Undergraduate Advising and Student Resources Handbook

Live it. Learn it. Do it.

NORTHERN ILLINOIS UNIVERSITY
College of Business
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College of Business
Undergraduate Advising and Student Resources

The College of Business (COB) Undergraduate Advising and Student Resources team is committed to providing students with critical services in advising and retention. Through the use of developmental and appreciative advising, we assist in the transitioning of students into exemplary role models in their chosen fields and global communities.

As an NIU student, you are ultimately responsible for making yourself familiar with the regulations, policies and requirements of the university, the college, and your major department. The NIU Undergraduate Catalog is your official source for this information.

MEET the STAFF

Margaret Myles
Director

Kathryn Buffington
Program Assistant

Meredith Eskoff
Academic Counselor

Amanda Lepic
Academic Counselor

Megan Woodruff
Senior Academic Counselor
College of Business

Undergraduate Academic Advising Syllabus

Advising Mission
To assist students in making a successful transition to life at NIU; to foster intellectual and personal development toward academic success and lifelong learning; and to promote self-sufficiency, integrity and professionalism.

Advising Services
The College of Business provides professional academic advisors to assist students in meeting their undergraduate academic and career goals. The advisors work collaboratively with students to:
- Explore and strive for academic and career goals and aspirations;
- Develop an academic plan guiding them to degree completion;
- Effectively utilize campus resources;
- Complete necessary paperwork and logistical items necessary to degree progress.

Academic Advising...
1. Is a developmental process.
2. Fosters clarification of life/career goals.
3. Assists in the development of educational plans.
4. Is a decision-making process.
5. Is an ongoing partnership.
6. Is the shared responsibility of both student and advisor.

Be sure to review YOUR advising syllabus for more details specific to your assigned advisor.
The Advising Partnership

Students can expect their advisors to:

▪ Assist in understanding university policies and procedures, general education requirements, and program curriculums.
▪ Encourage and guide in the process of defining, developing, and attaining academic and career-related goals.
▪ Assist in developing skills needed to create realistic and attainable educational plans.
▪ Provide information regarding relevant campus resources and services that will assist in enhancing academic performance and college experience.
▪ Foster a collaborative partnership between faculty, staff, and students.
▪ Maintain confidentiality.
▪ Uphold obligation as a Title IX Responsible Employee.
▪ Be accessible for questions and concerns.
▪ Encourage your ability to think critically, solve problems, and make informed decisions about your future life plans.
▪ Promote ethical conduct.
▪ Monitor student progress.

Advisors expect students to:

▪ Be an active participant in their educational planning process.
▪ Strive for educational achievement to the highest attainable standard.
▪ Initiate and maintain regular contact with their advisor (minimally once per semester).
▪ Come prepared and on time for appointments.
▪ Be aware of and utilize the various campus resources and follow through with referrals.
▪ Understand how to read and interpret their academic requirement report.
▪ Become knowledgeable about university policies, procedures, and programs.
▪ Identify their academic and career-related goals.
▪ Be responsible for developing an educational plan.
▪ Ask questions!

Items to bring to advising appointments:

▪ Ideas for desired class schedule.
▪ Paper and pen/pencil … for taking notes.
▪ List of questions/concerns.
▪ Any previous advising notes (program sheet, worksheet, etc.).
Who is My Advisor?

Professional Advisors

Our professional advisors in Undergraduate Advising and Student Resources will advise you through the general education requirements and Foundation of Business requirements, generally your first two years. Students are assigned to an advisor in order to establish a strong advising partnership. Once you transition to the upper level business requirements, generally your last two years, you are advised by a professional advisor in your major department.

To confirm who your advisor is, log into MyNIU and look for the advisor information box on the Student Center Page.

