



# UNCG

## Bryan School of Business and Economics

Undergraduate Student Services

232 Bryan Building

UNCG

Greensboro, NC 27402

Phone: 336-334-5928

Fax: 336-334-4208

Email: Bryan\_School@uncg.edu

Office Hours:

M-Th: 8am to 6pm

F: 8am to 5pm

### DATES TO REMEMBER

#### Summer/Fall 2007

**Aug 20**– First day of fall semester

**Aug 24**– Last day to add classes

or drop classes for a refund

**Sep 3**– Labor Day Holiday

**Oct 1**—Founders Day

**Oct 12**– Last day to drop a class

without academic penalty

**Oct 15 & 16**– Fall break

**Oct 31-Nov 16**– Advising for

spring pre-registration

**Nov 21-25**– Thanksgiving break

**Dec 10**– Last day of fall classes

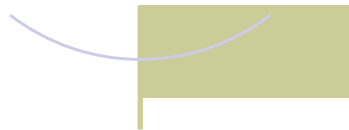
**Dec 11**– Reading Day

**Dec 12-14 & 17-19**– Final Exams



# Bryan Connections

Vol. 1, No. 1



## Greetings!

We are pleased to welcome you and your student to the Bryan School and UNCG. The transition to a university setting can be challenging for many students, and our goal in Undergraduate Student Services is to help it go as smoothly as possible.

From the beginning of students' college careers, Undergraduate Student Services advisors are committed to providing support, guidance, and information that will help them achieve academic and life goals. We assist students in defining educational and career objectives, working through transitions and developmental stages, and developing independence.

We help students understand the policies and curriculum of both the University and the Bryan School and work with them individually to identify conditions that may hinder academic progress and find solutions. In addition, we encourage students to get involved on campus and refer them to other resources if necessary.

Students are responsible for their personal success, and we're here to help! As part of learning to take initiative and developing independence, we ask students to actively engage in the advising process. This includes meeting with an advisor regularly to make

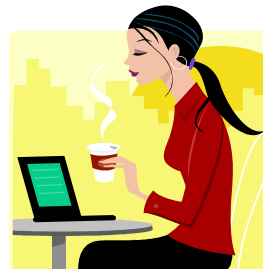
sure they are on track, and students who arrive on time to appointments with questions and goals in mind find that their time and effort are well rewarded. One of the best ways students can stay in touch with advisors and need-to-know information is keeping contact information current and checking UNCG email on a daily basis for Bryan School and UNCG communication. We send frequent reminders about important deadlines, dates, and procedures to help students stay informed.

If you have any questions, please let us know. We look forward to working with your student!

## Computer Specifications & Information

The Bryan Building has complete wireless connectivity for students with compatible laptop computers, along with multiple computer labs and extensive multimedia classrooms. Students who wish to bring a personal computer with them should be

aware of the following minimum standards for network compatibility.



- Intel compatible Pentium/133 MHz or higher CPU
- 16 MB RAM min.
- 100MB free hard drive space
- 10MBs or 100MBs Ethernet adapter with RJ45 connector
- Ethernet cable

### SOAR Checklist

SOAR is a busy time with lots of things to do! Please use the following list to ensure that the most important items are completed by August.

- Get advised & register for classes
- Purchase parking permit (if necessary)
- Submit Fin. Aid paperwork
- Submit immunization records to Student Health Center
- Check status of housing
- Confirm meal plan
- Activate computer accounts
- Pick up UNCG FirstCard
- Pay bill for tuition and fees

### Study Abroad (SA) Fall Calendar

#### Tuesday, August 29

- SA Expo, EUC

#### September

- Options appointment  
(336-334-5928)
- Checklist & Application  
(336-334-5404)



### International Education Week, November 12-16

Bryan School Events:

- Student Panel
- Parents Wanted
- Checklist Event



### UNCG Email

All students should activate their UNCG e-mail account as soon as possible!

All instructors and campus offices use the e-Spartan system to communicate important information, deadlines, and announcements to students. **We recommend that students check their UNCG email account at least twice a week!**

## Bryan School Opportunities

The Bryan School offers many experiences outside the classroom to enhance student learning. Research has shown that students involved in co-curricular activities have a higher success rate than those who only concentrate on academic studies. Encourage your student to get involved!

### 1. Student Organizations

There are many student organizations in the Bryan School and at UNCG in which your student can participate. Students can meet others with similar interests, connect with faculty members, gain knowledge about various business fields, and discover career opportunities. Call

(336) 334-5928 or (336) 334-5800.

### 2. Career Services

The Bryan Career Services Office can help your student gain valuable skills to achieve their career goals. From career assessment and exploration, resume and cover letter preparation, internship searches, to practice interviews the office is designed to counsel, educate, and teach your student how to make career decisions and meet career goals. Call Leslie Nguyen at (336) 256-0223.

### 3. Study Abroad

Study Abroad in the Bryan School is a special opportunity to study at partner institutions around the

world. From France to Mexico, Japan to Sweden, and many more, students can develop the cultural, language, and international business skills to succeed in today's global economy. The partnership program provides an affordable and easy way to incorporate this wonderful experience into your student's college career. Call Heidi Fischer at (336) 334-5928.

### 4. Disney Internships

The Walt Disney World College Program provides students a semester-long opportunity to study management from one of the most well-known and prestigious companies in the world. Call Steve Moore at (336) 334-5928.

## Advising and Registration 101

Students are encouraged to see an advisor anytime they need assistance. During the year, advisors are available by appointment, or students may walk in during office hours for answers to quick questions. Each semester, students are contacted by postcard and email about peak advising with instructions on how to make an appointment. It is the students' responsibility to make sure all contact information is correct so they receive these reminders in a timely manner and get the opportunity to be advised and register early!

Tomorrow your student will meet with advisors to learn about the Bryan School and specific degree requirements. We will also discuss student "best practices" to help them succeed in their transition to college.

Goals of this first advising session include learning about the keys to success in college. Advisors will discuss the importance of attending class, taking advantage of campus resources such as tutoring, and balancing school, work, and managing personal obligations. Students

will also learn about University policies and degree requirements and how to choose classes that meet those requirements. Advisors will help students create the right schedule for their academic strengths and interests, incorporating foundation classes in math, English composition, and foreign language requirements while considering class load and space for learning opportunities outside the classroom.

Please let us know if you have any questions. We look forward to working with your student!