



**THE UNIVERSITY of  
MISSISSIPPI**



# **School of Business Administration Undergraduate Student Services**

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## **Student Handbook Academic Year 2018-2019**



**Dear Ole Miss Business Student,**

Welcome to the University of Mississippi School of Business Administration! We are pleased that you have selected a degree program that is in high demand among recruiters and can prepare you for a lasting career in a variety of professional industries. Throughout your time with us we will continue to uphold our standards of high-quality classroom education, comprehensive professional development services, and holistic, attentive academic advising. We also offer the opportunity for students to join business student organizations; some of which are generalist, and others are more focused on particular majors and industries. These student organizations are a way for students to engage in guest speaker sessions, networking events, conference travel, more personal working relationships with School of Business faculty, and to hone leadership skills through officer positions. Whether your career goal is to be a part of the executive leadership team of a Fortune 500 company, to start and lead your own business or non-profit organization, or to pair business with another specialty for work in a “non-business” industry such as nursing or the arts, our portfolio of educational, as well as personal and skills development opportunities, can move you further down that path. Hotty Toddy!

Sincerely,

Danielle Ammeter, Assistant Dean

Beth Whittington, Assistant to the Dean

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## **School of Business Administration Leadership**

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**Dr. Ken Cyree, Dean**

Frank R. Day/Mississippi Bankers Association Chair of Banking  
Professor of Finance

**Dr. Del Hawley, Senior Associate Dean**

Associate Professor of Finance

**Dr. Danielle Ammeter, Assistant Dean for Undergraduate Programs**

Instructional Assistant Professor of Management

**Dr. Paul Johnson, Chair, Department of Management**

Assistant Professor of Management

**Dr. Bonnie Van Ness, Chair, Department of Finance**

Holder of Otho Smith Professorship in Finance

**Dr. Robert K. Robinson, Interim Chair, Department of Marketing**

Michael Starnes Professor of Management

**Dr. Milam Aiken, Chair, Department of Management Information Systems**

Professor of MIS

**Ms. Beth Whittington, Assistant to the Dean for Undergraduate Programs**

Directory of contact information found here:

<http://www.olemissbusiness.com/directory/index.html>

# School of Business Administration Mission & Accreditation

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## **Mission**

Our mission is to improve business and society by inspiring students, business and community leaders through advancing business knowledge and capabilities.

## **Vision**

Our vision is to cultivate innovative and effective leaders through transformational educational opportunities that foster business knowledge acquisition, a strong work ethic, and collaboration skills to improve Mississippi, the region, and the world.

## **Accreditations**

### **AACSB International (Association to Advance Collegiate Schools of Business)**

<http://www.aacsb.edu/>

We are fully accredited by AACSB, the most recognized and valued global accrediting body for schools of business and accounting. We meet rigorous standards in management of resources, faculty/instructor qualification, curricular excellence, and engagement, innovation and impact for all stakeholders (e.g., students, alumni, recruiters, University, community, state of MS).

### **SACS (Southern Association of Colleges and Schools)**

<http://www.sacs.org/>

SACS is a regional accreditation and we participate with the University as a whole to maintain full accreditation. SACS accreditation focuses on curricular excellence, student achievement, and programmatic goals and improvement.

# Academic Integrity & Conduct

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## Statement of Academic Integrity

The School of Business Administration upholds honor and academic integrity in all of its teaching, research, and service activities. All business faculty, staff, and students are charged with the responsibility to behave with personal integrity and to refrain from dishonorable conduct.

## University Creed

The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment.

As a voluntary member of this community:

- I believe in respect for the dignity of each person
- I believe in fairness and civility
- I believe in personal and professional integrity
- I believe in academic honesty
- I believe in academic freedom
- I believe in good stewardship of our resources
- I pledge to uphold these values and encourage others to follow my example

## UM School of Business Code of Ethics

The School of Business Administration at the University of Mississippi seeks to promote the highest level of ethical standards among its graduates. Pursuant to that end, graduates are expected to follow the norms and standards established by their individual professional organizations in terms of their responsibility toward all stakeholders such as customers, employees, investors, suppliers, channel members, regulators and society as a whole. Accordingly, they are obligated to familiarize themselves with the professional standards of their particular discipline. The following code of ethics is, therefore, established as an addition to the standards of each individual's professional organizations.

Graduates of The School of Business Administration, University of Mississippi should:

- Be forthright and truthful in dealings with stakeholders by serving the best interests of all of the organization's stakeholders including society as a whole.
- Serve as a model of ethical decision-making to others, and always set and exemplify the highest standards of ethical behavior.

- Seek to do no harm, but when they make a mistake, admit it quickly and not try to conceal it.
- Conduct all business in good faith.
- Accept the consequences of their decisions, and take professional responsibility for individual decisions and actions.
- Recognize the basic dignity of all stakeholders by treating others as they would wish to be treated.
- Comply with all the applicable laws and regulations of society and of one's profession.
- Act as society's stewards in facilitating and executing efficient and effective commercial transactions.
- Always execute their professional duties to the best of their capabilities.
- Fulfill their philanthropic and societal responsibilities to stakeholders.

It is important for Graduates of the University of Mississippi, School of Business Administration to adhere to the principles of this code and encourage adherence by others as well.

### **Standards of Honesty**

The university is conducted on a basis of common honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information to the university are regarded as particularly serious offenses. Disruptive behavior in an academic situation or purposely harming academic facilities also are grounds for academic discipline.

### **Disciplinary Procedures**

In the College of Liberal Arts and in the Schools of Accountancy, Applied Sciences, Business Administration, Education, and Journalism, faculty members handle cases of academic dishonesty in their classes by recommending an appropriate sanction after discussion with the student. Possible sanctions include: failure on the work in question, retake of an examination, extra work, grade reduction or failure in the course, disciplinary probation, or suspension or expulsion from the university. An appeals process is available to the student. A more complete statement concerning definitions, offenses, penalties, and grievance procedures may be found at <https://secure.olemiss.edu/umpolicyopen/index.jsp> .

