

Accountancy

Tentative

2009 Undergraduate Student Handbook

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UNIVERSITY *of* **ILLINOIS** *at* **SPRINGFIELD**

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I. INTRODUCTION

The main purpose of this handbook is to provide you with some essential information as you begin your study in Accountancy. We strongly recommend that you read this handbook carefully, and also keep in touch with your academic adviser for any additional information or any changes that may occur to the requirements specified in this document.

Specifically, the ACC curriculum is designed: (1) to create a professionally oriented learning environment in which disciplinary competencies and professional ethics develop and grow, (2) to emphasize conceptual knowledge and the development of analytical and problem-solving skills, (3) to nurture a sense of personal, professional, and social responsibility, and (4) to serve as an information resource and a networking hub for students, alumni, employers, and professional organizations.

Modern technology has eliminated the most tedious aspects of accounting, and today accountants do more for their clients than check records and prepare tax returns. They are sought after as business consultants, and as such are required to be articulate, good writers, and good with people. The contemporary accountant is the genius behind all intelligent business decisions and frequently an executive's most trusted adviser. Without accounting, free enterprise cannot exist. Part of the strength of the American economy lies in its well-developed system of accounting. No business can function without local, national, or global transactions, and accountants will always be needed to scrutinize, evaluate and make recommendations. Contemporary accounting is no longer simple bookkeeping—it is more concerned with the use of financial information to help guide business policies at the highest levels. For those who are intrigued by business management and strategy, there is no more challenging profession. The lifetime rewards are deep and fulfilling.

The Department of Accountancy at UIS has an excellent track record for preparing men and women for careers in this demanding field. UIS graduates in Accountancy have an almost 100% job placement rate, and in some years UIS graduates have had some of the highest pass rates in the nation on the CPA exam. In recent years, fourteen Accountancy graduates have won the prestigious EXCEL Award, given to first-time CPA exam candidates. This is six times the national rate.

Our program offers undergraduate and graduate accountancy courses both during the day and in the evening at the Springfield campus. None of our accountancy core courses are ever offered on weekends, nor are they available online. Every spring and fall semester we offer one undergraduate accountancy core course at the Illinois Central College campus, thus enabling Peoria area students who have already completed 60 hours of lower division credit to obtain an accountancy bachelor's degree in a two-year period. However, we do not offer graduate level courses at ICC, nor are they available online. Information about current and upcoming accountancy schedules is online at <http://www.uis.edu/accountancy/about/accschedules.html>.

The Accountancy Program is located on the fourth floor of University Hall (see <http://www.uis.edu/maps.html> for location information). The department's phone number is 217/206-6541, and the mailing address is:

Department of Accountancy, UHB 4093
University of Illinois at Springfield
One University Plaza
Springfield IL 62703-5407

We recommend that you check the accountancy website at www.uis.edu/accountancy for continually updated information about the program. The website can provide you with information about:

- Upcoming accountancy course schedules
- Two Plus Two Agreements
- Honor societies
- Accountancy department and faculty news

If you are interested in pursuing a master's degree in accountancy as well as a bachelor's degree, we also recommend that you take a look at the 2009 ACC Graduate Student Handbook, which is available online at <http://www.uis.edu/accountancy/about/links.html>.

II. ADMISSION TO THE PROGRAM

Application Forms

You may obtain information about admission to the University of Illinois at Springfield from <http://www.uis.edu/admissions>. If you are a transfer student, you will need to contact each college or university that you attended and ask them to send a copy of your official transcript to:

Office of Admissions
University of Illinois at Springfield
One University Plaza MS UHB 1080
Springfield, Illinois 62703

Once your paperwork has been processed, the Admissions Office will then forward a copy of your notice of admissions and transcripts to the Department of Accountancy. When we receive this notice, we will send you a welcome email with the name of your initial faculty adviser.

Admissions Deadlines.

Although there are no official admissions deadlines, students should submit their applications to the UIS Admissions Office at least 6-8 weeks before the start of their first semester. International students should start the process 3-4 months before their first semester in case there are paperwork or visa difficulties. New students are admitted every semester.

CBM Minor Degrees.

- Business Administration. In addition to foundation and college core requirements, students need to complete one upper division BUS elective. For further information see <http://www.uis.edu/busadmin/bbaGeneralBusinessMinor.htm>.
- Economics. In addition to foundation requirements, students need to complete ECO 301, 302, and two upper-division economics courses from UIS. For further information see http://www.uis.edu/UIScatalog/2007_2008 UIS_Catalog/economics.html.
- MIS. In addition to foundation and college core requirements, students need to take MIS 423 Decision Support Systems and MIS 424 End User Systems Development and Implementation. For further information see http://www.uis.edu/UIScatalog/2007_2008 UIS_Catalog/managementInfoSystems.html.
- Management. The Management Program minor will be available starting Fall, 2010. See <http://www.uis.edu/management/curriculum/minor.html>.

Choosing Between a Second Bachelor's Degree and a Master's Degree in Accountancy.

Frequently students who already have one bachelor's degree wish to come to UIS to pursue a second bachelor's in Accountancy. As a general rule, our program thinks that students in this situation should pursue a master's degree instead, for the following reasons:

1. A bachelor's degree and a master's degree look better on your resume than two bachelor's degrees.
2. If you wish to pursue a second bachelor's, the rule is that you have to take a minimum of 30 hours of upper division courses at UIS. However, the practical reality is that you usually have to complete more than 30 hours for a second degree. First, if you have not taken any undergraduate accountancy courses, you would need to take all 21 hours of ACC core courses. Then you will need to take 13 hours of ECCE courses (these courses cannot transfer in--see below *Section VII DARS* for more information about University Requirements). You would also need 21 hours of CBM core courses. If you have already taken some business core courses, you would possibly be able to transfer in three courses only (and you would need to follow the stringent regulations on transfer--see below *Section III Transfer of CBM Core Courses*). All this means is that you might have to complete 48+ hours at UIS for a second bachelor's degree.
3. The total number of hours required for the master's degree is 30. At the master's level, you do not have to take any ECCE courses (these are only required for an undergraduate degree). We allow transfer of all core undergraduate accountancy courses as long as the average GPA for these courses is 2.70. Also the seven undergraduate business core courses which are required at the undergraduate level (principles of finance, principles of marketing, productions and operations management, organizational behavior, business and society, and the capstone) are not required at the graduate level. Depending on how many undergraduate courses you can transfer in, chances are that you could complete a master's degree for less than the 48+ hours it might take for a second bachelor's degree.

CLEP Examinations.

The College Level Examination Program (CLEP) allows students to obtain college credit for a limited number of courses. Further information about CLEP is at: <http://www.collegeboard.com/student/testing/clep/about.html>. Our College allows students to CLEP out of the following foundation courses:

- ACC 211 Introduction to Financial Accounting – need minimum score of 65
- ECO 201 Introduction to Microeconomics – need minimum score of 60
- ECO 202 Introduction to Macroeconomics – need minimum score of 60

CLEP scores will expire after six years of taking tests. Petitions will be considered for older CLEP scores where the student has been continuously enrolled in business education.

If you feel that you already know and understand the material which is taught in these courses, you can make arrangements to take a CLEP test. These tests are offered at the UIS Career Development Center <http://www.uis.edu/careerservices>. Their phone is 206-6508, email careerservices@uis.edu, and their location is in the Student Affairs Building, Room 50. The cost for each test is \$80.

Note: at the present time CLEP tests do not exist for ACC 212 Introduction to Managerial Accounting, ECO 213 Statistics, MAT 113 Business Calculus, or any of the CBM core courses (MGT 310, MIS 352, and BUS 302, 312, 322, and 331).

Concurrent Enrollment at a Community College and at UIS.

You do not need to obtain an associate's degree at a community college in order to be admitted to UIS as a transfer student. Students can be conditionally admitted to UIS even though they still have a few classes left to take at a community college before their associate's degree is awarded. In this situation you can take classes concurrently at both schools as long as the correct prerequisites have been met.

However, remember that when your final semester at the community college has ended, you need to have your transcript sent to the UIS Office of Admissions.

Conditional/Full Admissions Status.

The UIS Admissions Office classifies new students as receiving either conditional or full admittance, and these categories are indicated on the student's notice of admissions. Conditional students can do everything that fully admitted students can do, but do not receive a degree until they are fully admitted to the program. It is very important that you check to see if you have been conditionally or fully admitted to the program right at the beginning of your college career.

Undergraduate students are sometimes not fully admitted to the program until all of their transcripts have been received by the Admissions Office. If you see that the Admissions Office still needs some of your transcripts, you will need to have them sent to UIS before you will be fully admitted to the program. Remember that your DARS will never be completely accurate, nor will your adviser be able to give you correct advice, until UIS has received all your transcripts from previous schools.

The Admissions Office routinely changes an undergraduate student's status from conditional to full whenever they receive the necessary transcripts. At the present time there is no way for students to electronically access their admissions status, but we hope to have this information online in the future.

Difference Between a Double Major and a Second Bachelor's Degree.

At the undergraduate level, a double major refers to a bachelor's degree where requirements for two different majors have been completed. Courses from one program may be used as electives in the other if prior approval is obtained. If you do not finish all the requirements for your majors at the end of the semester you wish to graduate, you must either drop one of your majors or finish them both together at the end of a future semester. You will end up with one degree (and one diploma) that indicates two majors.

If you wish to obtain a minor as well as one or more majors, the minor requirements must also be finished before you graduate; minors are never issued separately from a bachelor's degree.

Some students occasionally ask whether they can pursue a triple major. It is possible to obtain three majors at UIS, but it is not recommended. Our experience has been that a triple major does not look good on a resume—it indicates that the student was not sure of which area he or she wanted to focus on. If you want to take more classes on top of a double major, it makes much better sense to pursue a master's degree.

A second bachelor's degree is awarded to a student who has already received a first bachelor's degree, either at UIS or at another school. You must always complete a minimum of 30 new semester hours of coursework for a second degree, even if you received your first bachelor's degree at UIS. If the first degree was earned at another institution, the student must also meet UIS upper division general education requirements.

NOTE: the One Course for One Degree rule (see *Section IV Transferring Courses to UIS* below) does not apply to a double major. Remember that a double major is part of a single degree. This means it is perfectly acceptable for you to use the core courses of one major as elective credit for another, and vice versa.

Double Major in Accountancy and Business Administration.

Undergraduate students need to complete 120 hours to earn a bachelor's degree in accountancy. These 120 hours include four business courses: BUS 302 Principles of Financial Management, BUS 312 Principles of Marketing, BUS 322 Operations and Productions Management, and BUS 331 Business and Society. If you are willing to take two more business courses, you can earn a double major in both Business Administration and Accountancy. The two business courses you would need are BUS 332 Legal Environment of Business and one other upper division BUS elective (one which requires one of the four BUS core courses as a prerequisite). The total number of hours you will need to earn both majors will be 123.

If you are interested in earning a double major, you will need to declare Business Administration to be your second major on an Undergraduate Change of Major/Minor form. This form can be downloaded at the following link: <http://www.uis.edu/registration/forms/index.html> (or see *Appendix II* below). Please fill this form out and return it to the Records and Registration Office. You will then be assigned a BUS faculty adviser, who will let you know what you need to do to obtain your business degree.

Freshman Holds.

If you are coming to UIS as a freshman, you will not be able to enroll until you meet with your general education adviser first (see *General Education Requirements in Section VII DARS* below).

International Student Holds.

If you are an international student, you will not be permitted to enroll until you are in compliance with immunization requirements (see <http://www.uis.edu/healthservices/immunization/immunization.htm> for further information). Also you will not be able to enroll until you attend the orientation session for international students. This orientation session is usually held on the Tuesday prior to the first day of the semester. See <http://www.uis.edu/internationalstudentservices/events/YourOrientation.html> for further information about international student orientation.

Letters of Reference Not Required for Admittance to the Program.

The accountancy program does not require letters of reference for admittance to the program.

Minimum TOEFL Scores.

For undergraduate students whose native language is not English, a TOEFL score of not less than 500 (paper-based), 173 (computer-based), and 61 (Internet-based) fulfills the English proficiency requirement for admission.

Tuition Information.

Tuition information is at <http://www.uis.edu/registration/tuition/index.html>.

UIS Accountancy Undergraduates Who Wish to Pursue a Master's Degree.

Students who have received (or who are about to receive) a bachelor's degree in accountancy at UIS must reapply to the university (and pay a new admissions fee) in order to be admitted to the accountancy master's degree program. Since a hold will be placed in your student account when your bachelor's degree is issued (see *Section IX Graduation Holds* below), you need to start the graduate admissions process as early as you can during your last semester as an undergraduate. Your Notice of Graduate Admissions form will indicate that you are only conditionally admitted until the UIS Admissions Office receives a copy of your undergraduate transcript. You do not need to personally forward your transcripts to the Admissions Office—they will be automatically sent to Admissions when your bachelor's degree is issued. Then your admissions status will be changed from conditional to full.

III. NEW CBM CURRICULUM STARTING FALL, 2009

The College of Business and Management will be switching from a four hour to a three hour curriculum starting Fall, 2009. This means that all CBM courses, including those of the Accountancy program, will become three hours courses. This section addresses the issues of students who started at UIS prior to Fall, 2009 but who will be graduating when the new curriculum takes effect.

Courses offered in Summer, 2009 will still be four hours. The tentative Fall, 2009 Accountancy schedule showing the new three hour curriculum is online at <http://www.uis.edu/accountancy/about/documents/acffa09.pdf>

You will see that while classes will still be starting at even number hours (8:00, 10:00, noon, and so on), they will end an hour earlier than current classes. Three hour evening classes will meet from 6:00 to 8:30 p.m.

Students who matriculate at UIS any time before Fall, 2009 will not be required to complete ACC 323 Intermediate Accounting III for their degree. However, if you start at UIS in Fall, 2009 or after, you are required to complete this course for your degree.

If you are under the old system, a three hour Accountancy core course will still count as fulfilling a core requirement for your degree. But you must do a petition requesting that one or more hours of Accountancy core requirements be waived. Your petition will need language similar to the following:

"I started at UIS in 2007. At this time the Accountancy program offered a four hour curriculum, but in Fall, 2009 it changed to a three hour curriculum. I took my last two accountancy core courses, ACC 464 and ACC 433, during Fall, 2009. As a result I am two hours short of the 24 hours necessary for the ACC core requirement. I would like to request that two hours of this requirement be waived."

But please note: you will only be waiving the requirement, NOT the hours. Since you will not receive your degree unless you complete 120 hours, you will need to make up these two hours with other UIS courses.

Undergraduate students should also be aware that if they find themselves one or two hours short of their degree, they can make up these hours by taking a one hour ECCE Speaker's Series course, or by taking an extra 1-2 hours of AST.

IV. TRANSFERRING COURSES TO UIS

Undergraduate students who have earned an associate degree from a community college may be admitted to UIS as a junior if they have a cumulative grade point average of 2.00 or higher; as a general rule these students transfer in 60 hours and will need to complete an additional 60 hours at UIS. Advanced standing as a senior may be granted to those who transfer in 90 hours (30 hours of upper-division credit beyond the 60 hours required for junior status). A maximum of 90 hours may be transferred, and students must have earned a grade of C or better in their upper division classes. All undergraduate UIS students must complete a total of 30 semesters hours at UIS in order to graduate.

UIS is one of three campuses in the University of Illinois System. Each campus is a distinct unit. If you are a UIUC or UIC student who wishes to attend UIS, you must apply to the Admissions Office to be formally admitted. Also you cannot take your classes at UIUC or UIC and receive a UIS degree—like all transfer students you must complete at least 30 hours at UIS for a UIS undergraduate degree.

Two Plus Two Agreements.

The Accountancy Department has Two Plus Two Plus One Agreements with the following community colleges (see the accountancy website at www.uis.edu/accountancy for more details). These agreements make it easier for students to plan an entire four (or five) year course of study while still attending a community college:

Heartland Community College
Illinois Central College
Lewis & Clark Community College
Lincoln Land Community College
Richland Community College

Transfer of Accountancy Core Courses from Community Colleges.

With adviser approval, 2 + 2 community college transfer students may waive ACC 321 and 322 at UIS if they recently completed equivalent courses with a grade of B or better. Upper division credit for these two intermediate courses will be allowed if you have completed at least 60 hours of other lower division courses. In other words, you would need more than 60 hours at a community college (or another school) to transfer in both intermediate accounting courses and have them count as upper division credit at UIS. However, this rule does not apply to students who take these courses at a community college which does not have a 2 + 2 agreement with the Department of Accountancy. Students in this situation must take ACC 321 and 322 at UIS.

