LRS Undergraduate Student Success Center

Live it. Learn it. Do it.
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College of Business

LRS Undergraduate Student Success Center

Our College of Business (COB) LRS Undergraduate Student Success Center 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 journey to becoming 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 our university, our college and your major department. The NIU Undergraduate Catalog is your official source for this information.

Meet Our Staff

Margaret Myles, director
Amanda Lepic, academic counselor
Meredith Eskoff, academic counselor
Megan Woodruff, senior academic counselor
Courtney Harms, program assistant

Contact Us

College of Business
LRS Undergraduate Student Success Center
815-753-1325
Email: cobadvising@niu.edu
cob.niu.edu/advising
Syllabus

Advising Mission
To assist you 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 use campus resources.
- Complete necessary paperwork and logistical items necessary for 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 you and your advisor.

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

You can expect your advisor to:

• Assist you in understanding university policies and procedures, general education requirements and program curricula.
• Encourage and guide you in the process of defining, developing and attaining your academic and career-related goals.
• Assist you in developing skills needed to create realistic and attainable educational plans.
• Provide information regarding relevant campus resources and services that will assist you in enhancing your academic performance and college experience.
• Foster a collaborative partnership between you, 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 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 your 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 use our various campus resources, and follow through with referrals.
• Understand how to read and interpret your academic requirements report.
• Become knowledgeable about university policies, procedures and programs.
• Identify your academic and career-related goals.
• Be responsible for developing your educational plan.
• Ask questions.

Items to bring to advising appointments:

• Your current academic requirement report.
• Ideas for your 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

COB majors who have completed 24 or more college-level credit hours are advised by a professional advisor connected to their COB major department. This assignment allows you to establish a strong advising partnership, giving you a point person to assist you in working toward your academic and career goals.

To confirm who your advisor is, log in to 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>LRS Undergraduate Student Success Center</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, 236A</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, 128E</td>
<td>go.niu.edu/cobmarketing</td>
</tr>
<tr>
<td>Operations and Information Management</td>
<td>Barsema Hall, 328</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 two semesters for first-year students.
   b. The College of Business requires academic advising every semester 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 my academic advisor at least once per semester.
4. Check my Z-ID 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 your typical first-semester schedule can look considerably different depending upon 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 semester is your GPA. Your cumulative GPA will determine your ability to move forward in your College of Business major.

Recommended Computer for Business Students

To successfully complete courses in our college, you will need access to a Windows-based computer. Many business software applications do not run on the Mac operating system, and some courses require access to a Windows-based computer. If you already own a Mac, there are resources available to you within our college to support your ability to complete assignments. These resources — such as access to a computer lab or the opportunity to borrow a Windows-based laptop — may be limited at peak usage times.

While iPad or Android tablets work well for note-taking and browsing, you will need a laptop or desktop for homework and other activities.

More information can be found at our COB Technology Resources website [cob.niu.edu/about/help](http://cob.niu.edu/about/help). Information on laptops can be found at [go.niu.edu/LaptopHelp](http://go.niu.edu/LaptopHelp).

Registration Tips:

- Meet with your advisor every semester **before registration.**
- 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.

Aids for some of these tasks can be found at go.niu.edu/myniu-student-help.

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 go.niu.edu/catalog-ug-calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Graduation Requirements</td>
<td>University Graduation Requirements — Northern Illinois University go.niu.edu/catalog-ug-univ-grad-req</td>
</tr>
<tr>
<td>Writing Infused</td>
<td>Program: Writing Infused Courses — Northern Illinois University go.niu.edu/catalog-ug-writing-inf</td>
</tr>
<tr>
<td>Human Diversity</td>
<td>Program: Human Diversity Requirement List of Courses go.niu.edu/catalog-diversity</td>
</tr>
<tr>
<td>General Education</td>
<td>Program: General Education Requirements — Northern Illinois University go.niu.edu/catalog-ug-gen-ed-req</td>
</tr>
<tr>
<td>Academic Regulations</td>
<td>Academic Regulations — Northern Illinois University go.niu.edu/catalog-ug-regulations</td>
</tr>
</tbody>
</table>

Grading System:
- Grading.
- GPA.

Schedule Changes:
- Changes in class scheduling.
- Schedule change process.
- Understanding withdrawal process.