<table>
<thead>
<tr>
<th>Advisors</th>
<th>Location</th>
<th>Department Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG Advising and Student Resources Advisors</td>
<td>Barsema Hall, 201</td>
<td><a href="http://www.cob.niu.edu/advising">www.cob.niu.edu/advising</a></td>
</tr>
<tr>
<td>Accountancy</td>
<td>Baresma Hall, 345A</td>
<td><a href="http://www.cob.niu.edu/academics/accountancy">www.cob.niu.edu/academics/accountancy</a></td>
</tr>
<tr>
<td>Finance</td>
<td>Barsema Hall, 236E</td>
<td><a href="http://www.cob.niu.edu/academics/finance">www.cob.niu.edu/academics/finance</a></td>
</tr>
<tr>
<td>Management</td>
<td>Barsema Hall, 245D</td>
<td><a href="http://www.cob.niu.edu/academics/management">www.cob.niu.edu/academics/management</a></td>
</tr>
<tr>
<td>Marketing</td>
<td>Barsema Hall, 128</td>
<td><a href="http://www.cob.niu.edu/academics/marketing">www.cob.niu.edu/academics/marketing</a></td>
</tr>
<tr>
<td>Operations and Information Management</td>
<td>Barsema Hall, 328A</td>
<td><a href="http://www.cob.niu.edu/academics/omis">www.cob.niu.edu/academics/omis</a></td>
</tr>
</tbody>
</table>

Your Student Responsibility Checklist

I understand that it is my responsibility to:

1. **Consult with my academic advisor when needed.** My academic advisor is one of my primary resources and connections to Northern Illinois University.
2. **Schedule and attend ALL mandatory advising meetings/workshops.** If I do not complete ALL mandatory advising appointments/academic success meetings by the assigned deadline, I am subject to delayed registration and/or other penalties.
   a. The College of Business requires advising for 1st year students.
   b. The College of Business requires academic advising for Undeclared Business majors.
   c. The College of Business requires academic success meetings for students whose cumulative GPA is below a 2.0 or are retained on academic probation.
3. **Meet with an academic advisor at least once per semester.**
4. **Check MyNIU email account often.**
5. **Know how to use the Undergraduate Catalog** in order to be informed about all NIU policies, procedures, and deadlines.
6. **Ensure full-time status (minimum of 12 credit hours)** to avoid jeopardizing my NIU housing and/or student financial aid.
7. **Inform my academic advisor of all testing credit and transfer credit.**
8. **Ensure that I meet all NIU graduation requirements.**
9. **Confirm my contact information and address are correct in MyNIU.**
10. **Check my financial aid status each semester.**
11. **Check MyNIU for any holds on my account prior to registration.**
Developing Your First Semester Schedule

Keep in mind that a typical first-year/first-semester schedule can look considerably different depending upon the student and their major.

As a broad guideline, most students enroll in between 13 and 16 credit hours. (TIP: 12 credit hours is full-time status.)

The most important factor to remember as you plan your first term will be your GPA (grade point average). Your cumulative GPA will determine your ability to move forward in a COB major.

Registration Tips

| Meet with your advisor BEFORE registering. Not just at orientation – every semester. | Avoid time conflicts. |
| Most classes do not meet each day of the week. | Classes that meet twice per week are typically longer than those that meet three times per week. |
| Most math classes require a “recitation” outside of the lecture course time. | Be aware of location and time of your classes. Give yourself ample time to travel to/from each academic building. |
| Become familiar with NIU. | |

Recommended Computer for Business Students

- Any brand of computer is acceptable, including Apple. The optimal characteristics of the computer are as follows: Intel Core i5, 8 GB of RAM (or higher), 500 GB hard drive, DVD±RW/CD-RW combo drive, WiFi capable, and Windows 10 (or Mac OS X 10.12).

- A laptop/notebook computer with WiFi capabilities (WiFi certified, 2.4GHz or 5 GHz compatible) is highly recommended for business students. Campus residence halls are all equipped with WiFi coverage. Software required for business courses can either be downloaded for free or accessed via the college’s unique 24/7 AnywhereLab. The AnywhereLab can be accessed from your computer or mobile device anywhere you have an internet connection.
The MyNIU student system contains several helpful tiles to navigate towards student success. Registering for classes, searching for classes, dropping classes can be managed through three tiles: Manage Classes, MyNIU Self-Service Quick Links, or Classic Home.

**Helpful tips prior to registration:**

- Resolve any holds
- Review your Academic Requirement Report
- Check your enrollment date
- Search for classes
- Schedule an appointment with your advisor
Undergraduate Catalog Highlights

The following sections of the Undergraduate Catalog contain specific information regarding requirements toward your degree and policy related to completing those requirements. We encourage you to familiarize yourself with this information and use this as a resource throughout your academic career.

