Our Vision is to be recognized as the center of excellence in business education and service in North Central Texas.

Our Mission is to provide for our students an educational experience that develops the knowledge and competencies needed for professional career entry and mobility, and leadership. For our stakeholders, the Dillard College provides specialized services that contribute to the economic education, development, and vitality of our region.
Dillard College Directory

Dean
Dr. Terry Patton, Dillard Building 233, (940) 397-4248

Academic Advising and Internship Program Coordinator
Randi Roanhaus, Dillard Building 253, (940) 397-4727, randi.roanhaus@mwsu.edu

Academic Advisor
Kathy McGowan, Dillard Building 252, (940) 397-4002, kathy.mcgowan@mwsu.edu

Academic Advisor
Staci Koetter, Dillard Building 263, (940) 397-4991, staci.koetter@mwsu.edu

Internship Faculty Advisor
Dr. Yoshi Fukasawa, Dillard Building 209A, (940) 397-4360, yoshi.fukasawa@mwsu.edu

Accounting Department (ACCT) and Management Information Systems (MIS) Department
Dr. Susan Anders, Department Chair, Dillard Building 287A, (940) 397-4364, susan.anders@mwsu.edu

Economics (ECON), Finance (FINC) and General Business (GBUS) Department
Dr. Yoshi Fukasawa, Department Chair, Dillard Building 209, (940) 397-4360, yoshi.fukasawa@mwsu.edu

Management (MGMT), Marketing (MKTG), and Legal Studies Department
Dr. Kris Tilker, Department Chair, Dillard Building 221, (940) 397-4712, kris.tilker@mwsu.edu

Follow the Dillard College of Business Administration on Facebook & Twitter.
http://www.mwsu.edu/academics/business/index

Dillard College Student Organizations
http://www.mwsu.edu/academics/business/undergraduate/student-organizations

MSU Accounting Society
Faculty Sponsor: Dr. Bob Thomas, Dillard Building 286, (940) 397-6206, bob.thomas@mwsu.edu

Association of Information Technology Professionals
Faculty Sponsor: Dr. Grace Zhang, Dillard Building 273, (940) 397-3289, grace.zhang@mwsu.edu

Beta Gamma Sigma
Faculty Sponsor: Dr. Phillip Wilson, Dillard Building 277, (940) 397-4478, phillip.wilson@mwsu.edu
Dr. Grace Zhang, Dillard Building 273, (940) 397-3289, grace.zhang@mwsu.edu

Delta Sigma Pi
Faculty Sponsor: Dr. Phillip Wilson, Dillard Building 277, (940) 397-4478, phillip.wilson@mwsu.edu

Financial Management Association
Faculty Sponsor: Dr. Adam Lei, Dillard Building 219, (940) 397-4403, adam.lei@mwsu.edu

Society for Human Resource Management
Faculty Sponsor: Dr. Laura Martin, Dillard Building 220, (940) 397-4834, laura.martin@mwsu.edu
Dillard College of Business Administration
Advising Center Policies

**Fall & Spring Hours:** Monday-Friday 8:00am-12:00pm and 1:00pm-5:00pm

**Summer Hours:** Monday-Thursday 7:00am-12:00pm and 1:00pm-6:00pm

**By Appointment Only**

**Phone:** 940-397-4668

**Website:** [www.mwsu.edu/advising-information](http://www.mwsu.edu/advising-information)

**BEFORE APPOINTMENT**

1. Schedule an advising appointment when class schedules are released.
2. Review the DCOBA Academic Advising Packet; degree plan; course descriptions, prerequisites, and corequisites in the university catalog.
3. Know what courses are being offered by reviewing the timetable of classes.
4. Write down your current schedule and a tentative plan for next semester.
5. Prepare a list of questions for you and your advisor to discuss.

