

Dear Student,

You are receiving this correspondence because you are enrolled in one of the following A.S. degree or certificate programs:

- Accounting Technology (AS)
- Business Administration and Management (AS)
- Computer Programming and Analysis (AS)
- Drafting and Design Technology (AS)
- Internet Services Technology (AS)
- Networking Services Technology (AS)
- Accounting Applications Certificate
- Computer Programming Certificate
- Network Specialist Certificate
- Small Business Management Certificate

It is important that you make an appointment to speak with an Academic Advisor regarding updated program plans of study, and to ask specific questions about your coursework. Please contact the Academic Advising department on your campus or email [advising@edison.edu](mailto:advising@edison.edu), to set up an appointment.

### **Important Information for Business Administration and Management Majors**

If you are enrolled in the Business Administration and Management degree and are in the 2010 plan of studies, please note that the program has been updated to correctly meet the state frameworks. You must complete fifteen (15) hours of Business Core electives. They may be taken from the following:

Business and/or Related Subject Electives:

- ECO 2023 - Economics II
- STA 2023 - Statistical Methods I
- BUL 2242 - Business Law II-AA
- Any course in Accounting, Business, Hospitality, Management, Customer Service, Computer Technology or Finance.

You can find the college catalog at this link:

<http://www.edison.edu/academics/catalog.php>

### **DEGREE AUDITS – ALL STUDENTS**

It is to your advantage to do a degree audit every semester, so that you can accurately track your own progress towards graduation. Here are the steps:

1. Login to the portal: <http://my.edison.edu>

2. Click the Student Academics Tab.
3. On the left side of the screen, locate and click the Degree Evaluation link.
4. If you are asked to select a term, select the current term. Click Generate Request.
5. On the next screen, select Detail Requirements and click Submit.
6. You will now see your progress towards your degree. Note the following sections of the report:
  - a. **Program Evaluation:**
    - i. Your catalog term is listed at the top. This is the catalog you will use to determine your degree requirements.
    - ii. The next section shows the number of credits needed, the number used, and your GPA.
  - b. **General Education:** These are required courses for General Education. All courses in this section must be successfully completed.
  - c. **Career Core:** These are required courses for your major. All courses in this section must be successfully completed.
  - d. **Career Core Electives:** These are courses that you may choose to take. However, they must be selected from the specific courses listed for your degree. Pay careful attention to the number and type of courses that are allowed.
  - e. **Free Electives:** These are courses that you have taken that do not count towards your degree requirements. They may include courses transferred from another college, or courses taken in another degree program.

## EVALUATION OF COURSEWORK

If you have credits from another college, you should meet with an Academic Advisor to determine if any of the courses can apply to your major. You must do this early in your course of studies, so that the department can properly evaluate the classes. You should plan on providing a syllabus or catalog description from your former college. If appropriate, an Academic Advisor will provide you with the necessary paperwork to begin this process.

Thank you. The Academic Advisors and Student Services look forward to assisting you as you complete your programs of study at Edison State College. The contact information for each campus can be found at this link: <http://www.edison.edu/advising>