



Class of 2026 - Fall 2022
Course Registration Information Packet

College of Business

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LEHIGH
UNIVERSITY

College of
Business

May 5, 2022

Dear First-Year Business Students:

Welcome to the Lehigh University's College of Business!

Your preparation for a great start this fall begins **now**, and this mailing will guide you through the process. We've attached a checklist of "to-do" actions for you to accomplish this summer, including specific information to guide your registration for fall courses this July.

Have questions? Our academic advisors within the College of Business are here to help. In late June, you will receive an introductory email from our business advising team. Our advisors will be available to answer your questions this summer, and they will continue to advise you after you start your Lehigh classes this fall.

On Friday, August 19th, you will participate in a College of Business Welcome with all other first-year students in your BS in Business and Economics degree program. At the Welcome, you and the rest of the College of Business' Class of 2026 will be introduced to our academic expectations. Academic advisors will also be available if you have any last-minute needs with regard to your fall schedule. We all share your goal for the smoothest possible start to classes on August 22nd.

If you have any questions before you hear from advising in June, please do not hesitate to contact our Undergraduate Programs Office. We are your "home base" in the College of Business, and our mission is to support your success. You can reach our team by calling our main office number (610-758-3400) or by emailing businessadvising@lehigh.edu. Our office is open Monday through Friday from 8:15 a.m. to 4:45 p.m. eastern daylight time. Please note that all Lehigh offices will be closed on July 4th in observance of Independence Day.

Hope you have a healthy, rewarding summer. We look forward to seeing you at the College of Business First-Year Welcome in August!

Regards,

Katrina A. Zalatan, MBA, Ph.D.
Associate Dean and Director, Undergraduate Programs

I. Your Summer To-Do List and Timeline – PUT ON YOUR CALENDAR NOW!

At Lehigh, academic orientation varies by College. As a student in the College of Business, your preparation to start as a first-year student this fall starts **now**, in May.

May:

- Please read this packet thoroughly and carefully, noting important dates on your personal calendar.
- Have you taken any AP exams? Be sure to send your scores to Lehigh. If you already took an exam and don't remember if you indicated that Lehigh should be sent your score, log into the College Board web site to be sure your score is sent to Lehigh (code 002365).
- Check your Lehigh email at least twice a week this summer** to be sure you do not miss any important messages. Your Lehigh email is the primary means the College of Business will use to reach you! This summer, important academic messages will come from Dean Zalatan and our business advising team.
- Look for an email inviting you to sign up for Lehigh's Mentor Collective. If you opt in this summer, you will be matched with a peer mentor who is a business student who successfully completed their first year and volunteered to be a peer mentor in the HAWKS Lehigh Mentor Collective program. It wasn't too long ago that the HAWKS Peer Mentors were incoming first-year students, too, so your HAWKS Peer Mentor is eager to get to know you and help with your transition to Lehigh.

June:

- Be sure your AP scores are sent to Lehigh! You can check that your scores will be sent (or request that they are sent) to Lehigh when you log in to your College Board portal. Wondering what AP scores Lehigh accepts for credits? See pages 8 through 11 of this Packet.
- Look for a welcome email from Business Advising. Don't hesitate to contact our business advising team if you have *any* questions related to this packet or your fall schedule. Our advisors are available all summer and looking forward to working with you.
- Look for an email regarding ALEKS, a math placement assessment, prep, and learning module. You will take the assessment in June, and ALEKS is used to determine the calculus course in which you will have the greatest success. If you receive AP credits for MATH 021, you will not be required to take the ALEKS assessment.

July:

- Register for your Fall 2022 classes online. Use the guidelines in this packet to select the most appropriate courses.
- Reach out to business advising if you have any questions related to your fall schedule. They are here to help!
- Did you sign up to be matched with a HAWKS Peer Mentor? Look out for an introductory email from them. Your peer mentor is committed to help you have a successful start at Lehigh.

August:

- **Watch for and read any emails from your academic advisor.** They will examine the fall schedule of classes you chose in July and let you know if any changes are necessary.
- **After it goes live on August 15th, check your online Lehigh Degree Works at <https://dw-prod.ec.lehigh.edu/responsiveDashboard/>** to see if all of the courses you registered for *and* the credit you expected to earn via AP and/or transfer credit are showing up on your academic record. Your online Degree Works is the critically important scorecard that you will refer to throughout your academic career at Lehigh to view your grades, in-progress and completed courses, and verify what you need to accomplish academically to graduate.
- **On August 19th, participate in the College of Business First-Year Student Welcome** as part of your Lehigh orientation. Also, if you need any further adjustments to your fall schedule, our advisors will be available to help.
- **Look for your first Lehigh Business Week at a Glance e-newsletter from our Undergraduate Programs Office email on Sunday evening, August 21st.** The Lehigh Business Week at a Glance will keep you apprised of updates including advising office hours, professional development events, and study abroad planning opportunities.

