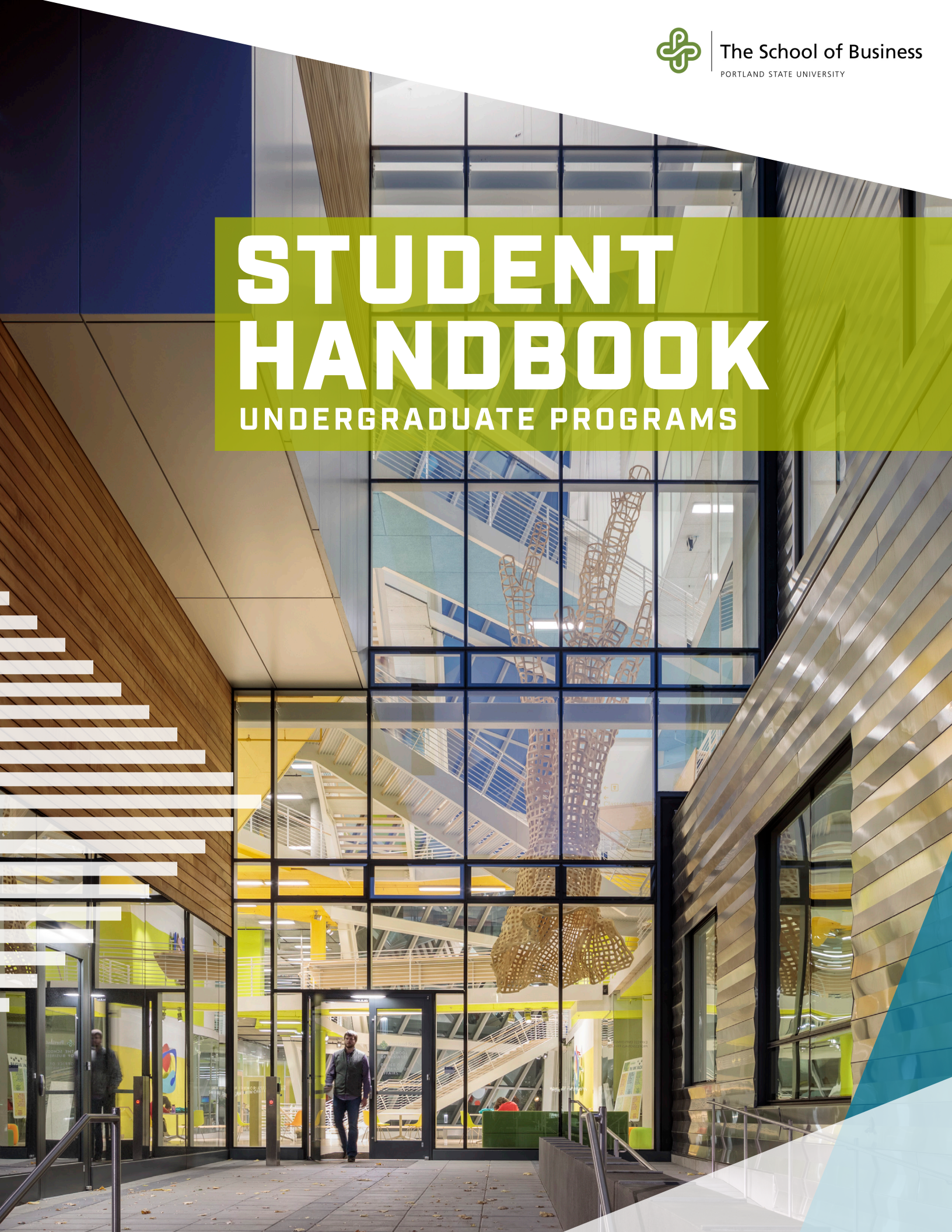




The School of Business
PORTLAND STATE UNIVERSITY

STUDENT HANDBOOK

UNDERGRADUATE PROGRAMS



Welcome to The School of Business,

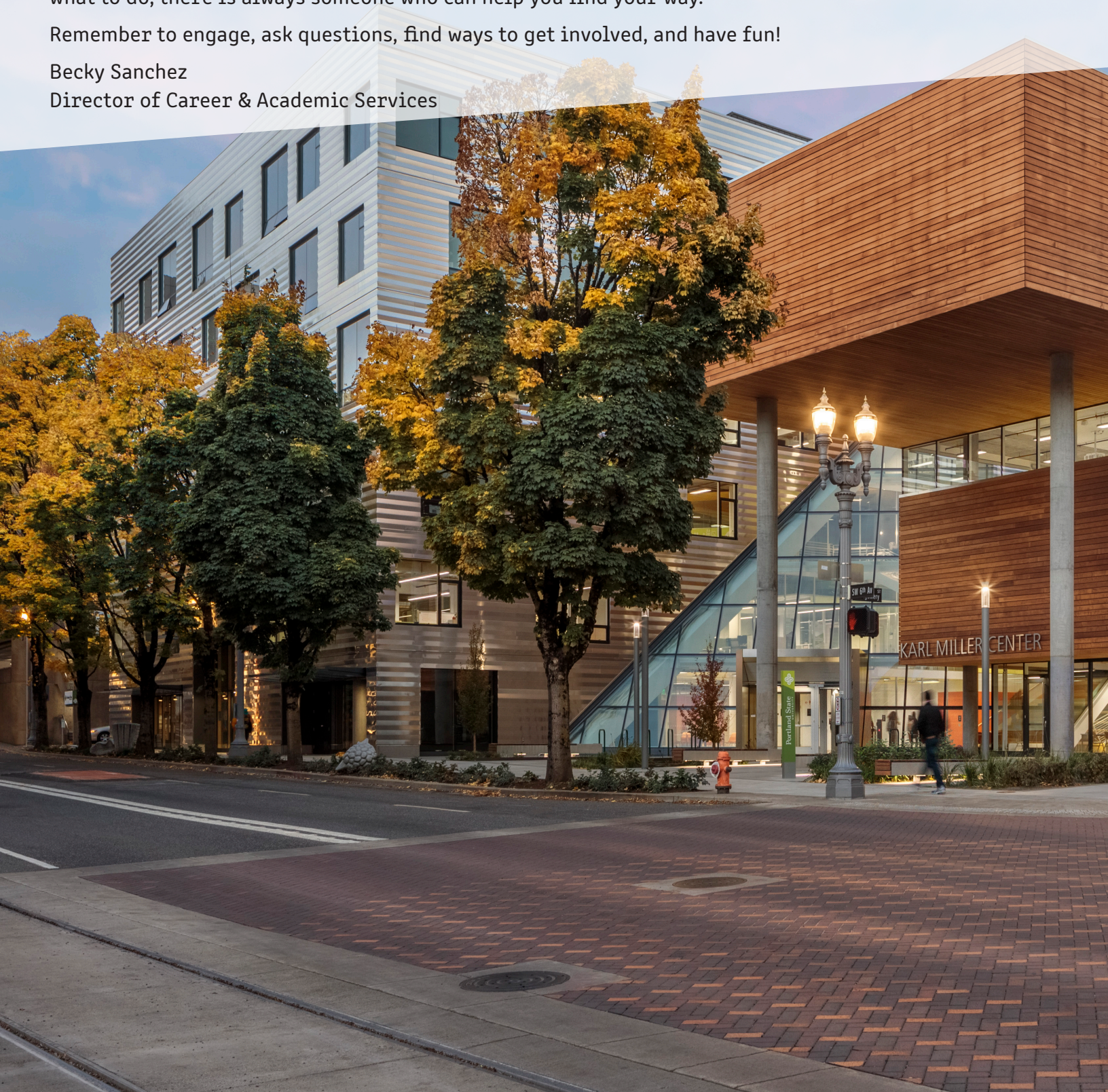
We are excited to have you as a part of the incoming class of Vikings in The School of Business. When you begin your classes, consider that your academic and extra-curricular engagement are preparing you for your career. As you take classes you are building a foundation for the rest of your life.

The School of Business offers a wide range of programs and opportunities for you to engage in during your time at Portland State University. These include a variety of mentor programs, student organizations, career development workshops, guest speakers, portfolio development opportunities, case study competitions and so much more. Find your niche, find the activity that you want to be involved in and make it happen. When you have questions, be sure to reach out to your professors or Career and Academic Advisor and ask for help. When you do not know where to go or what to do, there is always someone who can help you find your way.

Remember to engage, ask questions, find ways to get involved, and have fun!

Becky Sanchez

Director of Career & Academic Services



The School of Business believes in the potential of business leaders to courageously face today's challenges and fearlessly change the world for the better. That's why we're in the business of building fearless leaders, innovative thinkers, global collaborators, pioneering entrepreneurs, and selfless philanthropists. Leaders who care for more than just the bottom line. Leaders who know how to turn challenges into transformative action.

GETTING STARTED

Access **mypdx.edu** to begin using the following features:

- View financial aid
- Register for classes
- Pay your tuition
- Order your textbooks
- View class schedule
- View holds on account
- View DARS report
- Apply for graduation

Tip: Textbook information can be found in your Registration & Course Schedule.

