Instructions for Transcript Review Form
For Fall Semester 2015

Declared Management and Business Administration students currently taking UBUS 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 15th deadline. Go to www.myniu.niu.edu to print your unofficial transcript.

2. Complete UBUS 310 and UBUS 311 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 Friday, October 23rd, 11:50 a.m. – 1:45 p.m. The orientation will begin with lunch (provided) and be followed by sharing permit numbers, course plans and other information necessary for registration for Spring 2016 classes.

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 – HR
                  ☐ Management – Leadership & Management
                  ☐ Business Administration

Projected Grad Date (Sem/Yr): ______________

Permanent Address:                  Local Address:
________________________________________________________________________
________________________________________________________________________

Permanent Phone #: _____________  Local Phone #: _________________
Cell Phone #: _________________

Preferred e-mail address: _____________________________________________

Did you transfer into NIU?  Yes  No
If yes, where did you transfer from? ______________________________________

Please check ALL of the following that apply:
[ ] Presently enrolled in UBUS 310  [ ] Already completed UBUS 310 with a C or better
[ ] Presently enrolled in UBUS 311  [ ] Already completed UBUS 311 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: ___________________________
The MSAB Peer Mentoring Group is designed to be a resource where students currently enrolled in UBUS 310 and UBUS 311 can meet with upper classmen who serve as mentors. The goal is to support and assist fellow students in the transition to upper division classes and create a positive experience in the business school. If you would like more information, please email msabmentor@gmail.com.

[ ] Yes, I would like to pair with a mentor. [ ] No, I’m not interested.

**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: 
UBUS 310: ________
UBUS 311: ________

Date Rec’d: __________ Letter sent: ______________ [ ] Continue [ ] Don’t continue