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19 Notes
Welcome to Isenberg! You’ve made a terrific choice in joining this vibrant, driven community of future business leaders. I know you’ll find your time here both rewarding and challenging. My hope is that you’ll take this incredible opportunity to engage with both your colleagues and the world-class faculty here in pursuing your professional goals and to begin building your network. Your membership in the Isenberg Family may be just beginning—but it lasts a lifetime.

As you will soon find out, there is a world of opportunity both here at Isenberg and the broader University. Don’t wait to get involved! I encourage you to join a club, participate in one of the many service opportunities available and engage with the faculty. Most importantly, get to know the other students in Isenberg. The connections you make here will prove invaluable to your future success.

Our goal during New Students Orientation is twofold: to introduce the many resources available to you in Isenberg and to help you begin the process of designing a course of study that will meet your individual goals. This resource touches upon just a few of the key topics that will help you prepare for your studies here. I urge you to review it carefully – it is designed to stimulate your thoughts and questions about how to make the most of your time at Isenberg and UMass.

As a member and representative of the Isenberg Community, it is your responsibility to interact with others in a respectful, ethical, and inclusive manner. The Isenberg Family hails from all over the globe and members come with many different experiences, views, and perceptions. The success of Isenberg and its members rests on a foundation of integrity, mutual respect, and a commitment to inclusiveness. Please carefully review the statement on Respect & Trust on the next page of this booklet and join me in adhering to these principles. Together we can build a community where every member feels valued and respected, including you.

Working with our outstanding students is the best part of my job, and I’m looking forward to the many interactions we will have over the next few years. You have my best wishes for success as you take the first steps of the journey ahead.

Sincerely,

William D. Brown Jr., Ph.D. Associate Dean Undergraduate Programs
Respect & Trust

You are joining a community that is built on the principles of respect and trust. Your personal and academic growth, as well as that of the community, is entirely dependent on interactions with others. Thus, you should cultivate and encourage interaction by respecting all members of the community, regardless of how they might be different from you. We expect you to always respect others, just as others are expected to respect you.

We also trust that you will not misuse the freedom and privileges that accompany being a member of this community. Trust implies that you will accept responsibility for your own actions and for your own personal growth. As a member of the community, you are expected to earn the trust of others by demonstrating a commitment to honesty and integrity in all of your pursuits.
PRIMARY POINTS OF CONTACT

There are all kinds of resources on campus to help you with just about any challenge you might encounter during your college years. In fact, there are so many support services that it is often difficult to know where to turn. The good news is that as an Isenberg student you have a support network available within the School to help you with your questions and concerns.

Visit the Isenberg Undergraduate Programs Office for all Dean’s transactions and academic advising for all undergraduate Isenberg students.

Staff:
William D. Brown Jr., Associate Dean
Melvin Rodríguez, Assistant Dean
Christina Monte, Director of Enrollment Management & Student Success
Meghan Smith, Director of Undergraduate Programs & Operations
Debra Lapointe, Office Manager

Advisors:
Marwa Amer, Academic Advisor
John Aube, Academic Advisor
Susan Carey, Academic Advisor
Heather Costello, Academic Advisor
Kevina King, Academic Advisor
Shelby Prizio, Academic Advisor
Kym Whitehead, Academic Advisor

Location: Isenberg 206
Phone: 413-545-5610
Email: undergrad@isenberg.umass.edu
Website: https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising
Frequently Asked Questions: https://www.isenberg.umass.edu/programs/undergraduate/on-campus/faqs

We offer walk-in advising every day. Please see our website for the most up-to-date schedule.

Advisors are a primary resource for you to utilize throughout your academic career. They will assist in the following: undergraduate course selection, course approvals for study abroad, holds on your academic record, graduation checks, and other academic issues to ensure your timely progress.

