in October for spring, and March for fall. Summer is a bit different because the course request is from December to February. This is just a request where you submit your
“ideal” schedule. Once the request period closes, the Registrar will process all of the requests from the university. Second, the Registrar’s Office will provide you with your “actual” schedule about 3-4 weeks after the request period closes. Third, a schedule adjustment period referred to as “Drop/Add” follows the arrival of your schedule. The Drop/Add period begins near the end of each semester. Dates for Drop/Add are listed in the Timetable of Classes calendar.

Course Request

The first step in the course request process for Pamplin freshmen and sophomores is to attend one of the college registration meetings. These meetings are held on a variety of days and times within Pamplin Hall and the residence halls. Specific dates, time and locations are posted at www.undergrad.pamplin.vt.edu and advisors will send e-mail notices to their advisees each semester. At these meetings, topics such as course requirements, policy updates, and event announcements are covered.

Next, students plan their course selections by reviewing their major check sheets or the freshman-sophomore requirements.

Then, using the on-line Timetable of Classes, students select days and times for the courses they plan to take. A section identifier number, referred to as a Course Reference Number (CRN), is used in the Timetable. The first digit of the CRN represents the numeric code for the term: 9 = fall, 1 = spring, 6 = First Summer and 7 = Second Summer. The following items are listed at the top of the Timetable of Classes under “Important Dates and Registration Information.”

- Calendars for current and future semesters
- Exam Schedules
- Free time and Lunch CRNs—students often need to utilize free time to block out hours of each day needed for work or extracurricular responsibilities such as athletics, band practices, and the Corps of Cadets. Students may wish to schedule sufficient time for meals.
- Building Abbreviations

Within the list of classes, students can find the following useful information to assist in scheduling:

- Click on the CRN in the far left column (a new window will open) to view the section comments, such as “must attend the first day of class or be dropped from the roll” and restrictions, such as “ACIS majors only”.
- Click on the course number to view the catalog course description and prerequisites.
- Click on “Exam” (a new window will open) to view the final exam time for the course section.

Finally, students input the CRNs into the course request screen in Hokie Spa. Course request opens at midnight on the first day of request and remains open until 11:59 on the last day of request. There is no priority given to processing requests if entered the first day of course request, nor is there a penalty for entering a request the final day of course request. However, students who wait until the last day of the course request period will likely encounter more difficulty in accessing the system due to the higher volume of activity.
Course Request Results

The date course requests will be available is posted in the *Timetable of Classes*. The computer system will generate schedules for the entire university, not by college or major. Requests are filled from students with special needs to graduate students to undergraduate students. Undergraduate schedules are filled from students with the most amount of credits to those with the least amount of credits. Every attempt is made to honor the students’ specific schedule requests.

Reasons students may not receive a requested course include: Closed Section (Full); Conflict (requested course section is full and all other sections conflict with other courses in schedule); cancelled (section of course has been withdrawn by department); Restrictions (student does not qualify to register for course based on course restrictions); and enrolling in more credit hours than allowed.

Drop/Add

Once class schedules are available, students may make changes to them through “Drop/Add.” Students may not add or drop past the deadlines. (The 2013-2014 deadlines are listed on “Mark Your Calendar”). Drop/Add for the fall semester runs through the end of the spring semester and opens again in early August. For the summer terms, Drop/Add is available from mid-March through the deadlines for adding and dropping courses. For the spring semester, Drop/Add will be available in early December and remain open through the deadlines for adding and dropping spring semester courses.

Holds

A student’s registration record may be placed on hold for a variety of reasons and by a variety of offices. For example, Health Services may place a hold on a student’s record for failure to submit immunization records. Student Accounts, for failure to pay fees; and colleges, for failure to declare a major or progress toward a degree. The hold will prohibit access to course request, Drop/Add, and viewing class schedules. Students may check whether they have a hold in the “Your Student Account” section of Hokie Spa and may view the reason for the hold, as well as whom they should contact to resolve the hold.

Grades

Students may access their semester grades from the transcript section of Hokie Spa the week after final exams. Grades are not mailed, unless the student makes a request to the University Registrar.

Grading System

Grades and Grade Points per Credit Hour:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
</tbody>
</table>
Quality points may be obtained by multiplying Grade Points by the number of course credits. For example, an A– in a 3 credit course would result in 11.1 quality points. \((3.7 \times 3 = 11.1)\).

P = Pass, Applies to Pass/Fail only courses and P/F options.

NR = No Grade Reported, This is used on grade report or transcript when an instructor returned no grade. A grade of NR is calculated in GPA like an "F.”

I = Incomplete, An incomplete is used when a student has obtained permission from the course instructor to delay completion of a course. Hours are shown under “deferred hours” only. The work must be completed by the end of the next term in which the student is enrolled or the grade will convert to “F” and be added into GPA.

W = Withdrew, Student applied Late Course Withdrawal Policy to the course.