II. Registration Guidelines – USE TO BUILD FALL SCHEDULE!

During July, you will register for Fall 2022 courses at the same time as all other first-year students entering Lehigh this fall. **Most business students will register for 5 to 6 courses (in the range of 13-14 to 17 credits) in their first semester.** You will need a minimum of 12 credits to be a full-time student, and Lehigh limits first-year students to a maximum of 17 credits in the fall semester.

FOLLOW THESE GUIDELINES AS YOU PREPARE TO REGISTER ONLINE FOR FALL:

1. All first-year business students must register for **BUS 001: Foundations of Business** (1 credit).
2. You should also register for **ECO 001: Principles of Economics** (4 credits). If you scored 4 or 5 on the AP Microeconomics exam *and* the AP Macroeconomics exam, you do not need to register for ECO 001; you will receive credit for ECO 001 and can register for an elective in the College of Arts and Sciences, College of Health, or College of Engineering and Applied Science, instead.
3. **Register for MATH 000, MATH 081, or MATH 021** based on your ALEKS score. Taking the ALEKS assessment is required in order to register for MATH 081 or MATH 021. If you fulfill your Math requirement by earning the necessary Math AP/SAT/ACT/IB score, you can choose an elective outside the College of Business.
4. You then have the option to register for:
 - Both **BUS 003: Business Communication I** and **BIS 044: Business Analytics I**
 - **MGT 043: Organizational Behavior**
 - **ELECTIVES (3 to 4 credits each)** in the College of Arts and Sciences, College of Health, or the Rossin College of Engineering and Applied Science, or
 - **ENGLISH (ENGL) 001: Critical Reading and Composition** if you meet the following guidelines:
 - **Less than 4** on either of the AP English exams OR
 - **Less than 5** on the IB English exam OR
 - **Less than 700** on the SAT Evidenced-Based Reading & Writing exam OR
 - **Less than 32** on the ACT English exam OR
 - **Less than 6** on any of the three parts of the Optional SAT Essay exam OR
 - **Less than 8** on the ACT Optional Writing Test

Special notes regarding ENGLISH:

- ENGL 001 is required for your BS in Business and Economics degree, but you do not have to take it during your first semester. ENGL 001 is also available during the spring semester. You do not need to take ENGL 001 if you have earned AP credit for the course and send your scores to Lehigh this summer.
- Multilingual students are assessed for proficiency by the International Center for Academic and Professional English. Those who are deemed sufficiently

proficient are placed in English 001; others are advised to take English 003. If placed in English 003, that course will count as the English requirement for your BS in Business and Economics degree.

- If you receive a score of 5 on either of the English AP exams, a score of 750-800 on the SAT Evidenced-Based Reading & Writing exam, or a score of 35 or higher on the ACT English exam, you will receive credits for ENGL 001 (3 credits) and ENGL 002 (3 credits). Your ENGL 002 credits will count toward non-business electives.
- If you “place out” of ENGL 001, you should see AP or TR as the “grade” for ENGL 001 on your Lehigh degree works at <https://dw-prod.ec.lehigh.edu/responsiveDashboard/>. In this case, you can choose an elective outside the College of Business.

5. If you still want to add more course(s) after you follow the above registration guidelines, you may add course(s) from the College of Arts and Sciences, College of Health, or Rossin College of Engineering and Applied Science. A total of 17 credits is the maximum for which you may register.

Courses outside of the College of Business are critical to your well-rounded education as a future business professional. As business students, you are required to take a minimum of 48 credits outside of the College of Business during your four years at Lehigh. These courses consist of distribution requirements and electives outside of the Business College. As a part of your degree, all students must take 33 credits outside of College of Business in addition to “distribution” courses. Course distribution designations appear in the University Catalog online at the end of each course description. The 15 credits of distribution requirements include the following:

- **Humanities (HU)**—Minimum of 6 credits. Study of how we understand and record human experiences; teach you how to think creatively and critically about your own identities and connections to other. Humanities courses typically fall under the following departments: Art and Architecture, English, History, Modern Languages and Literature (MLL), Music, Philosophy, Religion Studies, and Theatre.
- **Social Sciences (SS)**—Minimum of 6 credits. Study of human society and social relationships. Social Science courses are usually encompassed in the following departments: History, International Relations, Journalism and Communications, Political Science, Psychology, Sociology, and Anthropology.
- **Natural Sciences (NS)**—Minimum of 3 credits with no lab requirement. Study of physical sciences. Natural Sciences courses are available in the following departments: Astronomy, Biological Sciences, Chemistry, Earth and Environmental Sciences, and Physics.

