

Leeds Academic Advising Guide

Summer 2023

This guide provides information on the overall onboarding process for first-year Leeds students. Students are **not** required to meet with an academic advisor because of the plethora of online resources available to them; so, this resource can serve as a helpful guide to ensure you are on the right track for fall!

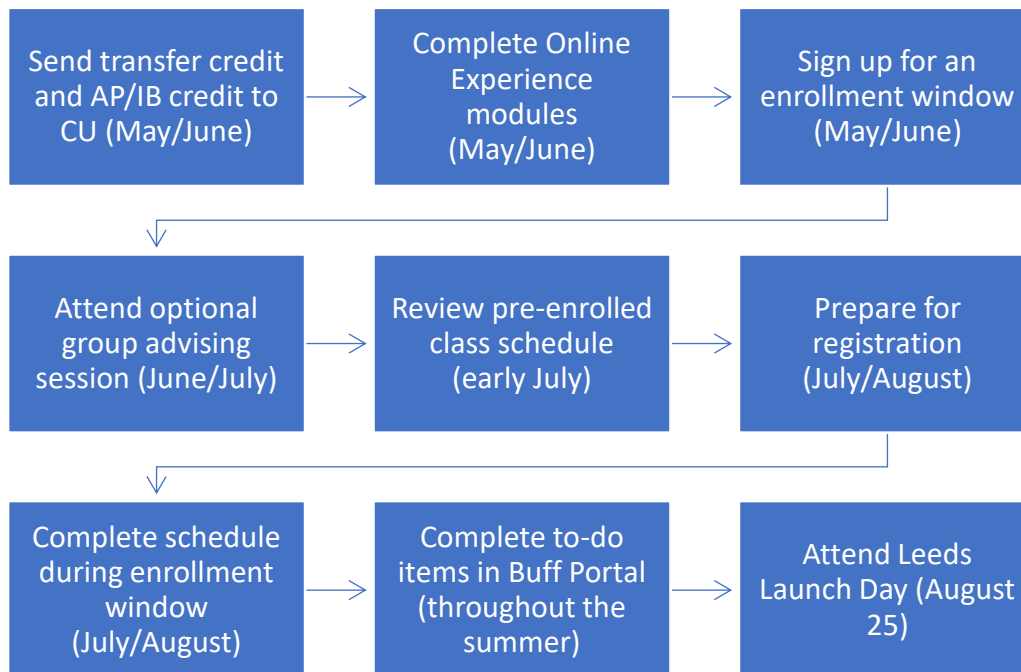
How to Connect with Us

We offer [group advising](#) throughout the summer for you to connect with an academic advisor and ask any questions. This is optional, but if you are interested, be sure to sign up soon!

It is important to regularly check your CU email for important communication. Shortly before your enrollment window, you will receive an email with a reminder to enroll and some important information on how to receive advising help. At 8:00am on the first day of your enrollment window, academic advisors will host an enrollment webinar where we review how to add a class to your schedule and how to determine which general education class to take. Our team will also be available for advising drop-in hours via Zoom from 8:30am-2pm on each day of an enrollment window. The enrollment webinar and drop-in hours will be hosted at this link:

<https://cuboulder.zoom.us/my/leedsug>

New Student Timeline



Key Dates

- **May 6:** Students gain access to Buff Portal
- **May 10:** Online Experience opens on Canvas
 - “Advising – Leeds School of Business” and “Enrolling in Classes” must be completed to get Orientation hold lifted and to be able to select enrollment window
- **June 1:** Housing assignment notifications (building)
- **June 17 – July 20:** Students are enrolled in 12.5 credits in cohorts by the Leeds advising team
- **July 20 – August 15:** Enrollment windows

- July 20-21
 - July 24-25
 - July 27-28
 - July 31-August 1
 - August 3-4
 - August 7-8
 - August 10-11
 - August 14-15
- **August 1-3:** Full housing assignment notifications (building, room, roommate)
 - **August 21-24:** Move-in
 - **August 25:** Leeds Launch Day
 - **August 28:** Fall classes begin

Summer Checklist

- **Complete the Online Experience:** Students must complete their [Online Experience in Canvas](#) before anything. The Leeds Academic Advising module covers degree requirements, understanding transfer credit, how to run degree audit, pre-enrollment, registration, and how to receive advising help. After you complete the “Advising – Leeds School of Business” and “Enrolling in Classes” modules and pass the challenges, your Orientation hold will be lifted, and you can select an enrollment window.
- **Sign up for an enrollment window:** After completing the “Advising – Leeds School of Business” and “Enrolling in Classes” modules, students can select their enrollment window. Navigate to the “New Student Welcome” card in your Buff Portal and click “Select enrollment window”.
 - **How to change your enrollment window:** If you need to change your enrollment window, contact the office of New Student & Family Programs at welcome@colorado.edu.
- **Check for pre-enrolled courses in early July:** All students will be pre-enrolled in 12.5 credit hours if they confirm their intent to enroll at CU by June 1. These classes are MATH 1112, ECON 2020, BADM 1250, and either BCOR 1015 or BCOR 1030. These classes will be visible on your Buff Portal. You may need to change the weekly calendar view from “summer” to “fall” to see your fall schedule. It is not possible to change the pre-enrolled class days, times, or professors of these classes.
 - You may also see a fifth class on your schedule if you are a part of a RAP other than the Leeds RAP or a special program, such as the Women’s Empowerment Initiative.
- **Understand the cohort model:** Students are organized into cohorts of 25 students and enrolled in the same classes as their cohort of peers. Cohorts are based on housing assignments and participation in any special programs. It is not possible to change the pre-enrolled class days, times, or professors. We believe strongly in the many benefits of the cohort model because of the following...
 - You can immediately develop a sense of community by seeing familiar faces in each of your classes.
 - It is easier to form study groups or work on group projects when you have a similar schedule and proximity to your peers.
 - By pre-enrolling you in most of your classes, we guarantee you are taking the correct classes in your first semester to stay on track to complete your Leeds degree. This alleviates a lot of the stress that many students may experience when it comes time to register. Because you will already be pre-enrolled in most of your classes, you only need to think about adding one classes to complete your schedule.
- **Send AP/IB scores and any dual-enrollment credit (if applicable):** You can send AP scores via the College Board website and IB scores via the International Baccalaureate website. For dual-enrollment credit, you will need to request that the college you took the class[es] at sends an official transcript directly to CU Boulder.
 - **ECON 2010 – Principles of Microeconomics:** Some students may receive either AP, IB, or transfer credit for ECON 2010. If you earn a 4 or 5 on your AP test, please send a screenshot of your score to

