Undergraduate Advising and Student Resources

Live it. Learn it. Do it.
The College of Business (COB) Undergraduate Advising and Student Resources team is committed to providing you with critical services in advising and retention. Through the use of developmental and appreciative advising, we assist in your transitioning into an exemplary role model in your chosen field and global community.

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
TBA, program assistant

**Amanda Lepic**, academic counselor

**Meredith Eskoff**, academic counselor

**Megan Woodruff**, senior academic counselor
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 you in meeting your undergraduate academic and career goals. Our advisors work collaboratively with you to:

- Explore and strive for academic and career goals and aspirations.
- Develop an academic plan guiding you to degree completion.
- Effectively utilize campus resources.
- Complete necessary paperwork and logistical items necessary to degree progress.

Academic Advising Is:

- A developmental process.
- A way to help clarify life and career goals.
- A framework for developing educational plans.
- A decision-making process.
- An ongoing partnership.
- 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

You can expect your advisor 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 you and faculty and staff.
- 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 your progress.

Your advisor expects you to:

- Be an active participant in your educational planning process.
- Strive for educational achievement to the highest attainable standard.
- Initiate and maintain regular contact with your 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 your academic requirement report.
- Become knowledgeable about university policies, procedures and programs.
- Identify your academic and career-related goals.
- Be responsible for developing an educational plan.
- Ask questions!

Items to bring to advising appointments:

- Current academic requirement report.
- Ideas for desired class schedule.
- Paper and pen or pencil for taking notes.
- List of questions/concerns.
- Any previous advising notes (program sheet, worksheet, etc.).

Cross boundaries to a world of career opportunities!
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. You’ll be 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 in to MyNIU and look for the advisor information box on the Student Center page.

### Advisors Location Department Websites

<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>go.niu.edu/cobadvising</td>
</tr>
<tr>
<td>Accountancy</td>
<td>Barsema Hall, 345A</td>
<td>go.niu.edu/accountancy</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Barsema Hall, 245D</td>
<td>go.niu.edu/cobadministration</td>
</tr>
<tr>
<td>Finance</td>
<td>Barsema Hall, 236E</td>
<td>go.niu.edu/cobfinance</td>
</tr>
<tr>
<td>Management</td>
<td>Barsema Hall, 245D</td>
<td>go.niu.edu/management</td>
</tr>
<tr>
<td>Marketing</td>
<td>Barsema Hall, 128</td>
<td>go.niu.edu/cobmarketing</td>
</tr>
<tr>
<td>Operations and Information Management</td>
<td>Barsema Hall, 328A</td>
<td>go.niu.edu/omis</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 and workshops. If I do not complete **all** mandatory advising appointments and 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 first-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 or first-semester schedule can look considerably different depending upon you and your major.

As a broad guideline, most students enroll in 13 to 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 grade point average (GPA). Your cumulative GPA will determine your ability to move forward in a College of Business major.

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, Wi-Fi capable and Windows 10 (or Mac OS X 10.12).

A laptop/notebook computer with Wi-Fi capabilities (Wi-Fi_33 certified, 2.4GHz or 5 GHz compatible) is highly recommended for business students. Campus residence halls are all equipped with Wi-Fi coverage. Software required for business courses can either be downloaded for free or accessed via the college’s unique 24/7 Anywhere Lab. The Anywhere Lab can be accessed from your computer or mobile device anywhere you have an internet connection.

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 and from each academic building.
• Become familiar with NIU.
• Be sure to review section requirements for eligibility.
MyNIU Student System

The MyNIU student system contains several helpful tiles to navigate toward student success. Registering for classes, searching for classes and 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.

<table>
<thead>
<tr>
<th>Academic Calendar</th>
<th>Academic Calendar — Northern Illinois University</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Graduation Requirements</td>
<td>University Graduation Requirements — Northern Illinois University</td>
</tr>
<tr>
<td>• Writing Infused</td>
<td>Program: Writing Infused Courses — Northern Illinois University</td>
</tr>
<tr>
<td>• Human Diversity</td>
<td>Program: Human Diversity Requirement List of Courses</td>
</tr>
<tr>
<td>General Education</td>
<td>Program: General Education Requirements — Northern Illinois University</td>
</tr>
<tr>
<td>Academic Regulations</td>
<td>Academic Regulations — Northern Illinois University</td>
</tr>
</tbody>
</table>