The Schools of Law, Pharmacy, and Engineering deal with disciplinary infractions through their student bodies, which maintain Honor Code systems.

## Reminder of Important University Academic Regulations

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Complete undergraduate academic regulation information, as well as web links to offices such as the Registrar and Bursar, can be found in the many sections of the undergraduate academic catalog. All undergraduate students are expected to thoroughly read the catalog sections that pertain to them. Here we will highlight the general academic information we believe is most pertinent. Assisting undergraduates successfully move through their academic careers is a joint effort between many campus offices (Center for Student Success & First Year Experience, SOBA Advising, Registrar, Bursar, Study Abroad....), and that joint effort involves YOU, the student, to engage and follow up on advice and recommendations.

### Undergraduate Catalog:

Homepage: <http://catalog.olemiss.edu/>

Academic Regulations: <http://catalog.olemiss.edu/academics/regulations>

School of Business Administration: <http://catalog.olemiss.edu/business>

*\*Make sure you view the catalog that applies to the year you began courses.*

### Advising and Student Responsibility

The university provides an academic advising system that encourages each student to consult with an academic advisor prior to each registration period. The advisor's role is to assist the student in making course selections and to approve the student's schedule. The student, however, bears the ultimate responsibility for making appropriate choices when scheduling classes, including schedule changes made during the drop-add period. Although colleges, schools, and departments may monitor the final class schedule of students in their respective programs, the student also bears the ultimate responsibility for meeting all degree requirements. Where there is doubt concerning requirements, authoritative information may be obtained from the School of Business Administration advising office (Undergraduate Student Services in Holman 220).

### Course Registration

Information on how to register for classes is provided within the myOleMiss system. Written and video instructions may be found at:

<http://www.olemissbusiness.com/current/undergraduate/advising/oas/oasvideos.html>

Continuing students may register online by using their WebID through the myOleMiss portal. Online class schedules for an upcoming semester are available approximately two weeks prior to the beginning of priority registration. To release your advisor hold, you need to submit a proposed schedule in the SOBA Online Advising System (OAS) (see p 20). The time when a student may begin registration varies for different categories of students (e.g., number of completed credit hours, those who complete all teacher evaluations, honors, etc.). Students accept the responsibility for maintaining acceptable grades and for the payment of fees at the time they register.



## **Late Registration**

Students who do not register before classes begin have until the last day to register, which is the 10th day of classes of a regular semester, to complete the process. During this period, a late registration fee will be assessed. No student will be permitted to register for classes after the last day to register without a serious and compelling reason approved by the dean of the student's school or college. In no case may a student register after the last regular class day in any semester.

## **Drop-Add Procedures**

Students may add courses, using the myOleMiss portal, through the fifth day in which classes meet during a regular semester. After the fifth day, students must have the approval of the instructor in the course. The School of Business uses paper add forms. If the instructor signs the add form, students must take the form to the undergraduate advising office (Holman 220) to get added to the class *if there is a physical seat available* (instructors won't always know this). After the 10th day of classes (the last day to register), courses may be added only under extraordinary circumstances approved by the Assistant to the Dean, and a small fee will be assessed per added course. In no case may a student add a class after the last regular class day in any semester.

A student may drop any course, using the myOleMiss portal, until the course withdrawal deadline, which is the 30th day in which classes meet during a regular semester. However, after the 10th day of classes a small fee will be assessed per dropped course. No indication of enrollment in a course properly dropped will be shown on any University of Mississippi record.

## **Prerequisites**

Many courses have prerequisites, which are listed in the Courses of Instruction part of the undergraduate catalog, as well as linked to the particular course in the term-by-term schedule of courses. A student may not take a course unless these prerequisites have been met. Exceptions can only be made in special cases with the prior consent of the instructor, the department chair, and the undergraduate advising office.

In a continuous course sequence (such as Writ 101, 102 or Math 261, 262, 263, 264), the prior courses are prerequisite to the subsequent courses unless otherwise stated. Thus, a student who has failed one semester of a continuous course sequence may not take a subsequent course in that sequence until the failed course has been passed. In the case of modern language sequences (such as Span 101, 102, 201, 202), a student may begin at any level but then must take any subsequent courses in order.

## Full-time Course Load and Maximum Course Load

Full-time enrollment at the undergraduate level and maximum course load are defined in the chart given below:

Registration Period	Full-time Hours	Maximum Course Load
Fall	12-18	21
Winter Intersession	3	4
Spring	12-18	21
May	3	4
Full Summer	12	14
First Summer	6	7
Second Summer	6	7
August Intersession	3	4

This definition does not depend on the mode of course delivery or the location of the course. Students are advised not to take more than 18 hours without a compelling reason and a cumulative GPA four-tenths of a point above 2.0 for each extra hour desired (i.e., 19 hours = 2.4 GPA; 20 hours = 2.8 GPA; 21 hours = 3.2 GPA). \*\*To register for more than 18 hours, a student must seek permission from the Assistant to the Dean in the undergraduate advising office (Holman 220).

## Late Withdrawal from a Course

After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the Assistant Dean and Assistant to the Dean. Unacceptable reasons for late withdrawal include dissatisfaction over an expected grade, not having “been told” by an advisor that the course is difficult, or a change in a student’s degree program or major. In no case may a class be dropped after the last regular class day in any semester, session, or term. Courses dropped after the course withdrawal deadline will still appear on the student’s official transcript. The W mark will be recorded if the student is passing the course at the time of withdrawal; the F grade will be recorded if the student is failing. NOTE: A late course drop may be approved by the undergraduate advising office, but the instructor could still record an F grade, which will have negative GPA consequences.

## Withdrawal from the University

A student who wishes to withdraw from the university (i.e., withdraw from all courses) during the course of a semester, intersession, or summer term can withdraw online at myOleMiss.edu or can provide written notification via fax, mail, or in person to the Office of the Registrar. Appropriate university offices (Student Housing, Financial Aid, Bursar, ID Center, Library, and Academic Dean) will be notified of the withdrawal. Full refunds of tuition and fees (minus a processing fee) are given for withdrawals during the first 10 days of classes of a regular semester (or the third day of classes in a summer semester), and no refunds are given after the 10th day of classes. Students who withdraw must later apply for readmission if not enrolling for the subsequent term.