After declaring your major, you will be assigned a faculty mentor. Your faculty mentor can assist with networking, discuss major concentrations or tracks and answer industry related questions.
ISENBERG’S SOCIAL MEDIA

Keep track of what’s going on at Isenberg and connect with fellow students through our online community. Facebook and Twitter are great places for you to get answers to questions about Isenberg or learn about upcoming events, Isenberg news, and see profiles of your peers. LinkedIn is where you can start connecting with our network of successful grads, and check out YouTube for videos about our programs and clubs. Welcome to Isenberg and see you online!

https://www.facebook.com/isenbergumass

www.twitter.com/IsenbergUMass
www.twitter.com/insideisenberg

www.youtube.com/user/IsenbergUMass

http://bit.ly/IsenbergLinkedIn

www.instagram.com/IsenbergUMass
### FALL 2018 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of classes</td>
<td>Tuesday</td>
<td>September 4</td>
</tr>
<tr>
<td>Last day to add/drop with “No Record” (Add/Drop)</td>
<td>Monday</td>
<td>September 17</td>
</tr>
<tr>
<td>Holiday – Columbus Day</td>
<td>Monday</td>
<td>October 8</td>
</tr>
<tr>
<td>Monday class schedule will be followed</td>
<td>Tuesday</td>
<td>October 9</td>
</tr>
<tr>
<td>Last day to drop with “W” &amp; select Pass/Fail</td>
<td>Tuesday</td>
<td>October 30</td>
</tr>
<tr>
<td>Registration begins for Spring 2019</td>
<td>Monday</td>
<td>November 5</td>
</tr>
<tr>
<td>Holiday - Veterans’ Day</td>
<td>Monday</td>
<td>November 12</td>
</tr>
<tr>
<td>Monday class schedule will be followed</td>
<td>Wednesday</td>
<td>November 14</td>
</tr>
<tr>
<td>Thanksgiving recess begins</td>
<td>November</td>
<td>November 18</td>
</tr>
<tr>
<td>Classes resume</td>
<td>November</td>
<td>November 26</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>December</td>
<td>December 12</td>
</tr>
<tr>
<td>Reading Day</td>
<td>December</td>
<td>December 13</td>
</tr>
<tr>
<td>Final examinations begin</td>
<td>December</td>
<td>December 14</td>
</tr>
<tr>
<td>Second Reading Day</td>
<td>December</td>
<td>December 15</td>
</tr>
<tr>
<td>Last day of final examinations</td>
<td>December</td>
<td>December 20</td>
</tr>
<tr>
<td>Snow day for final exams, semester ends</td>
<td>December</td>
<td>December 21</td>
</tr>
<tr>
<td>Final grades due by Noon</td>
<td>January</td>
<td>2</td>
</tr>
</tbody>
</table>
Top Tips from the Chase Career Center

Find Us
We are located in Isenberg 101 near the Atrium entrance, or online at www.isenberg.umass.edu/centers/chase-career-center.

Meet With a Chase Career Coach
Schedule an appointment online with a Career Coach to review your resume, prepare for an interview, or discuss your job or internship search.

Activate Your IsenbergWorks Account
*IsenbergWorks* is your online career system where you will find and apply to internships and jobs posted specifically for Isenberg students, and gain exclusive access to career development resources. Enter your UMass NetID and password to log in.

Explore Big Interview
*Big Interview* is your online interview practice platform that will prepare you to answer industry and competency-specific questions. Accessible via the Chase website, *Big Interview* provides valuable tips and insight to impress your recruiter and ensure interview success.

Utilize Chase Career Guides
The *For Students* section of the Chase website provides career tools and templates to assist you to write effective resumes, cover letters, and LinkedIn profiles, as well as prepare you for successful interviewing, networking, and internship and job searches.

Watch Your Inbox
*This Week at Chase* emails, which contain useful information about employer visits, career fairs, campus events, and other opportunities and activities associated with the Chase Career Center, are sent weekly to your UMass email address.
New Student Checklist – Before & When the Semester Begins

☐ Become familiar with the Isenberg community. Review this resource and check out the Isenberg Undergraduate website https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising.

☐ Request that your test scores and college transcripts are sent to UMass Amherst. If you have AP or SAT2 scores that will yield credit at the University, request that the College Board send your scores to the Undergraduate Admissions Office.

☐ Explore SPIRE by reviewing the tutorial http://www.umass.edu/newstudent/student-checklist. Update your contact information (including cell phone) in SPIRE. Sign up to receive emergency text messages and learn more about emergency preparedness. Add an emergency contact to the “My Personal Information” section of your SPIRE account to identify the individual(s) who should be contacted on your behalf in case of an emergency.