RP = Repeated Course, When a student retakes a course where a “C” or higher has been earned, RP will appear on the record. A student may not repeat a course “to improve his or her GPA where a C has been earned.”

AUD = audit, Neither grade nor credits accrue.

X = Continuing course, The student continues to complete requirements. Once completed the grade will be changed from an X to a letter grade. The X grade is most commonly used during field studies with a particular number of hours required to complete the study.

Grade Options

All required courses (college, major and university core requirements) must be taken for an A through F letter grade (A-F). Only “free electives” may be taken on a pass/fail basis (P/F). If you are using your free electives to fulfill a double major or minor, you must take the courses for a letter grade.

The Pass/Fail Grade Option is available to all students who have attempted a minimum of 30 credit hours at Virginia Tech and have a minimum 2.00 overall grade point average (GPA). Under the P/F grading system, a "P" is granted for earning a grade of “D” or better in the course. A grade of “D−” is considered a failing grade under the P/F option.

No more than 10 percent of the total required hours for graduation taken at Virginia tech may be P/F. Student may take no more than two P/F courses per term, excluding courses taught only P/F.

Once credit is received for courses taken P/F, the course CANNOT be repeated under the A-F grade option. If a grade of “F” is received in a P/F course, it is included in the calculation of the GPA. (Note: No more than two pass/fail HNFE/EDPE activity courses, such as aerobics or golf, will count toward degree requirements.)

Students may audit courses other than laboratory and studio courses, if they have permission from their advisors and the instructor. Audited courses will not count toward degree
requirements. *Any course that was audited cannot be taken for a letter grade later.* The last day to add or drop the audit option is the last day to add a course each semester.

**Transferring Credit:**

**Transfer Credit from Another Institution (United States)**

You are required to complete a pre-authorization, “Authorization to Take Courses Elsewhere form,” prior to taking courses at another institution while currently a student at Virginia Tech. [http://www.undergrad.pamplin.vt.edu/advising/forms/authorization.pdf](http://www.undergrad.pamplin.vt.edu/advising/forms/authorization.pdf)

If you are approved to take a course, you must earn at least a C in the course to earn transferable credit. Only the credit transfers, not the grade. You cannot improve your GPA by taking courses away.

You should consult the Transfer Equivalency Database (TED) on the Office of the Registrar's website [http://www.tranguide.registrar.vt.edu](http://www.tranguide.registrar.vt.edu). This database shows courses that have been accepted in the past; however, this is not a guarantee of acceptance. TED is only a guide. The authorization form and a syllabus are necessary to review the course for acceptance.

A student may take no more than 62 credits from Virginia Community College System schools or any other community college system outside of Virginia. There is not a specified amount of credit accepted from 4-year institutions. However, 25% of your degree credits must come from Virginia Tech. In addition, 50% of all business courses must be taken at Virginia Tech to earn a Business degree. Finally, no more than 18 of your last 45 credits may be taken away from Virginia Tech.

**Advanced Placement (AP) Credit**

AP scores are received electronically from the College Board. May exam scores directed to Virginia Tech are received in July. Thereafter, scores are received weekly through August, then every 3-4 weeks. AP credit is viewable on Hokie Spa within three business days of Virginia Tech receiving the scores. If scores were not directed to the Office of the University Registrar at Virginia Tech (school code 5859), you may contact the College Board at (888) 308-0013. A maximum of 38 hours may be awarded. You may check the AP credit guide for equivalencies at [http://www.registrar.vt.edu/registration/transfer/ap-ib-clep-credit.html](http://www.registrar.vt.edu/registration/transfer/ap-ib-clep-credit.html). Make sure you use the guide for the year that you enter Virginia Tech, not when you took the tests or began taking courses at another institution (for transfer students). It is your responsibility to make sure your credits transfer.

**International Baccalaureate (IB) Credit**

IB transcripts are received electronically from IBO. May transcripts are received at the end of July. Thereafter, transcripts are received monthly. IB credit is viewable on Hokie Spa within five business days of Virginia Tech receiving the scores. If scores were not directed to the Office of the University Registrar at Virginia Tech, please refer to the IBO website at [http://www.ibo.org/ibna/graduates/](http://www.ibo.org/ibna/graduates/). Credit is awarded based on earning a certificate or a diploma.

With the **IB Diploma**, credit is awarded for Higher Level (HL) courses based on minimum
Scores shown in the HL Credit Table. Credit for only one Standard Level (SL) course is awarded provided a minimum score of 6 is earned. In addition, credit is awarded for Theory of Knowledge with a grade of C or higher and Extended Essay with a grade of C or higher. A maximum of 38 hours may be awarded.

With the IB Certificate, credit is awarded for Higher Level (HL) courses based on minimum scores shown in the HL Credit Table. No credit is awarded for Standard Level (SL) courses. In addition, no credit is awarded for Theory of Knowledge or Extended Essay. A maximum of 30 hours may be awarded.