Please refer to the “Academics- Registration” section of the UM Academic Catalog for undergraduates for more details regarding withdrawal from the university.

<http://catalog.olemiss.edu/academics/regulations/class-registration>

### **Class Attendance**

The philosophy of the institution is that students who attend class learn more than those who do not attend regularly and that grades are a reflection of learning. Instructors are encouraged to take attendance, and **students in the SOBA who do not attend classes for which they are registered during the first week of classes may be automatically dropped.** If you are ill or have an emergency during the first week of class, you must contact all of your instructors in an effort to prevent being dropped.

### **Grading Scale**

<b>Passing Grades</b>	<b>Failing Grade</b>	<b>Other Marks</b>
A Excellent	F Failure	I Incomplete
B Good		IP In Progress
C Satisfactory		W Withdrawn
D Lowest passing grade	X Audit	
P Pass		
<u>Z Credit granted</u>		

### **Grade Points and GPA**

The grade-point average (GPA) is computed by dividing the number of A, A-, B+, B, B-, C+, C, C-, D, F-graded hours attempted at the University of Mississippi into the total number of grade points earned at the university. Grade points per credit hour are assigned as follows: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D = 1.0; F = 0. For the purpose of certain prerequisites and degree requirements, a B average and C average are defined as a GPA of 3.00 and 2.00, respectively, unless a more specific requirement is indicated. Independent study courses are not included in the semester-based GPA calculation.

A GPA calculator can be found here: <http://www.olemiss.edu/academics/gpacalc.html>

Please refer to the “Academics- Credits & Grades” section of the UM Academic Catalog for undergraduates for more details regarding individual grades and their meaning.

<http://catalog.olemiss.edu/academics/regulations/credit>

See page 16 for GPA requirements to declare a major in the SOBA

See page 21-22 on SOBA GPA requirements to graduate

## **Change of Grade**

A course instructor may change a reported grade only if the original grade was incorrectly assigned due to clerical or computational error, or if a student meets the requirements for the removal of an I mark. It is recommended that you challenge a final grade as soon as possible (start with the instructor), to avoid any negative consequences with the Bursar or the Registrar.

## **Grade Appeals Process**

Undergraduate students at The University of Mississippi have a clearly defined avenue for appealing the assignment of a final course grade that he/she believes was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. Below are the steps with possible resolution at any stage.

Step 1: Informal consultation with faculty member within 30 days of final grade posting.

Step 2: Appeal to Department Chair in writing within 7 days following the end of Step 1  
The Department Chair has 15 calendar days from receipt of appeal to respond.

Step 3: Appeal to Dean in writing (copy the Department Chair) within 7 days following the end of the 15 day time period of Step 2.

The Dean activates Grade Appeal function in myOleMiss portal for student, instructor, Department Chair and Dean, with emails to each explaining that they are able to upload the basis of the appeal and supporting documentation.

The Department Chair must upload pertinent material within 5 days of receipt of email

The Dean must render a written decision within 15 days of receipt of appeal

Step 4: Appeal to Academic Appeals Committee to review the case in writing via the myOleMiss portal within 15 days of Dean's decision. Either the student or instructor may appeal.

Academic Appeals Committee will review the materials and make a recommendation

Step 5: Vice Chancellor for Academic Affairs will review the recommendation and render a final decision.

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's participation in a course. Factors upon which the final grade may be based include: attendance; recitation and class participation; written, oral, and online quizzes; reports; papers; examinations; and other class activities. There is a presumption that the instructor who has conducted the course is professionally competent to judge the student's work, and in the absence of convincing evidence to the contrary, has evaluated it fairly. In all cases, the complaining student shall have the burden of proof with regard to all allegations in his/her complaint and in his/her request for review or hearing

You may review the entire policy and procedure at:

<http://catalog.olemiss.edu/academics/regulations/grade-appeal-policy>

## Repeating a Course

With the exception of courses that are specifically indicated to be repeatable for credit, students may repeat courses taken at the university according to the following requirements:

- The first or prior courses must have been completed with a grade of B-, C+, C, C-, D, F, Z or P;
- A course with an Incomplete grade cannot be repeated;
- A lower-division course may be repeated twice (e.g., three attempts) and an upper-division or graduate course may be repeated once; exceptions to these numbers of attempts must be approved by the chair of the department controlling the course;
- Letter grades for all attempts will appear on the student's permanent academic record and will be calculated into the student's cumulative GPA (unless the Forgiveness Policy is invoked for the course);
- Credit toward a degree will be granted only once;
- If a student passes a course at the university and then fails the course on a repeated attempt, the passing attempt will apply to degree requirements.

## The Grade Forgiveness Policy

An undergraduate student may improve his or her overall GPA by repeating a maximum of four courses (not to exceed 12 credit hours) in which the student received a grade of C-, D or F and requesting that the repeat grade be the only one counted in the GPA calculation. The repeat must be in the same course and must be taken at the University of Mississippi in fall 1992 or later. The student must file a Petition to Invoke Grade Forgiveness Policy with the registrar (<http://www.olemiss.edu/info/forgiveness.html>), stating which courses are to be forgiven. For an upper-division course, this petition must be approved by the department/program chair controlling the course. Once the student has declared one or more courses, different courses cannot be substituted at a later date. The forgiveness policy cannot be used to remove grades given for reasons of academic discipline. Forgiveness of a course grade will not change notations concerning academic standing or honors in the student's official record for the semester containing the forgiven course.

Although both courses will remain on the student's permanent record, the last grade received will be the one used to determine credit towards a degree and GPA. The first attempt will be recorded with both the grade earned and the symbol R to denote that it has been repeated. The recalculated GPA will be used for determining graduation honors.

