

Sawyer Business School (SBS)
First Semester Course Registration
FALL 2023

All SBS students should be registering for at least 5 courses (15-16 credits) in their first semester:

1. **SBS-100 careerStart** [1 credit]

SBS 100 engages students in a series of activities, discussions, and programs on campus to explore their interests and strengths and learn how courses and co-curricular experiences together help them achieve their goals. Students also develop innovation, team, and presentation skills, get involved on campus, and learn about campus resources and services that aid in a successful college experience. Please note that SBS 100 is linked to SBS 101.

2. **SBS-101 Business Foundations** [3 credits]

This course introduces students to foundational concepts in business, including functional areas, the life cycle, competition, stakeholders and ethical considerations. Students develop critical thinking by learning and using a problem solving process through a business situation analysis model to analyze various situations that confront managers and founders of small, medium, and large organizations. Students will also develop tools for analysis, allowing them to critically view business in a new and thoughtful way. The class culminates with student- teams presenting a detailed analysis and recommendations to a panel of executives and persuading them that the recommended strategy is not only feasible, but also practical for the stakeholders involved.

3. **Writing Requirement (WRI)** [4 credits]

All students are required to complete the First-Year Writing requirement. All first-year students must complete the Writing Placement to determine appropriate writing level/course.

4. **Math Requirement** [4 credits]

All Sawyer Business School students are required to complete Math in their first semester. *All first-year students must take the Math Placement Exam to determine the appropriate Math course(s) to take.*

5. **Core Requirements** [3 or 4 credits]

The following are recommended options to complete during the first semester:

- **Creativity & Innovation** [*this requirement should be completed in the first year*]
- **Globalization Requirement** – take one of the following:
 - Strategy & Interntnl Business 101 (SIB-101 Globalization) – *Global Business majors must take SIB 101*
 - History 149 (HST 149 – Empires & Globalization I)
- **Social, Cultural, & Global Perspectives (Diverse Perspectives SCGP)**

Follow the next steps to complete the registration process. We strongly recommend that you meet with an Academic Advisor prior to attending orientation. You can schedule Online through Navigate or call our office at 617-573-8034 to schedule an advising appointment.

Access your MySuffolk account (Blackboard, Self Service and WebAdvisor)

MySuffolk is the University portal for students, faculty, and staff. Through Self-Service you can search and register for courses, view your class schedule and much more. You can review your program evaluation and placement information via WebAdvisor. You will use your Suffolk credentials (Suffolk email username and password) to access all portals.

Your Suffolk credentials have been emailed to you separately by Information Technology Services (ITS). Your SU credential information is sent to the email that you provided during your application process. If you do not know your log in information or need assistance resetting your password, please contact the ITS ServiceDesk at 617-557-2000.

STEP 1: COMPLETE MATH AND WRITING PLACEMENT

Before you begin to search for courses, you must complete both your math and writing placement. Both placements are available in Canvas: canvas.suffolk.edu. If you haven't taken the placement exams yet, we strongly recommend that you take them both as soon as possible. You will not be able to register for these specific courses until the placements have been completed.

Math Placement Exam (MPE): All students are required to complete MATH as part of their degree requirement. You must take the Math Placement Exam to determine the appropriate Math course(s) to take. The math placement exam is timed and takes about 60 minutes to complete. To access the exam, log in to Canvas: canvas.suffolk.edu. On the left side, click on "Courses." Your Math Placement Exam should appear under your courses. Read through the onscreen instructions and begin the exam. **Please note:** It can take up to three business days after you complete the math placement exam for results to be posted and to be eligible to register for a math course.

If you have questions about the MPE, please review the [Math Placement FAQ](#) or contact [Ben Deissler](#) at 617-994-6853. Please allow one to two business days for a response.

Writing Placement: All students are required to complete the First Year Writing course(s) as part of their degree requirements. You must complete the Writing Placement to determine the appropriate Writing course(s) to take. The Writing placement takes about 30 minutes to complete. To access the placement questionnaire, log in to Canvas. On the left side, click on "courses." The writing placement will appear under your courses. Once you have completed the writing questionnaire, you will receive your writing placement results via email. **Please note:** You will not be able to register for a writing course immediately after completing the placement. It can take up to three business days after you complete the writing placement to be eligible to register for a writing course.

AP Credit: Students who have achieved a 4 or 5 on the AP English Language & Composition test or who are waiting for scores should speak to an Academic Advisor to discuss their course options.

STEP 2: REVIEW MATH PLACEMENT RESULTS

Your math placement will be available via WebAdvisor.

- Log in to [Web Advisor](#). You'll be prompted to enter your email username and password.
- Select the "**Students**" tile on the home page
- You will be redirected to the **Current Students – Students Menu**
- In the Current Students – Students Menu go to the 'My Grades & Academic Profile' section
- Select '**Placement Results**' to see your math placement. Review the 'Math Placement Results Chart' to determine appropriate math course based on your intended major
- Make sure you write down your placement results for easy reference when you register for courses.

STEP 3: REVIEW FALL 2023 COURSE OPTIONS

You will build your course schedule and pre-register by following the instructions below. You will be able to make changes at orientation, if necessary.

Note: If you know you may be receiving academic credit (either via AP or dual enrollment), please talk to an academic advisor in the Undergraduate Academic Advising Center to discuss your course options.

Advanced Placement Credit (AP): Suffolk University awards credit for sufficient scores in most advanced placement examinations. See [AP Examinations chart](#). Make sure AP results are submitted to Undergraduate Admission for review.

College Courses Completed While in High School: Submit official transcripts to Undergraduate Admission for review.

FALL 2023 COURSE SELECTION: Below is the list of recommended first semester courses. Student's final schedule may vary based on course availability, advanced credits, etc.