College of Business | College of Business - Northern Illinois University go.niu.edu/catalog-ug-cob |

GPA Calculation Workspace

GPA = Grade Points ÷ NIU GPA Hours
Grade Points = Grade x Credit 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></td>
<td>0</td>
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<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

GPA Calculation Workspace

GPA = Grade Points + NIU GPA Hours
Grade Points = Grade x Credit Hours

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<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>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
</tbody>
</table>

8 LRS Undergraduate Student Success Center Handbook
General Education Requirements 2024-2025

FOUNDATIONAL STUDIES

WRITING REQUIREMENTS

• 100-level Rhetoric and Composition (zero to three 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 (three 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, MATH 103, MATH 104+105, MATH 110, 155, 201, 206, 210, 211, 229, STAT 100, 200 or UBUS 223 (or pass Mathematics Competency Examination). 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. Our 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 Fundamental Business Requirement Courses.

Courses in bold below also fulfill our Human Diversity Requirement.

Courses in blue below are four semester hours.

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, 271, 310, 315, 340, 350, 361
EPFE 321, 400, 410
EPS 300, 430
ETT 231
FLFR 371, FLIT 272, FLRU 361
FSMD 262
HIST 110, 112, 140, 141, 170, 171, 260, 261, 352, 369, 383
HON 300A, 400A, 410A
JOUR 210, 350
KNPE 393
LATS 100, 101
LES 152
MDST 225
MEE 382
MGMT 227, 311, 327
MUHL 220, 221, 222, 223
PHIL 101, 103, 105, 251
POL 150, 251
SESE 320
TH-D 222, 474
THEA 203, 370, 379
UBUS 110
WGSS 202

NATURE AND TECHNOLOGY

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
EAE 202, 204, 256, 324X
ELE 100
ENGL 261X
ENVS 200, 210
ETR 450
ETT 234
HIST 323, 377
HON 300B, 400B, 410B
ILAS 261
ISYE 100, 250, 420
KNPE 100
MEE 101
NUTR 201
OMIS 259
PHIL 205
PHYS 150, 150+151, 162, 180, 180+181, 210, 211, 253, 273
PSYC 345, 481
TECH 231, 245, 294

SOCIETY AND CULTURE

ANTH 104, 120, 220, 230, 250, 302, 465
ART 465
ARTH 310, 320, 330, 360, 361, 370, 380
BIOS 324X
BKST 200, 211, 219, 250X, 300, 440
COMD 220
COMS 260, 362, 403, 410
EAE 202, 204, 256, 324X
ECON 160, 186, 260, 261
ENGL 318
ENVS 186X, 303, 350X
ETR 451
ECON 160, 186, 303, 361X
EPFE 201, 302, 355, 430, 440
EPS 307
ETT 211, 329
FINA 315
FDBU 482
HDFS 207, 230, 280
HIST 343, 349, 355, 361, 364, 365, 381, 382, 388
HON 300C, 400C, 410C
ILAS 225
IVPA 201
JOUR 260X
KNPE 111, 305, 310
LES 365
MGMT 417
MEE 431
NUTR 406
PHHE 206, 295, 315, 335
PHIL 336
POL 100, 210, 220, 260, 285
PSIA 220X
PSYC 3102, 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

If any discrepancies exist between this document, our college’s website and the undergraduate catalog, the catalog is the authoritative source for requirements.
Fundamental Business Requirement Courses 2024-2025

The NIU College of Business offers six undergraduate programs in accountancy, business administration, finance, management, marketing, and operations and information management. All College of Business majors must pass the following courses with a C or better.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCY 206</td>
<td>Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCY 207</td>
<td>Introduction to 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</td>
<td>Rhetoric and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 204</td>
<td>Rhetoric and Composition</td>
<td>3</td>
</tr>
<tr>
<td>FINA 320</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>MATH 211</td>
<td>Calculus for Business and Social Science</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 229</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MGMT 217</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 335</td>
<td>Managing Individuals, Teams, and Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 468</td>
<td>Strategic Management in a Global Economy</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 295</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OMIS 259</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>OMIS 338</td>
<td>Principles of Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>OMIS 351</td>
<td>Information Systems in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>or ACCY 310</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 102</td>
<td>Introduction to Psychology</td>
<td>3</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>
<tr>
<td>UBUS 288</td>
<td>Introduction to Business Data and Analytics</td>
<td>3</td>
</tr>
<tr>
<td>UBUS 400</td>
<td>Passport Culmination</td>
<td>0</td>
</tr>
</tbody>
</table>

Limited Retention Requirements

Registration for MGMT 335 requires a C or better in multiple Fundamental Business Requirement Courses as prerequisites (in bold above), a corequisite of UBUS 200, a minimum of 45 earned credits and a minimum cumulative GPA of 2.5. Please see your advisor each term to develop an efficient course plan.