You are also required to take courses that apply to the following two requirements: **Global and Diversity**. These courses may also count toward fulfilling other requirements, such as your

distribution requirements or your non-business electives. Global and diversity courses are available in numerous departments at Lehigh.

- **Global** – A minimum of 1 course (at least 3 credits).
- **Diversity** – A minimum of 1 course (at least 3 credits).

You may also be able to earn credit for other activities you plan to do, e.g., earning 1 credit for participating in choir.

Sophomore status (24 credits or more) is a requirement to request courses numbered 100 and above, so as a first-year student, you should register for courses among those below 100. Some courses numbered below 100 have prerequisites or co-requisites. You will not be able to register for a course without having the required prerequisite (i.e., courses that must be successfully completed before you may register for a course) or co-requisite (i.e., more than one course that must be taken during the same academic term).

Special notes about Music and Theatre:

- You may select music lessons, and upon your arrival on campus you must go to the Music Department regarding registration status. Enrollment in music lessons is never guaranteed because of scheduling constraints. Also, after you register, check your Degree Works to be sure you are earning the credits you intended for your Music course(s)!
- We encourage students with an interest in music to consider playing in one of the ensemble groups at Lehigh. Many of the ensembles require an audition to make sure you are playing in the group best suited to your interests. Auditions will be held during or shortly after Orientation in August. Check with the Music Department when you arrive on campus for the audition schedule. Marching Band and the Choral Union do not require auditions, so you can select them now.
- Performance (THTR 035) requires auditions. If you are interested in performing in one of the fall theatre productions, check with the Theatre Department when you arrive on campus for the audition schedule.

III. Advanced Placement (AP), SAT, ACT & IB Credit Chart (2022-23)

Please use the chart below to determine what Advanced Placement credit you may receive from various Lehigh departments. You must have your scores submitted directly to Lehigh (code 002365). **Any delay in submitting your scores will impact your ability to register for courses.**

Subject:	Score:	Method:	Credit For:
Art	4	AP Art History	ART elective (4 cr)
Art	5	AP Art History	ART 001 (4 cr) & ART 002 (4 cr)
Art	5	AP Studio Art: 2-D Design	ART 073 (4 cr)
Biology	4 or 5	AP Biology	BIOS 001 (4 cr)
Chemistry	5	AP Chemistry	CHM 030 (4 cr)
Computer Science	4 or 5	AP Computer Science A	CSE 007 (4 cr)
Computer Science	4 or 5	AP Computer Science Principles	CSE 012 (3 cr)
Earth & Environmental Science	4 or 5	AP Environmental Science	EES 002 (3 cr) & EES 022 (1 cr)
Economics	4 or 5	AP Microeconomics	ECO elective (2 cr)
Economics	4 or 5	AP Macroeconomics	ECO elective (2 cr)
Economics	4 or 5	Both AP Microeconomics and AP Macroeconomics	ECO 001 (4 cr) & ECO elective (2 cr)
English	4	AP English Language and Composition or AP English Literature and Composition	ENGL 001 (3 cr)

English	5	AP English Language and Composition or AP English Literature and Composition	ENGL 001 (3 cr) & ENGL 002 (3 cr)
English	700-749	SAT Evidence-Based Reading & Writing Exam	ENGL 001 (3 cr)
English	750 or greater	SAT Evidence-Based Reading & Writing Exam	ENGL 001 (3 cr) & ENGL 002 (3 cr)
English	6 or higher	Optional SAT Essay Exam – at least a score of 6 on all of the three parts	ENGL 001 (3 cr)
English	32-34	ACT English Exam	ENGL 001 (3 cr)
English	35 or higher	ACT English Exam	ENGL 001 (3 cr) & ENGL 002 (3 cr)
English	8 or higher	ACT Optional Writing Test	ENGL 001 (3 cr.)
English	5 or higher	IB Exam	ENGL 001 (3 cr.)
History	5	AP American History	HIST elective (4 cr., SS Distribution Req.)
History	5	AP European History	HIST elective (4 cr., SS Distribution Req.)
History	5	AP World History	HIST elective (4 cr., SS Distribution Req.)
Latin	4 or 5	AP Latin	LAT 011 (4 cr.)