ACC 323 Intermediate Accounting III must be taken at UIS; if you took this course at a community college it will not be allowed to transfer. Nor will you be waived out of the course even if your community college curriculum seems to cover the material in the 323 course.

Students should also be aware that if the intermediate accounting courses which you take at a community college are part of your Associate's Degree, the only thing that will happen is that we will waive you out of ACC 321 and 322 at UIS. The hours will not transfer because of the One Course for One Degree rule below. You will need to take extra classes at UIS to make up for the hours. This means that you should take more than 60 hours at a community college so that the hours will transfer.

But please note: the above paragraph only applies to students who receive an associate's degree at a community college. If you simply take classes at a community college without receiving a degree, then the One Course for One Degree issue is not a problem. If your community college classes are not part of an associate's degree, then all you need to do is earn a grade of B or better for the classes to transfer.

The Department of Accountancy is currently in the process of revising its 2 + 2 agreements with local community colleges, a task which should be completed in Summer, 2009. As a result, this section of the ACC Student Handbook will not be finalized until the new agreements are in place. The information listed below shows how we calculated transferring hours under the old four hour curriculum. While this data is no longer accurate, it can give you an idea about the kind of hours you need to take at a 2 + 2 community college if you wish to transfer some of your courses to UIS. This part of the Handbook will be revised once the new 2 + 2 agreements are finalized. Also the new 2 + 2 agreements will be posted on the Accountancy website when they are complete.

Richland Community College students who earn an associate's degree can transfer the following classes with a grade of B or better only if they complete a total of 71 hours at Richland:

- ACC 201 Intermediate Accounting I – 4 hours
- ACC 202 Intermediate Accounting II – 4 hours
- ACC 211 Managerial Cost Accounting – 3 hours

Lewis and Clark Community College students who earn an associate's degree can transfer the following classes with a grade of B or better only if they complete a total of 66 hours at Lewis and Clark:

- ACCT 235 Intermediate Accounting I – 3 hours
- ACCT 236 Intermediate Accounting II – 3 hours

Lincoln Land Community College students who earn an associate's degree can transfer the following classes with a grade of B or better only if they complete a total of 66 hours at LLCC:

- ACC 201 Intermediate Accounting I – 3 hours
- ACC 202 Intermediate Accounting II – 3 hours

Illinois Central College students who earn an associate's degree can transfer the following classes with a grade of B or better only if they complete a total of 66 hours at ICC:

ACC 206 Intermediate Accounting I – 3 hours

ACC 207 Intermediate Accounting II – 3 hours

ICC students should also be aware that the Associate Degree in Applied Science includes the hours for ACC 206 and 207. If you obtain this degree at ICC, the hours will not transfer. You should pursue the Associate Degree in Arts and Science instead.

Transfer of Accountancy Core Courses from Four Year Colleges or Universities.

With adviser approval, students may transfer one or more upper division accountancy courses to UIS. However, these kind of transfers only occur if the accountancy courses were taken at a school with AACSB accreditation. Also students must meet the 50% rule, which states that you must complete a minimum of 24 hours in the College of Business and Management to receive your UIS degree (see #6 in *Transfer of CBM Core Courses* below). You will need to do a petition requesting that the courses are transferring so that your DARS will reflect the correct credit. The only approval you need for transferring an Accountancy core course is that of your adviser and the chair of the program.

Transfer of CBM Core Courses.

Students who have taken business or finance courses at other schools and who wish to transfer in these courses to substitute for CBM core courses must follow the following guidelines:

1. The course to be transferred must be an upper division course, taken at an upper level institution.
2. The course must have been completed within the six years prior to admission.
3. A grade of C or better must be earned in each course requested for transfer.
4. If adequately demonstrated that a lower level course from a 4 year university/college is equivalent to a CBM upper division course, the lower division course from a 4 year institution may be used to fulfill a CBM College Core course requirement. Generally, lower division coursework completed at a community college will not fulfill College Core Requirements.
5. No more than 3 courses or 9 hours of transfer credit may be used to fulfill CBM College Core coursework.
6. At least 50% of all business credit hours must be completed at UIS. In other words, you can only transfer in a maximum of 23 hours of upper division College Core/Accountancy Core hours. Since the total number of CBM hours you need for a bachelor's degree in accountancy is 47 (21 CBM core plus 21 accountancy core plus 5 hours of electives), you must complete a minimum of 24 hours in the College of Business and Management to receive your UIS degree.
7. A Principles of Management course will not substitute for MGT 310.
8. No course at a different school will substitute for MGT 488 Strategic Management: The Capstone; this course must be taken at UIS.

If the course you wish to transfer fulfills all of the above requirements, you must then fill out a CBM Petition for Transfer Credit (see *Appendix III* below) and return it to the program secretary for signatures.

One Course for One Degree.

Any course which has been used towards the requirements for a degree at a different school cannot transfer to UIS and be counted towards a UIS degree.

V. GUIDE TO UIS COMPUTER SYSTEMS

- 1. UIN Number.** Your UIN number is a nine digit number starting with a 6, located on the upper right hand corner of your Admissions Report, and it is displayed on your i-Card. You can also find your UIN at <http://www.icard.uillinois.edu>. You need this number for everything at UIS (except at the Library—here you use the 14 digit number on your i-Card). It is a good idea to memorize your UIN number since you will need to give it out many times before you graduate from UIS. Always include your UIN number in e-mails and phone messages.
- 2. Establish your NetID and Password.** You need to establish a NetID at <http://www.uis.edu/cts/netid>. This is also the site to go if you forget your NetID or Password. Click "here" on the 1st screen, fill in the form, and continue. When you see the page telling you what your NetID is, write it down before continuing to the password page. The easiest way to choose a password is by taking a word and sticking numbers into it. So purple, fudge, or world would turn into Pur777ple, Fud123ge, or Wo303rld. Make sure you capitalize the first letter of your password, that the password is at least 8 characters long, and that there are no recognizable words in your syllables—for example, the system will not accept Cot444ton as a password. Passwords expire every twelve months—you receive notification a few weeks before the deadline that you need to create a new one.
- 3. Enroll in your Classes.** Go to <https://apps.uillinois.edu>. This link gives you access to all aspects of your student account, including registration & financial aid. Please note "s" after http. This site also shows current semester schedules, classroom locations, grades, and degree awarded.
- 4. Access Your UIS Email.** Your UIS email will be your NetID@uis.edu. Go to <http://webmail.uis.edu/exchange> to access your UIS email. Click the "Two Line View" next to the word Inbox if you want to change to a single line view, and click the fourth mail icon to turn the Reading Pane Off. You need to become familiar with using this email address—you will be responsible for accessing all of your Blackboard and other UIS emails here.
- 5. Go to Blackboard.** Go to <http://bb.uis.edu>. Most UIS classes are taught with the assistance of Blackboard, a software package used for online course delivery. Once you enroll in a class, you will be automatically added to its Blackboard, but you will not be able to access it until about 24 hours after you have enrolled. Sometimes an instructor will make a Blackboard available before the start of the semester, but most Blackboards go live on the first day of the semester. You login to the Blackboard site using your NetID and password (see #2 above). Further information about Blackboard and student tutorials are at the Blackboard site. NOTE: Blackboard only works with UIS email, not with private email addresses. To access your Blackboard messages, you must go into your UIS email account at <http://webmail.uis.edu/exchange>.
- 6. Get an i-Card.** All University of Illinois students, faculty, and staff are required to have an i-card, which is the official university identification card. I-cards are required for library and gym use. Cardholders on the Springfield campus can set up a Campus Cash debit account on their i-cards to use in photocopy machines, vending machines, the Food Emporium, etc. Go to the i-card Center in PAC 108 to get your i-card. This office is sometimes difficult to find, but if you take the elevator in the south east corner of the PAC building to the lower level, and then turn and start walking towards your left, you will go past the Studio Theater and then see the i-card Center just past it on your right. A valid state issued photo ID is required. Initial i-cards are free; replacement i-cards are \$20. Keep your i-cards—if you have an i-card from previous years, it is still valid. Distance students don't need an i-card, but Peoria area students should obtain theirs at the UIS Peoria Center. Further information is at <http://www.icard.uillinois.edu>.

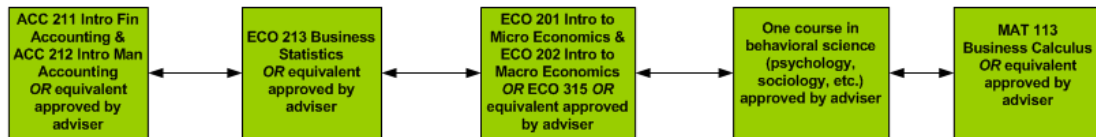
VI. ACC UNDERGRADUATE DECISION TREES

There are five principal categories of requirements you need to complete in order to receive your undergraduate degree (for information about the other categories see the Section VII DARS):

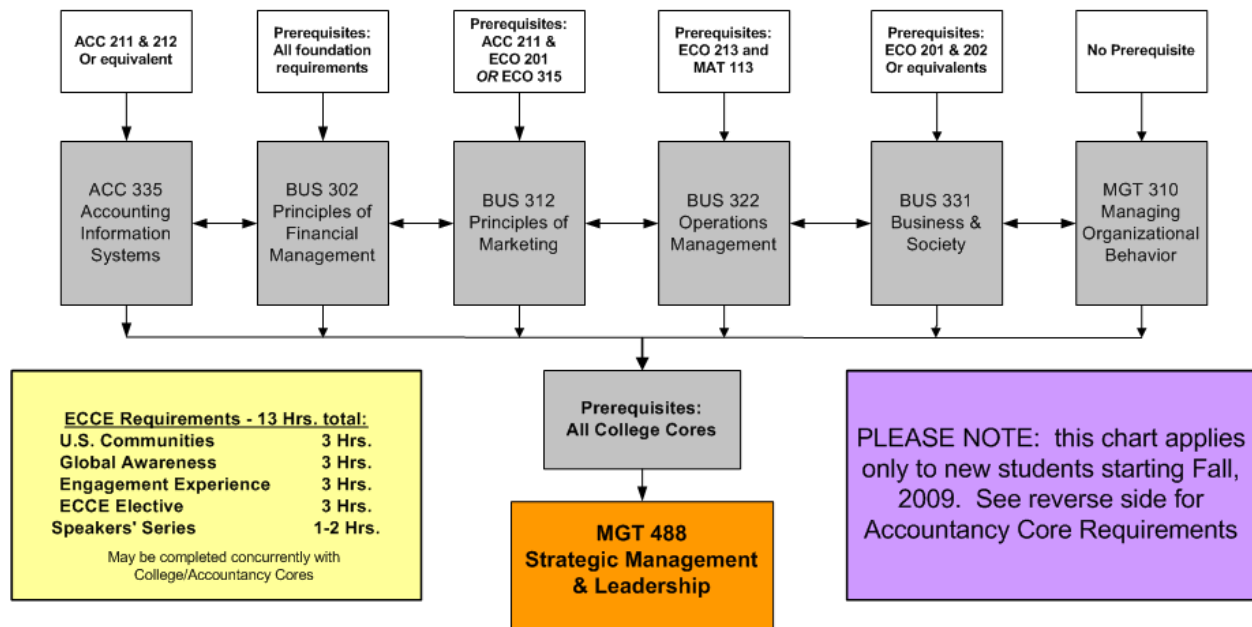
- General Education (100 and 200 level courses, taken at UIS or at community colleges)
- Foundation (part of General Education)
- College of Business and Management Core
- Accountancy Core
- ECCE

The following two charts mostly show the upper division (300-400 level) requirements for your degree. However, Foundation Requirements are also displayed since they are frequently prerequisite courses for CBM and ACC core courses.

CBM UNDERGRADUATE COLLEGE CORE COURSE REQUIREMENTS ACCOUNTANCY Foundation Requirements



College Core Requirements



ACCOUNTANCY CORE REQUIREMENTS

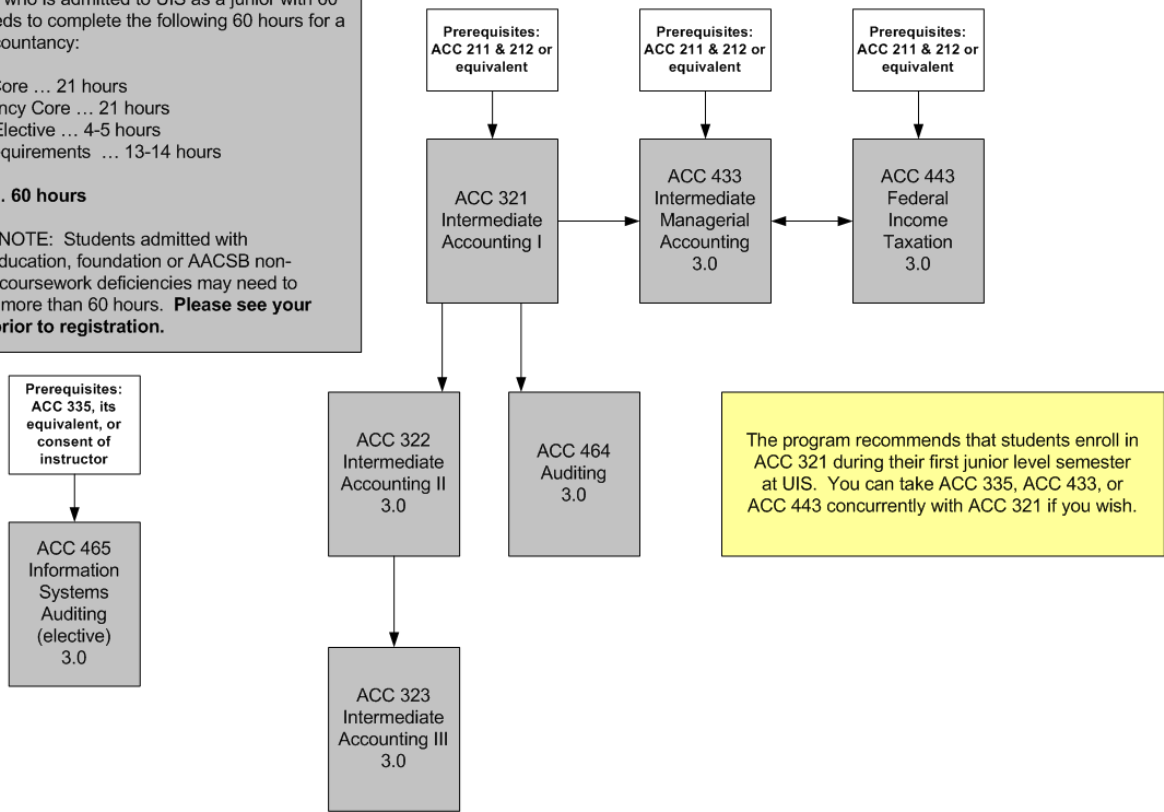
Effective for New Students Starting Fall 2009

A student who is admitted to UIS as a junior with 60 hours needs to complete the following 60 hours for a BA in Accountancy:

College Core ... 21 hours
 Accountancy Core ... 21 hours
 General Elective ... 4-5 hours
 ECCE Requirements ... 13-14 hours

TOTAL ... 60 hours

PLEASE NOTE: Students admitted with general education, foundation or AACSB non-business coursework deficiencies may need to complete more than 60 hours. **Please see your adviser prior to registration.**



Recommended Course Schedule – UIS Gen Ed

Fall, Year 1		Spring, Year 1	
ENG 101: Composition 1: College Writing and Academic Identity	4 Hrs.	ENG 102: Composition 2: Inquiry and Argumentation	4 Hrs.
ECCE Comparative Societies (Soc Science)	3 Hrs.	Lab Science (Life or Physical)	4 Hrs.
Non-Lab Science (Life or Physical)	3 Hrs.	COM 112: Oral Communication	3 Hrs.
ACC 211: Introduction to Financial Accounting	3 Hrs.	ACC 212: Introduction to Managerial Accounting	3 Hrs.
Humanities	3 Hrs.		
5 Courses	16 Hrs.	4 Courses	14 Hrs.
Fall, Year 2		Spring, Year 2	
ECCE Comparative Soc (Humanities 200–400)	3 Hrs.	ACC 322: Intermediate Accounting II	3 Hrs.
Visual/Performing Arts Humanities Requirement (not IAI transferable)	3 Hrs.	Social/Behavioral Science course (Soc Science gen ed)	3 Hrs.
ECO 201: Introduction to Microeconomics (Soc Science gen ed)	3 Hrs.	ECO 202: Introduction to Macroeconomics (Soc Science gen ed)	3 Hrs.
MAT 113: Business Calculus or MAT 115: Calculus I (Math gen ed)	4 Hrs.	ECO 213: Statistics for Business & Economics (Math gen ed)	3 Hrs.
ACC 321: Intermediate Accounting I	3 Hrs.	ACC 335 Accounting Information Systems	3 Hrs.
5 Courses	16 Hrs	5 Courses	15 Hrs
Fall, Year 3		Spring, Year 3	
ACC 323: Intermediate Accounting III	3 Hrs.	ACC 443: Federal Income Taxation	3 Hrs.
ACC Elective	3 Hrs	BUS 322: Operations Management	3 Hrs.
MGT 310: Managing Organizational Behavior	3 Hrs.	BUS 312: Principles of Marketing	3 Hrs.
BUS 302: Principles of Finance Management	3 Hrs.	ECCE Global Awareness (must be 300 or 400 level)*	4 Hrs.
Upper division elective or minor course	3 Hrs.	BUS 331: Business and Society	3 Hrs.
5 Courses	15 Hrs	5 Courses	16 Hrs
Fall, Year 4		Spring, Year 4	
ACC 433: Intermediate Managerial Accounting	3 Hrs	ACC 464: Auditing Concepts & Resp.	3 Hrs
ECCE U.S. Communities (200-400)*	3 Hrs.	MGT 488: Strategic Management	3 Hrs.
Upper division elective or minor course	4 Hrs.	AST 300 (ECCE Engagement and Elective)	6 Hrs.
Upper division elective or minor course	4 Hrs.	UIS Speaker's Series	1-2 Hr.
4 Courses	14 Hrs	4 Courses	14 Hrs

*Either the ECCE Global Awareness or ECCE U.S. Communities must be 300 or 400. Both cannot be 100-200 level. Both may be 300-400

These courses are lower division **foundation course requirements for all CBM undergraduate students – 22 hours**

CBM College Core-- required courses for all CBM undergraduate students – 21 hours

Accountancy Major coursework – 21 hours

Upper division electives required by major – minimum 6 hrs – these courses can be selected to earn a minor and can be outside the major (approved by advisor)

Distribution by semester:

Freshman Year:	Fall-5 courses, 16 hours	Spring-5 courses, 14 hours	Total: 30 hours
Sophomore year:	Fall-5 courses, 16 hours	Spring-5 courses, 15 hours	Total: 31 hours
Junior year:	Fall-5 courses, 15 hours	Spring-5 courses, 16 hours	Total: 31 hours
Senior year:	Fall-4 courses, 14 hours	Spring-4 courses, 14 hours	Total: 28 hours

Total Coursework Hours: 120

VII. REGISTRATION

You can register online by going into your UIS student account at <https://apps.uillinois.edu>. See Section V Guide to UIS Computer Systems above for information about setting up your account.