**APPOINTMENT**

6. Be prompt for your appointment *(10 minutes or later forfeits appointment = ‘No Show’).*
7. ‘No Show’ appointments grant week equivalent suspensions *(e.g. Three ‘No Shows’ = 3 week suspension)*
   
   *Call and/or email prior to appointment time for reschedule to be excused from ‘No Show’ penalty*
8. Consult with your advisor on issues related to:
   - academic progress
   - change in program
   - interest for study abroad
   - internships
   - courses to be taken at another institution
   - withdrawal from courses
   - withdrawal from university

**POST APPOINTMENT**

9. Consult with your advisor before making any changes to an agreed-upon schedule.
10. Be aware of drop/add deadlines and additional university requirements.
11. Explore university resources and take advantage of opportunities.

**Attention:** If you do not abide by DCOBA Academic Advising Center Policies, you may be asked to reschedule.
Academic Advising in Dillard College

Freshmen/Sophomores:
(If the Business Core Courses & University Core are not completed as stated on your degree plan)

- Make appointments with your designated advisor at the Dillard Advising Center for fall/spring/summer.
  o You may make an appointment in person - or by phone - after class schedules are released.
  o Advising Center is located on the 2nd floor of Dillard College by the elevators.
    940-397-4668
  o Please ask at the front desk if you are not sure who your advisor is.
  o Athletes and advised admissions also need to make appointments with the Academic Success Center in McCullough Hall, or call 940-397-4684.
  o Schedules are generally released:
    Fall – 3rd-4th week in March
    Summer – 2nd/3rd week in March
    Spring – 3rd-4th week in October

- Before Appointment – See Advising Center Policies (come to your appointment prepared).
  o If you need a copy of your degree plan, please ask at the advising center front desk.
  o Advisor Approved Schedule forms are located at the front desk.
  o See back of your degree plan for course selections in the University Core and view course descriptions, prerequisites, and co-requisites in the catalog online by logging into WebWorld.
    ▪ To view catalog select: Student/Registration/Look up Classes/Semester/Course Search.
    ▪ To view prerequisites and requirements for a particular class select: “View Sections” of desired class, select the CRN, and select “Sections Found” at the top.
  o Write down the classes and times you need on your Advisor Approved Schedule (example below):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj. abbr.</th>
<th>Course #</th>
<th>Sec. #</th>
<th>Title</th>
<th>Day/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>21296</td>
<td>BUAD</td>
<td>1033</td>
<td>203</td>
<td>Introduction to Business</td>
<td>TR/800-920</td>
</tr>
</tbody>
</table>

  o View your holds in WebWorld: Student/Student Account/View Holds
    ▪ All MSU students have an advising hold which will be released when your advisor signs your Advisor Approved Schedule form.
    ▪ Other holds may need to be released before you can register – ask your advisor.
  o Prepare a list of questions or topics you would like to discuss. The following are examples:
    ▪ Academic progress, CLEP, proficiency exams, change of program, transfer credits, tutors, scholarships, etc....

- After Appointment - Advisor signs your Advisor Approved Schedule and removes hold. Register for your classes through WebWorld or the Registrar’s Office as soon as possible after you are advised. Waiting may cause you to have to revise your schedule. Your advisor does not register you for your classes.
  o To register online: Log into WebWorld
    ▪ Select: Registration/Add or Drop Classes/Select a Term/Enter CRN of each class/Submit
    ▪ A message will notify you if there are any issues with your schedule.
Juniors/Seniors:
(If you have completed the Business Core & University Core courses as stated on your degree plan)

- Make appointments with your designated faculty advisor for fall/spring/summer registrations. If you do not know who your advisor is:
  - Logon to WebWorld: Student/Student Records/View Student Information or ask the department secretary.
  - Athletes also need to make an appointment with the Academic Success Center at McCullough Hall 940-397-4684.

- Contacting DCOBA Faculty
  - Find a faculty member’s office number, phone, and email in the MSU online directory by searching last name or department: http://www.mwsu.edu/profiles/
  - During fall and spring semesters, faculty members have office hours posted outside their offices.
  - Email your advisor with suggested appointment times that fit both your schedule and your advisor’s scheduled office hours.
  - Come to your appointment prepared.
    - Bring your updated degree plan.
    - Bring completed Advisor Approved Schedule form for your advisor’s signature. (department secretaries have forms)
    - View your holds in WebWorld: Student/Student Account/View Holds
    - Have a list of questions or topics you would like to discuss.
    - Ask about when the courses for your major are offered.