You may check the IB credit guide for equivalencies at http://www.registrar.vt.edu/registration/transfer/ap-ib-clep-credit.html. Make sure you use the guide for the year that you enter Virginia Tech, not when you took the tests or began taking courses at another institutions (for transfer students). It is your responsibility to make sure your credits transfer.

University of Cambridge International Examinations

Virginia Tech will award transfer credit for certain Advanced Level examinations based upon receipt of an official Certifying Statement of Results. You may check the IB credit guide for equivalencies at http://www.registrar.vt.edu/registration/transfer/ap-ib-clep-credit.html. Make sure you use the guide for the year that you enter Virginia Tech, not when you took the tests or began taking courses at another institutions (for transfer students). It is your responsibility to make sure your credits transfer.

Transfer Credit from Another Institution (International)

You are required to complete a pre-authorization form if you intend to take classes abroad, “Course Equivalency Evaluation for International Programs form,” prior to taking courses at an international institution while currently a student at Virginia Tech.

http://www.undergrad.pamplin.vt.edu/advising/forms/authstudyabroad.pdf

Please keep in mind that school systems outside of the US use different grading systems. If you are approved to take a course, you must the equivalency of at least a C in the course to earn transferrable credit. Only the credit transfers, not the grade. You cannot improve your GPA by taking courses away.

You will need to provide syllabi for review. This process usually takes up to four weeks. International credit can be difficult to obtain and may require several reviews of various courses before you have a viable set of courses to take away for credit. You should start the process one semester to one year in advance of when you wish to study abroad.

GRADUATION REQUIREMENTS

All majors within Pamplin currently require 125 semester hours, as well as a 2.0 overall GPA and a 2.0 in-major GPA. Requirement check sheets by major are available in the Undergraduate Programs Office (1046 Pamplin), the department offices, and on the Internet. The final check sheets for the Class of 2017 will be available in the spring. Students should
In the first semester of the junior year, students should apply for their degree via Hokie Spa. Within a few days of applying for a degree, students may view their Degree Audit Reports (DARS) on Hokie Spa. The DARS report includes all requirements in categories such as math, social sciences, college core, university core, and major requirements. If students have completed the category, the DARS report will indicate "OK." If not, "NO" or "IP" (in-progress) is printed along with the courses needed to complete that category’s requirements. Updated DARS reports may be requested at any time, however, it is recommended that students request one at least every semester and when majors are changed.

**Academic Eligibility (Probation and Suspension)**

Continued enrollment at Virginia Tech is a privilege that is granted as long as the student is making satisfactory progress toward a degree. The minimum standard for academic good standing is a cumulative grade point average (GPA) of 2.00. Academic probation is imposed when the cumulative GPA is less than 2.00 and performance will be reviewed at the end of each fall and spring semester. Refer to the Probation and Suspension Chart for a detailed view and explanation of the progression of probation to suspension.

A student on probation may take **no more than 16 hours per semester**. Students on probation are required to meet with an advisor prior to beginning a probationary semester to fill out and discuss the probation contract. A probationary student who fails to meet an advisor to complete the contract will have a hold placed on his or her records. Probationary students should reflect upon why they did not achieve academic success, the obstacles they faced, and the steps they will take to overcome these obstacles. Probationary students are expected to meet regularly with their advisor. Probationary students should also plan to take part in Project Success (through the SSC) or College Success Strategies (UNIV 1004), use tutoring services, and possibly use counseling services—see Support Services for more details or consult your advisor.

The following formula assists in calculating the GPA needed for the current term to reach a 2.00 cumulative GPA. This calculation does not include P/F passed, transfer, AP, AS, IB, or CLEP credits.

$$2.0 \left( \frac{\text{Current hours}}{\text{GPA hours}} + \frac{\text{current hours}}{\text{quality credit}} \right) = 2.0 \times \text{(GPA hours + current hours)} - \text{quality credit}$$

This formula can be used to calculate any GPA students wish to reach by replacing the 2.0 with the desired GPA. An on-line GPA calculator is available within the student access section of Hokie Spa.

You will want to build your GPA up as soon as possible. A GPA between 2.0 and 2.3 is in the danger zone! You can easily fall back below a 2.0 GPA with one or two poor grades.

To increase your chance of achieving good academic standing, you should follow these stipulations:

1. Schedule an appointment to see your academic advisor immediately to discuss your situation and turn in your probationary contract. Discuss with your advisor to revise your class schedule by retaking required courses in which you have received a final grade below a C-, as well as taking some courses that will help boost your GPA.
2. Attend all scheduled classes regularly. If you absolutely must miss class, notify the professor and make up any missed work as soon as possible to avoid falling behind.

3. Enroll in no more than 16 credit hours per semester.

4. Avoid being tardy

5. Complete assignments and projects in a timely manner.

6. Seek tutoring assistance and any other academic, career and personal support services that will be helpful in attaining good academic standing. Consult your advisor for assistance on finding the right services for your needs.