**Academic Calendar**
http://catalog.niu.edu/content.php?catoid=50&navoid=2531

**University Graduation Requirements**
http://catalog.niu.edu/content.php?catoid=50&navoid=2543
- Writing Infused
  http://catalog.niu.edu/preview_program.php?catoid=50&poid=12211
- Human Diversity
  http://catalog.niu.edu/preview_program.php?catoid=50&poid=12214

**General Education**
http://catalog.niu.edu/preview_program.php?catoid=50&poid=12049

**Academic Regulations**
http://catalog.niu.edu/content.php?catoid=50&navoid=2547

**Grading System**
http://catalog.niu.edu/content.php?catoid=50&navoid=2547#grad_syst
- Grading
- Grade Point Average

**Schedule Changes**
http://catalog.niu.edu/content.php?catoid=50&navoid=2547#sche_chan
- Changes in Class Scheduling
- Schedule Change Process
- Understanding withdraw process

**College of Business**
http://catalog.niu.edu/content.php?catoid=50&navoid=2552

**Grade Point Average**

<table>
<thead>
<tr>
<th>Course Schedule</th>
<th>(Repeat)</th>
<th>Grade x Hours</th>
<th>=</th>
<th>Grade Points</th>
</tr>
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<tbody>
<tr>
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</table>

Grade Point Average (GPA) Calculation Workspace

GPA = Grade Points ÷ NIU GPA Hours

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
</tbody>
</table>
**General Education Requirements**

**FOUNDATIONAL STUDIES**

**WRITING REQUIREMENTS**
ENGL 103 and 203 with a C or better, or 204 if placed into ENGL 204 (or pass the Writing Composition Foundational Studies, Competency Exam, or equivalent transfer credit, or AP credit)

**ORAL COMMUNICATION REQUIREMENTS**
COMS 100 (or pass Oral Communication Foundational Studies Competency Exam, or equivalent transfer credit)

**QUANTITATIVE LITERACY REQUIREMENTS**
MATH 101 or obtaining a C or better in MATH 155, 201, 206, 210, 211 or 229
OR C or better in STAT 100, STAT 300, or ISYE 335; and obtaining a C or better in MATH 110, or ACT mathematics score of at least 24, or SAT mathematics score of at least 560, or A/B level placement on the mathematics placement exam, obtaining equivalent transfer credit OR passing the Mathematics Competency Exam

**KNOWLEDGE DOMAIN REQUIREMENTS:** There is a required minimum of 21 semester hours in the three General Education Knowledge Domains. The required minimum of 21 semester hours in Knowledge Domain studies cannot include more than two courses in any one department. A minimum of 6 semester hours in each domain area below and one additional 3-hour course from any Knowledge Domain area is required. Please Note: Bold courses also fulfill the Human Diversity Requirement.

**CREATIVITY AND CRITICAL ANALYSIS:**
ANTH 102, 210
ARTH 282, 292, 294, 340, 350, 362
COMS 203, 220, 230, 310, 356, 480
ENGL 110, 115, 116, 117, 310, 315, 340, 350, 361
EPFE 321, 400, 410
EPS 300, 430
ETT 231
FLCL 271, FLFR 371, FLIT 272, FLRU 361
FSMD 262
HIST 110, 112, 140, 141, 170, 171, 260, 261, 352, 369, 383
HON 300A, 400A
IDSP 225
JOUR 350
KNPE 393
LATS 100, 101
LESN 365
MEE 382
MGMT 227, 311, 327
MUHL 220, 221, 222, 223
POLS 101, 103, 105, 251
POLS 150, 251
SESE 320
THEA 203, 370, 379
UBUS 110
WGSS 202

**NATURE AND TECHNOLOGY:** (Underlined courses are 4 semester hours/red italicized is a foundations of business course)
ANTH 103, 240, 261X
ARTH 331
BIOS 101, 103, 103 + 105, 106, 107, 109
CHEM 100, 110, 110 + 111, 210, 210 + 212, 211, 211 + 213
CSCI 205
ELE 100
ENGL 261X
ENVS 210
ETR 450
ETT 234
GEOG 101, 105, 253, 303
HIST 323, 377
HIST 343, 349, 355, 361, 364, 365, 381, 382, 386, 388
HON 300B, 400B
ILAS 261
ISYE 100, 250, 420
ITL 190
LESN 100
MEE 382
MGMT 227, 311, 327
MUHL 220, 221, 222, 223
POLS 101, 103, 105, 251
SESE 320
THEA 203, 370, 379
UBUS 110
WGSS 202