## Academic Standing

There are four different categories of academic standing based on a student's academic performance: Good standing, academic probation, academic suspension, or academic dismissal. Probation, suspension, and dismissal become effective at the end of the semester in which the student fails to attain the GPA specified in the rules in the UM Academic Catalog. Although the student will usually receive official notification of such action, notification is not a prerequisite to the student's being placed on probation, suspended, or dismissed. **It is the student's responsibility to ascertain his or her academic status prior to the beginning of each semester.**

### Good Academic Standing

A student will be in good standing, and continue in good standing, when his or her cumulative GPA is 2.00 or higher.

*Please refer to the "Academics- Academic Standing" section of the UM Academic Catalog for undergraduates for more details regarding academic standing BELOW "good standing", and the consequences affiliated with those categories.*

<http://catalog.olemiss.edu/academics/regulations/standing>

# Degree Requirements - General

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## Business Core Curriculum

The core curriculum is a set of 30 hours of course work taken by students. The core includes the following courses required for all entering B.B.A. freshman students: 6 hours of English composition (Honors students may satisfy English composition requirements by taking Hon 101 and 102), 6 hours of mathematics; 6-8 hours of lab science; 6 hours of humanities; 3 hours of fine arts; and 3-6 hours of social or behavioral science courses.

The purpose of the core curriculum, along with course work in the major, electives, and co-curricular learning experiences, is to provide a general education experience for students to enable them to:

1. Study the principal domains of knowledge and their methods of inquiry;
2. Integrate knowledge from diverse disciplines;
3. Analyze, synthesize, and evaluate complex and challenging material that stimulates intellectual curiosity, reflection, and capacity for lifelong learning;
4. Communicate qualitative, quantitative, and technological concepts by effective written, oral, numerical, and graphical means;
5. Work individually and collaboratively on projects that require the application of knowledge and skill;
6. Understand a variety of world cultures as well as the richness and complexity of American society; and
7. Realize that knowledge and ability carry with them a responsibility for their constructive and ethical use in society.

## Intended General Education Student Learning Outcomes:

Upon completing the core curriculum, along with certain courses within the program/major and co-curricular learning experiences, University of Mississippi baccalaureate-seeking students should demonstrate the following general education competencies:

- Mathematical reasoning
- Written and oral communication
- Analytical reasoning/critical thinking (evaluation and analysis of complex material and sources of information)
- Ethical reasoning/responsibility

## **Declaring a Major**

When entering the university, all students who intend to pursue a B.B.A. degree will be admitted to the university as a “general business” major. In order to progress and have their status changed to a specific major within the School of Business, students will need to meet the following requirements:

You will be eligible to declare a specialty major **after** you have completed all Freshman level classes, plus Accounting I (ACCY 201), Principles of Microeconomics (ECON 202) or Principles of Macroeconomics (ECON 203) , and either Legal Environment of Business (BUS 250) or Business Communications (BUS 271). For specialty majors (e.g. Marketing, Management, Management Information Systems, or Finance), the GPA on these 39 hours must be a 2.25 or higher. Students who do not meet this requirement will remain in “General Business”.

Required coursework may be completed at the University of Mississippi or another school offering equivalent coursework. If you plan to transfer classes while attending UM, you should have them pre-approved by the Undergraduate Student Services office in Holman 220.

Students who have completed at least 12 hours at the university and who wish to switch majors (outside the School of Business) must have at least a 2.0 overall GPA (resident GPA) and must have at least a 2.0 GPA on all work attempted at other institutions.

## **Dual Major and Second Bachelor’s Degree**

A student may receive a single bachelor’s degree with more than one major. For example, a student may receive a B.B.A. degree in the School of Business Administration with a double or triple major. Regardless of whether the requirements for the two majors are completed simultaneously or in succession, the university is authorized to award a single degree (B.B.A.) and diploma in such cases. However, the transcript will show all majors.

A student may receive a second bachelor’s degree of a different degree type (e.g., the first degree being a B.B.A. and the second being a B.S.) by completing at least 30 additional semester hours in residence from the university with a minimum 2.00 GPA for these additional hours. All requirements for the second degree must be completed, including courses required for the major and general education courses that may be different from those for the first degree program. As an example, if the first degree requires 124 hours, a student must complete an additional 30 hours (154 hours total and including all specific course requirements for both programs) to be awarded a second, different bachelor’s degree. If the two degrees are awarded by the same school/college, then there may be additional rules imposed by that school/college. Two diplomas are awarded in this case, whether or not the requirements for the degrees are met simultaneously or in succession.

All students who are pursuing double or triple majors are advised to meet regularly with their advisor(s) to be sure they stay on track and graduate in the desired period of time.



## **Honors**

*Please refer to the “Academics - Honors” section of the UM Academic Catalog for undergraduates for more details regarding the graduation honors categories.*

<http://catalog.olemiss.edu/academics/regulations/honors>

# School of Business Administration Advising

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## Vision

Engaging and empowering students to own their educational careers through excellence in academic advising, resulting in graduates who achieve their academic goals and become successful members of society.

## Mission

We are a student-centered office that helps students meet their academic goals by:

- Collaborating with students
- Providing the necessary tools for informed decision making
- Developing clear and realistic education plans through accurate advising

## Values

1. Respect
2. Inclusivity
3. Commitment
4. Empowerment
5. Caring
6. Integrity
7. Professionalism

## Undergraduate Student Services Advising Team & Staff

<http://www.olemissbusiness.com/current/undergraduate/advising/Policies.html>

Ms. Beth Whittington, Assistant to the Dean

- Leads office, special approvals, policy creation & enforcement

Ms. Susie Potts, Senior Staff Assistant

- Assists with orientation planning, class registration, course scheduling

Ms. Kenya Thigpen, Program Assistant

- Welcomes students, answers general questions, processes major change forms

Ms. Melanie Hall, Senior Academic Counselor

- Advising, manages Online Advising System (OAS), degree certification

Ms. Kim Phillips, Academic Counselor

- Advising, supervision of Chief Emissary Officers student group (CEO's)

Mr. John Forester, Academic Counselor

- Advising, iStudy approvals, degree certification

Ms. Kaleisha Taylor, Academic Counselor

- Advising

Ms. Candie Roberts, Academic Counselor

- Advising DeSoto Campus students

Ms. Kay Butler Barefoot

- Advising Tupelo and Booneville students

## **Undergraduate Student Services (UGSS)**

Homepage: <http://www.olemissbusiness.com/current/undergraduate/advising/>

220 Holman Hall

University of Mississippi

University, MS 38677

Telephone: 662-915-5820

Fax: 662-915-1406

E-mail: [advising@bus.olemiss.edu](mailto:advising@bus.olemiss.edu)

### **Advising Office Hours:**

Our office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. We advise students between 8:30 AM and 4:00 PM Monday through Friday. Students may make an appointment (use the OAS system to do this), or may walk in for advising as long as we are not in a pre-registration period. During pre-registration we advise students by appointment only and our schedules are full. Summer advising is by walk-in only (no appointments).

