



*Rauch Business Center, Room 395 • (610) 758-3400 • <mailto:cbeadvising@lehigh.edu>
Monday – Friday 8:15 am to 4:15 pm (Closed on Weekends and Holidays)*

CBE UNDERGRADUATE ADVISING SYLLABUS/SOAR IN FOUR AGREEMENT

CBE ADVISING MISSION

The CBE academic advising team considers academic advising to be a relationship between advisor and student. It is our belief that ultimately the student is responsible for their educational experience. We aspire to create a supportive and evolving connection where students strengthen their independence and make informed decisions that are consistent with their life goals and objectives. We are committed to providing students with an environment where academic integrity is paramount, academic success is possible and the goal of a timely graduation is reached.

CBE UNDERGRADUATE PROGRAMS OFFICE MISSION STATEMENT

The CBE Undergraduate Programs Office has an unwavering commitment to helping business students' transition from undergraduate to young professionals. We are dedicated to attracting talented students, supporting academic success, and developing leaders.

LEHIGH UNIVERSITY AND ACADEMIC INTEGRITY

We, The Lehigh University Student Senate, as the standing representative body of all undergraduates, reaffirm the duty and obligation of students to meet and uphold the highest principles and values of personal, moral and ethical conduct. As partners in our educational community, both students and faculty share the responsibility for promoting and helping to ensure an environment of academic integrity. As such, each student is expected to complete all academic course work in accordance to the standards set forth by the faculty and in compliance with the University's Code of Conduct.

EXPECTATIONS

Advisors will:

- Advise student on critical questions about course selection, while reinforcing academic integrity and supporting other academic policies and procedures of the college and university.
- Support students by helping them plan their academic pursuits. The advisors will also increase student awareness about various academic opportunities including study abroad, double majors, dual degrees, minor, etc.
- Meet with students at least once a semester to discuss progress and answer any questions the student may have.



- Provide assistance in creating an academic plan for students, upon their request, at the end of their sophomore year.

Students will:

- Utilize a proactive approach when scheduling an advising appointment. Plan to meet with your advisor early to receive registration information and to discuss pressing academic matters.
- Realize that a response will be provided within 48 hours, during the week, for e-mail and three to five business days for academic plans. Timing may vary during peak periods.
- Consult your advisor on matters concerning course selection, scheduling and any other related issues.
- Recognize that it is the student's responsibility to stay current with the rules and regulations governing academic programs.
- Understand the requirements for your degree, including CBE core and major requirements, as found in the University catalog.
- Frequently check your Lehigh e-mail account and read all communications sent to you by your advisor, Dean Zalatan, faculty, the CBE Undergraduate Programs Office and other appropriate department offices.
- Engage your advisor in creating an academic plan at the end of your sophomore year.
- Schedule an appointment with your advisor at least once a semester, to review current status and plan for upcoming semester.
- Attend mandatory registration events. This requirement is two-fold; students receive current information, and students will also receive their ALT PIN during registration events.

CBE UNDERGRADUATE PROGRAMS OFFICE

If you have any questions, start with <https://cbeundergrad.lehigh.edu>. Many questions you have can be answered by visiting this website. Pertinent information can be also found through the *Week at a Glance*, and other avenues as well.

Here's what you can find on the CBE Undergraduate Programs Office website:

- Advising Information
- Curriculum Overview
- CBE Major Requirements
- CBE Certificate Information
- College Change Process Information
- Professional Development Information
- Links to additional resources
- Academic Support-Tutoring

WORK WITH CBE ADVISORS

Advising by Appointment. Schedule a 30-minute appointment with your CBE Advisor to discuss academic goals and receive specialized information on specific advising topics. Call 610-758-3400, schedule an online appointment on [AdvisorTrac](#) stop by RBC 395 for scheduling assistance.



Walk-In Advising. Walk-in advising is available throughout the academic year Monday -Thursday between 11 a.m. and 1 p.m. Walk-in advising is designed for quick questions regarding the current semester.

Information Sessions. Group Sessions will be available on specific registration topics.

WHO WE ARE

Director	Ms. Twana Walker, tlw213@lehigh.edu (students with last name A-B)
Academic Advisors	Mr. Adam Troxel, art515@lehigh.edu (students with the last name C-Hi) Ms. Megan Borascius, mab717@lehigh.edu (students with last name Hj-Pd) Mrs. Kimberly Bruno, kmb515@lehigh.edu (students with the last name Pe-Z)
Coordinator Office E-mail	Ms. Carla Jenkins-McDonald, clj0@lehigh.edu cbeadvising@lehigh.edu



SOAR IN FOUR COMMUNICATIONS CALENDAR

Fall 2017

8/1/17	CBE Advising Syllabus/Soar in Four response due
8/28/17	First Day of class
9/3/17	Last day for Web Registration/ Last day to ADD without instructor's permission
9/8/17	Last day to DROP without a "W"
9/17 (TBD)	Study Skills Workshop
9/26/17	Four o'clock exam Day 1
9/27/17	Four o'clock exam Day 2
9/28/17	Four o'clock exam Day 3
10/3/17	Four o'clock exam Day 4
10/4/17	Four o'clock exam Day 5
10/17 (TBD)	Study Skills Workshop
11/1/17	Four o'clock exam Day 1
11/2/17	Four o'clock exam Day 2
11/3/17	Group Advising for FYS during BUS 001 Recitation (ALT PIN and schedules given)
11/6 - 17	Spring Registration begins
11/7/17	Four o'clock exam Day 3
11/8/17	Four o'clock exam Day 4
11/9/17	Four o'clock exam Day 5
11/14/17	Last day to Withdraw with a "W"
12/8/17	Last day of classes
12/12/17	Final Exams begin

Spring 2018

1/22/18	First day of class
1/28/18	Last day for Web Registration/ Last day to ADD without instructor's signature
2/2/18	Last day to DROP without a "W"
2/18 (TBD)	FYS February Group Advising Session
2/18 (TBD)	FYS February Group Advising Session
2/21/18	Four o'clock exam Day 1
2/22/18	Four o'clock exam Day 2
2/18 (TBD)	FYS February Group Advising Session
2/27/18	Four o'clock exam Day 3
2/28/18	Four o'clock exam Day 4
2/18 (TBD)	FYS February Group Advising Session
3/1/18	Four o'clock exam Day 5
4/4/18	Four o'clock exam Day 1
4/5/18	Four o'clock exam Day 2
4/9 - 20	Fall and Summer Registration begins
4/10/18	Four o'clock exam Day 3
4/11/18	Four o'clock exam Day 4
4/12/18	Four o'clock exam Day 5
4/13/18	Last day to withdraw with a "W"
5/4/18	Last day of classes
5/8/18	Final Exams begin