**SOCIETY AND CULTURE:** (red italicized courses are foundations of business courses)
ANTH 104, 105, 120, 220, 230, 302, 465
ART 465
ARTE 109
ARTH 310, 320, 330, 360, 361, 370, 380
BIOS 324X
BKST 200, 211, 219, 300, 440
COMD 220
COMS 240, 362, 403, 410
ECON 160, 186, 260, 261
ENGL 318
ENVS 303
EPFE 201, 355, 440
EPS 307
ETR 451
ETT 211, 329
FINA 315
FLBU 482
GEOG 202, 204, 256, 324X
HDFS 207, 230, 280
HIST 343, 349, 355, 361, 364, 365, 381, 382, 386, 388
HON 300C, 400C
IVPA 201
KNPE 111
LESN 365
MGMT 417
MUHL 431
NNGO 100
PHHE 206, 295, 315
PHIL 336
POLS 100, 210, 220, 260, 285
PSPA 220X
PSY 102, 225, 245
REHB 200, 300
SCL 100, 200
SEAS 225
SEEC 401
SEVI 205
SOC 170, 250, 260, 270, 354
WGSS 101, 201, 324, 350
Foundations of Business Courses

NIU’s College of Business offers six undergraduate programs in Accountancy, Business Administration, Finance, Management, Marketing, and Operations and Information Management. To enroll in MGMT 335, a student must complete a Transcript Review Form in Undergraduate Advising and Student Resources, Barsema Hall 201, and have completed the following criteria:

- A minimum of 45 earned credits
- A minimum cumulative GPA of 2.50 (Transfer and NIU)*
- A grade of C or better in the 100- and 200-level Foundations of Business courses listed below

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ACCY 206</td>
<td>Introductory Financial Accounting</td>
</tr>
<tr>
<td>2. ACCY 207</td>
<td>Introductory Cost Management</td>
</tr>
<tr>
<td>3. ECON 260</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>4. ECON 261</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>5. ENGL 203 (or 204)</td>
<td>Rhetoric and Composition II</td>
</tr>
<tr>
<td>6. MATH 211 (or 229)</td>
<td>Calculus for Business and Social Science</td>
</tr>
<tr>
<td>7. MGMT 217</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>8. PSYC 102</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>9. OMIS 259</td>
<td>Introduction to Business Information Systems</td>
</tr>
<tr>
<td>10. UBUS 100+</td>
<td>Career Compass</td>
</tr>
<tr>
<td>11. UBUS 200</td>
<td>Passport Introduction</td>
</tr>
<tr>
<td>12. UBUS 223</td>
<td>Introduction to Business Statistics</td>
</tr>
</tbody>
</table>

NOTE: In addition to scheduling assistance, it is important to meet with a college advisor in Undergraduate Advising and Student Resources each semester, as some of our departments require additional criteria for retention in their programs.

All business majors must complete FINA 320, MGMT 335, MKTG 295, OMIS 338 prior to enrolling in 400-level business courses.

* GPA calculations use all attempted courses at community colleges, universities, and NIU coursework. Meet with an advisor for additional information.
+ This course is optional for transfer students with 45 or more credit hours.
COB Experiences

At the College of Business, you'll get the knowledge to make a difference, the tools to succeed and the experiences to stand out. Explore the many opportunities we offer to build your skills and professional network, both inside and outside the classroom.

You will...

- Network and connect with peers and professionals
- Develop broad interests AND deepen your expertise
- Build a stronger resume with skills employers seek
- Customize your experiences and create your own personal brand

NIU Mobile Apps make life easier!
NIU App:
- Access Blackboard
- View Undergrad Catalog
- Huskie Bus GPS tracking
- Manage NIU OneCard

MyNIU App:
- Check grades
- Register for courses
- View financial aid information

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Business Passport | BELIEF: Ethics Program
---|---
Internships | Experiential Learning
IGNITE! | Student Organizations
Global Programs | Compass
Campus Resources

The College of Business Undergraduate Advising and Student Resources office assists students in achieving academic success, transition to the academic culture of the campus, and connecting with resources to reach academic and professional goals.