In general, pre-registration periods are:

Mid-September → Mid-November

Mid-February → Mid-April

### **Academic Advising**

The School of Business Administration's Office of Undergraduate Student Services and Academic Advising (UGSS) in room 220 Holman Hall provides academic advising for sophomore-senior business majors. First-year freshmen business students are assigned to an advisor in the Center for Student Success and First Year Experience, which is located in Martindale, Suite P. Advising is a team effort and, in order to be successful on your path to graduation, we would like for you, the student, to be an active part of that team. We believe in respect and privacy in the advising process, and we consistently strive to provide a "safe space" where students feel comfortable asking any and all questions that come to mind.

*Beware of "street advising"!* Though it is tempting to get a quick answer to your question by asking a friend or classmate, this can lead to big trouble! Please direct all questions to the School of Business advising team. If your question is small and does not require a full advising appointment, you can email ([advising@bus.olemiss.edu](mailto:advising@bus.olemiss.edu)), call (662-915-5820), or stop into Holman 220 to ask a question at the front desk.

### **Communications Policy**

The School of Business Administration sends important announcements about advising, graduation, available scholarships, speakers, etc. via a student's UM Gmail account ("@go" address). It is the responsibility of the student to maintain the email account and check it daily.



## OAS (Online Advising System)

To ensure that every student's coursework is reviewed twice per year, and to efficiently remove advisor holds for all continuing business students, we require students to use the Online Advising System for basic course approval prior to course registration activity. **OAS is not intended to be a replacement for in-person advising.** Students are encouraged to seek in-person advice whenever they feel it is necessary. But, keep in mind, it can take several days to get an appointment during pre-registration periods...plan ahead and make your appointment early! In advance of pre-registration, all business students must submit a proposed course selection through OAS. You will be notified by email and text if your course selection is approved or if an advising appointment is necessary. Please remember that this is not an automated process and does require advisors to review your submission; your submission is processed in the order that it was submitted – so, if you submit a new schedule before your first one is reviewed, the new schedule will be placed at the end of the queue.

You can find OAS explanation videos on this page:

<http://www.olemissbusiness.com/current/undergraduate/advising/oas/oasvideos.html>

### Transfer Credit

University of Mississippi business students may take courses at other institutions. However, in order to guarantee that the credit will transfer and apply to your degree program, we ask you to review our rules and regulations and complete the "Permission to Transfer Credit" form:

<http://www.olemissbusiness.com/current/undergraduate/advising/transferecredit.html>

Prior approval protects you by determining if and how credits earned elsewhere may satisfy degree requirements. Students who do not receive prior approval risk not being awarded transfer credit if the courses do not equate to UM courses, do not satisfy degree requirements, are not accredited with SACS-COC or professional accrediting bodies, or other UM rule conflicts. To expedite the process, you should obtain a comprehensive course description from the other university (a syllabus is best) and submit that along with your request form.

### Transfer students:

If you have completed a full semester or more at another institution and you wish to transfer to Ole Miss to complete your degree, please review all details related to transfer students here:

<http://transfer.olemiss.edu/>

### iStudy Courses:

In certain instances we allow for Ole Miss iStudy courses (self-paced distance learning). Students must be in good academic standing in order to receive iStudy approval and may only enroll in one iStudy course at any given time. Dean's office approval is required through the iStudy application.

<http://www.outreach.olemiss.edu/istudy/>

## **Business - Academics, Degree, Majors, & Scholarships**

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All business majors will earn the Bachelor of Business Administration (B.B.A.) degree. All B.B.A. majors require 120 credit hours, and the upper division courses vary significantly between the majors. You can find major-specific information in our Degree Plans posted here: <http://www.olemissbusiness.com/current/undergraduate/advising/ProgramSheets.html>

### **Academic Residency Requirements**

All courses taken at the University of Mississippi Oxford campus, at any of the university's resident centers in Tupelo, Jackson, Southaven, or other locations in Mississippi, through the university's Department of Independent Study by a University of Mississippi student, or through approved study abroad and exchange programs where the student is registered in University of Mississippi courses, are considered to be courses taken "in residence".

At least 25 percent of the semester credit hours required for an undergraduate degree (e.g., 30 hours for a 120-hour degree) must be taken in residence. At least 30 semester hours of residence credit must be taken in the school or college recommending the degree. Both hours taken before and after a student declares a major in a particular school or college may be used to satisfy the 30-hour residence requirement.

### **Last 21-Hour Residency Requirement**

Students must acquire at least 15 of their last 21 credit hours in residence at the university. That is, no more than 6 of the last 21 hours may be transfer credit. A student may not apply courses taken from the university's Independent Study department or via the university's study abroad or exchange programs towards this 15-hour requirement unless the student has obtained written approval from the student's academic department and dean before enrolling in the course.

### **The School of Business upholds UM's credit, residency & GPA requirements:**

1. At least 25% of all credit hours applied to the degree must be completed at The University of Mississippi (not transferred from another institution).
2. At least 15 of the last 21 applied credit hours must be completed at The University of Mississippi.
3. At least 50% of all courses applied to your major specific courses\* must be completed at The University of Mississippi.
4. At least 50% of all business and accountancy courses that are applied to your degree must be completed at The University of Mississippi.

5. At least 30 credit hours business and accountancy courses that are applied to your degree must be completed at The University of Mississippi.