7. Participate in one of the Academic Recovery Programs offered by the Student Success Center [http://www.studentsuccess.vt.edu/Academic_Success/academicrecovery.html](http://www.studentsuccess.vt.edu/Academic_Success/academicrecovery.html) to assist you with self-assessment, time management, study skills, etc. or College Success strategies class (UNIV 1004– non-degree credit course).

8. Plan to have a 2.5 GPA or better in your probation semester.

9. Report any extenuating circumstances to your academic advisor if you anticipate that it might prevent you from achieving good academic standing at the end of the semester.

10. Meet weekly or as arranged with your academic advisor to provide update on your progress.

**Appealing Suspension**

Students placed on First, Second, or Final Academic Suspension have the right to appeal each suspension to the University Academic Appeals Committee. The Associate Dean for Undergraduate Programs presents the Pamplin cases to the Appeals committee. The appeal form can be found at [www.undergrad.pamplin.vt.edu/advising/forms/appealspetition.pdf](http://www.undergrad.pamplin.vt.edu/advising/forms/appealspetition.pdf). Students should discuss the appeals process with their advisor.
Students have the right to appeal a suspension. The form may be found at: www.undergrad.pamplin.vt.edu/advising/forms/appealspetition.pdf
### CURRICULUM FOR LIBERAL EDUCATION (CLE) REQUIREMENTS

#### (Freshman and Sophomore Years)

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1</td>
<td>ENGL 1105-1106 or 1204 or COMM 1015-1016</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Area 2</td>
<td>Ideas, Cultural Traditions &amp; Values</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Area 3</td>
<td>Fulfilled by ECON 2005-2006 (see college requirements below)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Area 4</td>
<td>Scientific Reasoning and Discovery</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>*Area 5</td>
<td>MATH 1525-1526 Calculus with Matrices</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Area 6</td>
<td>Creativity and Aesthetic Experience</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**AREA 7 - CRITICAL ISSUES IN A GLOBAL CONTEXT REQUIREMENT MET BY:**

The Area 7 course may be used to meet another area requirement or may be taken as a free elective during the sophomore, junior or senior year. Some courses in Areas 2 and 4, as well as some social sciences, are also Area 7 courses.

### COLLEGE REQUIREMENTS

#### Freshmen Year

*ACIS 1504 Introduction to Business Information Systems* 3

Social Sciences - Nine (9) hours required.

PSYC 2004 or SOC 1004 - Intro Psychology or Sociology 3

Two additional Social Sciences 3 3

Options include any courses in Economics (beyond Principles), Geography, History (except HIST 1024, 1025, 1026, or 2054), International Studies, Political Science (except PSCI 3015-3016), Psychology, and Sociology; or any course approved for Area 3 of the University Core. GEOG 1014, HIST 1214, JS 2054, IS 2064, PSCI 1024, and SPIA 1004 will satisfy social science requirements in addition to Area 7.

#### Sophomore Year

*ACIS 2115-2116 Principles of Accounting* 3 3

(B Sophomore standing)

*BIT 2405-2406 Quantitative Methods* 3 3

(Pre-req - ACIS 1504 + MATH 1525-1526)

*ECON 2005-2006 Principles of Economics (Area 3)* 3 3

Economics major should take ECON 2005 spring of freshman year and ECON 2006 fall of sophomore year.

COMM 2004 Public Speaking OR Free Elective, if COMM 1015-1016 taken 3

Free Elective(s) or Course Required by Major 3

ACIS majors – ACCT and ISA Options take ACIS 2504

BIT majors – CS 1054 spring sophomore year

ECON majors – ECON 3104 spring sophomore year

HTM majors – HTM 1414, HTM 2454, HTM 2464 are recommended electives

FIN and MGT majors – ACIS 2504 recommended junior year, but can be taken sophomore year.

### ADDITIONAL REQUIREMENTS (Freshman and Sophomore Years)

Free Electives (all majors except ECON) 4

Any combinations of 1, 2, and 3, credit courses to complete the 4 credit hour requirement.

**Science Labs and Free Electives (ECON majors ONLY)** 1 1

ECON students must take two 1 credit science labs, and take any other free electives to complete the 4 credit hour requirement.

2

**COURSES MUST BE COMPLETED WITH A C- OR BETTER, IN ORDER TO TAKE UPPER LEVEL COURSES – SEE PAGE 23 FOR DETAILED INFORMATION.**
Upper Division Clearance (UDC) check all that apply

1. UDC courses completed with a final grade of C- or better AND
   ACIS 1504 and 2115-2116, BIT 2405-2406, ECON 2005-2006, MATH 1525-1526 (or equivalent series)
2. 2.0 Upper Division Clearance Average (The average of the above nine course) AND
3. 2.0 overall GPA AND
4. 60 hours passed

Levels of Upper Division Clearance

**UDC Full Clearance: NO APPLICATION IS REQUIRED (all boxes checked)**

A student meets ALL of the above requirements. S/he is able to take upper division courses (3000-4000) as long as s/he meets the pre-requisites and restrictions set by the department which houses the courses.