Additional retention requirements for each major can be found under Department Requirements in the Undergraduate Catalog, which may include a departmental transcript review and a cumulative GPA higher than 2.5.

To enroll in 400-level business courses, you must earn a C or better in FINA 320, MGMT 335, MKTG 295 and OMIS 338.
College of Business 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!
Study Abroad
BELIEF: Ethics Program
Experiential Learning
Student Organizations

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

Our College of Business LRS Undergraduate Student Success Center assists you in achieving academic success, transitioning to the academic culture of our campus and connecting with resources to reach academic and professional goals.

Asian American Resource Center
375 Wirtz Drive
niu.edu/aac
Email: asianamericancenter@niu.edu

Burse'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
chhs.niu.edu/child-center
Email: jboyer@niu.edu

Campus Dining Services
Neptune Central, Room 216
niu.edu/dining
Email: dining@niu.edu

Career Services
Peters Campus Life Building, Room 220
815-753-1642
niu.edu/career-services
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
Peters Campus Life Building, Room 200
815-753-1206
niu.edu/counseling

Disability Resource Center
Peters 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: gsgrc@niu.edu

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

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

Huskie Academic Success Center
Academic Coaching:
Founders Memorial Library, Room 152
Supplemental Instruction:
Founders Memorial Library, Room 260
University Writing Center:
Founders Memorial Library, Room 152
Tutoring:
Founders Memorial Library, Room 260
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: isss@niu.edu

Latino Resource Center
515 Garden Road
815-753-1986
niu.edu/lrc
Email: Luis Santos-Rivas
lsantosrivas@niu.edu
Elbia Del Llano Menendez
edellon1@niu.edu

Military and Veteran Services
Peters 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/omбудs
Email: ombuds@niu.edu

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

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

Student Employment
Human Resources Services
1515 West Lincoln Highway
815-753-6000
niu.edu/hr/job-seekers/student
Email: humanresources@niu.edu

Students’ Legal Assistance
Peters 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
Peters Campus Life Building, Room 110
815-753-0694
niu.edu/honors
Email: honors@niu.edu

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
## Academic Calendar

### 2024 Fall Undergraduate Academic Calendar — Full Semester Courses*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 26</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>Sunday, Sept. 1</td>
<td>Last day to apply for fall graduation via self-service in MyNIU.</td>
</tr>
<tr>
<td>Sunday, Sept. 1</td>
<td>Last day to add or drop course(s) via self-service in MyNIU.</td>
</tr>
<tr>
<td>Monday, Sept. 2</td>
<td>Labor Day (university closed).</td>
</tr>
<tr>
<td>Sunday, Sept. 8</td>
<td>Last day to add a course with approval from the offering department.</td>
</tr>
<tr>
<td>Sunday, Sept. 8</td>
<td>Last day to drop a course through advisor.</td>
</tr>
<tr>
<td>Tuesday, Sept. 10</td>
<td>Last day to make up a grade of Incomplete from the spring 2024 semester.</td>
</tr>
<tr>
<td>Monday, Sept. 9</td>
<td>Last day to change a course from credit to audit or from audit to credit.</td>
</tr>
<tr>
<td>Friday, Nov. 1</td>
<td>Last day to request a course withdrawal or semester withdrawal through advisor.</td>
</tr>
<tr>
<td>Tuesday, Nov. 5</td>
<td>Election Day (university closed)</td>
</tr>
<tr>
<td>Monday, Nov. 25</td>
<td>Last day to change or declare a major to be effective for the fall semester.</td>
</tr>
<tr>
<td>Wednesday, Nov. 27 to Sunday, Dec. 1</td>
<td>Thanksgiving break.</td>
</tr>
<tr>
<td>Monday, Dec. 2</td>
<td>Classes resume after Thanksgiving break.</td>
</tr>
<tr>
<td>Saturday, Dec. 7</td>
<td>Classes end.</td>
</tr>
<tr>
<td>Monday, Dec. 9 to Saturday, Dec. 14</td>
<td>Final Examinations.</td>
</tr>
<tr>
<td>Wednesday, Dec. 11</td>
<td>Last day to make up a grade of Incomplete from the summer 2024 session.</td>
</tr>
<tr>
<td>Sunday, Dec. 15</td>
<td>Undergraduate fall commencement.</td>
</tr>
</tbody>
</table>