6. GPA of C (2.00) or higher in ALL five of the following:

- All work attempted at the University of Mississippi
- All work attempted at any institution of higher learning (UM and transfer work)
- All Business (BUS, ECON, FIN, GB, MGMT, MIS, MKTG) and Accounting courses taken at the University of Mississippi
- All Major specific courses\* taken at the University of Mississippi
- All work applied to meet degree requirements (UM and transfer work)

\* Major specific courses are bolded on the Degree Plans. Management majors must make a letter grade of "C" or better on ALL management courses.

7. If you have a minor: Overall GPA of 2.00 or higher is required in all work applied toward the minor. Students must earn at least 6 hours of their minor courses in residence and must achieve a 2.00 GPA or higher in all minor courses taken in residence.

**Typical Business Curriculum** *(Will vary slightly for MIS, Marketing Corp. Relations, & General Business majors...check your Degree Plan for major-specific requirements!)*

	<b>CREDIT HOURS</b>	
	<b>FALL</b>	<b>SPRING</b>
<b>Freshman Year Courses</b>		
<a href="#">Writ 100</a> or <a href="#">Writ 101</a> , and <a href="#">Writ 102</a> or <a href="#">Liberal Arts 102</a>	3	3
Humanities: History, Philosophy, or Modern Foreign Language	3	3
<a href="#">Math 267</a> , <a href="#">268</a> (Calculus for Business, Economics, and Accountancy I and II) or <a href="#">Math 261</a> , <a href="#">262</a> (Calculus I and II) or <a href="#">Math 271</a> , <a href="#">272</a> (Calculus of Decision Making I and II) (C minimum required in 261/267/271)	3	3
Laboratory Science: Astronomy, Biology, Chemistry, Geology, or Physics	3-4	3-4
Behavioral or Social Science: Psychology, Sociology, Anthropology, or Political Science	3	
Fine Arts: Art, Art History, Dance, Music or Theater		3
<b>Sophomore Year Courses (* See Getting into a Major next)</b>	<b>FALL</b>	<b>SPRING</b>
<a href="#">Accounting 201*</a> , <a href="#">202</a> (Introduction to Accounting Principles I and II)	3	3
<a href="#">Economics 202*</a> , <a href="#">203</a> (Principles of Microeconomics and Macroeconomics)	3	3
Literature	3	
General Electives	3	3
<a href="#">BUS 250*</a> (Legal Environment of Business)	3	
<a href="#">BUS 271*</a> (Business Communication)		3
<a href="#">BUS/ECON 230</a> (Economic Statistics I)		3

## Getting into the Major

During the first two years at The University of Mississippi, Business undergraduates gain a strong liberal arts foundation that is complimented by basic business courses such as accounting, economics, legal environment of business, and business communications. During this time students will be declared “General Business”. After the first semester of their sophomore year, business students will be asked to declare a specialty major or remain in “General Business”.

Please refer to “Declaring a Major” on page 16 of this document for the specific requirements.

## Majors Offered in the School of Business Administration

View requirements of each major in the Degree Plan:

<http://www.olemissbusiness.com/current/undergraduate/advising/ProgramSheets.html>

- » Banking and Finance
- » Managerial Finance
- » Risk Management and Insurance
- » Marketing and Corporate Relations
- » Marketing
- » Management Information Systems
- » Management, emphasis in Human Resources
- » Real Estate
- » Economics
- » General Business (requires non-business minor + internship *or* study abroad)
- » Entrepreneurship

Not sure what you can do with your major? Visit <http://whatcanidowiththismajor.com/major/> to get a list of career paths for each major!

## Non-Business Minors for Business Majors

Business students can select a minor from outside the School of Business, and most of the credit hours from the minor will work nicely into general elective credit required for the B.B.A. As University minors can change yearly, we recommend you review the Academic Catalog for a current list (<http://catalog.olemiss.edu/minors>).

*\*The General Business major requires a non-business minor*

## Business Minors

Business students can pursue official minors within the School of Business. We offer official minors in Management Information Systems and Entrepreneurship.

<http://www.olemissbusiness.com/current/undergraduate/advising/minors.html>

## **Study USA**

Combine travel with the leadership of an inspirational University of Mississippi professor, and you have the unique experience of Study USA. Join other enthusiastic students in the study of theater on Broadway, the garment industry on Fashion Avenue, hospitality management in Las Vegas, or the effects of Hurricane Katrina on criminal justice in New Orleans. Study USA gives students the opportunity to explore the United States while earning college credit.

Study USA programs are short-term domestic travel classes typically offered during intersession terms. For more details and application information, please see:

[http://www.outreach.olemiss.edu/study\\_usa/](http://www.outreach.olemiss.edu/study_usa/)

## **Study Abroad**

Borders are thin and business is everywhere. Students are encouraged to gain valuable multinational experience and understanding through a study abroad program. Available to students are programs as short as one week, and as long as one year. Students are able to do more than one program, or even complete an internship abroad. There are many programs where the language of instruction is English, thus a foreign language skill is not necessary. Further, students are not required to complete a business-specific program. The program a student chooses will depend somewhat on the type of credit they still need to complete in their degree program. For more details, please review: <https://studyabroad.olemiss.edu/> Students choosing to do foreign study will work closely with both School of Business advisors as well as an advisor in the Study Abroad office.

Study abroad, like other transfer work, must be approved prior to taking the class to ensure it will count toward degree completion. We highly encourage you to begin researching programs early in order to determine the right fit for you and your degree program. If you are looking to take a Business course abroad, a program or University with AACSB accreditation is strongly preferred (<http://www.aacsb.edu/accreditation/accredited-members/global-listing>). It is up to the Department Chair of the related subject to determine a course's equivalency.

*\*The General Business major requires either an internship or foreign study.*

## **Scholarship Opportunities for Business Students**

<http://www.olemissbusiness.com/scholarships/>

We have more than 30 available scholarships for continuing business students. Interested students need to complete ONE application form, and submit no later than February 1 each year (sophomore, junior, senior). Students may apply every year.