**UDC Partial Clearance: APPLICATION IS REQUIRED (one or more boxes NOT checked)**

A student MAY receive partial clearance if s/he is not missing (and does not need to repeat) more than two of the lower division business core courses and has completed at least 55 credit hours at Virginia Tech (includes transfer, AP, etc.). In addition, the UDC GPA and overall GPA must be at least a 2.0. Students who have a UDC GPA and/or overall GPA below 2.0, but meet the other requirements, may still apply for partial clearance. The application is online and due during course request. Approval or denial will be sent by email to the student’s vt.edu account. If approved, conditions and the limit on the number of courses will be included in the email. These conditions must be met or clearance will be revoked.

**Exception to UDC Clearance: APPLICATION IS REQUIRED (one or more boxes NOT checked)**

If a student does not meet the requirements for full or partial clearance, s/he may still apply for UDC. Exceptions are made for extenuating circumstances only. The application is online and due during course request. Approval or denial will be sent by email to the student’s vt.edu account. If approved, conditions and the limit on the number of courses will be included in the email. These conditions must be met or clearance will be revoked.

**Revocation of Clearance:**

A student must earn at least a C- in all of the lower division business core courses. S/he MUST retake courses from the lower division business core if a grade lower than a C- was earned or the student has not earned a combined 2.0 in the lower division business courses. The number of attempts at completing a course is taken into account when reviewing an application and may be a reason to revoke clearance. No clearance will be granted to a student attempting a lower division course for the third time. A student must continue retaking the courses until at least a C- grade is earned (or a higher grade if s/he needs to raise the UDC GPA to a 2.0). A student will not be able to continue taking upper division courses until the lower division core courses are satisfied. Additionally, failure to comply with any conditions or limitations attached to the approval will result in the student being dropped from their upper division courses. It is the student's responsibility to know their conditions and limitation, and remain a full-time student (if so desired).

**Junior and Senior Courses Required for All Majors**

BIT 3414 - Production and Operations Management – Prerequisites Upper Division Clearance and BIT 2405-2406
FIN 3055 - Legal Environment in Business – Prerequisite Upper Division Clearance
FIN 3104 - Introduction to Finance – Prerequisite Upper Division Clearance and ACIS 2115
MGT 3304 - Management Theory and Leadership Practice – Prerequisite Upper Division Clearance
MKTG 3104 - Marketing Management – Prerequisite Upper Division Clearance and ECON 2005

MGT 4394 - Bus Policy and Strategy – Prerequisites: senior standing (90 hours) and the above five junior classes
Career Services

The staff at Career Services, located in the Smith Career Services center on the corner of Washington Street and West Campus Drive, conduct workshops on a variety of job search topics and bring hundreds of employers to campus to interview students for full-time employment, as well as internship and co-op experiences. They also assist students in resume writing, interviewing skills, identifying internships and Cooperative Education (co-op) opportunities, as well as permanent employment opportunities. For more information on these topics and more, visit the Career Services’ website at www.career.vt.edu.

Career Services in Pamplin

The Director of Career Services, who is located in 1046 Pamplin Hall, serves as the primary contact between corporate recruiters and undergraduates. The Director is also the advisor for Business Horizons (BH), the annual college career fair.

Business Horizons College Career Fair

September 19, 2013 from 10:00 AM – 4:00 PM
January 30, 2014 from 1:00pm-6:00pm

Both events will be located in Squires Student Center.

www.businesshorizons.org

Business Horizons, a student-run event, provides an opportunity to meet informally with business representatives from more than 150 companies and organizations. By attending BH, even a new student can get a better picture of what employers are looking for in candidates and what opportunities exist.

It has been said, “It’s a job, to get a job.” Therefore, students need to take advantage of the resources at Virginia Tech to find out more about the business careers and the search process. There are programs throughout the academic year that afford students the opportunity to meet corporate recruiters, to learn about the job market, hiring practices, internship and co-op opportunities and employment. To gain the most from their Pamplin experience, students should start now to explore all that the college has to offer beginning with the fall 2013 programs.

The Director routinely sends emails to Pamplin students via the Pamplin Career Connect eNewsletter. Students are encouraged to read these emails, as they contain valuable information about upcoming career events and employer information sessions.

Career sessions are presented throughout the fall semester on each major in the Pamplin College of Business. Students will be notified of specific dates for each program through listserv messages in the fall semester.
What Employers Look For in Candidates

Work experience, leadership and grades make up the three key factors in hiring. Relevant work experience, either through internships or co-op, is a vital factor influencing recruiters’ decisions. Networking contacts accounted for the single biggest source of students finding permanent employment. Other equally viable sources of employment are Career Services programs, on-campus interviews and career fairs. Students often broaden their searches by calling on family, friends, colleagues, other students, former high school contacts and employers, as well as utilizing the Internet to aid in their career search and gain understanding of various careers.