When you have accessed your account, click on the Registration & Records link, then on the Registration link. On the Registration page you will see the following menu:

Select a Term
Registration Eligibility
Look-up or Select Classes
Add/Drop Classes
Change Credit Hours or Grade Mode
Student Schedule - Detail
Student Schedule - Week at a Glance
Withdraw from Term/Cancel Registration
Withdrawal Information
Tuition and Fees Assessment

Before You Register.

Before you attempt to register, you should make sure that (1) you are eligible to enroll, (2) you have completed the necessary prerequisites for the class you want, and (3) your class has not yet closed.

1. To see if you are eligible to enroll, first you *Select a Term*, and then check your *Registration Eligibility*. If you are not a currently active student or if you have holds on your account, this will be indicated here. This page also indicates your *Registration Time Ticket*. You will not be able to enroll until the date indicated on your *Time Ticket*.

2. Next, make sure that you have completed the necessary prerequisite courses for the class you want (prerequisites are the classes you need to complete before you sign up for a higher level course). At the present time, the UIS computer system does not automatically stop you from enrolling in a class for which you have not completed the correct prerequisites. This means that you must make sure on your own (and by consulting DARS) that you have completed the correct prerequisites before you enroll.

You must also understand that concurrent enrollment (a lower-level course taken at the same time with the course for which it is a prerequisite) is also not permitted. For example, ECO 201 cannot be taken concurrently with BUS 312.

Our college makes a prerequisite/concurrent enrollment check for all undergraduate CBM students at the beginning of each semester to make certain that they have completed the correct prerequisites. *Students who are inappropriately enrolled are then dropped from the class.*

Prerequisites for all UIS courses are shown in the UIS Online Catalog at <http://www.uis.edu/UIScatalog>. Prerequisites for accountancy courses are show in *Appendix IV* of this document.

3. Check to see if the class you want is still open. If you register early, chances are that you will be able to enroll in all the classes that you want. However, if you are not able to register until shortly before the semester starts, you will possibly discover that the classes you want are closed (see the section below on Wait List about what you can do if you class is closed). You can find out if a class is closed by checking the *Online Dynamic Schedule* as described below:

Online Dynamic Schedule.

UIS prints a paper copy of its upcoming class schedules every March and October, but since changes are always being made before the semester starts, these schedules rapidly go out of date. You need to access the *Online Dynamic Schedule* to see current availability of classes. There are three places where you can access the *Online Dynamic Schedule*:

In your student account, you can click on *Registration and Records*, then *Campus Class Schedule*.

Also in your student account, on the *Registration* page, you can click *Look-up or Select Classes*.

Finally, you can go to the following link:

https://ui2web4.apps.uillinois.edu/BANPROD4/bwckschd.p_disp_dyn_sched.

Once you are in the *Online Dynamic Schedule*, you can search for your class either by clicking the name of the program and then *Class Search* at the bottom of the page (this will show the class listings of the entire program), or by adding the class number and then clicking *Class Search*. After you find the class you are interested in, you can check enrollments by clicking on the title of the class. This will take you to the class's enrollment page.

Enrolling in Your Classes.

Now you are ready to enroll in your classes, and you do this on the *Add/Drop Classes* page. Once you have accessed this page, you will see that you can add a class by typing its CRN number in one of the boxes at the bottom of the screen (the CRN number is a five digit number shown next to the name of the course in the *Online Dynamic Schedule*). After you enter the CRN number, click submit. Then after the browser readjusts, you will then see that you have successfully registered for the class.

However, if you see an error message indicating that registration was unsuccessful, it might mean that the class is closed, or that you need instructor approval, or that you need some kind of override before you can enroll. If you do need approval or an override to get into the class, you should contact the program secretary.

Here is other information you will need to know about registering:

ACC 211 & 212 Introduction to Financial and Managerial Accounting.

ACC 211 & 212 are also known as Principles I and II of Accounting at other schools. ACC 211 is the prerequisite to ACC 212. You must complete this course prior to the semester in which you enroll in ACC 212—you cannot take both courses concurrently in the same semester.

ACC 311 Administrative Uses of Accounting Information.

ACC 311 is a four hour course which combines the materials taught in ACC 211 and ACC 212. This course is a "service" course and is designed for students getting a degree other than accountancy. If you wish to obtain an accountancy major or minor degree, this course will not count towards your degree—you must take ACC 211 and 212 (or their equivalents) instead.

Class Cancellations.

Always register as early as you can. Classes with less than ten students are sometimes cancelled, so the more students who register early, the less likely a course will be cancelled. Class cancellations usually occur in the week before the semester starts.

Classroom Locations.

Classroom locations are shown in the *Online Dynamic Schedule*. But remember that classroom locations are not uploaded into the dynamic schedule until about a week or so before the semester starts and can sometimes change even after the semester starts.

Early Registration.

Early registration starts in November for the upcoming Spring semester, and in April for the upcoming Summer and Fall semesters. The specific date when registration will open can be found at <http://www.uis.edu/registration/courseSchedule> (click on the PDF of the upcoming course schedule).

ECO 201 & 202 Introduction to Microeconomics and Macroeconomics.

ECO 201 & 202 are also known as Principles I and II of Economics at other schools. While ECO 201 is not the official prerequisite to ECO 202, we recommend that you complete ECO 201 before you enroll in ECO 202.

ECO 213 Statistics for Business and Economics.

While there are no official prerequisites for ECO 213, we recommend that you complete finite math before enrolling in this course. Finite math is offered every semester at Lincoln Land Community College (MAT 140) and is also offered at UIS as MAT 114 Finite Mathematics.

ECO 315 Economics for Administration.

ECO 315 is a four hour course which combines the materials taught in ECO 201 and ECO 202. Undergraduate accountancy students can take this course only with their adviser's permission and if they transfer to UIS with at least 60 hours of lower division credit. If you are an undergraduate student who does not fulfill these criteria, you must take ECO 201 and 202 (or their equivalents) instead.

Getting Added to Blackboard.

Your name is automatically added to the Blackboard for your class within 24 hours after you enroll. (But remember that Blackboards do not go live until the first day of the semester.)

Instructor Approval Required.

Some courses have the notation: Instructor Approval Required (you might also see "With Permission of Instructor" or WPI). In classes with these restrictions you must obtain permission from the instructor before you can enroll. However, it is usually best to contact the program secretary for permission, since she will know what the requirements are for the class and will be able to put an override into the computer system for you. Once you receive permission to enroll in a class, you will be able to see this permission on the *Add/Drop* page. The best time to request instructor permission is before Registration opens, so you will be ready to register as soon as your Time Ticket allows.

Last Day to Drop Classes.

Each semester the Registrar's Office sets a date after which you are not allowed to drop a class. You can find the final drop date for your current semester by clicking Calendar at <http://www.uis.edu/registration/information/index.html>.

Late Fees.

You have until Friday of the first week of the semester to add or drop a class without being assessed a late fee. Information about late fees is online at <http://www.uis.edu/registration/tuition/index.html>.

Late Registration.

Late registration starts on the Monday of the second week of the semester. If you wish to register late, you must first obtain permission to enroll in the class from the program secretary, and then telephone

Registration at 217/206-6174 to enroll (you cannot enroll online during late registration). Students are usually allowed to enroll late if they have missed only one class session, but if you miss the first two weeks of a class, you will not be permitted to enroll except under special circumstances.

Lower Division/Upper Division

Lower division means 100 & 200 level courses, and upper division means 300 & 400 level courses. You must complete at least 60 hour of upper division courses for your degree (or 64 hours if you are getting a double major in ACC & BUS). Upper-division credit for lower-division courses may be approved on a selective basis by petition with the approval of a student's adviser and the Chair of the Accountancy Department. A student must receive a minimum grade of C in a lower division class for the class to be considered as upper division credit (see *Appendix II* below for sample petition).

MAT 113 Calculus.

A course in calculus is one of the required foundation courses for the accountancy degree. At UIS you need to take MAT 113 to fulfill this requirement. You must obtain a WPI from the Mathematical Science secretary Patty Stoutamyer at 206-8405 or pstou1@uis.edu before you can enroll. The Center for Teaching and Learning (<http://www.uis.edu/ctl>) provides tutoring assistance and special workshops for students having difficulties in calculus. Remember that as long as you get at least a D- grade in calculus (and as long as this D- grade does not lower your overall GPA to less than 2.00), you have passed the course and fulfilled the requirement.

MGT 488 Strategic Management: The Capstone.

This course is designed to be taken at the end of the student's academic career. All six college core courses (ACC 335, MGT 310, BUS 302, BUS 312, BUS 322, and BUS 331) must be completed prior to the semester in which you enroll in MGT 488. You must also be within 12 hours of graduation. You must request a WPI from the Accountancy secretary before you can enroll in this class.

However, if you are within twelve hours of graduation, you are allowed to take one or two Accountancy core courses concurrently with MGT 488, but never a college core course.

Online Courses.

Online courses are conveyed through the Blackboard system at <http://bb.uis.edu> and go live on the first day of the semester. Online courses are increasing in popularity at UIS, but students must understand that they are frequently more time consuming than regular classroom attendance—you sometimes need to be online at least ten hours a week for an online course. You must be a self-motivated individual who can keep to a schedule to successfully complete an online course.

While economics online courses are open to any student who has completed the necessary prerequisites, students pursuing an online degree get priority enrollment into business and management online courses. These courses frequently reach full enrollment early in the registration period. If you are a classroom student who wishes to take an online BUS or MGT course, you need to fill out the following form: <http://www.uis.edu/cbam/curriculum/online/documents/CourseRequestForm.doc> and send it to either the BUS secretary Karen Headrick khead1@uis.edu or the MGT secretary Maureen Dowdy mdowd1@uis.edu. The secretary will notify you if there is space in the class for you.

Overload.

Enrolling for more than 18 hours during fall or spring semester, or more than 8 hours during summer session, is considered an overload. During fall and spring semesters, more than 20 hours will be approved only under exceptional circumstances. During summer session a maximum of 12 hours may be approved (but only if part of the 12 hours is an AST). If you wish to take an overload, you must fill out a petition form (see *Appendix II* below). On this form indicate what classes you wish to take and your current GPA. Then return this form to the program secretary for the correct signatures.

Part-time/full-time enrollment.

For purposes of tuition and fees, you are considered a full-time student if you enroll in 12 or more credit hours for the fall or spring semesters and 6 or more credit hours for summer term. This applies to both undergraduate and graduate students. You would be considered part-time if you take fewer hours. If you work full time, it is recommended that you start with only one or two courses per semester when you begin your coursework.

Probation/Suspension.

If your UIS cumulative grade point average drops below 2.0, you are placed on academic probation. When this happens, a hold is placed on your account, and you cannot register. You must fill out a petition requesting permission to enroll (see *Appendix II* below). Take this petition to the program secretary for signatures. Your academic adviser usually wishes to talk to you before he or she signs the petition.

If you are on probation for two successive semesters, you are suspended. In this situation, you must fill out an appeal of academic suspension and return it to the program secretary for signatures. Again, you will probably need to talk to your academic adviser before signatures are obtained.

Reactivation.

If you do not attend UIS for three or more semester in a row (including summer semester), you cannot enroll in classes until you are reactivated. Contact Registration at 217-206-6174 to be reactivated.

Semester Coding.

01 indicates spring semester, 05 indicates summer semester, and 08 indicates fall semester. Also if you ever wonder why you see the number 4 in a lot of UIS coding (usually in billing or scheduling information), this is simply the number which indicates UIS in the University of Illinois system—"1" refers to UIUC and "2" refers to UIC. So 4200805 would indicate Summer 2008 semester at UIS.

Summer Semester.

Students cannot expect any particular course to be offered during the summer and should plan their schedules accordingly.

Time Ticket.

If you go into your student account in the days prior to the opening of Registration, you will discover your Time Ticket, which tells you the earliest time you can go online to register. Graduate students get priority enrollment, followed by seniors, then juniors, and so on. It is always a good idea to make a note of the earliest time you can register, and then do so as soon as you can.

Tuition Refunds.

Information about tuition refunds for course withdrawals after the first week of the semester is at <http://www.uis.edu/registration/information/index.html>.

Tutorials.

Sometimes an instructor will agree to do a tutorial class for a student who needs extra hours or who must complete a particular requirement. The undergraduate number for a tutorial class in the Accountancy program is ACC 499. You can enroll for 1-4 hours in these classes. Several things have to happen in order to successfully enroll in ACC 499:

1. The faculty and student must agree on a title for the tutorial (28 letters or less)—this title will eventually appear in the student's transcripts. They must also agree on a one or two sentence description of the tutorial.
2. You then need to contact the program secretary, who enters permission for you to enroll into the computer system. The secretary also prepares a tutorial form with the title and description of the course, which you need to sign.

3. You then go online and register for ACC 499, using the CRN number which the secretary gives you.
4. After you have registered for ACC 499, you need to go back to the Registration Menu and click the Change Credit Hours or Grade Mode link. Here you will indicate the number of hours for the class (1-4).

Undergraduate Students Enrolling in Graduate Level Courses.

If you have completed the necessary prerequisites, and with the approval of your academic adviser, you can enroll in a graduate level course as an elective. You must first obtain a WPI from the program secretary of the course you wish to take before you can enroll. You must also understand that a graduate level course which is used for a bachelors degree will never count towards a future graduate degree. You must then prepare a petition requesting that this course count as an elective towards your bachelor's degree (see *Appendix II* below).

If your aim is using this course for an eventual master's degree in accountancy instead of an undergraduate elective, you can go ahead and enroll in the course while you are still an undergraduate (but you still need to get permission from the program secretary first). You will eventually list these courses as completed requirements on your master's degree graduation contract. And you will need to do a petition requesting that the graduate course you took as an undergraduate be counted towards your master's degree.

Waitlists.

If you discover that a class is closed, you can add yourself to the course's waitlist on the *Add/Drop* page. In the days before the semester starts, the secretary continually monitors the enrollments of closed classes, and if anyone drops, she will contact the first person on the waitlist with permission to enroll. If you are told that you can enroll, you must first remove yourself from the waitlist before the computer system will let you add the class. But a caution: unless you are #1 or #2 on a waitlist, your chances of getting into a closed class are not very good. You should find an alternative course in case you cannot take the closed course.