All scholarship parameters, deadlines, and application instructions can be viewed on the website by using the scholarship link above. Note that some scholarships are need based, so it is important to complete the FAFSA (<https://fafsa.ed.gov/>) every year.



# Business Student Progression Year-By-Year

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## Freshman Year

- ✓ Concentrate on successful completion of General Education requirements
- ✓ Find your “niche” on campus
- ✓ Research industries and do personal assessments to choose major
- ✓ Find one campus organization to get involved in
- ✓ Will you do a non-business minor? Determine now so you can choose the right electives.



## Sophomore Year

- ✓ Continue with course success as you move into business courses that will be included in GPA calculation for declaring a major
- ✓ Get involved in a business student organization; aim for a leadership position later
- ✓ Research study abroad programs (it is easier to find programs for general elective)
- ✓ Spring: Declare a major



## Junior Year

- ✓ Will you do a business minor? Keep this in mind when choosing 300+ business electives.
- ✓ Meet with career preparation specialists to finalize resume and cover letters for internships; MOCK INTERVIEW!!
- ✓ Begin networking on campus (career fairs!) and off campus (friends and family!) for internships



## Senior Year

- ✓ Continue with campus leadership
- ✓ Attend career fairs and begin your full-time job search; MOCK INTERVIEW!!!
- ✓ Going to graduate school? Take admissions test and submit applications.
- ✓ Intent to Graduate form (to advising office) and diploma application (to Registrar)
- ✓ Congratulate yourself on your success!

## Business Student Organizations

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These organizations not only provide peer and faculty networking opportunities, but most organizations offer the opportunity to hear guest speakers and network with industry leaders as well. They also afford students additional professional development opportunities to add to our extensive career services.

For contact information and how to join, please visit the website:

<http://www.olemissbusiness.com/current/organizations.html>

**Alpha Kappa Psi** is a business fraternity focused on leadership and professional development.

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**The Association for Information Technology Professionals (AITP)** promotes a better understanding of the vital role of information systems and their vital role in business. This club is open to all business students who have an interest in information systems.

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**Beta Gamma Sigma** is an honor society serving business and accountancy students. Membership in Beta Gamma Sigma is the highest recognition a business or accountancy student can receive in a business program accredited by AACSB International. Membership is by invitation to the top 10 percent of each year's junior and senior class.

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**Chief Emissary Officers (CEOs)** represent the School of Business Administration's student body. Member are chosen via an application and interview process each year by the outgoing CEOs president and vice-president. The CEOs help recruit high school and transfer students.

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**The Financiers Club** is an organization for students who are majoring in Banking and Finance or Managerial Finance to connect with financial services executives, employees and regulators from across the country.

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**Student Marketing Association (SMA)** offers marketing and public relations services to other student organizations and local businesses in Oxford.

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**Gamma Iota Sigma** is an international Risk Management and Insurance (RMI) business fraternity that emphasizes professionalism, student career placement, industry interaction, and community involvement. Membership in the Mu Chapter of GIS is open to any student interested in RMI.

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**Ole Miss Real Estate Finance Association (REFA)** is an organization that encourages interest in real estate, promotes interaction between real estate professionals and students, and informs students and professionals on current issues.

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**Entrepreneurship Club:** promotes a campus-wide spirit of entrepreneurship and an appreciation of this is a viable career path. Students learn to identify and take advantage of entrepreneurial opportunities.

## Professional Development

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The School of Business career preparation team works closely with the University of Mississippi Career Center to provide comprehensive assistance for students who seek to improve their professional skills and who want assistance in the internship and job search process

Our multiple professional development resources will provide assistance with the following:

- ✓ Personal Branding
- ✓ Self-Assessments
- ✓ Internship Strategies
- ✓ Job Search Strategies
- ✓ Resumes, Cover Letters, & Professional Communication
- ✓ Mock Interviewing/Interview Skills
- ✓ Informational Interviews
- ✓ Networking Events & Opportunities
- ✓ Understanding Benefits
- ✓ Negotiating Job Offers

Business students will get an introduction to the above topics in their required BUS 271, Business Communications class, to be taken in the sophomore year. All other professional development activities are voluntary (though the General Business major requires either internship or foreign study), yet strongly encouraged. Even for students who wish to attend graduate school immediately after the Bachelor's degree, it is never too early to enhance professional skills and broaden your understanding of the world of work.

**Handshake** is the University of Mississippi Career Center's online job and internship database. This database allows students and alumni to view job openings and internships, sign-up for on-campus interviews, and access resources to assist in a job or internship search.

<https://olemiss.joinhandshake.com/login>

**College Central Network** is the School of Business Administration's resume and internship posting service. This database is exclusive to business students and allows them to connect to internships, employers, and career development resources.

### Internship For Credit

Students who wish to earn credit for a semester-long professional internship must download the BUS 300 syllabus, read it thoroughly, and complete the online application process. If approved, the credit can count as 300+ business elective. General Business majors who choose to do an internship rather than foreign study **MUST** register for this course for 3 credits.

<http://www.olemissbusiness.com/career/credit.html>

**School of Business Career Preparation**

Ms. Meg Barnes

[mbarnes@bus.olemiss.edu](mailto:mbarnes@bus.olemiss.edu)

Director of Undergraduate Career Preparation

Instructor of Business Communication

Holman Hall G6

PH 662-915-2406

Mr. Wesley Dickens

[wdickens@bus.olemiss.edu](mailto:wdickens@bus.olemiss.edu)

Coordinator of Career Preparation &  
Internship

Instructor of Business Communication

Holman Hall G7

PH 662-915-6546

<http://www.olemissbusiness.com/career/contact.html>

303 Martindale  
PH 662-915-7174

Staff & Contact Listing:

<http://career.olemiss.edu/aboutus.html>

<http://career.olemiss.edu/index.html>

# **Degree Application, Graduation Requirements, & Commencement**

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## **Degree & Diploma Applications**

Business students will submit the “Intent to Graduate” on the School of Business website in the semester prior to the one in which they intend to graduate. Final deadlines will be communicated directly to business students. Students must also submit a diploma application to the Registrar by the specified deadline. <http://www.olemissbusiness.com/programs/bba/forms.html>

## **Minimum Credit Hours**

All baccalaureate degree programs require at least 120 semester hours with passing grades. The B.B.A. requires 120 credit hours with passing grades (the Management major deems C grade or better “passing”). Students who take more than the required number of hours should meet with their academic advisor to determine which hours in particular will be used toward the degree (NOTE: All hours taken will be computed into the cumulative and resident GPA’s).