☐ Visit the University Health Services Patient Portal and enter your immunizations and upload proof from your physician. If information is not received by the end of Add/Drop, a registration hold will be placed on your SPIRE account. www.umass.edu/uhs/immunizations/

☐ Become familiar with University resources such as the Learning Resource Center, Center for Counseling and Psychological Health, Disability Services and the Learning Commons.

☐ Get involved! Consider all the possibilities. Learn about the different Registered Student Organizations (RSOs) in Isenberg and at UMass Amherst. Explore Campus Recreation options and consider joining an intramural team.

☐ A list of required course materials can be found on your SPIRE account. Amazon @ UMass Amherst offers the opportunity to rent, buy used or buy new textbooks.

☐ Check your schedule on SPIRE before the end of add/drop. Make sure it accurately reflects your first semester coursework.

☐ Get your computer ready and ensure that it will meet the minimum standards and be able to connect to the UMass wireless network. Review the new students computing “To Dos” at http://www.umass.edu/it/general/new-student-computing-dos

☐ Attend Welcome Events:
  • Students Entering in the Fall http://www.umass.edu/newstudent/fall-nso
  • Students Entering in the Spring http://www.umass.edu/newstudent/winter-welcome

☐ Prepare for your second semester. Make sure you meet with an academic advisor to review your academic progress and future semester planning.
Welcome to UMass, Isenberg School of Management, Department of Hospitality and Tourism Management (HTM). We are looking forward to your arrival on campus and helping you settle in for the start of your new academic career.

Soon you will be registering for your classes. One of your first required courses is a class I teach called “Introduction to Hospitality & Tourism” (commonly called HTM 100). This class offers an overview of the industry and prepares you for your future HTM coursework. While this class is normally open to any freshmen or sophomores on campus, for the fall semester ONLY, a special section of this class has been set aside just for you. This section will only be available to our new HTM students. Therefore, you are required to register for this class for the fall 2018 semester. You should plan to build in the rest of your schedule around this class. The registration information in Spire is as follows:

**Course name:** Introduction to Hospitality & Tourism  
**Course number:** HT - MGT 100 - 02 (this is section 2)  
**Class # in Spire:** 75673  
**Meeting times:** Tuesday and Thursday 8:30-9:45 am  
**Classroom:** Ag. Engineering Bldg rm 119 (it’s a bit tricky to find so give yourself plenty of time on the first day)

There are many advantages of taking this class now:

- You will be with HTM majors only, so will get a chance to meet the folks with whom you will be spending the next 4 years.
- We will be sharing HTM-related announcements, meetings, information, guests, and networking opportunities with you throughout the semester.
- With this smaller section, we will be able to explore our topic a bit better (section 1 has about 200 students enrolled).
- This class will have its own dedicated Moodle site (you will learn more about that soon).
- It is a great way to get started and get an overview of this industry you hope to enter.
- It is a required course for many of the other HTM courses.
- 8:30 am is not really all that early, now is it?

If you have any questions please feel free to contact me (profsalame@isenberg.umass.edu) or the Isenberg Undergraduate Programs Office (undergrad@isenberg.umass.edu). See you September 4th!

HTM Department Contact Information  
**Location:** Flint 107 (Location will be in Isenberg building starting spring 2019)  
**Phone:** 413-545-2535  
**Email:** htm@isenberg.umass.edu  
**Website:** https://www.isenberg.umass.edu/programs/depts/htm-home  
Muzzo Uysal, Department Chair  
Atul Steel, Associate Department Chair  
Linda Lowry, Honors Program Director  
Rebecca Chmura, Office Manager

**Double Majors Within the Isenberg School of Management**

There are three programs within Isenberg:

- The BBA track which includes Accounting, Finance, Management, Marketing, and Operations & Information Management  
- Bachelor of Science (BS) in Hospitality & Tourism Management  
- Bachelor of Science (BS) in Sport Management

Each program has its own admission and enrollment process. In many cases a student must be admitted to a specific program in order to enroll in courses within that program. Therefore, in order to double major within Isenberg a student must be admitted to the programs that he or she would like to major in. BBA students may double major with a BS degree in an Isenberg program but may not double major within the BBA degree program. There are no minors offered in Isenberg.