an advisor via email, and they will drop the class from your schedule. You will replace this class with another gen ed during your enrollment window.

☐ **Review the option to take placement assessments:** Incoming business students are generally not required to take a placement assessment, but here are some exceptions.

- **Math Placement:** Only necessary for students pursuing a minor or certificate that requires math other than MATH 1112. Common examples are the Quantitative Finance Certificate and the Business-Computer Science Integration program.
- **Foreign Language Placement:** Only necessary for students who wish to take a foreign language course at CU. There is no foreign language requirement for Leeds students.

☐ **Run your degree audit to determine which general education classes you can pick from:** Here is a [video explaining how to navigate your degree audit](#). Scroll through your degree audit until you see the “General Education” section and look for any categories with a red x. Any category with a red x will be a good option for you for this fall. The screenshot below shows what the general education section looks like in the degree audit.

- If your transfer credit has not yet been received and processed by CU Boulder Admissions, then it will not be reflected in your degree audit.

Leeds School of Business - General Education Curriculum and Non-Business Electives

IN PROGRESS 11.0 HOURS
NEEDS: 45.0 HOURS

A minimum of 56 hours are required including the following general education curriculum requirements plus non-business electives. Courses must be graded except as specified.

1) Math - 4 hours
MATH1112: Mathematical Analysis in Business is required

FA22	MATH1112	4.0	***	Math Analysis in Business
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2) Social Science - 8 hours
The following Microeconomics and Macroeconomics courses are required:

FA22	ECON2010	4.0	***	Prin of Microeconomics
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SELECT FROM: [ECON2020](#)

3) Arts and Humanities - 6 hours

4) Diversity US Perspective - 3 hours

5) Diversity Global Perspective - 3 hours

6) Natural Science - 6 hours

FA22	ATOC1060	3.0	***	Our Changing Environment
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7) Written Communication - 3 hours
Preferred: WRTG1150

☐ **Explore the Class Search tool to find classes in the gen ed categories:** Here is a [video explaining how to navigate the Class Search page](#). The “BUSN GenEd Attributes” tab will filter the classes by gen ed category. These categories match the list on your degree audit. You need to add a class that fits into a category with a red x on your degree audit. Using the filters, you can choose the category you want to look at and read through the classes within the category to pick a class that fits your interests and schedule. Other helpful filters to use are also highlighted yellow in the screenshot below.

- It is generally best to wait to explore gen ed options until closer to your enrollment window. Class availability will shift throughout the summer, so it is easier to get an accurate representation of what classes are available immediately before your enrollment window opens.

- Add a class to your schedule the morning of your enrollment window.** This [video also provides instructions on how to add a class.](#)
 - Still not sure which gen ed to take?** Depending on any transfer credit that is brought in, best gen ed category options for first-year students include Arts and Humanities, Diversity US Perspective, Diversity Global Perspective, and Natural Science.
 - Written Communication: WRTG 1150 is also a good option; however, those sections usually fill up very quickly at the beginning. It is okay to save that class for a future semester and take a different gen ed instead.
 - If you are interested in studying abroad for a semester, we recommend saving one or two of the Arts and Humanities courses for that experience.
 - Since most of your schedule is pre-determined, this is a great opportunity to take advantage of the flexibility to look for a class that interests you.

- Use drop-in hours, group advising, and peer advisors to connect with someone in-person or over Zoom:** Incoming students are not required to meet with their academic advisor prior to enrollment. Other schools and colleges may require this, but the Leeds Online Experience and email communication is so robust that it is not necessary for Leeds students.
 - Academic advisors and peer advisors are available throughout the summer and during enrollment windows via drop-in hours. More information can be found on our [website](#).
 - Academic advisors host [group advising](#) sessions every week until enrollment windows begin.
 - While you are not required to meet with your academic advisor during the summer, it is important to schedule an appointment with your advisor once you are on campus this fall.

- Connect with campus [Housing & Dining](#) if you have related questions.**
 - If you have questions specifically about the RAP or LLC, email LeedsFirstYear@colorado.edu.

- Review New Student & Family Programs' [Orientation website](#) for any additional to-do items before you come to campus.**