BEFORE YOUR FIRST DAY OF CLASS

- ☐ Submit your immunization records. For more information, go to **www.pdx.edu/shac/measles**
- ☐ Submit final transcript(s) to the Admissions Office
- ☐ Schedule an appointment with your Career & Academic Advisor within your first two terms
- ☐ Get your Vikings ID card at ID Services
- ☐ Purchase parking permit or transit pass. Go to **www.pdx.edu/transportation/parking** for more info
- ☐ Set up your PSU student email account
- ☐ Familiarize yourself with ODIN, Banweb, D2L, and OrgSync. Helpful for connecting to PSU student life
- ☐ Review your Financial Aid Package in Banweb
- ☐ View class schedule & order your textbooks
- ☐ Find your classroom
- ☐ Take campus tour

Contact Information

Phone: 503-725-3712

Email: sbinfo@pdx.edu

Website: pdx.edu/sba

Career & Academic Services

Karl Miller Center Room 220

615 SW Harrison Street

Portland, OR 97201

GETTING STARTED



DEGREE AUDIT REPORT

WHAT IS A DEGREE AUDIT REPORT?

A Degree Audit Report (DARS), is a valuable tool which aids in tracking degree progress and in understanding requirements. This report applies your completed courses, including transfer courses accepted at PSU towards PSU's graduation requirements.

RUNNING YOUR DEGREE AUDIT REPORT

1. Logon to Banweb at banweb.pdx.edu.
2. Go to the Student Services tab and click DARS link.
3. Click submit on audit and click continue on audit level.
4. Choose degree program, select catalog year and run audit.
5. Review your audit with your Career & Academic Advisor.

CALCULATING YOUR GRADE POINT AVERAGE

1. GPA is based on the total number of quality points earned divided by the total number of credit hours accumulated.
2. For example: a 1-credit A is four quality points.
3. Add all quality points and sum up completed credits.
4. Divide your total quality points by the total number of credit hours. This will give you your total GPA.

For more information and for FAQs and Tutorials on DARS, go to www.pdx.edu/registration/dars.

DEGREE AUDIT REPORT



CORE CURRICULUM

GENERAL PSU REQUIREMENTS

You must complete these three components for your business degree:

1. Bachelor of Arts or Bachelor of Science requirements
2. University Studies program requirements (General Education) (www.pdx.edu/unst)
3. School of Business requirements (outlined below)

To earn a Bachelor's degree, you must complete 180 credits, including:

1. At least 72 upper-division credits (300 or 400 level)
2. At least 82 business credits, 41 of which must be taken at PSU
3. At least 90 credits taken outside of business

BUSINESS REQUIREMENTS

The business portion of your degree consists of five parts:

1. Required pre-business courses
2. 300-level core courses
3. Business option/major requirements
4. Business strategy course (BA 495)
5. School of Business electives (where applicable)

OPT-IN INFO

Benefits of Opting-In to The School of Business

1. Formally admitted to The School of Business
2. Register for courses restricted to business students
3. Receive proactive advisor outreach
4. Receive additional communication about opportunities and events
5. Eligible to apply for hardship tuition assistance and scholarships

Benefits of Waiting to Opt-In to The School of Business

1. Admitted business students pay a differential tuition
2. Attendance cost estimate:
pdx.edu/student-financial/cost-of-attendance
3. No need to opt-out if you change your major

Other Opt-In Information

1. You can opt-in to The School of Business for a future term
2. If you opt-in and later change your mind, you must opt-out by visiting goo.gl/Mn8QVt, after you change your major in Banweb
3. If pursuing a business minor, you should not opt-in

SB ELECTIVES

- 82 business credits must be completed to obtain a business degree.
- Electives courses include the prefix: ACTG, FIN, GSCM, ISQA, MKTG, MGMT.
- Do not take BA 306, 316, 326, 336 and 346 if you are a business major. These are for business minors and will not count for business credit.

CORE CURRICULUM

BUSINESS CORE REQUIREMENTS

Students may declare business as their major field of study at any time after admission to PSU. Students must opt-in to The School of Business to gain access to 200+ level business courses.

In order to take BA 301, students must have completed each of the prerequisite courses listed below with a grade of “C-” or better; P/NP grades are not accepted:

For a map of required business coursework, flip to end.

COURSE ID	COURSE NAME	CREDITS
BA 101	Introduction to Business & World Affairs	4
BA 205	Business Communications Using Technology	4
BA 211	Fundamentals of Financial Accounting	4
BA 213	Decision Making with Accounting Information	4
EC 201	Principles of Micro Economics	4
EC 202	Principles of Macro Economics	4
STAT 241	Applied Statistics for Business *OR STAT 243	4
COMM 220	Public Speaking	4
WR 121	English Composition OR Freshman Inquiry (UNST 100 Level)	4 - 15

300-LEVEL CORE COURSEWORK

All business majors are required to pass 300-level core courses with a grade of “C-” or better. BA 301 is a co-requisite for most core classes and a prerequisite for 385.