Recruiters look for candidates with problem solving skills, the ability to work in diverse groups and an unmistakable natural drive to succeed and lead. Leadership is often the deciding factor, when all other applicants’ credentials are equal. When evaluating applicants, recruiters also look for a strong grade point average, often 3.0 or better. Students are encouraged to make the most of their college years to gain experience to learn about career goals which are in line with their life goals.

Selecting a Major

Choosing a career path is not an easy decision and will require research on the part of the student. To start this research, students should explore information about the seven business majors (accounting and information systems, business information technology, economics, finance, hospitality and tourism management, management, and marketing) on the Internet at www.undergrad.pamplin.vt.edu. The career advisor for the major of interest is another resource. Some other suggestions are:

- Enroll in MGT 1004, Introduction to Business or BUS 2984, Quick-Start to Business. These courses introduce students to the various fields within business using different approaches.
- Attend the Company Days in the Atrium to learn more about employment opportunities from various companies.
- Visit Career Services, Smith Career Center, on the corner of Washington Street and West Campus Drive.
- Attend Business Horizons in September and February.
- Join one of the major-related organizations.

MAJORS in PAMPLIN COLLEGE OF BUSINESS

Accounting and Information Systems (ACIS)

The accounting and information systems major prepares students to be information age professionals. Two options are available: 1) accounting and 2) information systems audit.

Accounting Option (ACCT) - This program provides basic education for careers in public accounting (CPA) firms, large and small corporations, government agencies, or nonprofit
organizations. The program prepares graduates to earn the CPA, CMA, and other professional accounting certifications. Students should check the requirements for their state to sit for the CPA exam.

**IS Option (IS)** - The Information Systems Option is a premier information systems program designed to prepare students for careers in the design and implementation of complex computer-based information systems. The IS Option curriculum emphasizes a strong mix of business and technology knowledge and skills. After completing the program, students will be able to analyze a business problem, design and implement a technology-based solution that includes a database, a set of computer programs, user interface, and system architecture. Students are also exposed to emerging topics in IS, such as privacy, security and mobile communications.

IS Option graduates are hired in a number of different professional careers. Typical careers include IS-oriented business analyst/management consultants, systems analysts and designers, database developers and administrators, network administrators, and project managers.

**BUSINESS INFORMATION TECHNOLOGY (BIT)**

The Department of Business Information Technology (BIT) offers an undergraduate major designed to provide our students with expertise in the development and use of computer systems and quantitative modeling techniques for solving business problems and making managerial decisions. Our students learn the necessary information technology (IT) and computing skills, plus quantitative and modeling techniques, to develop and implement sophisticated business-related computer systems. The degree program especially focuses on the practical application of computing to business problem-solving.

Students in this major learn quantitative techniques and models to apply to managerial problems, the computing skills necessary to implement these models, and a logical approach to managerial decision-making. Students are taught how to use the computer and a variety of analytic techniques in solving real-world problems. The curriculum provides training both for individuals interested in pursuing careers in business and for those interested in graduate or professional degrees. Students majoring in Business Information Technology may choose one of two options reflecting their particular career objectives and interests.

**Decision Support Systems Option (DSS)** – The decision support systems option educates the student in the design, implementation and use of computerized systems that support business managers in the decision-making process. A decision support system (DSS) is a computer system that typically encompasses mathematical models as well as informational databases and a user interface in order to provide recommended decisions to manager-users. A DSS differs from a traditional information system (IS) or management information system (MIS) in that it not only provides the user with information, databases or reports, as does an IS or MIS, but it also provides answers to user queries, i.e., decisions, through its modeling component. In essence a DSS is a computer system that helps managers make decisions.
Operations Supply Chain Management Option (OSM) – The operations and supply chain management (OSM) option is designed to teach our students how to manage operations in business and government. An operation is the process by which a company or organization converts raw materials, labor and capital into a final product or service. Decisions have to be made to establish work schedules, forecast demand, improve and maintain quality, ensure adequate inventory, transport and store products and materials, and order materials and parts. These all require operational decisions that can be made using the managerial techniques and computing technologies taught in the OSM option of our major.

Economics (ECON)

The undergraduate program in economics in the Pamplin College of Business is designed to emphasize analytical thinking, provide a broad understanding of the operation of corporations and the economy, and study governmental and business policy. Economics is a subject that reaches into many areas of human life and is the science of human choice. Economists ask and seek to answer such questions as: What affects people’s buying decisions? How can a company best compete in the multinational trade climate of the 21st century? How can we better manage our wealth as individuals and as a nation? How can we fairly distribute wealth and reduce poverty, disease, and crime?