**Grading System**
- Grading.
- GPA.

**Schedule Changes**
- Changes in class scheduling.
- Schedule change process.
- Understanding withdraw process.

| College of Business | College of Business - Northern Illinois University |

**GPA Calculation Workspace**

GPA = Grade Points ÷ NIU GPA Hours

<table>
<thead>
<tr>
<th>Course Schedule</th>
<th>(Repeat)</th>
<th>Grade x Hours =</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4.00 points</td>
<td>B = 3.00 points</td>
<td>C = 2.00 points</td>
<td></td>
</tr>
<tr>
<td>A- = 3.67 points</td>
<td>B- = 2.67 points</td>
<td>D = 1.00 points</td>
<td></td>
</tr>
<tr>
<td>B+ = 3.33 points</td>
<td>C+ = 2.33 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade Points = Grade x Credit Hours
FOUNDATIONAL STUDIES

WRITING REQUIREMENTS

- 100-level Rhetoric and Composition (0-3 semester hours). Writing and revising argumentative and analytical essays. C or better in ENGL 103. See catalog for details.

- 200-level Writing in the Domains (3 semester hours). Writing and revising argumentative and analytical essays; analyze, evaluate and synthesize material from a variety of sources; incorporate knowledge domain-appropriate writing and rhetorical styles as well as documentation styles. C or better in ENGL 203 or 204. See catalog for details.

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. See catalog for additional options to satisfy this requirement.

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 six semester hours in each domain area below and one additional three-hour course from any knowledge domain area is required.

Courses in red below also satisfy Foundations of Business Courses.

Courses in bold below 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, 410
MDST 225
JOUR 350
KNPE 393
LATS 100, 101
LES M 152
LTRE 191, 192, 193, 194
MEE 382
MGMT 227, 311, 327
MUHL 220, 221, 222, 223
POLS 101, 103, 105, 251
SESE 320
TH-D 222, 474
THEA 203, 370, 379
UBUS 110
WGSS 202

NATURE AND TECHNOLOGY (Underlined courses are four semester hours)

ANTH 103, 240, 261X
ARTH 331
BIOS 103, 103+105, 106, 109
CHEM 100, 110, 110+111, 210, 210+212, 211, 211+213
CSCI 205
ELE 100
ENGL 261X
ENVS 210
ETT 234
FLCL 271, FLFR 371, FLIT 272, FLRU 361
FSMD 262
HIST 323, 377
HON 300B, 400B
ILAS 261
ISYE 100, 250, 420
KNPE 100
LES M 152
LTRE 191, 192, 193, 194
MEE 382
MGMT 227, 311, 327
MUHL 220, 221, 222, 223
POLS 101, 103, 105, 251
SESE 320
TH-D 222, 474
THEA 203, 370, 379
UBUS 110
WGSS 202

SOCIETY AND CULTURE

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 186X, 303
EPFE 201, 355, 440
EPS 307
ETT 231, 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, 410C
HON 300C, 400C, 410C
IVPA 201
KNPE 111
LES M 365
MGMT 417
MEE 382
MGMT 417
MEE 382
MNGO 406
PHHE 206, 295, 315
PHIL 336
POLS 100, 210, 220, 260, 285
PSPA 220X
PSYC 102, 225, 245
REHB 200, 300
SCL 100, 200
SEAS 225
SEEC 201
SEVI 205
SOCI 170, 250, 260, 270, 354
WGSS 101, 201, 324, 350

See catalog for additional options to satisfy this requirement.
Foundations of Business Courses 2021-2022

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, you must have completed the following criteria:

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCY 206</td>
<td>Introductory Financial Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCY 207</td>
<td>Introductory Cost Management</td>
<td>(3)</td>
</tr>
<tr>
<td>ECON 260</td>
<td>Principles of Microeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ECON 261</td>
<td>Principles of Macroeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 203 (or 204)</td>
<td>Rhetoric and Composition II (3) (or Rhetoric and Composition)</td>
<td></td>
</tr>
<tr>
<td>MATH 211 (or 229)</td>
<td>Calculus for Business and Social Science (4) (or Calculus I)</td>
<td></td>
</tr>
<tr>
<td>MGMT 217</td>
<td>Legal Environment of Business</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYC 102</td>
<td>Introduction to Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>OMIS 259</td>
<td>Introduction to Business Information Systems</td>
<td>(3)</td>
</tr>
<tr>
<td>UBUS 100*</td>
<td>Career Compass</td>
<td>(0)</td>
</tr>
<tr>
<td>UBUS 110</td>
<td>Business in Action</td>
<td>(3)</td>
</tr>
<tr>
<td>UBUS 200</td>
<td>Passport Introduction</td>
<td>(0)</td>
</tr>
<tr>
<td>UBUS 223</td>
<td>Introduction to Business Statistics</td>
<td>(3)</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 and OMIS 338 prior to enrolling in 400-level business courses.

* This course is required for all new freshmen and can be taken as an elective by any COB major.
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 résumé with skills employers seek.
• Customize your experiences and create your own personal brand.

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

NIU online services make life easier!