COURSE ID	COURSE NAME	CREDITS
BA 301	Research and Analysis of Business Problems	4
BA 302	Organizational Behavior	4
BA 303	Business Finance	4
BA 311	Marketing Management	4
BA 325	Competing with Information Technology	4
BA 339	Operations and Quality Management	4
BA 385	Business Environment	4

BA 495 - BUSINESS STRATEGY COURSE [6 credits]

- Students provide consulting to local businesses and develop their ability to address business problems, internally and externally.
- A grade of C- or better is required. In addition to completion of the prerequisite courses, students must have completed 135 credits or more or post-baccalaureate standing to register for BA 495.
- Also counts for the University Studies Senior Capstone requirement.

Note: All seven BA 300 level core courses are pre-requisites to BA 495, no exceptions. All major required BA courses are offered every term.

BUSINESS CURRICULUM



BUSINESS CERTIFICATES

Certificate programs are an additional sequence of coursework designed to further customize your business degree based on your interests or career goals. Our certificate programs are led by faculty who specialize in the certificate industry area, offering you additional access to resources and connections to industry. To learn more about adding a certificate to your degree, contact your Career & Academic Advisor.

ATHLETICS & OUTDOOR INDUSTRY

Explores the challenges and competitive issues within the A&O industry.

ENTREPRENEURSHIP

You are in the right place at the right time to learn entrepreneurial thinking. Oregon is the sixth highest ranked state for entrepreneurship.

FOOD INDUSTRY LEADERSHIP

Provides students with a foundation in food distribution, marketing, and management.

INTERNATIONAL BUSINESS STUDIES

Provides students with a foundation in the field of international business.

SOCIAL INNOVATION & SOCIAL ENTREPRENEURSHIP

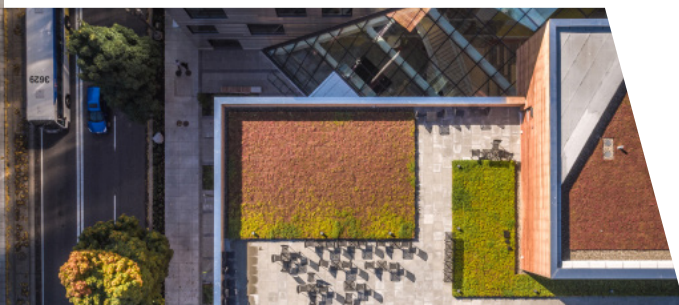
Join an intergenerational, global cohort of change makers using new tools and approaches to tackle the world's most challenging social and environmental problems.

BUSINESS MINOR

For students pursuing a non-business major - BA 101, 306, 316, 326, 336, 346, FIN 218.

SCHOOL OF BUSINESS HONORS TRACK

The School of Business Honors Track is a series of academic, career, and co-curricular activities designed to challenge and polish outstanding business majors. The program requires two years of participation and results in the honors designation on the diploma. Students must start honors in a fall only section of BA 301.



BUSINESS CERTIFICATE



SCHOOL OF BUSINESS POLICIES

SCHOOL OF BUSINESS POLICIES

GPA REQUIREMENT

- Once receiving admission, you must maintain a cumulative PSU and business GPA of at least 2.50 or you will be placed on academic probation

PROBATION POLICY

- You have three consecutive terms to increase your cumulative PSU and/or business GPA to 2.50. If you do not achieve this, you will be academically disqualified from the School of Business and ineligible to enroll in restricted business courses
- If you find yourself placed on probation and have concerns about GPA or would like to know more about the resources/options available to you, schedule an appointment with your advisor
- If you earn a D+ or below see your advisor for repeated course policy and forms

WITHDRAWAL POLICY

Students are responsible for dropping or withdrawing from courses by the deadlines dates in the Academic Calendar.

- Speak with the Registrar's Office or review and complete all applicable steps on the Withdraw Checklist
- Students who are receiving financial aid or scholarships and drop or withdraw from all courses should speak with the Office of Financial Aid and Scholarships prior to dropping or withdrawing

WAITLIST POLICY

- Classes in the School of Business fill quickly
- In most cases, students are admitted to the class from the waitlist in the order in which they joined the waitlist, and only if there is available space
- If you are on the waitlist, you must attend the first class to determine if you will be allowed to add the class. Instructors can make this determination
- For online courses, the first class session is the first day of the term. Written permission from the instructor is required before registering for the class after classes begin

Please Note: If you are fully registered for a class and fail to attend the first week, your spot in the class may be given away to someone on the waitlist, unless given prior written permission from the instructor. You will need to officially drop the class yourself by the appropriate deadline, in order to avoid payment and a possible "F."