VIII. ADVISING & UNOFFICIAL DEGREE AUDITS THROUGH DARS

All new Accountancy students are initially assigned an adviser by the Department and are notified of this adviser by e-mail. After you get to know the Accountancy faculty, you may change your academic adviser if you so desire. This is not regarded negatively by anyone, and it is easy to do. You simply need to inform the program secretary that you wish to change advisers, and she will input the change in the computer system. You should note that faculty advisers are not always around during the summer or during semester breaks, so always try to see them during the semester. Even during the semester, it's best to call ahead, e-mail, or make an appointment to see your adviser as they are often out of the office teaching or on other assignments.

The University of Illinois at Springfield has moved to a student self-advising system called DARS. It is the student's responsibility throughout their college career to periodically monitor their DARS audits to determine if they are lacking requirements in any area. At the end of your college career, your degree will not be awarded unless all requirements are shown as being satisfied in DARS.

The DARS system (also called DARWIN) shows what classes you have completed, both at UIS and at other schools, and it also lists recommended classes in areas where you might be deficient. Once you become familiar with the DARS system, you will discover that it can answer many of your curricular questions. It is not a substitute for meeting with your adviser; rather, it's a useful tool for working with

your adviser. We recommend that you run DARS audits throughout your college career to make sure that you are on the right track and taking the correct courses. When you make an appointment to see your adviser, please print out a copy of your DARS report and bring it with you.

The DARS access links for faculty and students are at <http://www.uis.edu/registration>. Once you get into DARS, you will see these tabs at the top of the screen: *Students, Exceptions, Courses, Audits, What-If Courses, Degree Programs, Transfer Evaluations, and Logout*.

Here is what you will find in each tab:

Students – click Select Student and enter your UIN number.

Exceptions – this is the Student Petition page. It lists all petitions that you have submitted if you needed adjustments to your curriculum (for example, transferring a class from a different university).

The EXCEPTION CODE column lists a two letter identification of the type of petition. When you click on the two letter code, it takes you to a page where you can see what the two letters mean at the top of the page. Here are some definitions of the two letter codes:

- AC = Add course
- RS = Requirement swap
- RM = Requirement modification
- WH = Waive hours

The PSEUDO COURSE column gives a brief description about the petition.

Petitions which have been rejected will not appear in this list.

Courses – This page shows you what classes you have taken either at a different school or at UIS. Click on "Institutions" to choose what school you wish to see. The IFlag1 column indicates whether the course satisfies UIS general education requirements. One of the first things that a transfer student should do is check this tab in DARS to make sure that all the courses taken at different schools have transferred correctly.

Audits – This is where you can run an audit to see what courses you have completed and what ones you still need to take. You will usually want to click *Request New Audit* when you access this tab; you only click *View Audits* when you want to see audits that have been run in the past.

When you come to the *Request New Audit* page, you have a choice to run a *Default Audit* or a *Selected Program Audit*. You should always run the *Default Audit* unless:

1. You are a double major (then you will need to select the correct program—your DARS for the Accountancy degree will not show requirements for Business Administration, and vice versa).
2. If you want to graduate according to a catalog different than the catalog in effect during your first semester (select the new semester and year). (But please note: if you choose to graduate according to a different catalog, you must fulfill all the requirements for the degree listed in that catalog. Also you can graduate according to the terms of a later catalog than the one in effect during your first semester, but not an earlier one.)
3. If you want to run a graduate degree audit even though you are still an undergraduate.

How to Run a Default Audit.

1. Make sure the *Run Default Programs Listed* button is clicked.
2. Click *Submit a New Audit*.

How to Run a Selected Program Audit.

1. Make sure the *Run Selected Program* button on left is clicked (very important--you will get the *Default Audit* if you forget).
2. Ignore the College box.
3. In the *Degree Prog* box find the degree you are after.
4. In the *Catalog Year* box find the entry date you are after.
5. Click *Submit a New Audit*.

After you click *Submit New Audit*, you need to wait 30-60 seconds for the audit to appear. The OPEN AUDIT button appears when the audit is complete. Click OPEN AUDIT, and the audit will appear in a new window.

How to Decipher the Audit:

The DARS system was revised in February, 2009, and the following directions are for the new interactive audit system.

The first page that comes up when you run an audit is the *Academic Progress* page. This page contains a pie chart and a graph at the top of the screen indicating the progress of your curriculum. You will also see information about your program, your adviser, your expected graduation date, and your catalog year at the top of this screen. When you run your mouse over the pie or the graphs, you will see figures indicating how many more hours you need to complete your degree, as well as information about your GPA.

Note that the name of *one* of your academic advisers is located in the introductory information at the beginning of your audit. The UIS computer system allows input of more than one academic adviser in a student's account. This means that students frequently have several academic advisers assigned to them, with one adviser designated as the "primary" adviser. DARS will only show you the name of your primary adviser. So (for example), if you are a double major in both business and accountancy, and your primary adviser is your business adviser, this person's name will appear even when you run an accountancy degree audit. All of which means that if you forget your adviser's name and it is not showing in DARS, you will need to contact the program secretary to find out who it is.

Then you will notice that this page contains the following six links:

View Course History – This takes you to an informational page with information about your GPA and the total number of hours you have completed.

Close Window – This will close your *Academic Progress* page.

Open All Sections – This will open all the sections (or categories) of the requirements for your degree on the *Academic Progress* page.

Close All Sections – This will close all the sections (or categories) of the requirements for your degree on the *Academic Progress* page.

Printer Friendly – This will take you to a page where you can print your *Academic Progress* page with all sections open but without the pie chart and the graphs at the top.

View Planned Courses – This will display answers to your queries as to whether a potential course will fulfill a particular requirement, but at the moment it doesn't seem functional. You should go back to the DARS entry page (the page with the tabs across the top) and run a *What-If* query instead (see below).

If you are running an audit for the first time, you should remain on the *Academic Progress* page and click the *Open All Sections* link. Once you get used to DARS, if you wish to close the sections and see only the header, then you click the *Close All Sections* link. And you can open or close an individual section by clicking on the triangle beside the section heading: a downward triangle means open, a rightward triangle means closed.

Then you need to follow these steps to decipher each section:

The first thing you need to pay attention to is the “LEGEND” section. This is a list of the abbreviations DARS uses for various criteria. If you are bewildered by the coding as you go through the audit, simply go back to the LEGEND at the top of the screen to see what the abbreviations mean.

Then as you start to go through each category, you should look first to see whether there is a green checkmark or a red X at the beginning of each category. A green check means that all requirements for a particular category have been fulfilled. However, if you see a red X, this means that you are lacking one or more hours/courses in a certain category.

You must understand that transfer courses which have been accepted for the UIS degree are not listed with their original name—only the UIS equivalent is listed. So an ACC 206 Intermediate Accounting I class taken at ICC will appear in the audit as ACC 321 Intermediate Accounting I at UIS.

However, you can tell if the class is a transfer class by looking at the grade. The letter T with the grade indicates a transfer course; a letter grade by itself indicates a UIS course. IP indicates In Progress courses. DARS classifies not only the courses you are currently taking but the courses you have signed up for during your next semester as IP.

You will also discover that DARS lists eligible courses for you to take in each category. You need to complete five categories of classes for an undergraduate degree: *General Education*, *Foundation*, *Accountancy Core*, *College of Business and Management Core*, and *University Requirements*. Here are the various curricular categories shown in DARS, plus information about each one:

Transfer Information.

This category lists the total number of all the hours you earned at previous schools, plus your GPA. But you must understand that not all of these hours will transfer to UIS and be applied towards your UIS degree. The next category shows this information.

Hours Accepted Toward Admission.

This category lists the number of hours you took at previous schools which are allowed to transfer.

General Education Requirements.

If you are a transfer student with an associate's degree from a community college, your General Education requirements will be met. But if you have some Gen Ed deficiencies, they will be indicated in this category.

Any UIS course used to meet a general education requirement must be approved prior to registration by completing a Deficiency Fulfillment Record form in the Admissions Office. A summary of General Education requirements is at <http://www.uis.edu/admissions/gened.html>. Further General Education information is on p. 17 of the UIS catalog or at the General Education website: <http://www.uis.edu/generaleducation/about/index.html>. General Education (and ECCE) course lists for individual semesters are at <http://www.uis.edu/generaleducation/curriculum/courselist.html>.

If you have a question about Gen Ed, you need to talk to Campus Undergraduate Academic Advisers Carmalita Kemayo, Quiana Boateng, and Mae Noll. Students whose last name begins with A-D should contact Carmalita Kemayo, (217) 206-8349, ckema2@uis.edu. Students whose last name begins with E-M should contact Quiana Boateng, (217) 206-7472, qboat2@uis.edu. Students whose last name begins with N-Z should contact Mae Marie Noll, (217) 206-7473, mnoll1@uis.edu. The Undergraduate Academic Advising Center is located in Brookens Library 472. Freshmen students are prevented from enrolling in their first semester classes until after their initial meeting with their Undergraduate Academic Adviser.

Undergraduate transfer students with general education deficiencies may take upper division courses at UIS to fulfill these deficiencies. In addition, some of the credit hours may be used as upper-division electives. For those students admitted with 60 semester hours, a maximum of 12 semester hours of general education course work may be used as electives. Students admitted with less than 60 semester hours who have general education deficiencies in excess of 12 semester hours may also take courses at UIS to fulfill these requirements; however, not more than 12 semester hours can be used as upper division hours.

Engaged Citizenship Common Experience.

When our university was founded as Sangamon State University in 1970, it was mandated by the state legislature to be a "public affairs" university. This means that every single student who obtains a bachelor's degree from UIS must complete a certain number of University Requirements, which are courses that focus on current or public affairs. These courses are unique to UIS—you cannot transfer in a course from a different school to substitute for them, and you have to take a designated PAC/LSC/AST or ECCE course to fulfill this category (other UIS courses are not allowed). Your applied study experience can be part of your University Requirements. Prior to Fall, 2007, all students were required to take 12 hours of PAC, LSC, or AST courses in at least two different categories. Students who start during Fall, 2007 semester or later are required to take 13-14 hours of ECCE (pronounced echay, not icky) requirements instead.

The easy way to see if an upcoming ECCE course will fulfill one of your University Requirements is to do a *What-If* query. But if you wish to read through the ECCE guidelines, they are online at: <http://www.uis.edu/academicplanning/curriculum/ECCEAdvisingGuides.html>

You can find which courses qualify for ECCE at: <http://www.uis.edu/generaleducation/curriculum/courselist.html> (click on semester).

It is possible for students who will be graduating according to the terms of a pre-Fall 2007 catalog to take a combination of PAC/LSC/AST courses and ECCE courses in order to obtain their degree, but you will need to do a petition requesting that the ECCE course(s) you are taking count towards your degree.

Also both pre- and post-Fall 2007 students can take one or two of the ECCE Speakers Series classes as a general elective if they wish. But you cannot take a Speakers Series course with the same speaker more than once. The Speakers Series courses are listed as UNI 301 classes. If you sign up for a one hour 301 course, you will need to attend at least one class session and presentations of four different speakers.

There are two UIS courses which are not designated as ECCE but which can count as ECCE requirements if you do a petition: ENG 360 Topics in English Studies and SOA 480 Topics in Sociology/Anthropology.

Freshmen and sophomore students should be aware that the Applied Study Term is classified as part of the Engagement Experience and the Elective categories in ECCE. If you wish to do an internship during your senior year, you should not fulfill either the Engagement or the Elective requirements with lower division ECCE courses. You should wait to enroll in 6 hours of AST, which will then fulfill these requirements.

College of Business and Management Foundation Requirements.

These are freshman and sophomore level courses which need to be taken before you enroll in CBM or ACC core courses. Foundation knowledge for undergraduate Accountancy students is required in the areas of financial and managerial accounting, micro and macro economics, calculus, statistics, and behavioral science. Students should consult the UIS catalog and the Accountancy Undergraduate Decision Tree above regarding these requirements. A foundation requirement that is a prerequisite for a CBM core course cannot be taken concurrently with that core course. For example, ECO 201 cannot be taken at the same time as BUS 312. Credit can be withheld by the department if a core course is taken without relevant prerequisites. The Accountancy program does not require a software packages course as a foundation requirement, but if a student is not computer literate (especially in Microsoft Word or Excel), he or she may need to take a general software packages course.

Accountancy Core Requirements.

Students must complete six Accountancy core courses: ACC 321 Intermediate Accounting I, ACC 322 Intermediate Accounting II, ACC 323 Intermediate Accounting III, ACC 433 Intermediate Managerial Accounting, ACC 443 Federal Income Tax, and ACC 464 Auditing.

Accountancy College Core.

Students must complete seven CBM core courses: ACC 335 Accounting Information Systems, BUS 302 Principles of Finance, BUS 312 Principles of Marketing, BUS 322 Principles of Operations Management, BUS 331 Business and Society, MGT 310 Managing Organizational Behavior, and MGT 488 Strategic Management: The Capstone.

General Elective.

Elective courses are listed here. Note: these are not General Education courses (see above), but elective courses.

IN-PROGRESS COURSES.

Courses in which you are currently enrolled or will take next semester are listed here.

Residency Requirement.

You must complete at least 30 semester hours at UIS to receive a UIS bachelor's degree.

120 SEMESTER HOURS.

You must complete 120 semester hours to obtain a bachelor's degree.

48 Hours Upper Division Credits Required for BA/BS degrees.

You must complete 48 hours of 300-400 level courses for your bachelor's degree.

CUMULATIVE GRADE POINT AVERAGE FOR UIS COURSES.

You must have a cumulative GPA of 2.0 in all your undergraduate UIS classes to obtain your degree.

CUMULATIVE GRADE POINT AVERAGE OF ALL COURSES.

The cumulative undergraduate GPA must also be 2.0.

AACSB Hours.

At least 60 of the 120 semester hours required for the bachelor's degree in Accountancy must be in AACSB defined general education courses. As a general rule, all lower and upper division general education coursework, all University Requirements, and any non-CBM courses count towards the AACSB General Education requirements. If you are deficient in this category, all you probably need to do is take a non-CBM course. Also FYI: AACSB refers to the Association to Advance Collegiate

Schools of Business (<http://www.aacsb.edu>). This organization is the largest accrediting organization for business schools in the world. The College of Business and Management at UIS received AACSB accreditation in 2007.

What-If Courses – If you would like to know if a particular course will be acceptable in a certain category, or how it will impact your GPA, you can use the *What-If* tab. The first time you try this feature, do Add What-if Courses (later on, all your previous *What-If* queries will be accessible in *View What-If Courses*). To fill out the *What-If* form:

YR/TM – needs to be in year and semester code. The semester codes are 01 for Spring, 05 for Summer, and 08 for Fall. So for a class to be taken in Spring 2008, you would type in 200801.

Course – type in prefix (capital letters) and number, such as ACC 464.

RCredit – type in 3.0 for a three hour course, 4.0 for four hours, etc.

Grade – only add a grade if you want to know how the grade for the potential course will impact your GPA.

After you've done all this, then click *SAVE/ADD* at the bottom.

Now you return to the *Audit* tab, and click *Request New Audit*. Once the page appears, you click the *What-If Courses* box, and then run the audit as always. The What-If courses will be labeled HYPOTHETICAL.

NOTE: your *What-If* queries will remain in your audit until you clear them out. If you want to go back and just run a regular audit of all your courses, you need to uncheck the *What-If* query box on the DARS entry page, and then run a new audit.

What to Do If You Find a Mistake – DARS is still fairly new, and we occasionally discover mistakes in it. If you see something that doesn't look right, please contact the department secretary so a correction can be made. We have also identified the following problems in DARS:

1. DARS morphs. When you are currently taking a class (In Progress or IP), DARS will put the IP class in one category, and then switch it to a different category after the class has been completed and the grade has been issued. For example, DARS will put a BUS core course in the Electives category when you are taking it and in the College Core category when you have finished it. This means you need to check your DARS repeatedly, both during the semester and after grades have been issued to see if the system has reclassified your course.

Update Spring 2008: DARS has been modified and now allows In Progress courses to be reflected in the College Core category. Therefore, DARS will now allow a proper course with a grade of "C" or better OR a proper course that is currently in progress to be included in the College Core.

2. DARS is not accurate for UIS catalogs prior to 2003-04. If you are going to be graduating according to the terms of a pre-Fall 2003 UIS catalog, your graduation contract will be evaluated according to your transcripts, not according to DARS.