- Fulfill the Writing Proficiency Requirement - www.mwsu.edu/academics/wpr/
  - Students who are seeking a Bachelor’s Degree must pass the exam between 60 – 90 credit hours (and after completing ENGL courses in Business Core) or pass ENGL 2113-Composition Skills.
    - Writing Proficiency Office
      Bea Wood Hall, Room 231
      writingprof@mwsu.edu
      940-397-4131
How do I find out what holds I have on my record?
You may view your holds in WebWorld by clicking on "View Holds" under the menu "Student Records". This should list the type of hold and the office responsible for placing the hold. If more information is required about the hold, you should contact that particular office. Some hold types are listed below.

- **Advising Hold**
  o Added to each student’s record every semester. This hold is released by your advisor at your advising appointment or after you have been approved by email for classes.
  o *After hold is released* you must register either online through WebWorld at your designated time or in person at the Registrar’s Office. If you have faculty signature overrides, *unless the department secretary has entered the override for you*, you must register in person.
  o Students must apply for graduation the semester taking MGMT 4853 (Strategic Management).

- **ABR Hold**
  o Some students will have this hold depending on placement status/ACT/SAT scores.
  o This hold will be released *after* your advisor has signed off on your schedule.
  o Take your signed Advisor Approved Schedule to McCullough Hall. They will review your schedule, release your hold, and then you may register for classes while you are there.

- **Outstanding Balance Hold**
  o You may view your balances in WebWorld: Student/Student Account/Account Summary
  o Contact Business Office in Hardin for further information *(940) 397-4102*
  o Could be a tuition fee, parking fine, library fine, etc.

- **Writing Proficiency Hold either Not Taken or Failed**
  o This hold will be released *after* your advisor has signed off on your schedule.
  o **Not Taken** – student must sign up for the WPE. It is offered Fall, Spring, and Summer semesters. [http://www.mwsu.edu/academics/wpr/](http://www.mwsu.edu/academics/wpr/)
  o **Failed** – student must sign up for ENGL 2113.
  o Student needs to contact the Writing Proficiency Office in Bea Wood Hall, room 231, to remove hold. writingprof@mwsu.edu *(940) 397-4131*

- **Save Act Hold**
  o Student needs to take a 2 - 3 hour online training to remove this hold by logging into: www.campusclarity.com *(use your preferred email to log in).*
  o Student may also contact the Counseling Center for questions *(940) 397-4618*

- **TSI Hold (Texas Success Initiative)**
  o This hold will be released *after* your advisor has signed off on your schedule at McCullough Hall.
  o Skills tested are reading, writing and mathematics. The writing component includes an essay. Students who fail a section of the TSI Assessment may be required to enroll in a developmental course(s) in that area.

- **Athlete Hold** – See Amanda Nimetz or Gidget Pettibon in McCullough Hall *after* you have been advised.

- **Degree Plan Hold** – Signed degree plan needs to be sent to the Registrar’s Office. See your advisor.
Applying for Graduation

Your application should be submitted at least one full academic year prior to your anticipated graduation.

- For information & forms: [http://www.mwsu.edu/registrar/applygraduation/index](http://www.mwsu.edu/registrar/applygraduation/index)
- To apply for graduation as an undergraduate, you must print, complete, and mail each of the required PDF files below, along with the $30.00 graduation fee (see options below) to the Office of the Registrar by the application deadline. Or if you prefer, you may fax them to 940-397-4672, along with submitting your fee through the online payment process, or you may bring and/or complete these forms in person at the Registrar's Office located in Hardin South.

Required forms (found on above website):

- Application for a Bachelor's Degree
- Diploma Distribution form

Payment of the $30.00 graduation fee can be:
- Personal check payable to Midwestern State University, or
- Cash (only at our counter -- **please do not** mail cash), or
- Money order payable to Midwestern State University, or
- Credit card -- You must submit your payment through the online payment process.