ACADEMIC HONESTY & STUDENT EXPECTATIONS

Academic honesty is expected of each student. Cheating or plagiarism, will lead to an F for that assignment, and can lead to suspension from the program. In order to realize the mission of The School of Business we expect you to maintain the highest standards of integrity and honesty. You will demonstrate your commitment to our shared mission by your willingness to:

- be resilient, flexible, coachable, responsible and punctual
- actively participate in your career development
- behave ethically with integrity, honesty and demonstrate respect for others
- show initiative and seek help when needed

STUDENT ORGANIZATIONS

ALL MAJORS

Alpha Kappa Psi: AKPsi is a professional business fraternity recognized as a premier developer of principled business leaders. AKPsi is a co-ed fraternity open to all majors, business and non-business.

Association of Latino Professionals for America: ALPFA builds relationships in the community and in business for members, while expanding Latino leadership in the workplace. Open to all majors & races.

A & O Connect: AO is a student group that provides students with networks to connect with the Athletic & Outdoor companies. AO is committed to advancing students' careers and opportunities in the industry.

Entrepreneurship Club: The eClub is committed to developing a support system in which new entrepreneurs can find the resources, skills and connections to succeed in a competitive marketplace.

Net Impact: International nonprofit organization inspires, educates and equips individuals to use the power of business to create a more socially and environmentally sustainable world.

Women Inspiring Leadership: WIL empowers, supports and encourages women to be successful leaders in business. Engaging and fostering a network for students, faculty, alumni and working professionals.

ACCOUNTING & FINANCE MAJORS

Beta Alpha Psi: BAP is an honorary society for Accounting & Finance students and professionals. Assists in the study and practice of accounting, finance, information systems to prepare students for recruiting.

Financial Management Association: FMA International is the global leader in developing and disseminating knowledge about financial professions.

ADVERTISING MANAGEMENT & MARKETING

Portland State Advertising & Marketing Club: PSAMC is a group that prepares advertising and marketing students to enter the business world. Creating networks between companies and students.

FIR Advertising: FIR is a nonprofit advertising agency providing creative, account management, research and media buying and planning services at no cost to clients in the Portland area.

HUMAN RESOURCE MANAGEMENT

Human Resource Management Association: HRMA is committed to the development of students business acumen through information and networking opportunities.

SUPPLY CHAIN MANAGEMENT

Supply & Logistics Management Associations: SLMA provides networking opportunities for students, faculty and businesses to increase their knowledge and understanding of the Supply & Logistics field.

STUDENT RESOURCES

CAREER & ACADEMIC ADVISORS

Schedule an appointment here: www.pdx.edu/sba/academic-career-advising

Advisors are assigned based on the last two digits of your student ID number

Express Advising - Drop-in advising for quick questions - generally five to ten minutes

Hours: Monday - Friday - 9:30-11:30 am & Monday - Thursday - 2:00 - 4:00 pm

Location: KMC 220

Visit our career services page: www.pdx.edu/sba/career-services for more info about:

Job Search:	Resumes, Interview, Networking and Career Tips
Internships:	How to earn credit: internships for international students
Mentor Programs:	Apply in your final year to be matched with a mentor.

PATHWAYS PROGRAM

Supports students from diverse backgrounds. We believe in helping each Pathways student find and build their community within the business school, the greater PSU campus, and outside the business community. Our community is a powerful support network to help students graduate on time and ahead of the curve.

