

Middle Georgia State University - Bachelor of Science in Business Administration (BSBA)
Advising Worksheet – 2021 – 2022 Catalog

NAME:	ID#:
ADDRESS:	
HOME PHONE:	CELL PHONE:
WORK PHONE:	

Area A – Essential Skills – 9 Hours	Grade	Area B – Institutional Options – 4 hours	Grade
ENGL 1101		Area B Elective Perspectives Course	
ENGL 1102 or 1102H			
MATH 1001, 1101, 1111, 1112, 1113, 1113H, or 1251			
A grade of “C” or higher is required in Area A classes			
Area C Humanities/Fine Arts – 6 Hours	Grade	Area D Science & Math - 11 hours	Grade
Literature-based elective. Choose one ENGL 2111, 2111H, 2112, 2121, 2122, 2131, 2131H, 2132, 2132H, 2141, 2142		Lab-Science Electives Choose Two: ASTR 1010K, 1020K BIOL 1001K or 1001K-H, 1002K or 1002K-H, 2107K, 2108K CHEM 1151K, 1152K, 12211K, 1212K GEOL 1125K, 1126K PHYS 1011K, 1012K, 1111K, 1112K, 2211K, 2212K * These courses do not have to be taken in sequence.	
Area C Elective. Choose one from below: ARTS 1100, 2010, 2011 COMM 1110, 1100 FREN 1001, 1002, 2001, 2002 GRMN 1001, 1002, 2001, 2002 HUMN 2111H, 2151, 2152/SCIE 2152, 2155, 2156 MUSC 1100, PHIL 2201 SPAN 1001, 1002, 2001, 2002, 2998, 2999 THEA 1100		Area D Elective MATH 1200 or 1401 – Elementary Statistics A grade of “C” or higher is required for MATH 1401	
Area E – Social Science – 12 Hours	Grade	Area F – Major Field – 18 Hours	Grade
POLS 1101 or 1101H		ACCT 2101	
HIST 2111, 2111H, 2112, or 2112H		ACCT 2102	
AREA E Electives – Choose two: ANTH 1102 GEOG 1101 HIST 1111, 1111H, 1112, 1112H, 1190, 2111H, 2112, 2112H POLS 2101, 2201, 2301, 2401 PSYC 1101, 1101H SOC 1102, 1101H, 1160		BUSA 2105	
		ECON 2105	
		ECON 2106	
		BUSA 2201/ITEC 2201	
		A grade of “C” or higher is required in all Area F classes	

Quick Guide of Actions to Complete after Registration

1. Activate SWORDS.

- ❖ Your **lifeline** to schedules, account balances and grades.
- A. Access to SWORDS allows you to
 - Print the semester's detailed student schedule
 - Check your financial aid status
 - Pay your tuition and fees online
 - Review transcripts
 - Register on your own (Note: Students can register immediately upon removal of holds.)*
 - Retrieve your email address

*Holds are placed on a student's record for a variety of reasons (i.e. Learning Support advisement, missing admission documents, parking tickets, payment issues) that necessitate the student meeting with an advisor.

2. Activate your MGA Email via MGA website or visit:

<https://www.mga.edu/technology/services/email.php>.

- ❖ Your **source** of all communication from the MGA departments.
- A. Access to your Email allows you to
 - 👍 Contact faculty, staff and departments from built in directory
 - 👍 Stay informed of student life activities, weather alerts, and opportunities for community service or employment
 - 👍 Continue to check your email throughout the semester

3. Establish your D2L-Brightspace Account and Login.

- ❖ Your **link** to all course content for the semester.
- A. D2L allows "anytime, anywhere" access to course content such as:
 - 👍 Syllabi
 - 👍 Reading & discussions assignments
 - 👍 Multi-media files & PowerPoints
 - 👍 Electronic drop boxes & online quizzes
 - 👍 Communication
 - 👍 Grading & student progress reports

If you have problems logging in, please call the Technical Assistance Center (TAC) at 478-471-2023 or 478-934-3319 or go to the helpdesk link at <http://help.mga.edu>.

4. Visit these campus locations or online options before the semester starts:

- Get your Student ID and parking decal online [Overview: Middle Georgia State University \(mga.edu\)](#) and [Parking: Middle Georgia State University \(mga.edu\)](#).
- Pay your tuition and fees online or in person at the Bursar's Office
- Follow up with the Financial Aid Office
- Purchase textbooks or comparison shop at the Campus Store
- Living on campus? Follow up with – Residence Life

Campus maps available at <https://www.mga.edu/about/maps.php>

5. Review the Academic Calendar each semester for important dates & deadlines – visit

<https://www.mga.edu/academics/calendars/index.php>.

- Add the date for the next semester's early registration to your calendar
- Make an appointment with your advisor

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Business Core Courses (27 hours)			
BUSA 3340 - Business Analysis Using Excel		MGMT 3141 - Principles of Management	
FINA 3110 - Principles of Finance		MGMT 3160 - Principles of Mgmt. Information Sys.	
LENB 3135 - Legal Environment of Business		MGMT 4195 - Strategic Mgmt.	
MGMT 3101 - Business Statistics		MKTG 3161 - Principles of Marketing	
		MGMT 3104 – International Business	

ACCOUNTING (33 hours)	GENERAL BUSINESS (33 hours)																																																																																
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