Mail (or drop by our office) all required forms above, along with appropriate payment to:

Midwestern State University
Barbara Lunce, Assistant to the Registrar
3410 Taft Boulevard
Wichita Falls, TX 76308-2099

If ANY part of the total package is missing, your application for graduation will NOT be processed until it is received. The submission of payment will **not** be considered until the application forms are received in the Registrar's Office.

Response time will vary according to how many applications are received for the semester for which you are applying. We will work on the most current terms first, then the future semesters. Generally, if you apply early in the semester before the one in which you are planning to graduate, you will receive the audit before registration ends for your last term.

In any case, your audit cannot be done unless we have a current degree plan on file. Check with your advisor if you are unsure if one is on file in the Registrar's Office.

If you have any questions, please contact Barbara Lunce at (940) 397-4116 or by e-mail [graduationconnection@mwsu.edu](mailto:graduationconnection@mwsu.edu)
Additional Classroom Resources

- **Accounting Tutor** - Contact Accounting Department every semester for tutor information. (free of charge) Dillard Room: 287 or Phone: (940) 397-4380

- **Statistics Tutor** - Contact Economics/Finance Department every semester for tutor information. (free of charge) Dillard Room: 209 or Phone: (940) 397-4379

- **MSU Writing Center** - Contact Department of English every semester for tutor information. (free of charge)
  Bea Wood: 224, Phone: (940) 397-6305, or English Office: (940) 397-4300
  [http://www.mwsu.edu/writingcenter/index](http://www.mwsu.edu/writingcenter/index)

- The Disability Support Services maintains a list of general tutors available:

- **Supplemental Instruction (SI)** – weekly study sessions for entry-level courses. Contact the Academic Support Center every semester for days and times.
  McCullough Hall or Phone: (940) 397-4684

- **MSU Counseling Center** helps students with personal, group, career, and academic counseling. Center located at the corner of Hampstead & Louis J. Rodriguez Dr., Phone: (940) 397-4618

Internship Program

The Dillard College internship program provides students with the opportunity to apply their scholarly knowledge, gain applicable business experiences, build their professional resumes, and to attain important business contacts.

Business students who are juniors or seniors with a cumulative GPA of 2.5 or higher are eligible to participate in the Dillard College of Business Administration Internship Program.

For more information visit: [http://www.mwsu.edu/academics/business/internships/index](http://www.mwsu.edu/academics/business/internships/index)

**Internship Coordinator**
Randi Roanhaus, Dillard Building 253
Call (940) 397-4668 to make an appointment
DCOBAInternship@mwsu.edu
The Career Management Center, located in room 108 of the Clark Student Center, presents several opportunities for you to be introduced and guided through the professional development process using a wide variety of helpful services. Services the center provides focus on preparing you for significant and personally satisfying careers and teaching you how to market yourself effectively to prospective employers.

The Career Management Center provides a variety of services to students such as:
- Career planning checklists
- Resume & cover letter critiques
- Assistance finding jobs & internships
- Career Fairs/Networking Events
- Mock interviews
- Career Closet providing business attire

**Study Abroad**

[http://www.mwsu.edu/academics/studyabroad/courses](http://www.mwsu.edu/academics/studyabroad/courses)

**British Studies Program: London** - International Issues in Business
Six semester hours, BUAD 4883 & 4993. Components of marketing, management, accounting, finance, and economics will constitute the core of the lectures while each student will also complete a research paper with the topic decided upon by the student and professor of record. Guest lecturers from the European community and field trips to various British and E.U. points of interest will be included within the course. Consent of the instructor for all business classes is mandatory.

**Spain** - Spanish for Business
Six semester hours of Spanish language, culture, or conversation (all levels can be taken for Humanities/or Elective Credit) Located in Granada, Spain, this is a month-long summer I program.

For information on above programs contact:
Dr. Michael Mills or Ms. Dena Hardin
Bea Wood Hall, Room 106
Phone: (940) 397-4038

**International Summer School, Erfurt University of Applied Sciences: Germany**
This 2 week course is a mixture of interesting lectures, workshops, case studies and guided tours in Erfurt, the capital of the federal state of Thuringia, at the Erfurt University of Applied Sciences. See website below:

For further information contact:
Dr. Phillip Wilson
Dillard Building, Room 277