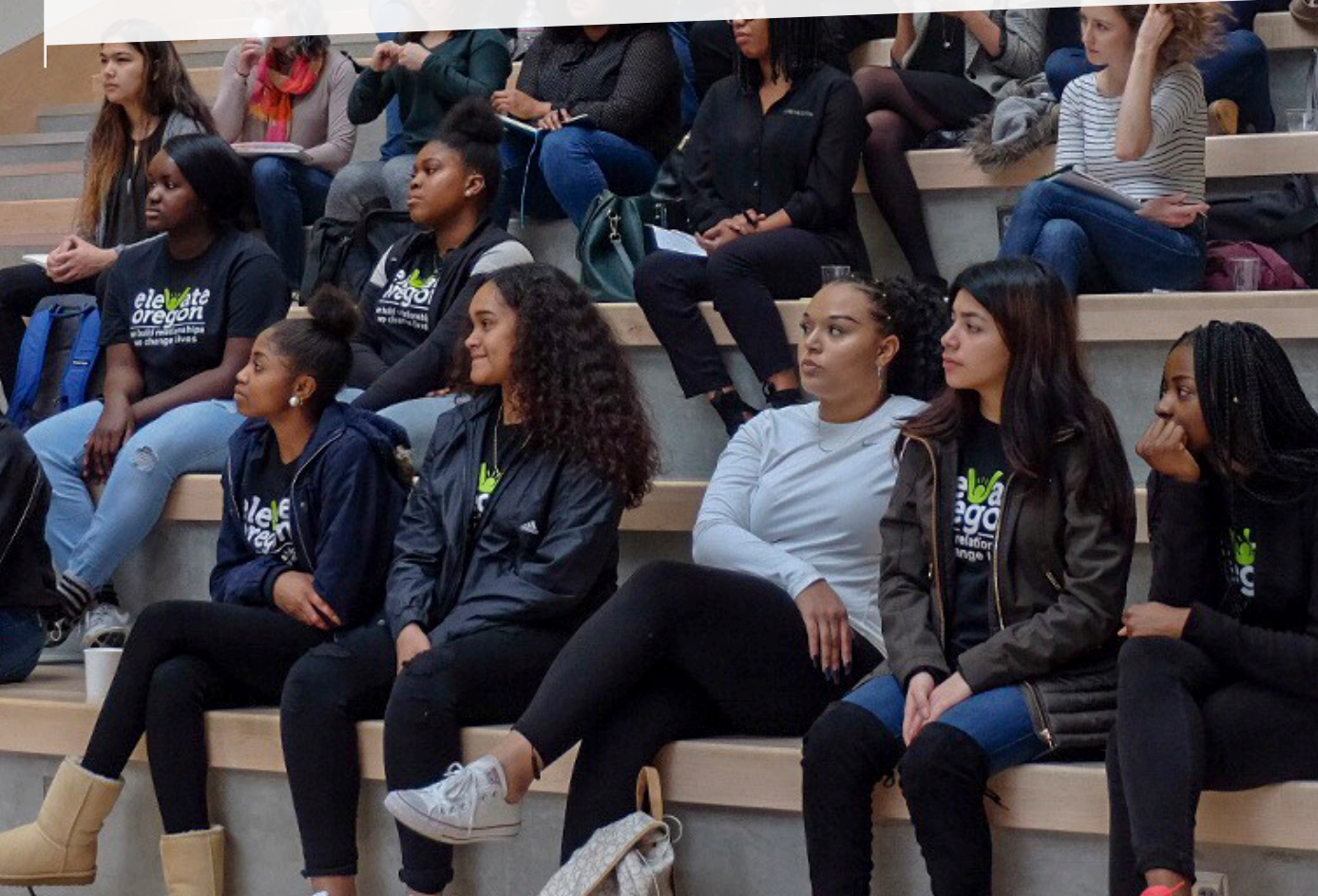
SCHOOL OF BUSINESS TUTORING WEBSITE - KMC 490

Assists students in BA 211, BA 213, BA 303 and ACTG 381.

MENTOR PROGRAMS

Benefit from exclusive access to mentoring opportunities, from professionals to faculty to peers. This includes groups like the Dean's Future Leaders and the Dean's Student Circle.

STUDENT RESOURCES



STUDENT FAQs

What happens if I forget or miss an advising appointment?

Appointments with Career & Academic advisors are in high demand. It is your responsibility to show up for all appointments you make and cancel all appointments you know are no longer able to attend.

How do grades work in The School of Business?

GPA is key in staying in good academic standing in The School of Business. You must maintain a PSU and business GPA of 2.5; if either falls below 2.5, you will be placed on academic probation with The School of Business. If you are placed on academic probation and fail to restore GPAs to at least 2.5 after three terms you will be academically disqualified from The School of Business. Remember you must be admitted to the School of Business to get your degree.

Does The School of Business offer any study abroad opportunities throughout the school year?

Yes! The School of Business participates in study abroad programs in France, Italy, Germany, Japan and more. For more information, visit www.pdx.edu/sba/study-abroad.

Where do I go to apply for graduation?

Undergraduate students must apply for a degree two quarters prior to their expected date of completion. Students apply online via Banweb.

How do I declare my major?

Students may declare their major in Banweb at any time. It is recommended to commit to a major before earning 90 credits. Some majors require courses that are heavily sequenced. Not all majors offer every class, every term.