### 2025 Spring Undergraduate Academic Calendar — Full Semester Courses*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Jan. 13</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>Sunday, Jan. 19</td>
<td>Last day to add or drop course(s) via self-service in MyNIU.</td>
</tr>
<tr>
<td>Monday, Jan. 20</td>
<td>Martin Luther King Jr. Day (university closed).</td>
</tr>
<tr>
<td>Sunday, Jan. 26</td>
<td>Last day to add a course with approval from the offering department.</td>
</tr>
<tr>
<td>Sunday Jan. 26</td>
<td>Last day to drop a course through advisor.</td>
</tr>
<tr>
<td>Monday, Jan. 27</td>
<td>Last day to change a course from credit to audit or from audit to credit.</td>
</tr>
<tr>
<td>Saturday, Feb. 1</td>
<td>Last day to apply for spring graduation via self-service in MyNIU.</td>
</tr>
<tr>
<td>Sunday, March 9 to Sunday, March 16</td>
<td>Spring Recess.</td>
</tr>
<tr>
<td>Monday, March 17</td>
<td>Classes resume after Spring Recess.</td>
</tr>
<tr>
<td>Friday, March 21</td>
<td>Last day to request a course withdrawal or semester withdrawal through advisor.</td>
</tr>
<tr>
<td>Wednesday, April 16</td>
<td>Last day to make up a grade of Incomplete from the fall 2024 semester.</td>
</tr>
<tr>
<td>Monday, April 21</td>
<td>Last day to change or declare a major to be effective for the spring semester.</td>
</tr>
<tr>
<td>Thursday, May 1</td>
<td>Classes end.</td>
</tr>
<tr>
<td>Friday, May 2</td>
<td>Reading Day.</td>
</tr>
<tr>
<td>Saturday, May 3 and</td>
<td></td>
</tr>
<tr>
<td>Monday, May 5 to Friday, May 9</td>
<td>Final Examinations.</td>
</tr>
<tr>
<td>Saturday, May 10</td>
<td>Spring Undergraduate Commencement.</td>
</tr>
</tbody>
</table>

*See online catalog for first half- and second half-semester deadlines at [go.niu.edu/catalog-ug-calendar](go.niu.edu/catalog-ug-calendar).
See MyNIU for 14-week and dynamically dated course deadlines.
# Academic Calendar

## 2025 Summer Undergraduate Academic Calendar — Full Semester Courses*

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>June 15</td>
<td>Last day to apply for summer graduation via self-service in MyNIU.</td>
</tr>
<tr>
<td>Monday, June 16</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>Thursday, June 19</td>
<td>Juneteenth (university closed).</td>
</tr>
<tr>
<td>Sunday, June 22</td>
<td>Last day to add or drop course(s) via self-service in MyNIU.</td>
</tr>
<tr>
<td>Sunday, June 22</td>
<td>Last day to drop a course through advisor.</td>
</tr>
<tr>
<td>Monday, June 23</td>
<td>Last day to change a course from credit to audit or from audit to credit.</td>
</tr>
<tr>
<td>Friday, June 27</td>
<td>Last day to add a course with approval from the offering department.</td>
</tr>
<tr>
<td>Friday, July 4</td>
<td>Independence Day observed (university closed).</td>
</tr>
<tr>
<td>Friday, July 18</td>
<td>Last day to request a course withdrawal or session withdrawal through advisor.</td>
</tr>
<tr>
<td>Monday, July 21</td>
<td>Last day to change or declare a major to be effective for the summer session.</td>
</tr>
<tr>
<td>Sunday, Aug. 10</td>
<td>Classes end.</td>
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</tbody>
</table>

*See online catalog for first half- and second half-semester deadlines at [go.niu.edu/catalog-ug-calendar](http://go.niu.edu/catalog-ug-calendar). See MyNIU for 14-week and dynamically dated course deadlines.
## Planning Worksheet

<table>
<thead>
<tr>
<th>Monday Date</th>
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