Update Spring 2008: When pre-2003 students check their DARS, they will frequently see that their courses from previous schools have been transferred to UIS as "block credit" (instead of each class being listed separately). These block credits are listed as TR00 HUMCR for Humanities Credit, TR00 SCICR for Science Credit, etc. When you see coding for block credits in your DARS, chances are that

DARS will also indicate a deficiency. However, most of the time these deficiencies are inaccurate—the student's transcripts will show that they have completed all the necessary classes. If you see that DARS is showing block credit coding, just tell the secretary about it when you turn in your graduation contract. Your adviser will check your transcripts to make sure everything is okay and will make a note on your graduation contract that your DARS is not accurate because of block credit transfers.

3. If you receive a deferred grade (DFR) for a class, DARS takes the class out of its correct category and puts it at the end of the audit under *Courses Not Used Toward Degree or Requirements*. (Incomplete courses are also displayed here.) When you successfully complete these courses, they are returned to their correct category.

4. DARS only recognizes CBM Core courses with a grade of "C" or higher (although it should recognize all passing grades from D- upwards).

Summary of What DARS Will Not Show You.

Although UIS is working towards a goal of having all information about student status and curriculum available in DARS, it is not there yet. There are still some critical pieces of information which you can only find either in your student account at <https://apps.uillinois.edu>, or (unfortunately) not online at all:

1. Your admissions status (conditional or full) is not online. If you are unsure about your admissions status, you need to contact the program secretary.
2. Your graduation status (sought, pending, or awarded) is not online. However, you can go into your student account to see if your degree has been awarded. Go to *Registration & Records*, then *Student Transcripts*, then *View Academic History*, then *Submit*, and you will see your "Unofficial Transcripts".
3. DARS will not show you your academic status (good standing, probation, or suspension), but you can find this information on the *Registration Eligibility* page in your student account.
4. DARS will not show you whether or not you have any holds (admissions, inactive, financial, probation, or immunization) in your account, but you can also find this on the *Registration Eligibility* page in your student account.
5. DARS will not always show you the name of your academic adviser (you will only see the name of your primary adviser, which is not necessarily your program adviser). If you forget the name of your adviser, contact the program secretary.

The UIS Registrar's Office is currently working to resolve these issues.

IX. GRADES

Accessing Your Grades.

Faculty submit their grades to the Records Office by Wednesday after the end of every semester. Grades then become visible to students about 24-36 hours later, on late Thursday or Friday. To see your grades, go into your account at <https://apps.uillinois.edu>, then *Registration & Records*, then *Student Records*.

Calculation of Grade Point Averages.

A GPA of 2.0 or better is required for the bachelor's degree. CR/NC grades are not calculated into the GPA. Letter grades are calculated as follows:

A = 4.0	C+ = 2.30	D- = 0.70
A- = 3.70	C = 2.00	F = 0.00
B+ = 3.30	C- = 1.70	
B = 3.0	D+ = 1.30	
B- = 2.70	D = 1.00	

Credit/No Credit Grades.

When you enroll in a class, you are sometimes able to choose either a letter grade or a CR/NC grade for the class. Accountancy undergraduate students must take all Accountancy core courses for a letter grade. If you wish to do so, you are permitted to take elective, ECCE or CBM core courses for a credit/no credit grade, but you must earn at least a C grade in these classes to receive credit. In other words, if you think you might have a difficult time successfully completing a class, you are better off taking the course for a letter grade and receive a passing D grade, instead of taking the course as CR/NC, where your D grade would be a failing grade.

Deferred Grades.

A small number of UIS courses are set up so that the student receives a deferred grade (DFR) at the end of the semester if they have not completed the work. These are the "continuous enrollment" courses (usually the Applied Study class or a master's project class). You are required to continually reenroll (and pay tuition) in this kind of class until you have successfully completed it, at which time you will receive a CR grade.

Incomplete Grades.

Sometimes a student is unable to complete a class for personal reasons. When this happens, you should ask your instructor if he will issue you an incomplete grade for the class. While many instructors are willing to issue incomplete grades, this is not automatically guaranteed.

If your instructor agrees to issue you an incomplete grade for the class, at the end of the semester he or she will enter an "I" grade into the system to indicate an incomplete grade. At the same time, the instructor also issues a provisional grade (this grade is usually a failing grade since the class was not completed). The student then has twelve months to retake the class and earn a higher grade. At the end of twelve months, if no new grade has been earned, the I grade automatically reverts to the provisional grade, and this grade shows on your transcripts.

But if you do retake the class before the twelve months are over, your new grade will eventually show as your grade for the class. You do not need to reenroll in the class a second time. You simply need to make arrangements with the instructor to attend the new class on an informal basis. Then at the end of the new semester, the instructor will clear your incomplete by issuing a new grade.

If a different instructor is teaching the class in a subsequent semester, you must ask if he or she will allow you to informally attend the class. At the end of the semester, the new instructor will tell your first instructor the new grade, and your first instructor will clear the incomplete with the new grade.

You should also inform the secretary that you will be informally attending a class to clear an incomplete so that she can make a note of the situation and manually add you to the Blackboard of the new class.

Repeating a Class for a Higher Grade

If you wish to take a class a second time to earn a higher grade, the thing to remember is that you must take the class at the same school where you took the original class. Grades are not transferable between schools. For example, if you received a low grade in LLCC's ACC 103 Financial Accounting, you must repeat the class at LLCC for your original grade to change. If you take ACC 211 Introduction to

Financial Accounting at UIS and earn a higher grade, the grade you receive at UIS will not transfer to LLCC, nor will it have any impact on your LLCC grade point average.

Similarly, if you receive a low grade in a UIS class, you cannot take the same class at a different school and expect the grade to transfer to UIS. You need to retake the same class at UIS for the higher grade to apply.

UIS has a repeat/delete policy, which means that if you take a UIS course a second time and earn a higher grade, your original grade will be deleted from your transcripts. But you can only repeat a course once for a higher grade. If you take a course for the third time, the grade for the course will not impact your grade point average, nor will it count towards your degree. And make sure you get a higher grade the second time you take the class. Whenever you repeat a class, the original grade becomes an “R”, meaning that the course was repeated. If the original grade was higher than the subsequent grade, it will no longer show on your transcripts—and there’s nothing you can do to bring it back.

X. GRADUATION AND COMMENCEMENT

At the end of your academic career, you will need to fill out and sign a graduation contract. Blank graduation contract forms are available in the program office or can be downloaded at <http://www.uis.edu/registration/forms/index.html>. The best time to fill out your graduation contract is the semester before you expect to graduate. Any courses you have not yet taken should be marked under Hrs. Planned on the form.

Graduation contracts must be submitted for approval to the program secretary by September 15 for fall graduates, February 10 for spring graduates, and June 15 for summer graduates. Do not submit your contract directly to the Graduation Office because your academic adviser and the chair of the program need to check and approve (sign) your contract.

You must understand that receiving your degree depends largely upon what is showing in your DARS account. If you check your DARS during your last semester and see that you still need hours or certain requirements, you may not receive your degree when that semester is over. This means that after you have enrolled in your final semester classes—but before the semester starts—you should check DARS to make sure that all your requirements will be met by completing your In Progress hours. If you see a problem, you will need to use the *What-If* query to figure out what you need to do to complete your degree, and/or contact your adviser to see what you need to do.

Remember that deficiencies in DARS are always indicated with red lettering. When you run your final audit, and if you see only green letters, your curriculum is acceptable and your degree will be issued. But if your DARS shows a category in red, this means you’ve got a problem and your degree will not be issued until it is resolved. Most of the time the problem can be fixed with a petition: for example DARS might not place one of your classes in the correct category. Then all you would have to do is prepare a petition requesting that the course be counted in a different category. But sometimes when you see red lettering, you will discover that you are short one or more courses for your degree. Since you don’t want to discover that you’re short a class in what you think is your last semester, make sure you monitor your DARS throughout your college career and try to solve your red letter problems long before you are about to graduate.

Catalog Year.

When you fill out your graduation contract, you must indicate which catalog you are using for your degree requirements. Normally this will be the catalog in use during your first semester at UIS. However, if you wish to graduate according to a different set of requirements than the ones in effect

during your first semester, you can do so—as long as you remember that your degree must conform to all the requirements of a given year, including University and CBM requirements. Also, you can graduate according to the requirements of a later catalog than the one in effect during your first semester, but not an earlier one. If you elect to graduate according to a later catalog, you must fill out a petition (see *Appendix II* below).

Commencement.

UIS has one commencement ceremony each year, which is normally scheduled on the last day of spring semester. Students who graduated in summer or fall semesters of the preceding calendar year, or who expect to graduate at the end of the current spring semester, are eligible to participate in commencement. Undergraduates who have no more than eight hours to finish, or graduate students with no more than four hours to complete during the following summer semester, are usually allowed to participate in the spring commencement ceremony even though they have not yet officially graduated. You will need to submit a petition requesting permission to participate in commencement if you fall into this category—(see *Appendix II* below). Information about commencement is mailed to eligible participants in February of each year. Please visit the UIS Commencement site <http://www.uis.edu/registration/graduation/commencement/index.html> often for updates and important information concerning commencement.

Degree Candidate Form.

After you submit your graduation contract, the Graduation Office will send you a Degree Candidate Form, which you will need to fill out and return to the Office of Records & Registration. On this form you will need to write in the exact name you want on your diploma, plus where you would like your diploma to be mailed. If you are attending Commencement, what you are handed is a "congratulations" sheet inside your diploma cover—your official diploma will be mailed to you, usually about 2-3 months after your degree is awarded.

Deleting Email Accounts.

UIS email accounts are guaranteed for at least 90 days after graduation. After that, students will get a warning email about a week before their email is deleted.

Diplomas and Transcripts.

One week after the last day of the term, the graduation office will begin to award degrees. You can check your transcripts online after that time to see if your degree has been posted. Once your degree has been posted, you can order an official transcript reflecting your degree from the Records Office at http://www.uis.edu/registration/records/transcript_request.html. Please see more information concerning this at *Online Notification of Degree* below. All graduated students will receive their diploma in the mail 2-3 months after their degree is awarded whether they walk in the commencement ceremony or not.

Exit Exam.

UIS used to require an exit exam, but this is no longer required. However, all CBM undergraduate students are required to take a grade neutral assessment examination as part of their MGT 488 Strategic Management class.

Filling Out the Graduation Contract.

The good news about graduation contracts is that these forms will eventually be eliminated, possibly in 2009 (when this happens, student's degrees will be determined by using their DARS). At the present time, however, students need to fill out a graduation contract in order to obtain their degree. Here are some helpful hints:

Do not fill out contracts in pencil, and make sure that all information is legibly filled out and understandable.

If you came to UIS as a freshman, you must indicate a total of 120 hours of classes on your contract. As far as your lower division courses are concerned, you should only list the program and the number of these courses (e.g., ACC 211) in the upper left hand boxes.

Your upper division courses should be listed in the remaining spaces, and here you should show the program name, number, and brief title. Indicate whether the course is completed, in progress, or planned.

Students frequently find it difficult to put all their classes into the correct categories on their graduation contract. If you don't have enough space to put a certain class in the right category, put it on a different line and then draw an arrow showing where it should go. Do not list any course twice on your contract. The Graduation Office will be able to match up the proper courses with the proper program requirement if you are a double major or double minor recipient.

If you came to UIS as a transfer student with 60 hours, you only need to show 60 hours on your contract. However, if you transferred in with less than 60 hours (for example 41 hours), then you need to show a total of 79 hours.

If some of your upper division classes were taken at a different school and have been transferred in, these also need to be shown on the graduation contract. In this case, instead of simply listing the number of hours for the class, add a T (for transfer). Example: the hours for ACC 206 Intermediate Accounting taken at ICC would be indicated as T-3.

If you are getting a double major, indicate this at the top of the form, plus the names of both your academic advisers. Also fill in the courses for both degrees all on one contract. Again, remember not to list any courses more than once.

Return the form to the program secretary for the necessary signatures. Make sure you sign the form before you turn it in. And most important of all: check your DARS before you turn in your graduation contract to make sure that everything is green correct. As explained above, if you see any red lettering in your final DARS, you've got a problem.

Grade Point Average for Graduation.

Undergraduate students need an average 2.0 GPA in Accountancy core courses to earn the degree, as well as an average 2.0 GPA in all their university courses.

Graduation Contract Fee (previously known as Graduation Fee).

The graduation contract processing fee is \$20 for a bachelor's degree. This fee will be added to your account when your graduation contract has been received in the Graduation Office. Assessment of this fee is an indication to you that the Graduation Office has received your contract.

Graduation Hold.

At the same time your degree is awarded, a hold is placed in your account which prevents you from enrolling in the next semester. If you wish to start taking graduate level classes during the next semester, you must go through the UIS admissions process again before you can enroll. Since early registration opens several weeks before the end of the semester, you can avoid this problem by enrolling before degrees are awarded (this option, of course, would work only once—you would have to be formally readmitted before enrolling in subsequent semesters). Another way to avoid this problem is by starting the graduate level admissions process as early as you can during your last semester so you will be admitted as a graduate student before early registration starts.

Graduation Marshals.

Each year, every academic program at UIS is asked to select one undergraduate and one graduate student who will be designated as marshal to lead the department's graduates in the commencement ceremony. This person should represent the academic, professional, and personal accomplishments expected by the faculty in the department. Each program marshal is recognized in the printed program distributed during

commencement ceremonies, and receives a certificate during the honors convocation held the evening before graduation.

Graduation Office.

The Registrar's Graduation Office is UHB 1080 & 1081, phone 206-7730.

Intent to Graduate.

After the start of your final semester, you need to go into your student account at <https://apps.uillinois.edu>, click *Graduation Information*, and then click the *Notify Intent To Graduate This Term* link on the next page.

No Changes After You Graduate.

No changes to your academic record are permitted after you graduate. No additions, no deletions, no changes to grades or GPA—nothing is ever altered.

Online Notification of Degree.

To see if your degree has been awarded, go into your student account at <https://apps.uillinois.edu>, then go to *Registration & Records*, then *Student Transcripts*, then *View Academic History*, then *Submit*, and you will see your "Unofficial Transcript". Here you will be able to see if your degree has been posted. Please note that degrees are not awarded until one week after the last day of the term. Sometimes degrees are not awarded until two or three weeks later.

Signatures & Processing of Contracts.

You do not have to obtain all the necessary signatures on the graduation contract form. After you fill out and sign your contract, return it to the program secretary, who will then obtain the necessary signatures and forward it to the Graduation Office. It usually takes 5-6 weeks or more for a graduation contract to be processed by the Graduation Office. After it is evaluated and processed, a copy is mailed to your address. When your copy arrives, make sure you take a look at it to see if any "requirements to be met" have been noted. If a requirement has been noted and you do not understand what it means, contact your adviser as soon as you can to avoid any delays in the awarding of your degree.

Type of Degree.

You will be earning a BA degree in Accountancy. If you are an undergraduate student pursuing a double major, make sure that you indicate both majors on the contract.

XI. MISCELLANEOUS UIS INFORMATION

Admissions. Location: UHB 1080, phone 206-4847.

Bookstore (textbooks/UIS souvenirs). Location: Northwest corner of Lincoln Residence Hall. Phone: 206-6766 <http://www.uis.bkstr.com>

Bursar's Office. If you have questions or problems with your billing, contact the Bursar's Office at 217/206-6738, PAC 184. You can also cash checks, make student account payments, purchase parking decals and stamps at the Bursar's Office. The University's Lost and Found is also at this office. <http://uisadmin.uis.edu/oba-uis/BursarFolder/bursar.htm>

Campus Calendar. <http://www.uis.edu/calendar/index.html>

Career Services. Location: SAB 50D; Phone: 206-6508 <http://www.uis.edu/careerservices>

Center for Teaching and Learning. Location: BRK 462, phone 206-6503. <http://www.uis.edu/ctl>. The Center for Teaching and Learning offers tutoring and other assistance to students who are having problems. In particular, they offer assistance to students who are having difficulty with calculus (see <http://www.uis.edu/ctl/mathematics/index.html>)

Computer Labs. UIS has three open access computer labs located in UHB 2030, BRK 180, and HSB 108. Hours when they are open are posted at <http://www.uis.edu/its/otherservices/labs.html>

Course Schedule. http://www.uis.edu/home_news/courseSchedule.html

Directions to UIS. <http://www.uis.edu/maps.html>

Financial Assistance. Location: UHB 1080; Phone: 206-6724 <http://www.uis.edu/financialaid>

Food Emporium. Location: Lower Level PAC <http://www.uis.edu/foodservice>

Health Service (immunizations). Location: BSB 20 (next to the flagpoles on the eastern side of the campus). Phone: 206-6676 <http://www.uis.edu/healthservices>

Holidays. Each year the University is closed on New Year's Day, Martin Luther King Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving (Thursday & Friday), and Christmas Day. University offices are open during Spring Break, but no classes are held. University offices are also open during Monday-Wednesday of Thanksgiving week (but no classes are held). Most (but not all) University offices close down during the week between Christmas and New Year's. The UIS Academic Calendar is at <http://www.uis.edu/academicaffairs/resources/calendars.html>, and the UIS Master Calendar is at <http://webtools.uiuc.edu/calendar/Calendar?callId=226>

International Student Services Office. <http://www.uis.edu/internationalstudentservices>

Name Change. If you change your name at any time during your college career, you must contract the Registrar's Office at UHB 1080, Phone 206-6709. You must provide them with a new social security card, marriage license, or other documentation of the change.