USEFUL PHONE NUMBERS

School of Business - Academic & Career Advising	503-725-3712
School of Business - Graduate Programs	503-725-8001
Public Safety Emergency	503-725-4404
Public Safety Non-Emergency	503-725-4407
School of Business - Deans Office	503-725-3721
Admissions	503-725-3511
Cashier/Bursar	503-725-3670
Dean of Student Life	503-725-4422
Degree Requirements	503-725-3438
Financial Aid	503-725-3461
Learning Center	503-725-4448
Office of International Affairs	503-725-4094
PSU Directory	503-725-3000
Records & Registration	503-725-3412
Student Health & Counseling	503-725-2800
University Studies	503-725-5890
Veterans Services	503-725-3876
Writing Center	503-725-3570
World Languages	503-725-3522





CAMPUS RESOURCES

Campus Recreation Center
6th Ave, Suite 210
campusrec@pdx.edu

Enjoy our outdoor program, olympic size swimming pool, access to personal trainers, and our weightlifting machines, track, rock climb wall, and more

Cultural Resource Centers
Smith Suite 228A
cultures@pdx.edu

Experience community and fun events at the Pacific Islander Asian Asian-American Student Center, Pan-African Commons Center, La Casa Latina Student Center, Multicultural Student Center, Native American student & Community Center.

Disability Resource Center
Smith Suite 116
drc@pdx.edu

Students must register early and once they do they get access to counselors and adaptive technology as well as academic accommodations.

Diversity & Multicultural Student Services
Smith Suite 425
leston@pdx.edu

Offers student legal services, scholarship opportunities and creates spaces for students to improve and build community relationships through pre-college and college programs.

Food Pantry & Harvest Share
Smith Basement/Park Block
pantry@pdx.edu

Students can get five to ten items daily and no personal paperwork or information is required. Harvest Share takes place on the 2nd monday of each month at noon on a first come first serve basis.

Office of International Student Services
KMC 6th Floor
oia.pdx.edu

Students become part of an organization of international students where they have access to mentors, scholarship and resource opportunities. They also host fun and educational events and activities.

Queer Resource Center
Smith Suite 458
qrc@pdx.edu

Relax with LGBTQ+ identified students with our cozy lounge area, computer workstations, our huge library collection, opportunities for scholarships and enjoy their educational and recreational activities.

Resource Center for Students w/ Children
Smith Suite 462
sswc@pdx.edu

Offers integrated services to support students' goals to be effective parents, advocacy and campus projects and community involvement.

Student Activities & Leadership Programs
Smith Suite 113
asksalp@pdx.edu

Be a student leader through ASPSU, join student clubs, or activities, start a new club/organization, explore campus life, build relationships and meet others and build your resume.

Student Health & Counseling Center
UCB Suite 307
503.725.2800

A community-based health care organization that provides high-quality, accessible mental health, physical health, dental, and testing services to students.

TRIO Student Support Services
Smith Suite 425
leston@pdx.edu

Provides scholarship opportunities, assists with financial aid and internships, supports low-income and students of color and be a mentor or mentee in the peer mentor program.

Women's Resource Center
Montgomery Basement
wrc@pdx.edu

Settle down in the lounge and read a book from the library collection. Learn about the interpersonal violence program: leadership in action and empowerment program.

TWO-YEAR COURSE PLANS

BACHELOR OF ARTS

FALL		WINTER		SPRING	
Course	Credits	Course	Credits	Course	Credits
Freshman Inquiry	5	Freshman Inquiry	5	Freshman Inquiry	5
Foreign Language 101	4 - 5	Foreign Language 102	4 - 5	Foreign Language 103	4 - 5
BA 101	4	STAT 241	4	General Elective	4
General Elective	1	General Elective	1	General Elective	1
MGMT 299	1				
Total Credits	15 - 16		14 - 15		14 - 15

FIRST YEAR

SECOND YEAR	FALL		WINTER		SPRING	
	Course	Credits	Course	Credits	Course	Credits
	Sophomore Inquiry	4	Sophomore Inquiry	4	Sophomore Inquiry	4
	Foreign Language 201	4	Foreign Language 202	4	Foreign Language 203	4
	BA 205	4	EC 201	4	EC 202	4
	COMM 220	4	BA 211	4	BA 213	4
	Total Credits	16 - 17		16 - 17		16 - 17

BACHELOR OF SCIENCE

FALL		WINTER		SPRING	
Course	Credits	Course	Credits	Course	Credits
Freshman Inquiry	5	Freshman Inquiry	5	Freshman Inquiry	5
STAT 243	4	EC 201	4	EC 202	4
BA 101	4	General Elective	4	COMM 220	4
General Elective	1	General Elective	1	General Elective	1
MGMT 299	1				
Total Credits	14-15		14		14