The Hospitality & Tourism Management and Sport Management majors each lead to a BS degree. Students in an Isenberg BS degree program may double major with another BS degree or with the BBA degree program.

More information on dual degrees and double majors can be found in the “Planning for Your Time at Isenberg” section located at the end of this booklet.

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1 If you are an external or UMass transfer student who has already taken this class, either here or elsewhere, and it appears on your UMass records, you do not have to take it again. If you have not taken it here or elsewhere, read on as this information will apply to you.
REQUIREMENTS CHECK SHEET
Bachelor of Science
*Applicable to students who began HTM program Summer 2017 or later

BS Core Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH 121 Linear Methods and Probability for Business (R2) or higher</td>
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<tr>
<td></td>
<td>ECON 103 Introduction To Microeconomics (SB) or RES-ECON 102 Introduction To Resource Economics (SB)</td>
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<tr>
<td></td>
<td>MGT 310 Management Communications</td>
</tr>
<tr>
<td></td>
<td>OIM 210 Introduction to Business Information Systems or COMPSCI 105 Computer Literacy</td>
</tr>
<tr>
<td></td>
<td>RES-ECON 212 Introduction to Statistics/Social Sciences (R2) or STATISTC 111 Elementary Statistics (R2)</td>
</tr>
<tr>
<td></td>
<td>STATISTC 240 Introduction to Statistics (R2)</td>
</tr>
<tr>
<td></td>
<td>ACCOUNTG 221 Introduction to Financial Accounting</td>
</tr>
<tr>
<td></td>
<td>ACCOUNTG 222 Introduction to Managerial Accounting</td>
</tr>
<tr>
<td></td>
<td>MARKETING 301 Fundamentals of Marketing</td>
</tr>
<tr>
<td></td>
<td>FINANCE 301 Corporate Finance</td>
</tr>
<tr>
<td></td>
<td>SCH-MGMT 310 Management Communications</td>
</tr>
</tbody>
</table>

HT-MGT Core Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HT-MGT 100 Introduction to Hospitality &amp; Tourism</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 240 Lodging Operations Management</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 250 Food Service Management</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 260 Human Resource Management in the Hospitality Industry</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 298W Work Experience (1 cr.)</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 320 Hospitality &amp; Tourism Law</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 355 Restaurant Operations Management (50 minute lecture &amp; 5 hour lab)</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 397M Service Experience Management</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 444 Strategic Planning in the Hotel Industry</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 471 Financial Decision Making in Hospitality Business</td>
</tr>
</tbody>
</table>

*It is not recommended to take the following courses in the same semester:

- MATH 121 with STATISTC 111, STATISTC 240 or RES-ECON 212
- FINANCE 301 with ACCOUNTG 222

HOSPITALITY AND TOURISM MANAGEMENT*

HT-MGT/Business Electives (15 credits)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENGWRIT 112 College Writing (CW)</td>
</tr>
<tr>
<td></td>
<td>Basic Math (R1)</td>
</tr>
<tr>
<td></td>
<td>Biological Science (BS)</td>
</tr>
<tr>
<td></td>
<td>Physical Science (PS)</td>
</tr>
<tr>
<td></td>
<td>Literature (AL) or Arts (AT)</td>
</tr>
<tr>
<td></td>
<td>Historical Studies (HS)</td>
</tr>
<tr>
<td></td>
<td>Diversity: United States (DU)</td>
</tr>
<tr>
<td></td>
<td>Diversity: Global (DG)</td>
</tr>
<tr>
<td></td>
<td>Transfer students (see below)*</td>
</tr>
</tbody>
</table>

Options for satisfying HT-MGT/Business Electives

- Complete 9 credits of foreign language coursework at UMASS Amherst or another accredited college or school (all in the same language); test credits are not permitted to apply to this requirement. Students selecting this option must also complete 6 credits from items 2 and/or 3 below.
- HT-MGT junior or senior level required courses not already taken
- Any of the following courses:
  - SCH-MGMT 350 Professional Ethics in Contemporary Society
  - SCH-MGMT 333 Principles of Real Estate
  - SCH-MGMT 497R Real Estate Finance
  - SCH-MGMT 498R Real Estate Practicum