Economics is generally divided into two major areas of study. Macroeconomics examines larger, system-wide phenomena, such as financial markets, inflation, unemployment, and the deficit. Microeconomics looks at how the motivations and behaviors of individuals and corporations combine to create the often unpredictable economic trends of our time. Students who are interested in business, politics, philosophy, or social policy will find that an economics major integrates these specializations and can serve as a strong foundation for many different career paths.

Job opportunities for economists are growing faster than average. The best opportunities are in financial services, consulting firms, and research organizations. This program’s strong preparation in mathematics, statistics, and critical thinking will be especially appealing to employers. Approximately one-third of the economics graduates who pursue a job after graduation find work in the financial services sector of the economy with another third going into consulting positions. The remaining students land either in classic business positions, such as management or sales, or in government positions.

Finance (FIN)

A degree in finance provides training and specialization in all aspects of raising and allocating financial capital. Finance is a specialty that deals with the allocation of resources on the corporate, institutional, and personal levels. Financial management encompasses the sources and uses of funds in all sectors of the economy. This program gives students perspectives on decision-making problems in business, computer-based financial analysis, the institutional and legal structures of corporate finance and financial institutions, and the application of theoretical models.

Traditionally, three separate but related fields within finance are identified: 1) Corporate Finance, which focuses on the internal decisions of companies to raise funds and invest in corporate assets; 2) Investments, which focuses on the purchase and sale of stocks and
bonds or their derivatives by individuals or institutions; and 3) Financial Services, which focuses on the management and regulation of institutions, such as banks, and the role that financial institutions play in the economy. The curriculum requires students take courses in each of these areas to provide a strong, broad-based foundation. In addition, students take elective courses in Finance and Accounting, allowing them to fulfill the requirements of a general finance track or special tracks.


Finance graduates have found careers in corporate financial management, banking, financial institutions, and the securities industry. Traditional positions available to finance majors are: Controller, Treasurer, Financial Analyst, Credit Analyst, Securities Analyst, Certified financial Planners and Advisors, Stockbroker, Loan Officer, Auditor, and Account Representative. Graduates in Finance usually enter a brief training period upon joining a new organization, after which they move into an area of need and interest, and they develop practical expertise.

HOSPITALITY AND TOURISM MANAGEMENT (HTM)

The undergraduate program in hospitality and tourism management prepares students for management positions in the hospitality and tourism industry, one of the world’s largest industries. All students obtain hands-on experience through courses in hospitality marketing, financial management, computers, food and beverage, tourism management, and lodging operations management. Special emphasis is placed on developing analytical, decision making, leadership, and communication skills.

Students with undergraduate degrees in HTM find a wide variety of positions open to them, including entry-level management positions in tourism, hotels, restaurants, and institutional food service companies, as well as food service positions in the public sector secondary, and post-secondary organizations, and managed services. Major employers that have recruited HTM graduates at Virginia Tech include Applebee’s, Aramark, Busch Gardens, Choice Hotels, Club Corporation of America, DoubleTree, Enterprise, Hilton, Houston’s, Hyatt, Marriott, Red Lobster, Ruby Tuesday, Starwood, US Airways, Walt Disney World, and Wyndham.

MANAGEMENT (MGT)

The curriculum in management is unique within the Pamplin College of Business because it fosters an integrated perspective of business enterprises. Course work in the traditional functional areas (accounting, operations, finance, marketing, information technology) is coupled with a choice of one of following three management nine-hour options.

The capability to manage across functions is of paramount importance in the modern-day business enterprise. Our curriculum enables students to understand how the separate business functions can be integrated to achieve a single, coordinated effort, especially in
complex, technologically-based enterprises.

Tomorrow's managers must be able to lead themselves, other individuals, and teams. Students are exposed to state-of-the-art ideas and practices regarding leadership, and are given multiple opportunities to develop their interpersonal skills while applying this knowledge in team projects.

Increasingly in the modern business world, organizational success depends upon actions taken in situations requiring complex ethical judgments. Therefore, a concern for ethics is infused in courses throughout the Management curriculum.

**Entrepreneurship, Innovation, and Technology Management (EIT)** – This option prepares students to take an entrepreneurial approach to managing organizational context, including large organizations as well as new startups. It is also suitable for students who intend to run their own businesses.

**Human Resources Management (MHR)** – The purpose of the track is to provide general managers with the knowledge and skills necessary to systematically manage people and human resource processes to help to achieve group and organizational effectiveness. The coursework provides a foundation for students interested in pursuing either general management or human resource management careers.

**Management Consulting and Analysis (MCA)** – The purpose of this option is to provide our students with a solid background and cutting-edge skills that will further strengthen their ability to succeed in their careers in general management consulting. Students will also be able to customize the content of the option by selecting from a list of courses that broadens their knowledge about consulting beyond the strategy consulting emphasis.