815-753-1325  cobadvising@niu.edu  Barsema Hall 201

ACCESS Tutoring and Support Services
Williston Hall 100
Phone: 815-753-1141
www.niu.edu/access/
Email: access@niu.edu

Asian American Resource Center
429 Garden Road
Phone: 815-752-1177
www.niu.edu/aac
Email: AsianAmericanCenter@niu.edu

Bursar’s Office
Swen Parson Hall 235
Phone: 815-753-1885
www.niu.edu/bursar
Email: bursar@niu.edu

Campus Child Care Center
Phone: 815-753-0125
www.niu.edu/ccc
Email: jboyer@niu.edu

Campus Dining Services
Neptune East 216
Phone: 815-753-9567
www.niu.edu/dining
Email: dining@niu.edu

Career Services
Campus Life Building 220
Phone: 815-753-1641
www.niu.edu/CareerServices
Email: CareerServices@niu.edu

Center for Black Studies
621 W. Lincoln Hwy
815-753-1709
www.niu.edu/blackstudies
Email: CenterBlackStudies@niu.edu

Counseling and Consultation Services
Campus Life Building 200
Phone: 815-753-1206
www.niu.edu/counseling

Disability Resource Center
Campus Life Building, Suite 180
Phone: 815-753-1303
www.niu.edu/disability
Email: drc@niu.edu

Financial Aid and Scholarship Office
Swen Parson Hall 245
Phone: 815-753-1395
Phone: 815-753-4829 (Scholarship specific)
www.niu.edu/financial-aid
Email: finaid@niu.edu or Email: scholarships@niu.edu

Gender and Sexuality Resource Center
105 Normal road
Phone: 815-753-4772
www.niu.edu/gsrc
Email: gsrc@niu.edu

Health Services
Health Services Building, First Floor
Phone: 815-753-1311
www.niu.edu/healthservices
Email: healthservices@niu.edu

Housing and Residential Services
Neptune East 101
Phone: 815-753-1525
www.niu.edu/housing
Email: housing@niu.edu

International Student and Scholar Services
Williston Hall
Phone: 815-753-1346
www.niu.edu/isfo
Email: isfo@niu.edu
Latinos Resource Center
515 Garden Road
Phone: 815-753-7986
www.niu.edu/lrc
Email: lrc@niu.edu

Student Employment
Swen Parson Hall 232
Phone: 815-753-1394
www.hr.niu.edu/hrs/employment/types.shtml

Military and Post-Traditional Student Services
Campus Life Building 170
Phone: 815-753-9999
www.niu.edu/mptss
Email: ocntss@niu.edu

Students’ Legal Assistance
Campus Life Building 150
Phone: 815-753-1701
www.niu.edu/legal
Email: studentslegal@niu.edu

Office of the Ombudsperson
Holmes Student Center, Sixth Floor
Phone: 815-753-1414
www.niu.edu/ombuds
Email: ombuds@niu.edu

Study Abroad Office
Williston Hall 417
Phone: 815-753-0700
www.niu.edu/study-abroad
Email: niuabroad@niu.edu

Registration and Records
Williston Hall 220
Phone: 815-753-0681
www.reg.niu.edu/regrec
Email: regrec@niu.edu

University Honors Program
Campus Life Building 110
Phone: 815-753-0694
www.niu.edu/honors
Email: honors@niu.edu

Student Conduct
Campus Life Building 280
Phone: 815-753-1571
www.niu.edu/conduct
Email: judicial@niu.edu

Writing Center
Founders Memorial Library 260
Phone: 815-753-6636
www.niu.edu/uwc
gjackey@gmail.com

Additional Resources:
Schedule of Classes
https://myniu.niu.edu/

Articulation Handbook
www.niu.edu/admissions/path/transfer/credits

COB Scholarship
www.cob.niu.edu/scholarships

Student Email Account
www.0365.niu.edu

Undergraduate Catalog
Human Diversity Requirement
Writing Infused Requirement
General Education
https://www.niu.edu/registration-records/courses/catalogs.shtml
Academic Calendar

**Fall Semester 2020**

April-August
New student and family orientation sessions

**August 17-21, Monday-Friday**
Department, college, and university faculty meetings

**August 24, Monday**
Classes begin

**August 30, Sunday**
Last day for undergraduates to add or course drop a first-half-semester or full-semester course(s) via self-service in MyNIU.