University General Education Requirements*

Students are expected to take a DU or DG course in their first year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENGWRIT 112 College Writing (CW)</td>
</tr>
<tr>
<td></td>
<td>Basic Math (R1)</td>
</tr>
<tr>
<td></td>
<td>Biological Science (BS)</td>
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<td></td>
<td>Physical Science (PS)</td>
</tr>
<tr>
<td></td>
<td>Literature (AL) or Arts (AT)</td>
</tr>
<tr>
<td></td>
<td>Historical Studies (HS)</td>
</tr>
<tr>
<td></td>
<td>Diversity: United States (DU)</td>
</tr>
<tr>
<td></td>
<td>Diversity: Global (DG)</td>
</tr>
<tr>
<td></td>
<td>Transfer students (see below)*</td>
</tr>
</tbody>
</table>

*Transfer students: under General Education Transfer Requirements, transfer students are required to take 2 additional General Education courses; these courses can be 3 or 4 credits each in any General Education Requirements category.

*Mass Transfer Block (MTB) transfer students are excluded from this requirement.

Graduation Requirements

- Complete at least 120 credits
- Maintain an overall GPA of at least 2.0 and cumulative grade point average of at least 2.0 in HTM major
- All required courses must be taken for a letter grade

Student Responsibilities

- Review Academic Requirements Report (ARR) regularly on SPIRE
- Meet with an academic advisor regularly to review progress toward completing graduation requirements
- Keep track of requirements for any additional majors or minor
- Make sure all graduation requirements are fulfilled
HT-MGT 298W Work Experience consists of 400 hours of industry experience plus the submission of a Work Experience Report. The 400-hour requirement may be met by working for a single employer or by working for multiple employers with hours totaling at least 400 hours. The Work Experience Report is submitted via BLACKBOARD LEARN.

Instructions for enrolling in and satisfying this requirement are as follows:

1. Complete at least 400 hours of work experience in the industry and complete the Work Experience Form(s) which appears on page 10 of this packet.
   a. If you complete the 400 hours with one employer, complete and turn in one form.
   b. If you complete the 400 hours by adding together hours from multiple employers, complete and turn in one form from each employer. Turn in all the forms at the same time for the semester you wish to be enrolled in the course.
   c. Qualifying work experience
      i. Work experience in the hospitality/tourism industry including work in hotels, food service, travel, tour operations, club management etc.
      ii. Swiss program work experience, e.g. Learn 6/Work 6.
      iii. Corporate internship administered by university internship office, e.g. Disney Internship.
   d. Make sure each form is signed by your employer and the “Total Hours Worked” is filled out. You cannot be enrolled in HT-MGT 298W if anything is incomplete.

2. Turn in the completed (and signed) Work Experience Form(s) by dropping them off in Flint 107 (Main Office), faxing them to 413-545-1235, or mailing them to:
   Work Experience Requirement
   Dept. of Hospitality & Tourism Management
   Flint Lab 107
   90 Campus Center Way
   University of Massachusetts
   Amherst, MA 01003

3. Signed form(s) are due on the last day of Add/Drop in the semester in which you wish to be enrolled in HT-MGT 298W. If the forms are signed and document at least 400 hours of work experience, you will be enrolled in HT-MGT 298W for that semester. If there is a problem with your forms, you will receive notification at your student email address.

4. Work Experience Report: The Work Experience Report is submitted via BLACKBOARD LEARN. A general description of the Work Experience Report can be found below. Other details such as the due date can be found in BLACKBOARD LEARN under the Assignments link. You will be able to access BLACKBOARD LEARN after you are added to the course. Work Experience Report instructions can be found on the next page.

NOTE:
Historically, the most common problems with the Work Experience Forms are that the Total Hours Worked section is not filled in and/or the employer's signature is not obtained. Incomplete forms create delays and extra work. If the forms are not properly completed when submitted, your enrollment in HT-MGT 298W may be delayed to a subsequent semester.
WORK EXPERIENCE REPORT
HT-MGT 298W (1 credit)

After you are added to HT-MGT 298W, you will be able to access the class in BLACKBOARD LEARN. Under the Assignments link in BLACKBOARD LEARN, you will find more details concerning your Work Experience Report. The following gives you a general description of the report’s requirements.