Parking and Parking Decals. Refer to the UIS campus map at <http://www.uis.edu/maps/uismap.htm> for information about parking. All faculty, staff and students must have parking decals. These may be purchased from the Bursar in the PAC lower level. For prices and other information, go to <http://www.uis.edu/police/parking.htm>.

Registration. Location: UHB 1080, phone 206-4847.

Snow Days. When UIS cancels classes because of bad weather, the cancellation notice is immediately posted on the UIS home page at www.uis.edu. They also announce University closure on WIUS (91.9 FM) radio starting at about 3:00 in the afternoon.

Technology Support Center. <http://www.uis.edu/cts/techsupport>. Phone 206-7357.

Tuition Information. <http://www.uis.edu/registration/tuition/index.html>.

UIS Catalog. <http://www.uis.edu/UIScatalog>

UIS Student Forms. The most commonly used Records and Registration forms are available for download at the following link: <http://www.uis.edu/registration/forms/index.html>

XII. ACC STUDENT ADVISORY BOARD

ACC students can participate directly in the functioning of the department of ACC as members of the Accountancy Student Advisory Board. This board usually meets once or twice during the semester. The Accountancy faculty rely upon this board to make recommendations to the department about student concerns, suggest changes, etc. If you are interested in serving on this committee, please contact the department secretary.

XIII. ANNUAL ACCOUNTANCY SCHOLARSHIP GOLF OUTING

The Don Stanhope Golf Outing is sponsored each year by the College of Business and Management's Accountancy Alumni Board and the Illinois CPA Society Central Chapter to help raise funds for the Donald F. Stanhope Scholarship. The accountancy alumni planning committee always does a great job in putting together what is a wonderful afternoon of golf, fun, food, and camaraderie. Area businesses donate goods and services that are awarded as prizes during the event. Student volunteers are always needed. It is a good opportunity to talk to Accountancy alumni and do networking.

XIV. APPLIED STUDY, FINANCIAL AID, AND SCHOLARSHIPS

Various types of internships, assistantships, and financial aid are available for ACC majors. These programs are briefly described below. Interested individuals should contact the office of financial assistance and other appropriate units for eligibility and related information.

1. Applied Study Program. The applied study term (AST) (<http://www.uis.edu/appliedstudy>) stresses practical experience, professional development, and self-directed learning. The AST fulfills this role by providing an academically sponsored learning experience (internship) that gives you an opportunity to learn from the professional community. All accountancy undergraduate internships are paid internships. Internships are available at local businesses, nonprofit organizations, health service organizations, state agencies and legislative offices, and educational institutions. Under special circumstances, you can design an AST at your place of employment. If you plan to participate in the applied study term, you should consult with your academic adviser and the AST faculty after completing at least 12 semester hours of credit in accountancy. The AST faculty will assist you in securing an AST placement. Consultations should be scheduled the semester before you plan to enroll in the AST. For Fall, 2007 and after students, Applied Study is now part of ECCE (see *Section VII DARS—University Requirements* above).

While most students elect to do an applied study term as part of their college curriculum, this is not a requirement for the accountancy degree. You can fulfill your University Requirements with other ECCE courses if you like.

All Applied Studies classes are "continuous enrollment" classes. This means that if you do not finish the course during the semester in which you first enroll in it, you receive a deferred grade instead of an incomplete grade. You must then continually reenroll in the class (and pay more tuition) until you complete it.

2. Financial Assistance. The Office of Financial Assistance (<http://www.uis.edu/financialaid>) at the University of Illinois at Springfield coordinates federal, state, institutional, and private financial aid programs for students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veteran's benefits. Applications for all forms of financial assistance may be obtained from the Office of Financial Assistance, UHB 1015, University of Illinois at Springfield, One University Plaza, Springfield, Illinois 62703-5407; telephone (217) 206-6724.

3. Accountancy Scholarships. The following scholarships are available to qualified accountancy students. Some scholarships are awarded to multiple recipients each year.

Joy Kimler CPA Accountancy Scholarship

Grade point average: 3.0

Number of enrolled classes: 2

Recipients must be majoring in accountancy, planning for a career in accounting and also must be intending to sit for the CPA exam.

Walter Putnick Memorial Scholarship

Number of enrolled classes: 1

Grade point average: 3.25

Preferred class: undergraduate

Awarded to student with clearly defined career goals and leadership ability.

Donald F. Stanhope Alumni Scholarship

Number of enrolled classes: 2

Grade point average: 3.30

Awarded to undergraduate or graduate student planning a career in accounting and attaining professional certification.

Interested students should contact the UIS Office of Financial Aid at (217) 206-6724 or <http://www.uis.edu/financialaid> for information about applying for these or other UIS scholarships. Each year the deadline to apply for the following year's scholarships is February 15.

XV. PROFESSIONAL EXAMINATION REQUIREMENTS

CPA Exam.

In order to sit for the CPA exam, the requirement is a U.S. bachelors degree in accounting with an additional one year study. This requirement for five years of study is known as the "150 hour rule" and has been adopted by the majority of state boards, including Illinois. As a general rule, students who complete both their bachelor's and master's degree in accountancy at UIS have satisfied this requirement and are able to sit for the CPA examination. Information about sitting for the Illinois CPA exam is at <http://www.illinois-cpa-exam.com>. Information about the specific Educational Requirements is at <http://www.illinois-cpa-exam.com/files/edreq.pdf>.) Another link for the CPA exam is at www.cpa-exam.org.

CIA Exam.

Information is at <http://www.theiia.org/certification/certified-internal-auditor> .

CMA Exam.

The link for the CMA exam is located under certification at www.imanet.org.

Other Links.

Other helpful accounting links are at <http://www.uis.edu/accountancy/about/links.html>.

XVI. CPA REVIEW COURSES

The Accountancy Program will be offering the following CPA Review courses starting Fall, 2009 semester:

Fall, 2009:

ACC 535A. Professional Accounting - Financial Accounting and Reporting. 3 hours.

Topics include for profit, not for profit, and governmental organizations financial requirements. Class will meet on Tuesday nights from 6:00-8:30 p.m.

ACC 536A. Professional Accounting - Business Environment and Concepts. 3 hours.

Topics include ethical issues, business law, and federal tax procedures. Class will meet on Wednesday nights from 6:00-8:30 p.m.

Spring, 2010:

ACC 537A. Professional Accounting - Auditing and Attestation. 3 hours.

Topics include planning the engagement, internal control, review of engagement and communicating results. Class will meet from on Tuesday nights from 6:00-8:30 p.m.

ACC 538A. Professional Accounting - Regulation. 3 hours.

Topics include ethical issues, business law, and federal tax procedures. Class will meet from on Wednesday nights from 6:00-8:30 p.m.

These courses are three hours each. A total of six hours of these courses can be applied towards a master's degree in accountancy at UIS. The courses are restricted to graduate and doctoral students in Springfield and graduate students in Peoria.

Information about the Illinois CPA exam can be found at the Illinois Board of Examiners website at <http://www.illinois-cpa-exam.com>. If you are interested in taking one or more of these courses, you must meet the necessary requirements for sitting for the CPA exam, as well as sign up for the correct exam section, before the end of the class. You are also required to take the exam in order to complete the course. All students will receive incomplete grades at the end of the course. These incompletes will remain in the system until you provide the instructor with the results of your exam. If you pass the exam, you will receive an A for the course; if you do not pass, you will receive the grade you earned in the course.

No instructor has yet been determined for these courses in either Fall, 2009 or Spring, 2010 semesters.

Anyone who is not a current UIS student and who wishes to take one or more of these courses must first be admitted to UIS before they can enroll. Information about admissions to UIS can be found at <http://www.uis.edu/admissions>. If you are interested only in taking one or more of these CPA Review Courses (and not in obtaining a degree), we recommend that you apply to UIS as a non-degree seeking student.

Information about tuition and fees can be found at <http://www.uis.edu/registration/tuition/index.html>. All UIS students, including non-degree seeking students, must pay both tuition and mandatory fees/assessments each semester. These fees are charged to all students, whether they plan to benefit from the fees or not.

XVII. SUMMARY OF THE MOST IMPORTANT POINTS IN THIS HANDBOOK

You can find your **UIN number** at <http://www.icard.uillinois.edu>. Memorize your UIN number and always include it in your emails and phone messages.

Your single most important UIS link is that of your **student account** at <https://apps.uillinois.edu>. Here you register for classes, pay your bills, access your grades, etc.

Pay attention to whether you are **conditionally or fully admitted**. If you are only conditionally admitted, you probably need to have transcripts sent to the Admissions Office.

Contact Carmalita Kemayo, Mae Noll or Quiana Boateng in BRK 472 for **General Education** questions.

Check the **Registration Eligibility** page before you enroll. Try to register as early as your Time Ticket permits. You can add and drop classes without penalty until Friday of the first week of the semester.

You can access the **Dynamic Online Schedule** at the following link:
https://ui2web4.apps.uillinois.edu/BANPROD4/bwckschd.p_disp_dyn_sched.

Continually check your **DARS** to make sure you are on the right track. Most important of all: check your DARS after you enroll in your final semester but before classes start to make sure that all the categories for your degree have been met.

DARS classifies not only the courses you are currently taking but the courses you have signed up for during your next semester as **IP (in progress)**.

You need an **average 2.0 GPA** in Accountancy core courses for a BA degree (plus an overall average GPA of 2.0 in all your classes).

Unalterable Rules:

The following are ***Ironclad Rules Written in Granite with a Blowtorch***—all abandon hope ye who think they won't apply to you:

If you are a transfer student, you need an overall GPA of 2.0 to be admitted to UIS.

If you are an international student, you need a minimum TOEFL score of 500 (paper-based), 173 (computer-based), and 61 (Internet-based) to be admitted to UIS.

A course which has been applied to a degree at another school cannot be used for a degree at UIS.

If you want a second bachelor's degree, you must complete a minimum of 30 hours at UIS.

No more than 24 hours of college core/accountancy core courses will transfer.

If you are a transfer student who took college core courses at another school, only three of your courses will possibly transfer.

No classes are allowed to transfer in for University Requirements—you must take ECCE courses here.

You must pass a calculus class to obtain your degree.

If you have not completed the correct prerequisites for a class in which you have enrolled, you will be dropped from the class.

All six college core courses must be completed prior to the semester in which you enroll in MGT 488 Strategic Management.

The MGT 488 Strategic Management class must be taken at UIS.

You will not graduate unless your overall GPA is 2.0, and your accountancy core GPA is 2.0.

No changes are ever made to your transcripts after you graduate.

XVIII. AFTER GRADUATION

During the last semester of your studies at UIS, not only will you be working to complete your course work, but you may also be looking for employment. The Department of Accountancy has nearly a 100% placement rate. Your faculty adviser will be able to help you look into possible employment opportunities during your last semester of studies at UIS, and the UIS Career Development Center (<http://www.uis.edu/careerservices>) also assists graduates looking for a job.

The best information about accountancy salaries and career opportunities can be found at Robert Half International <http://www.roberthalffinance.com>. This site has a Guide to Accounting & Finance Salaries, which is available for free download. They have this to say about the current outlook for hiring accountancy graduates:

Driven by business expansion and ongoing compliance requirements, hiring activity in accounting and finance remains steady nationwide. The demand has led to increased competition for highly skilled professionals in certain areas, such as internal audit, financial analysis and general accounting.

With some firms struggling to hire adequate staff to keep pace with business needs, top candidates have additional leverage in the job market and may receive multiple employment offers. As a result, companies often pay at the high end of their salary ranges for individuals with the right skills, and signing bonuses are increasingly common. Many firms also are expediting the hiring process, with some extending an offer within a day of interviewing a strong candidate.

The certified public accountant (CPA) designation remains the most in-demand accreditation for a variety of positions. The CPA credential paired with a master of business administration (MBA) degree is a sought-after combination for controllers and chief financial officers (CFOs), as well as for senior financial analysts at some firms.

Employers also seek candidates with designations such as the certified credit executive (CCE), certified fraud examiner (CFE), certified internal auditor (CIA), certified information systems auditor (CISA), certified management accountant (CMA) and certified payroll professional (CPP).

In addition, businesses are hiring accountants who can assist the information technology (IE department with projects such as systems conversions, enterprise resource planning (ERP) software implementations and automation of internal controls. Proficiency with Microsoft Access and Excel remain requisites for many jobs. For financial analysts, the ability to create reports using applications such as Hyperion or Microsoft SQL Server is critical. Smaller firms seek candidates with knowledge of QuickBooks, Peachtree, Excel and general-ledger software.

Financial professionals increasingly are asked to act as liaisons between IT and accounting departments or between finance and operations, making strong interpersonal abilities essential. Accounting and finance staff are called upon more frequently to explain financial data and concepts to senior management and nonfinancial colleagues, heightening the need for personnel capable of clearly communicating complex information in presentations and in writing.

We encourage you to take a look at the other data at this site for further information about public accounting, job classifications, and regional analyses.

XIX. FACULTY & STAFF CONTACT INFORMATION

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APPENDIX I

Accountancy Code of Ethics

Ethical behavior is inherent in the practice of accounting due to responsibilities the profession has toward serving clients, the public, and fellow practitioners. This ethical behavior is reflected in the code of conduct in various accountancy professional organizations. Accordingly, ethical behavior is expected of accountancy students consistent with that of a practicing accountant, which we expect our students to become. As a result, student behavior that is not consistent with high ethical standards will be grounds for expulsion from the Program. Examples of behavior that would be grounds for expulsion include the following. This list is not intended to be all-inclusive:

- Cheating on an examination or other academic endeavor.
- Attempts to obtain instructional materials (test banks, instructor's manuals, etc.) not made available to other students. Students should be aware that all major publishers have assigned a representative to UIS to assist faculty in obtaining instructional materials. These representatives are constantly dealing directly with UIS faculty and staff. All requests for instructional materials must be approved by the representative before they are released.
- Plagiarism. To plagiarize is to present, steal, or pass off the ideas, invention, or words of another as one's own. Plagiarism usually takes one of the following forms and is done without proper acknowledgement: the inclusion of another person's writing in one's own essay, paraphrasing another person's work, presentation of another person's original theories or views, or fabrication of referenced information. Students should be aware that there are now accurate electronic means for faculty to determine whether or not plagiarism has occurred, including plagiarism from the Web or from student peers. Students should be aware that faculty have access to software which helps them check for plagiarism.

Other grounds for dismissal from the Program would include violations of the UIS Student Disciplinary Code published each year in the UIS Student Handbook. The Department of Accountancy reserves the right to expel any student found guilty of academic dishonesty or any other violation of the UIS Student Disciplinary Code from the Department.

Students are expected to display appropriate courtesy to all involved in class sessions. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to the cultural, racial, sexual and other individual differences in the class

The Department of Accountancy will strictly enforce this Code of Ethics.

APPENDIX II

SAMPLE PETITION AND OTHER UNIVERSITY FORMS

The following petition forms show sample language about the most common student requests. You can copy and paste any of these forms into a new document, insert your own information, sign the form, and then return it to the program secretary for the necessary signatures. (Make sure you delete the "NOTES" language—this only an explanation of what needs to go onto the form.)

A blank Declaration of Major/Minor form is also attached, followed by an Appeal of Academic Suspension form.

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION Office of Admissions and Records**

Name: _____ **Request:** overload
UIN: _____ **Phone:** _____ **Major:** ACC
Street Address: _____ **Adviser:** _____
City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to
 enroll in 20 semester hours for Fall 2007 semester.

I base this request on the following rationale.

I wish to enroll in the following classes for Fall, 2007 semester:

- ACC 443 Federal Income Tax 4 hours
- ACC 464 Auditing 4 hours
- MGT 310 Mgt Skills 3 hours
- BUS 302 Principles of Finance 3 hours
- BUS 312 Principles of Marketing 3 hours
- MIS 352 Principles of MIS 3 hours

My GPA is 3.51, and I feel certain that I will successful complete all these classes.

[NOTES: Enrolling for more than 18 hours during fall or spring semester, or more than 8 hours during summer session, is considered an overload. During fall and spring semesters, more than 20 hours will be approved only under exceptional circumstances. During summer session a maximum of 12 hours may be approved (but only if part of the 12 hours is an AST). When you fill this petition out, make sure you list all the classes you wish to take and your overall GPA.]