**MARKETING (MKTG)**

The undergraduate program in marketing management is designed to offer students a broad business education with an emphasis on professional training for careers in sales and marketing management in manufacturing firms, such service industries as banking and healthcare, and non-profit organizations. Marketing grows out of the concept of exchange between buyers and sellers. Driven by the needs and wants of the consumer, marketing managers develop new products, assign effective price levels, create promotional strategies, and develop the best distribution plans to guarantee that products reach the final consumer. Marketing also plays a crucial role in managing the efficient flow of goods and services from business to business. Managing marketing is growing even more exciting as technology and the Internet enable managers to stay in closer contact with their customers and better manage this relationship. In a quickly changing global marketplace, marketing is an essential function. Given the important role that marketing plays in ensuring our high standard of living, it is no wonder that our country is the leading exporter of marketing knowledge.

Virginia Tech marketing graduates pursue a range of careers. The majority of on-campus recruiters are seeking graduates for positions in industrial and consumer sales. Such experience is considered by many firms to be essential for developing expertise with the company’s product line and customers. These entry-level positions lead to career paths that include product
management, sales management, advertising and promotional management, logistics and supply chain management. Retailing firms also recruit marketing graduates who are interested in merchandising careers.

**MINORS IN PAMPLIN COLLEGE OF BUSINESS**

Application for all Pamplin College of Business minors are available in 1046 Pamplin Hall and on the web at [http://www.undergrad.pamplin.vt.edu/advising/businessminors.html](http://www.undergrad.pamplin.vt.edu/advising/businessminors.html).

**APPLIED BUSINESS COMPUTING MINOR**

The 18-19 credit Applied Business Computing minor is open to students in all majors across the campus. This minor will help students gain a better understanding of the web and systems design. It includes courses in Accounting and Information Systems, Business Information Technology, Computer Science, and Engineering.

**BUSINESS DIVERSITY MINOR**

The demographics of organizations are changing and will continue to change at a rapid pace. The paradox of diversity in the workplace is that it presents one of the greatest challenges while also presenting one of the greatest opportunities that organizations will face. The Business Diversity Minor will help students understand the organizations in which they will work and the world in which they will live.

The Diversity minor requires 18 credit hours, including 6 hours of required management courses, 6 additional hours of required business courses, 3 elective hours, and 3 hours of experiential activity.

**ENTREPRENEURSHIP—NEW VENTURE GROWTH MINOR**

The Entrepreneurship-New Venture Growth Minor is intended to focus on the knowledge and skills to create new ventures and lead their early growth. The objective is to provide students with the knowledge and skills needed to convert ideas into business successes, particularly in the context of engineering and science-based technology commercialization.

**INTERNATIONAL BUSINESS MINOR AND STUDY ABROAD PROGRAMS**

The International Business Minor is open to all Pamplin College of Business sophomores, juniors and seniors with at least a 2.00 GPA. The IB minor requires 18 semester hours, a foreign language requirement and an international experience. Three of the required courses are international courses within business. The required international experience may take the form of a study abroad program, a non-credit internship, an international Co-op assignment, work in a U.S. firm with an internationally oriented office, recent residency in a foreign country, or employment in a global business-related institution.

The Pamplin College of Business sponsors credit trips to other countries fall, spring and summer each year. Pamplin awards more scholarship money for summer study abroad than any other business college in the Commonwealth. These programs have included trips to Cambodia, China, France, Germany, Greece, India, Italy, Japan, Portugal, Spain,
South Africa, Thailand, Turkey, and Vietnam.

Juniors in Pamplin can apply to spend the semester earning 21 semester hours at the Virginia Tech Center European Studies and Architecture (CESA) in Riva San Vitale, Switzerland. This program is competitive and students apply in the first semester of the sophomore year and are notified of their acceptance by the beginning of the spring semester. Pamplin also has a spring semester program for upper level marketing majors in Lugano, Switzerland. In this program students not only take classes, but work with Swiss students on actual business problems for a company there.

In addition to the Pamplin programs, students have participated in other international exchange and study abroad programs around the world. One of the most popular programs is the Consortium International University (CIU) in Paderno del Grappa, Italy (near Venice).

Faculties from universities across the U.S. teach in this program, including Pamplin faculty. CIU programs in the fall, spring, and summer sessions offer courses in business, communications, and economics.

**Leadership Minor** The Business Leadership Minor is open to all Virginia Tech juniors and seniors with at least a 2.50 GPA in a minimum of 48 hours at Virginia Tech. Applications to the program may be made during the spring semester of the sophomore year. The minor is offered by the Management Department’s Business Leadership Center and provides a multi-disciplinary, experiential background in the history, values, skills and theory of leadership. Students can tailor their leadership education and experiences to meet personal and career needs.

The Leadership Minor consists of 18 hours of study, including nine hours of management courses, six hours of electives and three hours of experiential activity.

**Real Estate Minor** The 19-semester hour Real Estate Minor is open to students in all colleges of the university and draws its courses from a number of departments and colleges within the University. Students must be admitted to the minor, complete the requirements and maintain a 2.0 or higher grade point average in a required group of courses.
Notes