Prepare a brief report (3-page max, single spaced, 12 pt. font, 1” margin on all sides) discussing your experience working in the industry. If you worked for more than one employer, select one employer and prepare your report in reference to that experience, or integrate your experience with all employers with regard to what you learned.

Part I: Describe the organization(s) in which you worked and the position(s) you held (1/2 page).

Part II: Select one of the following and discuss your learning experiences relative to it (1 – 1 ½ pages).

A. Service quality to customers/guests: Does the organization have an explicit service philosophy and if so, what is it? How well is it implemented? What, if any improvements can you suggest to this organization in the area of customer service/satisfaction?

B. Organizational culture for employees: Critique the organizational culture relative to employee treatment. What improvements, if any, can you suggest to this organization in the area of employee treatment/relations?

C. Professional ethics: Does the organization have an explicit code of ethics or values statement? If yes, how well is it disseminated and implemented? Give an example of an ethical issue you encountered or observed. How was it handled? What did you learn from this?

D. Leadership: Describe the leadership style of the organization’s management. Was it effective? What improvements, if any, can you suggest to this organization relative to the leadership style of its managers?

Part III: How did this experience impact your future career goals? Did it reinforce your existing plans? Did it motivate you to re-think your career aspirations? (1 – 1 ½ pages)
Student Name__________________________________________ Spire #__________________

Last                   First

UMass Email address ____________________________________________

Company Information:

Employing Firm________________________________________________________
Company Street Address__________________________________________________
Company City, State, Zip Code______________________________________________
Company Telephone Number________________________________________________
Immediate Supervisor______________________________________________________

Title of Position Held by Student___________________________________________________

Work Start Date______________________ Work End Date_____________________

Total Hours Worked______________

Student's Verification:
I certify the above information to be correct to the best of my knowledge.

Student's Signature________________________________Date______________________

Employer's Verification:
I certify the above information to be correct to the best of my knowledge.

Employer's Signature________________________________Date______________________

Office Verification:
Review/approval signature ________________________________ Date ________________
PLANNING FOR YOUR TIME AT ISENBERG

Isenberg Student Clubs
Involvement in clubs can have decided professional and educational benefits. Isenberg offers a club for just about every interest. For complete club descriptions and contact information, visit: https://www.isenberg.umass.edu/gallery/isenberg-student-clubs.

Accounting Association
American Hotel & Lodging Association
Association of Diversity in Sport
Association of Latin Professionals for America
Beta Alpha Psi
Club Managers Association of America
DECA
Delta Sigma Pi
Eta Sigma Delta
Finance Society
Investment Club
Isenberg Business & Law
Isenberg Honors Council
Isenberg Management Association
Isenberg Marketing Club
Isenberg Real Estate Association
Isenberg Sales Club
Isenberg Undergraduate Consulting Group
Isenberg Women in Business
Jewish Leaders in Business
McCormack Sport Management Leaders Club
The Meeting and Event Managers Association
Minutemen Equity Fund
Minutemen Fixed Income Fund
National Association of Black Accountants
Operations and Information Club
Protect Our Breasts
Social Entrepreneurship
The National Society of Minorities in Hospitality
UMass Entrepreneurship Club
Women in Sport Management
Campus and Community Involvement
There are hundreds of fun and useful opportunities on campus. Start networking with other Isenberg students now by joining one of the many student clubs and organizations available. You will find more information at www.isenberg.umass.edu/programs/undergraduate/on-campus/student-experience.

Double Major, Dual Degree and Minor
One of the advantages of attending a large university is the wide variety of choices available to you. Although it may be difficult to double major if you are arriving at UMass as a junior, a minor is certainly not out of the question. If there is an area outside of business that interests you, look into pursuing a double major or a minor. The student who is well rounded and has a broad academic background is much more attractive to employers and will be better prepared for the challenges of a career.

Dual Degree: Students wishing to earn two degrees are responsible for completing all of the major and college requirements for both degrees, as well as, completing at least 150 credits.