Student Signature _____	Date	
APPROVALS		COMMENTS
Supervisor/ Instructor _____	Date	_____
Adviser _____	Date	_____
Program/Department Representative _____	Date	_____
Dean _____	Date	_____
VCAA _____	Date	_____

Date Rec'd. by Office of Admissions and Records
 (Rev. 7/03)

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION Office of Admissions and Records**

Name: _____ **Request:** participate in commencement

UIN: _____ **Phone:** _____ **Major:** ACC

Street Address: _____ **Adviser:** _____

City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to

participate in commencement

I base this request on the following rationale.

By the end of Spring semester I will have completed all my coursework necessary for my degree except for MGT 488 Strategic Management: The Capstone, which I will complete during Summer semester. I would like to request permission to participate in the commencement ceremony in May.

[NOTES: make sure you indicate what course(s) you will need to take in summer semester to receive your degree. Remember that if you can't finish your courses by the end of the summer, you will be a fall graduate and ineligible to participate in the upcoming commencement ceremony. However, you will then be eligible to participate in the following year's commencement.]

Student Signature _____
Date

APPROVALS
Supervisor/
Instructor _____
Date

Adviser _____
Date

Program/Department
Representative _____
Date

Dean _____
Date

VCAA _____
Date

COMMENTS

Date Rec'd. by Office of Admissions and Records

(Rev. 7/03)

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION Office of Admissions and Records**

Name: _____ **Request:** probation
UIN: _____ **Phone:** _____ **Major:** ACC
Street Address: _____ **Adviser:** _____
City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to
 enroll in two classes for Fall 2007 semester

I base this request on the following rationale.

I am currently on probation due to a low GPA of 1.31. My grades during Spring 2007 semester were very low due to _____. I wish to enroll in BUS 302 Principles of Finance and ACC 443 Federal Income Tax in Fall 2007 semester. I am motivated to do a good job this semester and feel certain that I will successfully complete both these courses.

[NOTES: when you go on probation a hold is places in your account, and you cannot enroll until you submit a petition with language similar to the above. The petition must be approved by your adviser, the chair of the program, and the associate dean (return the petition to the program secretary for the necessary signatures). Please note that students on probation rarely receive permission to enroll in more than 2 or 3 courses for the next semester. When you fill this petition out, please list both your GPA and the courses you wish to enroll in.]

Student Signature _____	_____	COMMENTS _____ _____ _____ _____ _____
	Date	
APPROVALS		
Supervisor/ Instructor _____	_____	
	Date	
Adviser _____	_____	
	Date	
Program/Department Representative _____	_____	
	Date	
Dean _____	_____	
	Date	
VCAA _____	_____	
	Date	

Date Rec'd. by Office of Admissions and Records
 (Rev. 7/03)

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION Office of Admissions and Records**

Name: _____ **Request:** substitute ACC 335 for ACC 323

UIN: _____ **Phone:** _____ **Major:** ACC

Street Address: _____ **Adviser:** _____

City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to

Substitute ACC 335 Accounting Information Systems for ACC 323 Advanced Accounting as one of my Accountancy core courses.

I base this request on the following rationale.

Effective Fall 2007 the Accountancy program changed its curriculum. At that time new students no longer had to take ACC 323 Advanced Accounting. This course became a graduate level course (ACC 523), while ACC 335 Accounting Information Systems became an Accountancy core course at the undergraduate level. I would like to substitute ACC 335 for ACC 323 in my undergraduate Accountancy curriculum in accordance with the revised curriculum effective Fall, 2007.

I will be taking ACC 335 in Spring, 2009.

Student Signature _____	_____	
	Date	
APPROVALS		COMMENTS
Supervisor/ Instructor _____	_____	_____
	Date	
Adviser _____	_____	_____
	Date	
Program/Department Representative _____	_____	_____
	Date	
Dean _____	_____	_____
	Date	
VCAA _____	_____	_____
	Date	
	Date	Rec'd. by Office of Admissions and Records (Rev. 7/03)

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION Office of Admissions and Records**

Name: _____ **Request: transfer & upper division credit**
UIIN: _____ **Phone:** _____ **Major: ACC**
Street Address: _____ **Adviser:** _____
City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to
 transfer classes & receive upper division credit

I base this request on the following rationale.

I successfully completed ACC 206 (B grade) & ACC 207 (A grade) at ICC. Neither of these classes were applied towards my associate's degree at ICC. These courses are equivalent to ACC 321 Intermediate I and ACC 322 Intermediate II at UIS. I would like to request that these courses transfer and be counted as upper division credit at UIS. I would also like to request that two hours of the ACC core requirement be waived.

[NOTES: the Accountancy program will approve transfer of Intermediate I and II classes taken at a community college or another university, but you must receive a grade of B or better for the courses to transfer. Since most intermediate courses are only 3 hours compared to 4 hours at UIS, you must also request waiver of two hours of the accountancy core requirement of 24 hours. Make sure you list what grades you received and where you took the courses. Finally, you must understand that upper division credit will be allowed only if you have completed at least 60 hours of other lower division courses. You would need a total of 66 hours at ICC (or another school) for both intermediate accounting courses to be counted as upper division credit at UIS.]

Student Signature _____	Date _____	COMMENTS _____ _____ _____ _____ _____ _____
APPROVALS		
Supervisor/ Instructor _____	Date _____	
Adviser _____	Date _____	
Program/Department Representative _____	Date _____	
Dean _____	Date _____	
VCAA _____	Date _____	

Date _____ Rec'd. by Office of Admissions and Records
(Rev. 7/03)

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION Office of Admissions and Records**

Name: _____ **Request:** upper division credit

UIN: _____ **Phone:** _____ **Major:** ACC

Street Address: _____ **Adviser:** _____

City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to

receive upper division credit for a lower division course

I base this request on the following rationale.

I successfully completed BUS 200 Legal Environment of Business (3.0 hours) at Robert Morris with a grade of B. I would like to request that this class be counted as upper division credit.

Student Signature _____
Date

APPROVALS
Supervisor/
Instructor _____
Date

Adviser _____
Date

Program/Department
Representative _____
Date

Dean _____
Date

VCAA _____
Date

COMMENTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date Rec'd. by Office of Admissions and Records
(Rev. 7/03)

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION Office of Admissions and Records**

Name: _____ **Request:** use a graduate level course as a bachelor's degree elective

UIN: _____ **Phone:** _____ **Major:** ACC

Street Address: _____ **Adviser:** _____

City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to

use a graduate level course for my bachelor's degree in accountancy.

I base this request on the following rationale.

With my adviser's approval, I enrolled in and successfully completed ACC 520 Governmental and Non-Profit Accounting in Spring, 2007. I would like this course to count as an elective course towards my bachelor's degree in accountancy. I am aware that once a graduate level course counts as credit towards a bachelor's degree, it cannot be applied towards a master's degree any time in the future.

Student Signature _____	Date _____	
APPROVALS		COMMENTS
Supervisor/ Instructor _____	Date _____	_____
Adviser _____	Date _____	_____
Program/Department Representative _____	Date _____	_____
Dean _____	Date _____	_____
VCAA _____	Date _____	_____
	Date _____	Rec'd. by Office of Admissions and Records (Rev. 7/03)

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION Office of Admissions and Records**

Name: _____ **Request:** catalog requirements for graduation
UIN: _____ **Phone:** _____ **Major:** ACC
Street Address: _____ **Adviser:** _____
City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to

Graduate according to the requirements of the 2007-08 UIS catalog

I base this request on the following rationale.

I started at UIS in Fall, 2006, but I would like to request that I graduate according to the terms of the 2007-08 UIS catalog. My DARS indicates that I have successfully fulfilled all the necessary requirements of the 2007-08 academic year.

Student Signature _____	_____	
	Date	
APPROVALS		COMMENTS
Supervisor/ Instructor _____	_____	_____
	Date	
Adviser _____	_____	_____
	Date	
Program/Department Representative _____	_____	_____
	Date	
Dean _____	_____	_____
	Date	
VCAA _____	_____	_____
	Date	
	Date	Rec'd. by Office of Admissions and Records (Rev. 7/03)

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
Office of Records and Registration**

**Request For Change of Curriculum
(Major, Certificate, and/or Minor)**

Please complete, print, and return this form to the Office of Records and Registration, University Hall, One University Plaza, MS UHB 1076, Springfield, IL 62703-5407. This form must be received by the posted deadline each semester; forms are processed on a weekly basis. Please be sure to read all information below prior to completing the curriculum portion of the document.

Last Name _____ First Name _____ UIN _____
 Mailing Address _____ City _____ State _____ Zip _____
 Daytime Phone _____

This form does not imply admission to any program which has additional application procedures in addition to University admission.

UNDERGRADUATE STUDENTS: Students wishing to add secondary or elementary education or change to an online program will have their file submitted to the appropriate program for review and an admission decision. Students wishing to change to accountancy, business administration, economics, or management will have their file sent to the Office of Admission for evaluation of prerequisites.*

GRADUATE STUDENTS: Students must be admitted by a specific graduate academic program. This form will initiate consideration by the newly chosen program, but does not imply admission to that program. Graduate hours already completed are valid only if approved by the new academic program. Please note that if the original graduate application is more than one year old or if other information has changed, you must complete a new graduate application.*

NON-DEGREE STUDENTS: If you are currently a non-degree seeking student and would like to be a degree seeking student, you must fill out a new application.*

*Application and general admission information is available via the web at www.uis.edu/admissions. For assistance with the admission process, please contact the Office of Admissions by calling (217) 206-4847 or by emailing admissions@uis.edu.

Current Curriculum Information

New Curriculum Information

Major or Certificate 1 _____

Major or Certificate 1 _____

Minor 1 _____

Minor 1 _____

Major or Certificate 2 _____

Major or Certificate 2 _____

Minor 2 _____

Minor 2 _____

Effective Semester _____ Effective Year _____

Please note: All requests received after the posted deadline will be effective the following semester.

Student Signature

Date

For Office Use Only
Processed By: _____
Date: _____

Copies: Original (Permanent File) Student Program Office(s)
Records (217) 206-6709 Registration (217) 206-6174 Degree Audits (217) 206-8216 Graduation (217) 206-7730

Appeal of Academic Suspension

NAME: _____ **MAJOR:** ACC
UIN: _____ **ADVISER:** _____
STREET ADDRESS: _____ **DATE:** _____
CITY/STATE: _____ **TERM OF SUSPENSION:** _____

REQUEST REINSTATEMENT FOR: _____
(year/term)

I request review of my academic suspension from UIS for the following reasons:

[NOTES: you are placed on suspension if you have been on probation for two semesters in a row. You are prevented from enrolling until this Appeal of Academic Suspension form is approved by your adviser, the chair of the program, and the associate dean (return the petition to the program secretary for the necessary signatures). You usually do not need to supply supporting documentation with this form unless they are medical records. Please note that students on suspension rarely receive permission to enroll in more than 1 or 2 courses for the upcoming semester. When you fill this petition out, list your GPA, the courses you wish to take, explain why you went on suspension in the first place, and give plausible reasons why you think you will do better in the upcoming semester.]

In addition to my most recent transcript, I am submitting the following documents in support of this appeal:

APPROVALS

The following conditions of reinstatement apply –

ADVISER _____ (Date)

CHAIR/CONVENER _____ (Date)

DEAN _____ (Date)

REINSTATED FOR _____ **TERM** _____ Date

Received by Registrar

OVERRIDE FOR REGISTRATION ONLY _____ **TERM**

OVERRIDE SUSPENSION FOR _____ **TERM**

Routing - All copies are to be sent to the Office of Enrollment Services for distribution.

White - Registrar, Green - Program Representative, Canary - Adviser, Pink - Academic Dean, Goldenrod –
(Rev. 1/97)

**APPENDIX III
PETITION FOR CBM TRANSFER CREDIT**

Complete all sections of this petition before you submit it for approval. Submit a separate form for each course you wish to transfer. Incomplete requests will not be considered.

STUDENT INFORMATION

Name _____ UIN _____

Street Address _____

City/State _____ Zip _____

Phone _____ Email _____

Major _____ Adviser _____

COURSE INFORMATION

Transfer Course Title _____ Transfer Course Prefix & Number[1] _____

Date Completed[2] _____ Grade Earned[3] _____

Where Completed _____

UIS College Core Course Equivalent[4] _____

Copy of Transfer Course Catalog Description Must be Attached _____

Other information used to establish transfer course equivalency with UIS course (for example: textbook used)

APPROVAL - DO NOT SUBMIT WITHOUT COMPLETING ABOVE STEPS

Student Signature _____ Date _____

Adviser _____ Date _____

Program Chair _____ Date _____

Dean _____ Date _____

- [1] If adequately demonstrated that a lower level course from a 4 year university/college is equivalent to a CBM upper division course from a 4 year institution may be used to fulfill a CBM College Core course requirement.
[2] The course must have been complete within the six years prior to admission.
[3] A grade of C or better must be earned.
[4] No more than 3 courses or 9 hours of transfer credit may be used to fulfill CBM College Core coursework. At least 50% of all business credit hours must be completed at UIS.

APPENDIX IV
ACCOUNTANCY BA & MA DEGREE REQUIREMENTS
(FROM 2009-10 UIS CATALOG)

ACCOUNTANCY

Bachelor of Arts, Master of Arts, Undergraduate Minor

Faculty: Leonard Branson, Thomas Clausen, Jeffrey Decker, Carol Jessup, Karl McDermott, Donald Morris, Carl Peterson, R. Stephen Scott

Emeritus Faculty: Bonnie Moe, John Nosari, David Olson, Donald Stanhope, John Stroope

Contact: (217) 206-6541, acc@uis.edu or www.uis.edu/accountancy

Departmental goals and objectives

The goal of the department is to prepare students for challenging careers and positions of leadership in both the private and public sectors. Specific objectives of the department are 1) to create a professionally oriented learning environment in which disciplinary competencies and professional ethics develop and grow, 2) to emphasize conceptual knowledge and the development of analytical and problem-solving skills, 3) to nurture a sense of personal, professional, and social responsibility, and 4) to serve as an information resource and a networking hub for students, alumni, employers, and professional organizations.

Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree requirements and reflects their interests. Students are also required to access the Degree Audit Reporting System (DARS) throughout their college career to verify that their requirements are being met.

THE BACHELOR'S DEGREE

The bachelor's degree prepares students for careers in business, government, and nonprofit organizations. The objectives of the curriculum are to develop technical competencies in each of the major areas of accounting (financial, managerial, auditing, and taxation) and to provide students with educational qualifications needed for the professional certifications of certified management accountant (CMA), certified internal auditor (CIA), and certified information systems auditor (CISA), and foundational knowledge required for certified public accountant (CPA).

Entrance requirements

All departments in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. In addition, the accountancy department also recommends foundation knowledge in computer applications. UIS courses that satisfy the foundation knowledge requirement include:

ACC 211 Introduction to Financial Accounting and
ACC 212 Introduction to Managerial Accounting
ECO 213 Statistics for Business and Economics
MAT 113 Business Calculus (or other calculus)
ECO 201 Introduction to Microeconomics and
ECO 202 Introduction to Macroeconomics
or ECO 315 Economics for Administration
Behavioral science course (psychology, sociology, etc.)

Coursework equivalent to the above will be accepted on approval by the student's adviser. An overall 2.00 GPA in foundation coursework is required.

Major Requirements

To earn a Bachelor's in Accountancy a student:

- Must complete at least 54 semester hours from a 4 year baccalaureate-granting institution;
- Must complete at least 48 semester hours of upper-division (300-400 level) coursework and,
- Must complete at least one half of their business coursework at UIS

College Core

21 Hrs.

(Required of all undergraduate College of Business and Management students)

ACC 335 Accounting Information Systems*	3 Hrs.
BUS 302 Principles of Financial Management	3 Hrs.
BUS 312 Principles of Marketing	3 Hrs.
BUS 322 Principles of Operations Management	3 Hrs.
BUS 331 Business and Society	3 Hrs.
MGT 310 Managing Organizational Behavior	3 Hrs.
MGT 488 Strategic Management: The Capstone**	3 Hrs.

*Accounting majors must take this course to fulfill the Principles of MIS 352 requirement for the College Core.

**Prerequisite: All College Core courses, and within 12 hours of graduation or during the student's last semester. A minimum grade of C (2.00) is required in MGT 488.

An overall 2.00 GPA in college core courses is required.

Accountancy Core

21 Hrs.

ACC 321 Intermediate Financial Accounting I	3 Hrs.
ACC 322 Intermediate Financial Accounting II	3 Hrs.
ACC 323 Intermediate Financial Accounting III	3 Hrs.
ACC 433 Intermediate Managerial Accounting	3 Hrs.
ACC 443 Federal Income Taxation	3 Hrs.
ACC 464 Auditing Concepts and Responsibilities	3 Hrs.
ACC Elective	3 Hrs.

