

BUSINESS ADVISING MONTHLY

Advising future alums for 62 years and counting



February 2023

IMPORTANT UPCOMING DATES:

- Registration appointments for Fall 2023 are happening now! The deadline to submit your course requests for Fall 2023 is April 11th. Be sure to meet with your assigned advisor prior to the deadline so you are able to submit your courses.
- Summer 2023 registration has begun. You can view the dates you can register for summer [here](#). Open registration for Summer begins on February 27th.
- Be mindful of [Spring 2023 add/drop deadlines](#). The last day to withdraw from a 16-week course for the Spring 2023 semester is March 20th. Please consult with your advisor if you are concerned about a course and considering withdrawing.



UPCOMING TO DO'S:

- Are you graduating in May 2023 or August 2023? If you have not done so already, make sure to apply to graduate in myPurdue. For more information on how to apply for graduation, visit [this website](#). The deadline to apply for May 2023 graduation is March 15th.
- Are you completing your last Management Admissions Index (MAI) or Economics Admissions Index (EAI) courses and getting ready to move to Upper Division? If you're ready, you must complete the [End of Semester Survey](#). You will need to complete this survey as soon as possible as it will impact your ability to register for certain courses. Unsure if you meet the criteria to apply? Visit the [Requirements for Upper Division website](#) for more information.

To register for summer, be sure to double check your time ticket through myPurdue under "Registration Status". You will need your Spring 2023 Registration PIN number to add courses for Summer 2023. To view scholarships for summer, [click here](#). If you have questions about registration, be sure to reach out to your advisor.

To find your PIN number you have 2 options:

- Go to myPurdue - Registration Tab - Use Scheduling Assistant. Choose Term - go to Advisor Recommendations - view your PIN in the top corner.
- Find your PIN in BoilerConnect under the "Reports" section.

**Interested in
Summer
Classes?**

MINOR, CONCENTRATION, OR CERTIFICATE: WHICH DO I CHOOSE?

Purdue offers 3 different options for you to enrich your academic qualifications. The 3 options include: minors, concentrations and certificates. Minors are offered both through the School of Business and outside of the School of Business. There are over 100 unique minors offered across campus. Typically, minors range from 15 - 21 credit hours.

Concentrations are available only to School of Business students. There are 9 concentrations for you to choose from. Typically, concentrations are 12 credit hours.

Certificates are offered in a variety of departments. There are 24 different certificates available, with a varied number of required credit hours.

There are plenty of ways to supplement your major with a minor, concentration or certificate. Discuss which option is best for you with your advisor!

FEATURED COURSE: MGMT 33500: STRATEGIC BUSINESS WRITING

Strategic Business Writing is designed to help School of Business undergraduate students become more effective, strategic writers in a business setting. The course format involves class lectures/discussions, small group work and extensive written work. In this course, students learn how to:

- Develop a writing style that is clear, concise and thorough
- Adapt writing to varying audience needs and levels (including using appropriate style and tone when communicating)
- Develop Visual Aids that are effective and persuasive
- Write with greater ease and credibility
- Use Emotional Intelligence when writing
- Effectively listen to feedback on their writing and offer helpful feedback to others on their writing
- Write under a tight deadline
- Edit thoroughly and write various standard forms of Business Writing

MGMT 335 can be used to fulfill the ENGL 420 (Business Writing) requirement for School of Business students. Please consult with your Academic Advisor if interested.

GET CONNECTED: THE BLACK CULTURAL CENTER



The **Black Cultural Center** provides purposeful, holistic, scholarly and cocurricular programming designed to strengthen understanding of African American heritage. It enhances the academic, cultural and social development of the entire Purdue community. For their 50-year celebration, they have a special exhibition installed that highlights the life and legacy of the center.

Hours of Operation:

Monday - Thursday - 8 AM - 10 PM

Friday - 8 AM - 8 PM

Sunday - 2 PM - 9 PM

Visit the BCC at 1100 3rd Street. Want to learn more about the BCC? Find information about their staff and upcoming events [here](#).

THE SOCIETY OF MINORITY MANAGERS (SMM)

Society of Minority Managers (SMM) is a student organization for underrepresented minorities in the Daniels School of Business. SMM offers a place of support for minority students through academic and professional guidance and fellowship. SMM hosts professional development events such as company information sessions, resume reviews, elevator pitch workshops, etc. Academic excellence is the core of SMM. Students can seek academic support through weekly study tables. Underrepresented minority students fellowship together through social events such as basketball watch parties, volunteering, and football tailgates. Students interested in joining SMM may reach out to our President, Anyssa Mujica, via email at mujicaa@purdue.edu.

GET TO KNOW THE BUSINESS SCHOOL'S DIRECTOR OF TEACHING AND LEARNING: DR. ERICA LOTT



For the last 6 years, Dr. Lott worked in Purdue's Center for Instructional Excellence, the university's teaching center on campus. During that time, she created teaching professional development programs, co-created CIE's Teaching Certificate Program, created a department-level curriculum design program, and more. She joined the School of Business in December 2022 to assist with curriculum development, experiential education, supporting online course development, and consulting on general teaching and learning needs. She is available for the entire community in the School of Business.

Dr. Lott wants to make sure the student voice is incorporated in the curriculum design process and plans to connect with students as we begin creating or revising the curricula. She is available for students if you want to discuss your courses or activities you might want to see offered that help with your learning. She is also available to meet with student organizations looking to develop goals, assessment plans, and activities that align with the organization goals. Feel free to reach out to Dr. Lott (ealott@purdue.edu) directly if you are interested in being involved in any of these areas. Keep reading to learn more about Dr. Lott!

What advice would you like to share with School of Business students?

There are two pieces of advice I typically give to my students. The first is that **time management is key** for staying on track with coursework, extracurriculars, and creating balance between work and life. Being able to figure out a good way to manage your time now is helpful for the future, even if the structure for managing it changes. I recommend keeping a planner and breaking down your day or assignments into smaller steps (especially exams or projects). Make sure to include time for extracurriculars and downtime for non-school related activities. It's incredibly important to take breaks and do something for yourself.

The other item I recommend for my students is to **create a development plan**. Write out your goals and the steps you need to take to achieve them. Include the different skills or knowledge - document what is it that you do well and what do you need to work on. Then start researching resources - identify experiences, activities, or organizations to get involved with, contact peers and mentors who might be able to help you identify individuals to work with or experiences to develop the skills or knowledge to develop. Keep track of the different events, activities, and experiences you participate in. Write down what you thought went well and what you would do differently in the future. This helps you to see your own progress over time, as well as help you prepare for interviews, assess your current skill set, and help connect you with different resources.

Fun Facts:

- I am a huge animal lover. My partner and I have four dogs between the two of us; three of them are mine.
- I love rock music and going to concerts.
- I worked at the Gemological Institute of America (GIA) in the diamond district in NYC after graduating from my undergraduate institution. I worked primarily on colorless diamonds and identifying if they were natural, treated, or synthetic (lab-created.)

APPLY FOR THE UNDERGRADUATE AWARD FOR HUMANITIES AND STEM RESEARCH!

Did you complete STEM or Humanities focused research in 2022?
You could qualify to win \$2,000! Learn more [here](#).

If eligible, you can [apply here](#) by March 10th, 2023.



MS HUMAN RESOURCE MANAGEMENT

INFORMATION SESSION

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NEXT GIANT LEAP

Interested in helping organizations reach excellence through their people?

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#1

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\$84,750

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TUESDAY, FEBRUARY 21

RAWLS 2058

6 P.M.



Krannert School of Management