Double Major: Students wishing to earn a second major must complete all major and college requirements for the primary degree and the major requirements for the secondary major. The student's official transcript will reflect both majors.

If you are planning for a minor or a second major, see an advisor right away to discuss your academic goals. For more information on majors and minors at UMass Amherst, please visit: www.umass.edu/gateway/academics/undergraduate

Accelerated Graduation
A student interested in accelerating his or her curriculum and graduating early should speak with Kym Whitehead, academic advisor, as soon as possible. In most cases, a student may take additional courses each semester and during summer and winter breaks, in order to finish ahead of schedule. Kym can be reached at: kwhitehead@isenberg.umass.edu and by phone at (413) 545-5054.

Internships/Practicum/Co-ops
Taking part in an internship, practicum or co-op is a great way to apply what you have learned in the classroom and gain valuable experience. Our students have often found that an internship leads directly to a career opportunity. While most internships occur in a student’s sophomore, junior or senior year, it is never too early to explore the possibilities. For help with planning, please visit the Chase Career Center (Isenberg 101). Our career coaches will assist you with resume writing, networking and interview strategies as well as job search and career fair preparation. These skills are all helpful in securing an internship or co-op experience. For more information, please visit: www.isenberg.umass.edu/centers/chase-career-center.

Study Abroad
Isenberg students have the opportunity to take advantage of a wide variety of international exchange programs. As a new student, you may choose to spend a semester abroad with appropriate planning. Lack of foreign language proficiency should not deter you. There are plenty of English-speaking options, even in non-English speaking countries. The UMass International Programs Office can help you find a program that is right for you. For more information, please visit: www.ipo.umass.edu.

If a semester abroad does not work for you, there are several short-term options available. Each of these programs combines class time at UMass with a study abroad experience led by teams of Isenberg faculty. These programs are by application only. For more information, please visit: www.isenberg.umass.edu/programs/undergraduate/on-campus/student-experience.
Credit Overloads

The Credit Overload Request Form is used by Isenberg undergraduate students to request an increase in their semester credit limit. Students must have at least one semester completed at UMass Amherst and have an established GPA to be considered. You should give careful consideration to your proposed workload.

You will need to apply for a credit overload request if you wish to enroll in:
• more than 19 credits in Fall/Spring Semester
• more than 4 credits in Winter Session
• more than 8 credits in Summer Session I and more than 8 credits in Summer Session II or more than a combined total of 16 credits between both Summer Sessions I and II

Once the form is completed and submitted online, it will be reviewed by the Isenberg Undergraduate Programs Office. Decisions about requests will be sent to your UMass Amherst student email. Credit limits are only increased once all students have had the opportunity to register for the upcoming semester.

The Credit Overload Request Form is located at:
www.isenberg.umass.edu/programs/undergraduate/on-campus/advising/credit-overload
BBA Course Override Request Form

Isenberg students should be able to enroll in courses for which they are eligible using SPIRE. If you do not meet eligibility requirements, or the course is closed, you may request a course override. You may find the Course Override and other forms at: https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising

Once there, choose “Common Forms.” The form may be used to submit an override request for the following courses only:

ACCOUNTG 221
FINANCE 301
MANAGMNT 301
MANAGMNT 494BI
MARKETNG 301
OIM 240
OIM 301
SCH-MGMT 200
SCH-MGMT 333
SCH-MGMT 497R

• Notification regarding your course override request will be reviewed in late May for Fall semester enrollment and December for Spring semester enrollment. During the time frame noted above, all course override requests will be reviewed and prioritized based on class status, class sequence need, major requirements, and other relevant factors. Once all requests have been reviewed, you will receive an email notifying you of the status of your request. Override requests are not guaranteed.

• Instructor permission does not guarantee enrollment in a course. Students should contact the appropriate department for courses that are not noted under the BBA course override request form.

Accounting, Isenberg 232
Finance, Isenberg 235
Hospitality & Tourism Management, Flint 107 (Location will be in Isenberg building starting spring 2019)
Management, Isenberg 227
Marketing, Isenberg 235

Operations & Information Management Common Forms and Course Override Form, Isenberg 328
Sport Management Common Forms and Course Override Form, Isenberg 222
You may find the Course Override and other forms for OIM and Sport Management at:
https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising