Instructions for Transcript Review Form
For Spring Semester 2018

Declared Management and Business Administration students currently taking the Principles courses (MGMT 335, OMIS 338, FINA 320, MKTG 310) must complete the attached form in order to get permission to enroll into upper division 300/400 level management courses. Students must meet the following criteria to be retained in the 300-400 level Management program:

1. Complete and return the Transcript Review Form and attach an unofficial transcript to the Department of Management by the Thursday October 26th deadline. Go to www.myniu.niu.edu to print your unofficial transcript.

2. Complete MGMT 335, OMIS 338, FINA 320, and MKTG 310 with a C or better.

With this information, our advisor will review your records and help you develop a plan that gets you to graduation!

All students are required to attend the new major orientation on Wednesday, November 1st, 3:30 p.m. – 5:00 p.m. The orientation will include distributing required permit numbers, course plans for your next three semesters and other information necessary for registration for Spring 2018 classes. Pizza will also be served.

Return completed form to: Department of Management
Barsema Hall 245, DeKalb, IL  60115
Phone: 815-753-1124
Fax: 815-753-6198

Note: Submission of this form does NOT declare your major if you are undecided or planning to change your major to Management or Business Administration. Major declarations are completed in the Undergraduate Studies in Business Office, Barsema Hall 201.

Questions? Contact mgmt@niu.edu or call 815-753-1124
Z-ID: ______________________  Date: ______________________

Name: ___________________________________________________________________

Last   First   Middle Initial

Major/emphasis:  □ Management – Human Resource Management
                 □ Management – Leadership & Management
                 □ Management – Entrepreneurship & Social Responsibility
                 □ Business Administration

Projected Grad Date (Sem/Yr): ______________

Permanent Address: _____________________________

Local Address: _____________________________

Permanent Phone #_________________

Cell Phone # ____________________

Preferred e-mail address: _____________________________

Did you transfer into NIU?  Yes  No

If yes, where did you transfer from? _____________________________

Did you receive an Associate’s in Arts or Sciences?  Yes  No

Please check ALL of the following that apply:

[ ] Presently enrolled in MGMT 335  [ ] Already completed OMIS 338 with a C or better
[ ] Presently enrolled in OMIS 338  [ ] Already completed MGMT 335 with a C or better
[ ] Presently enrolled in FINA 320  [ ] Already completed FINA 320 with a C or better
[ ] Presently enrolled in MKTG 310  [ ] Already completed MKTG 310 with a C or better
Do you have an interest in learning more about any of the following programs? (Please check all that you are interested in)

[ ] Business Innovation & Entrepreneurship Minor
[ ] Social Entrepreneurship Minor
[ ] Social Entrepreneurship Certificate
[ ] Other minors or certificates? Please list here: _____________________

*Please note that this form does not formally declare your minor, but it helps us build out your course plan.

Your unofficial transcript must be attached.
Please sign below indicating that all the information you have provided is accurate and that you have read the “Instructions for Transcript Review Form.”

____________________________________
Signature

For Office Use Only: Principles: _______

Date Rec’d: _________ Letter sent: ____________ [ ] Continue [ ] Don’t continue