Mathematics	4 or 5	AP Calculus AB exam *or an AB subscore of 4 or 5 on the BC Exam	MATH 021 (4 cr.)
Mathematics	4 or 5	AP Calculus BC exam	MATH 021 (4 cr.) & MATH 22 (4 cr.)
Mathematics	5	High-level IB Mathematics Exam	MATH 021 (4 cr.)
Modern Languages & Literature	4	Any of AP Language and Culture subject exams	Interm. Level I (4 cr.)
Modern Languages & Literature	5	Any of AP Language and Culture subject exams	Interm. Level I (4 cr.) & Interm. Level II (4 cr.)
Modern Languages & Literature	4 or 5	AP Spanish Literature and Culture	SPAN 151 (4 cr.)
Music	5	AP Music Theory	MUS elective (2 cr.)
Physics	5	AP Physics 1: Algebra-Based	PHY 011 (4 cr.) & PHY 012 (1 cr.)
Physics	4 or 5	AP Physics C: Mechanics	PHY 011 (4 cr.) & PHY 012 (1 cr.)
Physics	4 or 5*	AP Physics C: Electricity and Magnetism (*Only eligible if student also receives AP credit for PHY 011)	*PHY 021 (4 cr.) & PHY 022 (1 cr.)
Political Science	4 or 5	AP United States Government and Politics	POLS 001 (4 cr.)
Political Science	4 or 5	AP Comparative Government and Politics	POLS 003 (4 cr.)
Psychology	4 or 5	AP Psychology	PSYC 001 (4 cr.)
Statistics	4 or 5	AP Statistics	MATH 012 (4 cr.)

International Baccalaureate

Students who earn the International Baccalaureate may be granted credit in higher-level or advanced subjects with scores of 5 or better or “B” or better. All students will have their credentials evaluated on an individual basis for specific course equivalency. Lehigh’s Registration & Academic Services Office must receive the Official IB transcript before credit will be assigned.

Please note: The official Advanced Placement rules and guidelines may be found in the 2022-2023 online catalog (catalog.lehigh.edu) and are subject to change annually.

IV. Language Placement Guidelines

Interested in learning or continuing study of a language? Students are normally placed in language courses on the basis of years of a language taken in high school, CEEB Achievement Test or SAT II scores, or the departmental equivalent (instructor's test, interview, or questionnaire). Students may change levels within a language during the first two weeks of class. Students who consider themselves capable of higher-level performance may apply to the instructor during the first two weeks of the semester for more advanced placement. They may also be allowed by the departmental chair to be admitted for credit to a lower level language course after consultation with the instructor. Students who have had three years or more of a language in high school and drop to first-semester level will not receive credit for the course unless written exemption is obtained from the chair of Modern Languages and Literatures.

For more information about credit based on Advanced Placement or SAT II exam scores, as well as guidelines for placement based on previous language study, please visit the [Department of Languages and Literatures Placement/Credit website](#).

IMPORTANT NOTES REGARDING LANGUAGE:

- Introductory language courses are offered in the fall, so if you want to pursue a minor or dual degree in a language, you will need to begin your study in a fall semester.
- Credit in a foreign language will only be awarded to students with the appropriate scores on either the AP exam or SAT II test. Credit will not be granted on the basis of having native knowledge of a language other than English or on the basis of the number of years of high school study. If you wish to continue studying a language you studied in high school or your non-English native language, your placement in a Lehigh course will be determined on the basis of your prior experience.

For questions about language placement, please reach out to the appropriate professor:

Chinese: Professor Cook - cac8@lehigh.edu

French: Professor Berrada – tab409@lehigh.edu

German: Professor Stegmann - vss2@lehigh.edu

Japanese: Professor Lee - kjl2@lehigh.edu

Russian: Professor Nicholas - man3@lehigh.edu

Spanish: Professor Prieto - ap01@lehigh.edu

V. College Credit for Courses Taken While in High School

If, during your senior year, you studied a college course at another institution, you may be able to have credit transferred to your Lehigh degree program. You are responsible for ensuring that all necessary documents are provided. Such transfers are possible when *all* of the following criteria are met:

1. The course must be appropriate for Lehigh University (i.e., not at a lower level than Lehigh coursework; for example, “college algebra” is not appropriate).
2. The course must be a regular college course at the institution that offers it (not a special version of the course for high school students).
3. The grade assigned must be equivalent to a C or better on an official transcript sent directly to Lehigh. A grade of C- is not acceptable for transfer credit.
4. You must provide Lehigh with the course description and the textbook name and author. You may also be asked for a copy of the course syllabus.