NIU mobile app:
• Access Blackboard.
• View Undergraduate Catalog.
• Huskie Line bus GPS tracking.
• Manage NIU OneCard.

MyNIU portal:
• Check grades.
• Register for courses.
• View financial aid information.
Campus Resources

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

Barsema Hall 201
815-753-1325
cob.niu.edu/advising
Email: cobadvising@niu.edu

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

Bursar's Office
Swen Parson Hall, Room 235
815-753-1885
niu.edu/bursar
Email: bursar@niu.edu

Child Development and Family Center
Campus Child Care Center Building
815-753-0125
niu.edu/ccc
Email: jboyer@niu.edu

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

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

Center for Black Studies
621 W. Lincoln Highway
815-753-2495
niu.edu/blackstudies
Email: CenterBlackStudies@niu.edu

Counseling and Consultation Services
Campus Life Building, Room 200
815-753-1206
niu.edu/counseling

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

Financial Aid and Scholarship Office
Swen Parson Hall, Room 245
815-753-1395
niu.edu/financial-aid
Email: finaid@niu.edu or
Email: scholarships@niu.edu

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

Health Services
Health Services Building, First Floor
815-306-2777
niu.edu/healthservices

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

Huskie Academic Support Center
Founders Memorial Library
815-753-6636
niu.edu/academic-support
Email: hasc@niu.edu

International Student and Scholar Services
Williston Hall
815-753-1346
niu.edu/isss
Email: isfo@niu.edu

Latino Resource Center
515 Garden Road
815-753-1986
niu.edu/lrc
Email: Lrc@niu.edu

Military and Veteran Services
Campus Life Building, Room 160
815-753-0691
niu.edu/military-veteran
Email: mss@niu.edu

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

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

Student Conduct
Campus Life Building, Room 280
815-753-1571
niu.edu/conduct
Email: conduct@niu.edu

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

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

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

Writing Center
Founders Memorial Library, Room 260
815-753-6636
niu.edu/uwc
gjackey@gmail.com

Additional Resources:

Schedule of Classes
myniu.niu.edu

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

COB Scholarships
cob.niu.edu/scholarships

Student Email Account
0365.niu.edu

Undergraduate Catalog
Human Diversity Requirement
Writing Infused Requirement
General Education
go.niu.edu/catalog-ug
Fall Semester 2021

**April-August**
New student and family orientation sessions.

**Monday-Friday, Aug. 16-20**
Department, college and university faculty meetings.

**Monday, Aug. 23**
Classes begin.

**Sunday, Aug.29**
Last day for undergraduates to add or course drop a first-half-semester or full-semester course(s) via self-service in MyNIU.

**Wednesday, Sept. 1**
Last day to apply for fall 2021 graduation via self-service in MyNIU.

**Sunday, Sept.5**
Last day for undergraduates to add a first-half-semester course with approval from the offering department.

**Sunday, Sept. 5**
Last day for undergraduates to add a full-semester course with approval from the offering department.

**Sunday, Sept. 5**
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.

**Monday, Sept. 6**
Labor Day (university closed).

**Tuesday, Sept. 7**
Last day for undergraduates to make up a grade of “I” (incomplete) from the spring 2021 semester.

**Friday, Sept. 10**
Last day for undergraduates to change a full-semester course from credit to audit or from audit to credit.

**Friday, Sept. 10**
Last day for undergraduates to change a first-half-semester course from credit to audit or from audit to credit.

**Friday, Sept. 24**
Last day for undergraduates to request a course withdrawal and semester withdrawal from a first-half-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Sunday, Oct. 17**
End of the first half of the semester.

**Monday, Oct. 18**
Beginning of the second half of the semester.

**Sunday, Oct. 24**
Last day for undergraduates to add or course drop a second-half-semester course via self-service in MyNIU.

**Friday, Oct. 29**
Last day for undergraduates to request a course withdrawal or semester withdrawal from a full-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Sunday, Oct. 31**
Last day for undergraduates to add a second-half-semester course with approval from the offering department.

**Friday, Nov. 5**
Last day for undergraduates to change a second-half-semester course from credit to audit or from audit to credit.

**Friday, Nov. 19**
Last day for undergraduates to request a 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.

**Friday, Nov. 19**
Last day for undergraduates enrolled only in second-half-semester courses to request a semester withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Wednesday-Sunday, Nov. 24-28**
Thanksgiving break.

**Monday, Nov. 29**
Classes resume.

**Monday, Nov. 29**
Last day to change or declare a major to be effective for the fall semester.

**Saturday, Dec. 4**
Classes end.

**Monday, Dec. 6**
Last day for undergraduates to make up a grade of “I” (incomplete) from the summer 2021 session.

**Monday-Saturday, Dec. 6-11**
Final examinations.

**Sunday, Dec. 12**
End of fall semester.

Undergraduate fall commencement.