## **Minimum Grade-point Average**

For the award of a bachelor’s degree from any school or college of the University of Mississippi, a student must earn a GPA of at least 2.00 on all course work submitted in fulfillment of the course requirements for the degree. In addition, the student must earn a minimum GPA of 2.00 on all course work attempted at the University of Mississippi. Finally, the student must have a minimum 2.00 GPA on all college work attempted at any institution of higher learning.

There are additional grade requirements for the School of Business B.B.A. and the Management major, cross-reference pages 21 & 22 of this handbook. It is the student’s responsibility to check on the requirements applicable to the specific degree for which he or she is a candidate.

## **Commencement**

Attendance at commencement exercises is recommended as the faculty and staff wish to celebrate student success along with the students and family members. Students who do not participate in commencement exercises will still be awarded the intended degree. The actual diploma is mailed to the students 2-3 months after degree certification. Official UM transcripts will also reflect the degree awarded within 2 months of graduation.

Students who will finish degree requirements in the summer term are permitted to participate in the May commencement ceremony prior to summer term. December graduates will participate in the commencement ceremony the following May of degree completion.

Students can access the most current commencement information on the UM website: <http://commencement.olemiss.edu/>

## Important Dates- Fall 2018

This highlights the most important dates for fall 2018. Link to the complete academic calendars, to include intersessions, here: <http://registrar.olemiss.edu/academic-calendar-menu/>

<b>August 20</b>	Classes begin; registration fee (\$100) assessed this date; 100% refund (less 5% of fees or \$100, whichever is less) on withdrawals through September 2. Phase 3 registration.
<b>August 24</b>	Students may add courses on a space available basis through this date.
<b>August 31</b>	Last day to register or add classes (between August 27 and September 2 may add only with instructor's approval.) Refund period ends.
<b>September 3</b>	LABOR DAY HOLIDAY (Administrative Offices closed.)
<b>September 10</b>	Mandatory drop date for non-attendance
----- <i>COMPLETE OAS NOW FOR SPRING REGISTRATION!!</i> -----	
<b>September 22</b>	Last day to submit applications for December diplomas
<b>October 1</b>	Deadline for course withdrawals (no refund; refund period ended September 2).
<b>Sept 12 – Nov 5</b>	Academic Advising (for winter intersession and spring).
<b>Oct 29 – Nov 12</b>	Priority Registration (for winter intersession and spring).
<b>November 17-25</b>	THANKSGIVING HOLIDAYS (Administrative Offices closed Thursday and Friday).
<b>November 30</b>	Classes end.
<b>December 3-7</b>	Final Examinations.

## Important Dates- Spring 2019

This highlights the most important dates for spring 2019. Link to the complete academic calendars, to include intersessions, here: <http://registrar.olemiss.edu/academic-calendar-menu/>

**January 22** Classes begin; registration fee (\$100) assessed this date; 100% refund (less 5% of fees or \$100, whichever is less) on withdrawals through February 3. Phase 3 registration.

**January 28** Students may add courses on a space available basis through this date.

**February 4** Last day to register or add classes (between January 28 and February 3 may add only with instructor's approval.) Refund period ends.

**February 11** Mandatory drop date for non-attendance.

----- *COMPLETE OAS NOW FOR SUMMER & FALL REGISTRATION!!*-----

**March 4** Last day to submit applications for May and August diplomas.

**March 4** Deadline for course withdrawals (no refund; refund period ended February 3).

**March 9-17** SPRING BREAK.

**February 12-April 8** Academic Advising (for May intersession, all summer terms, August intersession and fall).

**April 1-April 15** Priority Registration (for May intersession, all summer terms, August intersession and fall).

**April 19** GOOD FRIDAY (Administrative Offices closed.)

**May 3** Classes end.

**May 6-10** Final Examinations.

**May 11** COMMENCEMENT.



## UM Contacts & Resources

### **Registrar**

104 Martindale  
[registrar@olemiss.edu](mailto:registrar@olemiss.edu)  
662-915-7792  
<http://registrar.olemiss.edu/>

### **Bursar**

202 Martindale  
[bursar@olemiss.edu](mailto:bursar@olemiss.edu)  
662-915-5097  
<http://olemiss.edu/depts/bursar/>

### **Financial Aid**

257 Martindale  
[finaid@olemiss.edu](mailto:finaid@olemiss.edu)  
800-891-4596  
<http://finaid.olemiss.edu/>

### **IT Services**

100 Weir Hall  
[helpdesk@olemiss.edu](mailto:helpdesk@olemiss.edu)  
662-915-5222  
<http://www.olemiss.edu/depts/it/services.html>

### **Housing**

Minor Hall- Ground Floor  
[housing@olemiss.edu](mailto:housing@olemiss.edu)  
662-915-7328  
<http://studenthousing.olemiss.edu/>

### **Parking & Transportation**

110 Lester Hall  
[parking@olemiss.edu](mailto:parking@olemiss.edu)  
662-915-7235  
<http://olemiss.edu/parking/>

### **Counseling Center**

320 Lester Hall  
[counslg@olemiss.edu](mailto:counslg@olemiss.edu)  
662-915-3784  
<http://counseling.olemiss.edu/>

### **Ombudsperson (Brett Harris)**

318 Trent Lott Institute  
[beharris@olemiss.edu](mailto:beharris@olemiss.edu)  
662-915-1537  
<http://ombuds.olemiss.edu/>

### **University Police & Campus Safety**

Kinard Hall, Wing C- Floors 2 & 3  
[upd@olemiss.edu](mailto:upd@olemiss.edu)  
662-915-7234  
<http://upd.olemiss.edu/um-info/>