Incoming first-year students wishing to transfer college credit taken while in high school must complete the [First-Year Approval of Transfer Credit Form](#).

VI. BS in Business and Economics Degree Requirements Overview

The following requirements are also on your DEGREE WORKS at:

<https://dw-prod.ec.lehigh.edu/responsiveDashboard/>

<u>REQUIREMENTS:</u>	<u>CREDITS:</u>
Core Requirements*	54
University (Non-Business) Elective Courses	48
<ul style="list-style-type: none"> • Minimum distribution of 6 cr. Humanities (HU), 6 cr. Social Sciences (SS), and 3 cr. Natural Sciences (NS) • Minimum of 1 global course and 1 diversity course** 	
Major (see below)	15-23
<ul style="list-style-type: none"> • Minimum of one major is required • Maximum of 2 majors allowed • Total number of credits varies by major 	
Completely Free Electives	Variable
<ul style="list-style-type: none"> • These credits can be taken as Business or Non-Business courses • Completely Free Electives are the number of credits needed to reach the minimum number of credits to graduate (124 credits) which, depending on your major, can vary from 0 to 7 credits. 	
TOTAL NUMBER OF CREDITS REQUIRED TO COMPLETE DEGREE:	124
<p><i>*Note: The grade of C- or better is required for successful completion of every core business course. Most core courses are prerequisites for other core and elective courses. Core courses with grades below C- will not serve as prerequisites and must be retaken. Also, the required grade point average for graduation is 2.0 both overall <u>and</u> in the major.</i></p> <p><i>**NOTE: Global and/or Diversity requirements can be fulfilled with either Business or Non-Business courses indicated with the appropriate "Global" or "Diversity" attribute in Banner when you register online.</i></p>	

College of Business Majors:

Major	Min Required Credits	Major	Min Required Credits
Accounting	21	Finance	21-23
Business Analytics	18	Management	15
Business Info Systems	18	Marketing	18
Economics	18	Supply Chain Management	18

College of Business Minors and Certificates Available to Business Students (Not Required):

Business Information Systems	Management	Business Analytics Certificate
Entrepreneurship	Real Estate	International Business Certificate
FinTech	Supply Chain Management	

VII. Recommended Laptop Computers for Undergraduate Business Students



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Recommended Laptop Computers for Undergraduate Business Students

Operating Systems Recommended

Windows 10 (64 bit / 32 bit) or higher	or	macOS 10.14 (Mojave) or higher
Especially recommended for the Finance major.		Not recommended for the Finance major.

Minimum Hardware Recommended

Processor (CPU):	Intel i5, AMD Ryzen 5, or Apple M1 processor or higher
Memory (RAM):	8 GB or higher
Hard Drive:	250 GB or higher
Ports:	At least one USB-C/Thunderbolt 3, USB-A; port capable of charging, video, and data transfer

Notes

1. Lehigh Library & Technology Services (LTS) *strongly advises against* the purchase of a Chromebook. A Chromebook does not work to complete specific software based course assignments.
2. Several required courses use software that only runs on the Windows platform. Students with Mac based laptops will be required to install and use [VPN software](#) and [Lehigh's Virtual Software LUapps](#), to access this software and run it remotely. This workaround for Mac based laptops may prove cumbersome and may not always be seamless.
3. Students pursuing the Finance major are strongly recommended to purchase a Windows-based machine. Most Finance courses employ the Windows platform, and in many Finance jobs, the default standard is

the Windows platform. Therefore, if you are planning to pursue the Finance major, the College of Business and LTS *strongly recommend* a Windows system for these majors due to the need for specific Windows based software to complete coursework. Instructors in the Finance major have, in the past, assumed that the students possess windows-based machines and accordingly, students using macOS systems will find themselves at a significant disadvantage.

4. LTS offers [guidance on warranty recommendations](#). The LTS Helpdesk on the main floor of the EWF library is a good starting place for all computing, networking, and lending services questions. They are also [available by email, phone, online, and text](#).
5. Lehigh can [perform warranty repairs on certain brands and models](#) of computers.
6. One of the major benefits available to Lehigh students is that MS Office is provided free throughout their time at Lehigh, but this subscription ends when a student graduates. It is up to the individual student if they wish to [purchase MS Office at a student discount](#) before leaving the university.

Laptop Recommendations: *Updated Spring 2022*