**August 31, Monday**
Last day for undergraduates to add a first-half-semester course with approval from the offering department.

**August 31, Monday**
Last day for undergraduates to course drop a first-half-semester course through their college advising office, or the Academic Advising Office for those students with no college affiliation.

**September 1, Tuesday**
Last day to apply for Fall 2020 graduation via self-service in MyNIU.

**September 4, Friday**
Last day for undergraduates to add a full-semester course with approval from the offering department.

**September 4, Friday**
Last day for undergraduates to course drop a full-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**September 7, Monday**
Labor Day (university closed)

**September 11, Friday**
Last day for undergraduates to change a full-semester course from credit to audit or from audit to credit.

**September 11, Friday**
Last day for undergraduates to change a first-half-semester course from credit to audit or from audit to credit.

**September 18, Friday**
Last day for undergraduates to process a course withdrawal from a first-half-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**October 18, Sunday**
End of the first-half of the semester.

**October 19, Monday**
Beginning of the second-half of the semester.

**October 25, Sunday**
Last day for undergraduates to add or course drop a second-half-semester course via self-service in MyNIU.

**October 26, Monday**
Last day for undergraduates to add a second-half-semester course with approval from the offering department.

**October 26, Monday**
Last day for undergraduates to course drop a second-half-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**October 30, Friday**
Last day for undergraduates to process a course withdrawal or semester withdrawal from a 16 week course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Beginning Monday, November 2**
A course withdrawal or semester withdrawal will be granted for undergraduates at the discretion and with the
permission of their college advising office or the Academic Advising Office for those students with no college affiliation through December 5 (classes end).

**November 6, Friday**
Last day for undergraduates to change a second-half-semester course from credit to audit or from audit to credit.

**November 13, Friday**
Last day for undergraduates to course withdrawal from a second half-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**November 13, Friday**
Last day for undergraduates enrolled only in second-half semester courses to process a semester withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

**November 25-29, Wednesday-Sunday**
Thanksgiving break

**November 30, Monday**
Classes resume

**November 30, Monday**
Last day to change or declare a major to be effective for the fall semester.

**December 5, Saturday**
Classes end

**December 8, Tuesday**
Last day for undergraduates to make up a grade of “I” (incomplete) from the Summer 2020 session.

**December 7-12, Monday-Saturday**
Final examinations

**December 13, Sunday**
End of fall semester
Undergraduate fall commencement

**December 14, Monday**
Last day for undergraduates to make up a grade of “I” (incomplete) from the Fall 2019 semester.

**Spring Semester 2021**

**October-January**
New student and family orientation sessions

**January 4-8, Monday-Friday**
Department and college faculty meetings

**January 11, Monday**
Classes begin

**January 17, Sunday**
Last day for undergraduates to add or course drop a first-half-semester or full-semester course(s) via self-service in MyNIU.

**January 18, Monday**
Martin Luther King, Jr. Birthday (university closed)

**January 19, Tuesday**
Last day for undergraduates to add a first-half-semester course with approval from the offering department.

**January 19, Tuesday**
Last day for undergraduates to course drop a first-half-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**January 22, Friday**
Last day for undergraduates to add a full-semester course with approval from the offering department.

**January 22, Friday**
Last day for undergraduates to course drop a full-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.
January 29, Friday
Last day for undergraduates to change a full-semester course from credit to audit or from audit to credit.

January 29, Friday
Last day for undergraduates to change a first-half-semester course from credit to audit or from audit to credit.

February 1, Monday
Last day to apply for Spring 2021 graduation via self-service in MyNIU.

February 5, Friday
Last day for undergraduates to process a course withdrawal from a first-half-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

March 6, Saturday
End of the first-half of the semester

March 7-14, Sunday - Sunday
Spring recess

March 15, Monday
Classes resume and beginning of second-half of semester.

March 21, Sunday
Last day for undergraduates to add or course drop a second-half-semester course via self-service in MyNIU.

March 22, Monday
Last day for undergraduates to add a second-half-semester course with approval of course department.

March 22, Monday
Last day for undergraduates to course drop a second-half-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

March 26, Friday
Last day for undergraduates to process a course withdrawal or semester withdrawal from a 16 week course through their college advising office or the Academic Advising Office for those students with no college affiliation.