Spring Semester 2022

**November-January**
New student and family orientation sessions.

**Monday-Friday, Jan. 10-14**
Department and college faculty meetings.

**Monday, Jan. 17**
Martin Luther King, Jr. Birthday (university closed).

**Tuesday, Jan. 18**
Classes begin.

**Sunday, Jan. 23**
Last day for undergraduates to add or course drop a first-half-semester or full-semester course(s) via self-service in MyNIU.

**Sunday, Jan. 30**
Last day for undergraduates to add a first-half-semester course with approval from the offering department.

**Sunday, Jan. 30**
Last day for undergraduates to add a second-half-semester course with approval from the offering department.

**Sunday, Jan. 30**
Last day for undergraduates to request a course drop for a full-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Tuesday, Feb. 1**
Last day to apply for spring 2022 graduation via self-service in MyNIU.

**Friday, Feb. 4**
Last day for undergraduates to change a full-semester course from credit to audit or from audit to credit.

**Friday, Feb. 18**
Last day for undergraduates to request 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.

**Saturday, March 12**
End of the first half of the semester.

**Sunday-Sunday, March 13-20**
Spring recess.

**Monday, March 21**
Classes resume and beginning of second half of semester.

**Sunday, March 27**
Last day for undergraduates to add or course drop a second-half-semester course via self-service in MyNIU.

**Friday, April 1**
Last day for undergraduates to request a course withdrawal or semester withdrawal from a full-semester course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Sunday, April 3**
Last day for undergraduates to add a second-half-semester course with approval of course department.

**Friday, April 8**
Last day for undergraduates to change a second-half-semester course from credit to audit or from audit to credit.

**Tuesday, April 12**
Last day for undergraduates to make up a mark of “I” (incomplete) from the fall 2021 semester.

**Friday, April 22**
Last day for undergraduates to request a 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.

**Friday, April 22**
Last day for undergraduates enrolled only in second-half-semester courses to request a semester withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.
Monday, April 25
Last day to change or declare a major to be effective for the spring semester.

Thursday, May 5
Classes end.

Friday, May 6
Reading Day.

Saturday, Monday - Friday, May 7, 9-13
Final examinations.

Friday, May 13
End of spring semester.

Saturday, May 14
Undergraduate spring commencement.

**Summer Session 2022**

**Monday, June 13**
Classes begin.

**Wednesday, June 15**
Last day to apply for summer 2022 graduation via self-service in MyNIU.

**Wednesday, June 15**
Last day for undergraduates to add or course drop a first-half-session course via self-service in MyNIU.

**Thursday, June 16**
Last day for undergraduates to change a first-half-session course from credit to audit or from audit to credit with major college approval.

**Friday, June 17**
Last day for undergraduates to add a first-half-session course with approval from the offering department.

**Friday, June 17**
Last day for undergraduates to request 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.

**Friday, June 19**
Last day for undergraduates to add or course drop a full-session course via self-service in MyNIU.

**Friday, June 19**
Last day for undergraduates to perform a session drop for a full-session course(s) via self-service in MyNIU.

**Monday, June 20**
Last day for undergraduates to change a full-session course from credit to audit or from audit to credit.

**Friday, June 24**
Last day for undergraduates to request a session withdrawal from a first-half-session course through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Friday, June 24**
Last day for undergraduates to request a first-half-session course from credit to audit or from audit to credit with permission from the offering department.

**Monday, July 4**
Independence Day observed (university closed).

**Sunday, July 10**
End of the first half session.

**Monday, July 11**
Beginning of second half session.

**Wednesday, July 13**
Last day for undergraduates to add or course drop a second-half-session course via self-service in MyNIU.

**Wednesday, July 13**
Last day for undergraduates to request a semester withdrawal for the second half session through MyNIU.

**Wednesday, July 13**
Last day for undergraduates to change a second-half-session course from credit to audit or from audit to credit.

**Friday, July 15**
Last day for undergraduates enrolled only in full-session courses to request a course withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Friday, July 15**
Last day for undergraduates enrolled in full-session courses to request a session withdrawal through their college advising office or the Academic Advising Office for those students with no college affiliation.

**Friday, July 18**
Last day for undergraduates to declare a major effective for the summer 2022 session.

**Friday, July 22**
Last day for undergraduates to request a 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.

**Friday, July 22**
Last day for undergraduates enrolled only in second-half-session courses to request a session withdrawal through their college advising office, or the Academic Advising Office for those students with no college affiliation.

**Sunday, Aug. 7**
End of summer session.
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Undergraduate Advising and Student Resources Handbook