1. **Sawyer Business School 100** (SBS 100-careerSTART)
2. **Sawyer Business School 101** (SBS 101 – Business Foundations)
3. **Writing**
4. **Mathematics**
5. **Core Requirement**

Choose one of the following:

- Creativity & Innovation
- Strategy & Interntnl Business 101 (SIB-101 Globalization) - *Global Business majors must take SIB 101*
- History 149 (HST 149 – Empires & Globalization I)
- Social, Cultural, & Global Perspectives (Diverse Perspectives SCGP)

STEP 4: SEARCH AND PLAN YOUR FALL 2023 COURSES

Students must place classes of interest on their Planned Schedule (wish list) using Self Service in order to register. Placing classes on your Planned Schedule does not guarantee registration in the courses(s).

- Log in to [Self-Service](#)
- Click on the **Search for Sections** tile on the homepage
- Use the “Catalog Advanced Search” to search for courses
- Under “Term”, select **Fall 2023**
- Enter at least one other search criteria (**i.e., Subject or Course Type**)
 - When searching by “Courses and Sections”, use the **Subject** drop down menu, search for the course you would like to find (i.e., WRITING) and enter the **Course Number** (i.e., 101)
 - To search for Core Requirements, use the “**Course Type**” feature:
 - Creativity & Innovation
 - Social, Cultural, & Global Perspectives [Course Type: Diverse Perspectives (SCGP)]
- Click the “Search” button at the bottom of the page. Results will display on the next page.
- Click on the “Add” button to see more Section Details and to “Add Section” to your planned schedule.
- Continue to Search and Add Classes of interest to your Planned Schedule.
- Classes placed on your Planned Schedule will be marked as “Scheduled” on Search for Sections. Please note: courses on your Planned Schedule does not mean you are registered for the course(s).

STEP 5: REGISTER FOR FALL 2023 COURSES

- To review and register for the courses you have selected, click the **Academics Tab** (graduation cap icon) on the left side menu bar
- From the drop-down menu, select “**Register for Classes**” option.
 - You may be prompted to complete the “Financial Agreement” to register (follow the instructions to complete the agreements).
- Select the courses you would like to take and click the “Register” button.
- Select the “Go to Schedule” button to see the courses you are now registered for (indicated by the color green on your Planned Schedule).

Registration results will display. If there is an issue with the registration, it will be noted in the upper right notification area as well as on the left side of your planned schedule

NEED ASSISTANCE?

If you need assistance with registration or have questions about additional course options, AP credit, dual enrollment credit, etc., please consult with an academic advisor in the Undergraduate Academic Advising Center (UAAC).

To schedule an appointment, please schedule Online through Navigate or call our office at 617-573-8034. Quick questions can also be sent to us via e-mail at academicadvising@suffolk.edu.

To view the Self Service Registration Guide, please click [here](#). Training videos can be found [here](#).

MATH PLACEMENT RESULTS CHART

ALL STUDENTS ARE REQUIRED TO COMPLETE **MATH** AS PART OF THEIR GENERAL CORE REQUIREMENTS. STUDENTS MUST TAKE THE MATH PLACEMENT EXAM (MPE) IN ORDER TO DETERMINE THE APPROPRIATE MATH LEVEL PLACEMENT.

REGISTER FOR MATH COURSE BASED ON THE **MATH PLACEMENT EXAM LEVEL AND INTENDED MAJOR.**

MAJOR	MATH PLACEMENT LEVEL	MATH COURSE TO ENROLL IN
College of Art & Sciences (CAS) and Sawyer Business School (SBS) UNDECLARED MAJORS:	If you are currently deciding between more than one major, please review the instructions in this table for each major of interest. Consult with an academic advisor to determine the best course to register for.	
<ul style="list-style-type: none"> ▪ Accounting* ▪ Advertising ▪ Art History ▪ Big Data & Business Analytics* ▪ Business Economics* ▪ Corporate Accounting & Finance* ▪ Criminal Justice ▪ Economics ▪ English / Creative Writing ▪ Environmental Studies ▪ Entrepreneurship* ▪ Finance* ▪ Financial Wealth Management* ▪ Global & Cultural Communication ▪ Global Business* ▪ Global Cultural Studies ▪ Graphic Design† ▪ History ▪ Information Systems & Operations Management* ▪ Interior Design† ▪ International Relations ▪ Journalism ▪ Law Undergraduate Management* ▪ Marketing* ▪ Media & Film ▪ Philosophy ▪ Political Science ▪ Politics, Philosophy & Economics ▪ Psychology ▪ Public Relations ▪ Sociology ▪ Spanish ▪ Studio Art ▪ Theatre <p>The required math course for these majors is MATH-128 or higher. Students must enroll in the course indicated by their math placement level and follow appropriate sequencing, if necessary.</p> <p>* SBS majors must take MATH in their first semester † Math requirement is taken junior or senior year</p>	LEVEL 1	<p>Take MATH-000. This course does not fulfill the MATH requirement. MATH-000 is a zero credit course and should be taken during the first semester.</p> <p>When you enroll in this course, you should enroll in a full-time schedule AND MATH-000.</p> <p>Once you have completed MATH-000, you will need to complete MATH -128. MATH-128 will fulfill the MATH requirement.</p>
	LEVEL 2	<p>Take MATH-128 This course will fulfill the MATH core requirement</p>
	LEVEL 3	<p>Take MATH-130 This course will fulfill the MATH core requirement</p>
	LEVEL 4	<p>Take MATH-134 This course will fulfill the MATH core requirement</p>
	LEVEL 5	<p>Take MATH-165 This course will fulfill the MATH core requirement</p>