Beginning March 29, Monday
A course withdrawal or semester withdrawal will be granted for undergraduates at the discretion and with the permission of their college advising office, or the Academic Advising Office for those students with no college affiliation, through April 29.

April 2, Friday
Last day for undergraduates to change a second-half-semester course from credit to audit or from audit to credit.

April 9, Friday
Last day for undergraduates to course withdrawal from a second-half-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

April 9, Friday
Last day for undergraduates enrolled only in second-half-semester courses to process a semester withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

April 12, Monday
Last day for undergraduates to make up a mark of “I” (incomplete) from the Fall 2020 semester.

April 16, Friday
Last day to change or declare a major to be effective for the spring semester.

April 29, Thursday
Classes end

April 30, Friday
Reading Day

May 1, 3-7, Saturday, Monday - Friday
Final examinations

May 8, Saturday
End of spring semester
Undergraduate spring commencement
May 8, Saturday
Last day for undergraduates to make up a mark of “I” (incomplete) from the Spring 2020 semester.

Summer Session 2021

June 14, Monday
Classes begin

June 15, Tuesday
Last day to apply for Summer 2021 graduation via self-service in MyNIU.

June 16, Wednesday
Last day for undergraduates to add or course drop a first-half-session course via self-service in MyNIU.

June 16, Wednesday
Last day for undergraduates to process a session withdrawal for first-half-session course(s) via self-service in MyNIU.

June 17, Thursday
Last day for undergraduates to change a first-half-session course from credit to audit or from audit to credit with major college approval.

June 18, Friday
Last day for undergraduates to add or course drop a full-session course via self-service in MyNIU.

June 18, Friday
Last day for a student to process a session withdrawal for a full-session course(s) via self-service in MyNIU.

June 18, Friday
Last day for undergraduates to add a first-half-session course with approval from the offering department.

June 18, Friday
Last day for undergraduates to process a course drop for a first-half-session course through their college advising office or the Academic Advising Office for those students with no college affiliation.

June 18, Friday
Last day for undergraduates to process a session withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

June 21, Monday
Last day for undergraduates to change a full-session from credit to audit or from audit to credit.

June 25, Friday
Last day for undergraduates to process a course withdrawal from a first-half-session course through their college advising office or the Academic Advising Office for those students with no college affiliation.

June 25, Friday
Last day for undergraduates to process a session withdrawal from a first-half-session course(s) through their college advising office or the Academic Advising Office for those students with no college affiliation.

June 25, Friday
Last day for students to add a full-session course with permission from the offering department.

July 5, Monday
Independence Day observed (university closed)

July 11, Sunday
End of the first-half session

July 12, Monday
Beginning of second-half session

July 14, Wednesday
Last day for undergraduates to add or course drop a second-half-session course via self-service in MyNIU.

July 14, Wednesday
Last day for undergraduates to process a semester withdrawal for the second-half-session through MyNIU.

July 14, Wednesday
Last day for undergraduates to change a second-half-session course from credit to audit or from audit to credit.
July 16, Friday
Last day for undergraduates enrolled only in full-session courses to process a course withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

July 16, Friday
Last day for undergraduates enrolled in full-session courses to process a session withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

July 16, Friday
Last day for undergraduates to declare a major effective for the summer 2021 session.

July 16, Friday
Last day for undergraduates to add a second-half-session course with approval from the course offering department.

July 16, Friday
Last day for undergraduates to process a course drop for a second-half-session course through their college advising office or the Academic Advising Office for those students with no college affiliation.

July 16, Friday
Last day for undergraduates to process a session withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

July 23, Friday
Last day for undergraduates to course withdrawal from a second-half-session course through their college advising office, or the Academic Advising Office for those students with no college affiliation.

July 23, Friday
Last day for undergraduates enrolled only in second-half-session courses to session withdrawal through their college advising office, or the Academic Advising Office for those students with no college affiliation.

August 8, Sunday
End of Summer Session
# Planning Worksheet 1

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# Planning Worksheet 2

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Evening
Live it. Learn it. Do it.

Contact Us

College of Business Undergraduate Advising and Student Resources
Phone: 815-753-1325
Email: cobadvising@niu.edu
Web: cob.niu.edu/advising

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