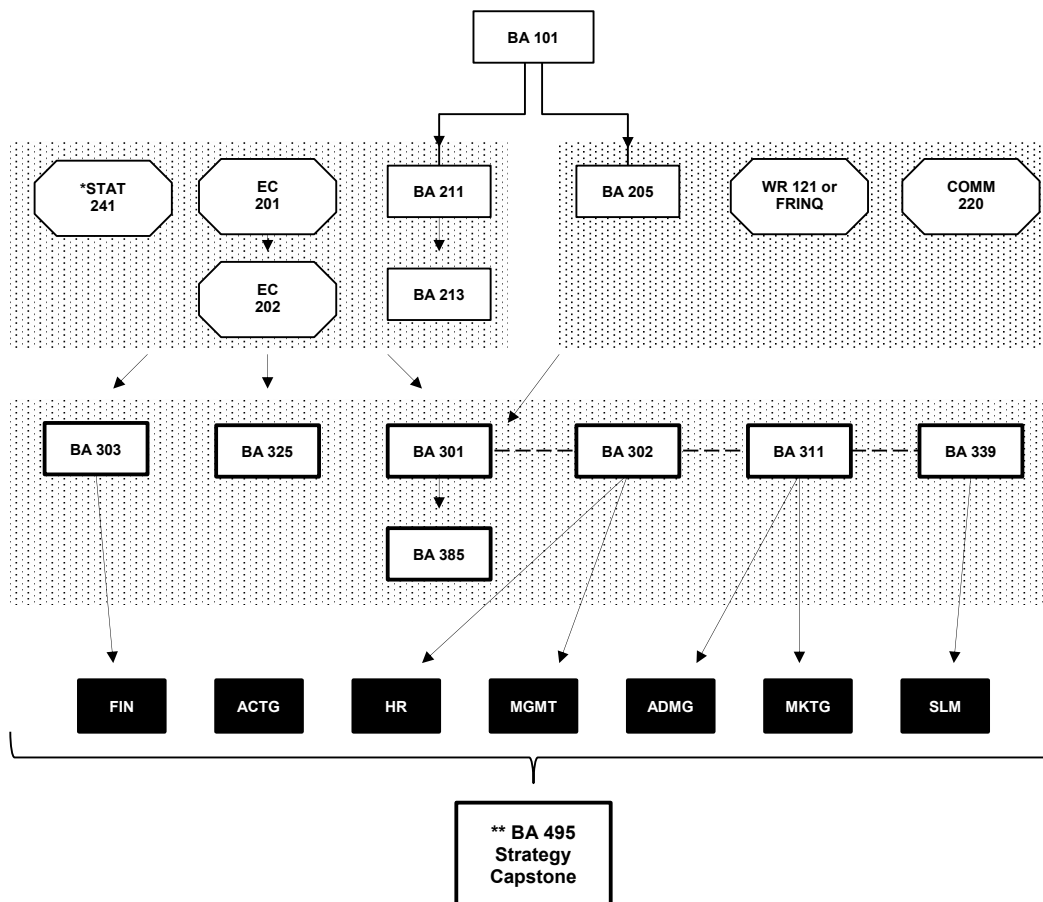
FIRST YEAR

SECOND YEAR	FALL		WINTER		SPRING	
	Course	Credits	Course	Credits	Course	Credits
	Sophomore Inquiry	4	Sophomore Inquiry	4	Sophomore Inquiry	4
	BS Science	4	BS Science	4	BS Science	4
	BA 205	4	EC 201	4	EC 202	4
	COMM 220	4	BA 211	4	BA 213	4
	Total Credits	16		16		16

DEGREE CURRICULUM MAP

PORTLAND STATE UNIVERSITY – SCHOOL OF BUSINESS

Degree Curriculum Map



OPT-IN to The SB at www.pdx.edu/sba/opt-in to be able to access 200, 300 or 400 level business classes

COURSE	PREREQUISITE
BA 205	BA 101
BA 211	BA 101
BA 213	BA 211
BA 301	EC 201, 202 STAT 241 or 243 BA 101, 205, 211, 213 COMM 220
BA 303, 325	STAT 241 or 243 EC 201, 202 BA 211, 213
BA 302, 311, 339	BA 301 – co/pre-req
BA 385	BA 301
BA 495	BA 301, 302, 303, 311, 325, 339, 385

* STAT243 can be substituted.

** Students take **BA 495** after completing all 300 level BA courses and after they complete 135 credits. It is recommended they take **BA 495** in their final term in the SB.

A minimum of 82 business credits must be completed to graduate with a business degree. 82 Credits of Business – Does not include STATS, EC, WR or COMM.

--- indicates co/pre-requisites
← indicates pre-requisites

MY STUDENT SCHEDULE

CLASS / COURSE	BUILDING / ROOM #	TIME

MY ADVISOR

NAME	OFFICE	PHONE #	EMAIL
My Appointment Date Is...			