General Elective

4-5 Hrs.

ECCE Requirements

13-14 Hrs.

U.S. Communities	3 Hrs.
Global Awareness	3 Hrs.
Engagement Experience*	3 Hrs.
ECCE Elective*	3 Hrs.
Speakers' Series	1-2 Hrs.

Total

60 Hrs.

*Note: Freshmen and sophomore students should be aware that the Applied Study Term is classified as part of the Engagement Experience and the Elective categories in ECCE. If you wish to do an internship during your senior year, you should not fulfill either the Engagement or the Elective requirements with lower division ECCE courses. You should wait to enroll in 6 hours of AST, which will then fulfill these requirements.

With adviser approval, community college transfer students may waive ACC 321, 322 and 323 if they recently completed equivalent courses with a grade of B or better. Students must complete a minimum of 12 hours in accountancy at the UIS College of Business and Management. Acceptance of accountancy core transfer credit is subject to departmental approval.

Accountancy majors must have a 2.00 overall GPA in accountancy core courses to graduate.

Students should consult with advisers in the major for specific guidance regarding completion of general education requirements.

ACCOUNTANCY MINOR

To earn a minor in accountancy, students must complete at least 15 hours of accountancy courses, including three upper division accountancy courses at UIS. The following courses or their equivalent are required:

ACC 211 Introduction to Financial Accounting (or equivalent)

ACC 212 Introduction to Managerial Accounting (or equivalent)

ACC 321 Intermediate Financial Accounting I

ACC 433 Intermediate Managerial Accounting

Another upper division accountancy course from UIS

An overall GPA of 2.00 in accountancy coursework is required to earn the accountancy minor. Students should consult their academic adviser to ensure that the requirements for a minor are met.

Transferring in College Core Courses (BUS 302, BUS 312, BUS 322, BUS 331, MGT 310, MIS 352, and MGT 488)

The following requirements must be met in order for transfer credit to fulfill an upper division College Core Course requirement:

-The course must be an upper division course

-The course must have been completed within six years prior to admission

-A grade of C or better must be earned in each course requested for transfer

-No more than 3 courses or 9 hours of transfer credit may be used to fulfill CBM College Core coursework

-MGT 488, Strategic Management: The Capstone, must be completed at UIS

THE MASTER'S DEGREE

In addition to providing advanced studies in professional accountancy, the master's degree provides coursework in research methods and related disciplines chosen by the student based on his or her objectives. The degree is largely taught in the seminar and case study format, which serves to enhance communication and critical thinking skills. The master's degree enables students to achieve professional careers in accountancy, as well as to assume leadership roles in both the public and private sectors. It also serves students who wish to meet the 150-hour requirement to sit for the CPA examination.

Entrance requirements

Applicants must have taken the following coursework: introductory courses in financial and managerial accounting, college math through business calculus, principles of economics (micro and macro), statistics, and computer applications (recommended).

For graduate students whose native language is not English, a TOEFL score of not less than 550 (paper-based), 213 (computer-based), and 79 (Internet-based) is required.

Students interested in sitting for the Illinois CPA examination should be aware of the Illinois Board of Examiners' requirement of 24 hours of business courses. Further information about the exam can be found at <http://www.illinois-cpa-exam.com>.

Students can be admitted conditionally until all admissions requirements are met. Students receiving financial aid must be fully admitted after one year in order to maintain their eligibility.

The following undergraduate accountancy courses are also required.

ACC 321, 322 and 323 Intermediate Financial Accounting I, II and III (or equivalent)
ACC 335 Accounting Information Systems (or equivalent)
ACC 433 Intermediate Managerial Accounting (or equivalent)
ACC 443 Federal Income Taxation (or equivalent)
ACC 464 Auditing Concepts and Responsibilities (or equivalent)

An overall GPA of 2.70 in accountancy prerequisite courses is required for full admittance into the master's degree program.

Degree requirements

ACC 583 Accountancy Capstone	3 Hrs.
Accounting topics	21-24 Hrs.
Business and administrative topics	3-6 Hrs.
Total	30 Hrs.

An overall GPA of 3.00 is required to earn the master's degree in accountancy. Also students must earn a grade of C or better in all their courses.

Graduation requirements/master's closure

Students must satisfy all UIS requirements and complete ACC 583 Accountancy Capstone. University policy requires students who do not complete ACC 583 in one semester to enroll in ACC 584 Accountancy Capstone Continuing Enrollment (zero credit hours, one billable hour) each fall and spring semester until the capstone course requirements are met.

Continuing Professional Education

The UIS College of Business and Management is officially recognized by the state of Illinois as a sponsor of continuing professional education (CPE) courses for accountants. Information about specific courses and CPE credit can be obtained by calling the accountancy department at (217) 206-6541.

COURSE DESCRIPTIONS

ACC 211. Introduction to Financial Accounting. 3 hours.

Study of the basic principles, concepts, and procedures for collecting and recording accounting information, and preparation and analysis of financial statements. Examines the accounting cycle and accounting for assets, liabilities, and owners equity.

ACC 212. Introduction to Managerial Accounting. 3 hours.

Continuation of ACC 211. Study of the managerial accounting concepts and procedures that aid managers in planning operations, controlling activities, and making decisions for economic entities. Prerequisite: ACC 211 or equivalent.

ACC 311. Administrative Uses of Accounting. 4 hours.

For students whose objectives are to develop an understanding of uses of accounting information for planning, control, and decision making. Emphasizes accounting processes and measurements, significance and limitations of financial statements, and managerial accounting concepts and applications. Not accepted toward requirements of the Accountancy major or minor degree. Course is restricted to graduate students and non-CBM undergraduate students.

ACC 321. Intermediate Financial Accounting I. 3 hours.

Development and application of accounting theory to issues related to financial statements, assets, liabilities, and measurements of income. Prerequisite: ACC 211 and 212, or equivalent, and familiarity with spreadsheet application software.

ACC 322. Intermediate Financial Accounting II. 3 hours.

Development and application of accounting measurement and reporting issues related to financial statements. Special topics include inventory, investments, property, plant and equipment, depreciation, intangible assets, current liabilities and long-term liabilities. Prerequisite: ACC 321.

ACC 323. Intermediate Financial Accounting III. 3 hours.

Development and application of accounting measurement and reporting issues related to financial statements. Special topics include stockholders' equity, dilutive securities, revenue recognition, accounting for income taxes, accounting for pensions, accounting for leases, accounting changes and errors and full disclosure. Prerequisite: ACC 322.

ACC 335. Accounting Information Systems. 3 hours.

Information system concepts, including accounting transaction cycles and documentation techniques for various technologies, recent trends impacting computerized accounting systems and data management tasks will be addressed, emphasis on design of systems that provide adequate internal control. Prerequisite: ACC 211 and ACC 212, or equivalent, and familiarity with spreadsheet and/or database application software.

ACC 390. Topics in Accountancy. 1 to 4 hours.

Each topic covers a different accountancy concept and may include an intensive workshop. May be repeated for an indefinite number of hours, but particular topics must differ.

ACC 421. Governmental and Nonprofit Accounting. 3 hours.

Major concepts, principles, and objectives of accounting for governmental and other nonprofit entities, with major emphasis on external reporting issues. Prerequisite: ACC 321.

ACC 433. Intermediate Managerial Accounting. 3 hours.

Development of accounting information to assist internal management decision making and use of accounting systems for control to maximize profits consistent with other management responsibilities. Prerequisite: ACC 211 and ACC 212, or equivalent.

ACC 443. Federal Income Taxation. 3 hours.

Basic concepts of federal income taxation as they apply to individuals, corporations, and partnerships; study of current tax legislation and its consequences for social and economic aspects of society. Prerequisite: ACC 211 and ACC 212, or equivalent.

ACC 464. Auditing Concepts and Responsibilities. 3 hours.

Role of the attest function in society and knowledge of concepts and techniques underlying the audit process. An in-depth study of generally accepted auditing and attestation standards as promulgated by the American Institute of Certified Public Accountants. Prerequisite: ACC 321 and ACC 335, or instructor approval.

ACC 490. Advanced Topics in Accountancy. 1 to 4 hours.

Each topic covers a different accountancy concept and may include an intensive workshop. May be repeated for an indefinite number of hours, but particular topics must differ.

ACC 499. Tutorial. 1 to 4 hours.

Independent directed study. May be repeated to a maximum of 4 hours. Prerequisite: Instructor approval.

ACC 508. Seminar in Managerial Accounting. 3 hours.

In-depth study of planning, control, and decision making as they relate to government, not-for-profit entities, and industry. Examines the behavioral accounting literature related to long-term planning (strategic planning), short-term planning (budgeting), organizational control, and decision making. Prerequisite: ACC 433. Restricted to Graduate and Doctoral - Springfield, and Graduate - Peoria.

ACC 509. Management Accounting. 3 hours.

Study of planning and internal management decision making and the use of accounting systems for control. Financial results control systems and alternatives to traditional performance measures will be emphasized for various organizational contexts. Integrated case analysis across functional areas will be used to develop skills in implementing organizational strategies. This is a Core required course for MBA degree. Prerequisite: Completion of all foundation coursework and completion of or concurrent enrollment in BUS 501. Peoria Cohort students must complete all prerequisites prior to enrolling in this course. Not accepted toward requirements of Accountancy degree. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 513. Seminar in Internal and Operational Auditing. 3 hours.

Study of the development of the internal audit profession and governmental auditing. Includes the study of internal audit standards, governmental audit standards, and the application of audit techniques in performing preliminary surveys, compliance, and operational auditing. Prerequisite: ACC 464, or instructor approval. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 521. Topics in Government and Nonprofit Accounting. 3 hours. Analysis of the literature for accounting and reporting for governmental and nonprofit entities, including topics in financial analysis and disclosure quality. Prerequisite should be ACC 321 or permission of the instructor.

ACC 522. Seminar in Financial Accounting. 3 hours.

Objectives of financial accounting and reporting for business and non-business entities, including ethical responsibilities of reporting and disclosure. Various theories of income measurement and asset valuation studied and compared. Prerequisite: ACC 323. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 523. Advanced Financial Accounting. 3 hours.

Application of accounting concepts and principles to a variety of business problems and forms of business organizations including partnerships, business combinations, consolidations, and foreign operations and developing international accounting standards. Prerequisite: ACC 323, or instructor approval. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 524. Advanced Auditing. 3 hours.

Continued study of topics related to the attest function: specifically financial statement auditing, (including the integrated audit for public companies), internal, and operational auditing. An in-depth simulation of GAAS in public accounting practice will be performed. Prerequisite: ACC 464. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 531. Fraud Examination. 3 hours.

Learn basic fraud concepts/schemes. Fraud Examination accounting is becoming an increasingly important area for companies in all industries. This is because fraud has increased to the point that

regulators and investors are no longer willing to turn a blind eye toward the wrongdoings of employees, whether they are CEOs or maintenance personnel. This course will enable individuals to gain an understanding of what kinds of frauds are being committed, and what to look for when trying to uncover them. Prerequisites: ACC 211 and 212, or equivalent. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 535. Professional Accounting – Financial Accounting and Reporting. 3 hours.

Topics include for profit, not for profit, and governmental organizations financial requirements. Students must meet the requirements for sitting for the Illinois Board of Examiner's CPA examination before completing this class. Only 6 hours of Professional Accounting courses may be applied towards the master's degree in accountancy. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 536. Professional Accounting – Business Environment and Concepts. 3 hours.

Topics include business structure, economics, financial management, and use of information technology in accounting, and budgetary and performance issues. Students must meet the requirements for sitting for the Illinois Board of Examiner's CPA examination before completing this class. Only 6 hours of Professional Accounting courses may be applied towards the master's degree in accountancy. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 537. Professional Accounting – Auditing and Attestation. 3 hours.

Topics include planning the engagement, internal control, review of engagement and communicating results. Students must meet the requirements for sitting for the Illinois Board of Examiner's CPA examination before completing this class. Only 6 hours of Professional Accounting courses may be applied towards the master's degree in accountancy. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 538. Professional Accounting – Regulation. 3 hours.

Topics include ethical issues, business law, and federal tax procedures. Students must meet the requirements for sitting for the Illinois Board of Examiner's CPA examination before completing this class. Only 6 hours of Professional Accounting courses may be applied towards the master's degree in accountancy. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 544. Advanced Corporation and Partnership Taxation. 3 hours.

Tax factors affecting business decisions of corporations and partnerships. Advanced development of basic concepts introduced in ACC 443. Prerequisite: ACC 443, or equivalent. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 546. Tax Research. 3 hours.

Advanced topics in taxation with major emphasis on the development of tax research skills. Other topics include tax planning, and ethical responsibilities of a tax professional. Prerequisite: ACC 443, or equivalent. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 550. Professional Education and In-Agency Seminars. 1 to 4 hours.

A maximum of four hours credit may be earned by attending professional education seminars and courses on accounting topics. To receive credit, the student must submit a proposal containing a topical outline and bibliography for approval by the program faculty before attending and prepare a project paper after attending. May be repeated to a maximum of 4 hours. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 563 Commercial Law I. 3 hours.

Study of legal principles and procedures necessary to resolve problems inherent in business transactions with related accounting and auditing implications, emphasizing primary legal subjects important to professional accountants (e.g., contracts, sale of goods, commercial paper, secured transactions and debtor/creditor rights and remedies, including bankruptcy). Involves use of case studies and analysis. Prerequisite: ACC 464. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 564 Commercial Law II. 3 hours.

Study of legal principles and procedures regarding business entities, including partnerships, corporations, LLCs, Federal securities regulations and the Sarbanes-Oxley Act, accountants' legal and professional responsibilities, real property, employment and estates and trusts. Further develops use of written expression to analyze business transaction problems and report resolutions. Prerequisites: ACC 464 and ACC 563. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 565. Information Systems Auditing. 3 hours.

Study of auditing today's highly integrated information systems. Includes electronic data interchange, electronic commerce, data security, data warehousing, evaluation of all aspects of internal control, and risk assessment. Prerequisite: ACC 464 or ACC 512 or instructor approval.

ACC 567. Ethics for CPAs. 3 hours.

This course is designed to provide CPAs and those aspiring to become CPAs with principles and concepts necessary for them to understand and apply the ethics requirements of the AICPA's Code of Professional Conduct along with the ethics requirements of business and industry. Prerequisite: ACC 464. Restricted to Graduate - Springfield, and Doctoral - Springfield.

ACC 568. International Accounting. 3 hours.

Theory and fundamental differences in financial reporting around the world. In depth analysis of accounting systems in major economics from different regions. Additional exposure to international financial analysis, auditing, and managerial control. Prerequisite: ACC 321 or ACC 509. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 579. Fiduciary Law. 3 hours.

Explains the fiduciary's role in administering estates, trusts, guardianships, receiverships and individual's bankruptcy estates, qualifications, duties and liabilities of fiduciaries, accounting requirements of fiduciaries under State Federal legislation, and review Federal tax reporting requirements and tax preparation methodology. Prerequisites: ACC 443 Federal Income Tax. Restricted to Graduate and Doctoral - Springfield, Graduate - Peoria.

ACC 582. Master's Project Continuing Enrollment. 0 hours.

May be repeated. Prerequisite: ACC 581 Restricted to Graduate - Springfield, and Doctoral - Springfield.

ACC 583. Accountancy Capstone. 3 hours.

Analysis of research strategies used in conducting empirical research in the fields of financial accounting, taxation, auditing, managerial, and governmental accounting. This course is designed to be the closure course in the accountancy master's program. NOTE: If this course is not completed during the initial four hour enrollment, students must register for ACC 584 for zero credit hours (one billable hour) in all subsequent semesters until the course is completed. Prerequisite: Completion of all undergraduate prerequisite courses and 20 hours of master's level accountancy courses. Restricted to Graduate and Doctoral - Springfield, and Graduate - Peoria.

ACC 584. Accountancy Capstone Continuing Enrollment. 0 hours.
Refer to NOTE in course description of ACC 583. May be repeated. Restricted to Accountancy.
Restricted to Graduate and Doctoral - Springfield, and Graduate - Peoria.

ACC 590. Topics in Accountancy. 1 to 4 hours.
Each topic covers a different accountancy concept and may include an intensive workshop. May be repeated for an indefinite number of hours, but particular topics must differ. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 599. Tutorial. 1 to 4 hours.
Independent directed study. May be repeated to a maximum of 4 hours. Prerequisite: consent of the faculty member. Restricted to Graduate and Doctoral -Springfield and Graduate - Peoria.