Jones College of Business

26-27 Student Handbook

Requirements Effective: Summer 2026, Fall 2026, Spring 2027



MTSU

JONES COLLEGE
OF BUSINESS

Jennings A. Jones College of Business Advising Center | BAS N216 | Phone: (615) 904-8063 | Email: busadv@mtsu.edu

Accreditation: AACSB International (All BBA Programs) & ABET (BBA Information Systems)

This handbook provides a consolidated roadmap for students under the 2026-2027 Undergraduate Catalog.







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JONES COLLEGE OF BUSINESS

***Mission**: The Jones College of Business Advising Center promotes student success and retention through engagement activities; guides students in the decision-making process for attaining educational, career, and personal goals; assists students with academic planning to facilitate graduation; and makes internal and external referrals when necessary.*

***The JCB Advising Center Assists or Provides:** Jones College Program and Course Information, Degree Planning, Interpreting Degree Works, JCB Admission, Changing to a Business Major, Adding a Business Minor, Resolving CPoS Issues, BUAF Form Submission, Intent to Graduate Form, Late Registration Form, Overload Request Form, Study Abroad Course Substitution Form, and Referrals to On-Campus and Off-Campus Resources.*

PART 1: STUDENT SUCCESS & ADVISING SYLLABUS

A. Student Progression Checklist

Year 1: Figuring It Out & Self-Exploration (0–29 credit hours)

- Attend Connection Point & IGNITE events
- Join a Jones College Student Organization
- Visit the Tutoring Spot in the Walker Library & use your instructor's office hours
- Meet with your academic advisor at least 2 times a year & develop your semester-by-semester academic plan
- Apply for FAFSA & scholarships

Year 2: Settling In, Planning, & Skill Building (30–59 credit hours)

- Complete your pre-business courses & apply for candidacy/Jones College admission
- Meet with your advisor, monitor Degree Works via PipelineMT & update your academic plan/upper division form
- Attend IGNITE events & register with Handshake via the Career Development Center
- Seek student organization leadership roles, explore job shadowing & internship opportunities
- Start the Career Leadership Badge via the Career Development Center
- Develop resume & interviewing skills via IGNITE sessions and the Career Development Center
- Apply for FAFSA & scholarships

Year 3: Looking Ahead, Career Readiness Essentials & Gaining Experience (60–89 credit hours)

- Meet with your advisor to solidify your graduation goal
- Start your major coursework
- Monitor Degree Works via PipelineMT & update your academic plan/upper division form
- Develop resume & interviewing skills via IGNITE sessions and with the Career Development Center
- Interact with faculty mentors & explore graduate school
- Become a leader in an MTSU student organization
- Apply & complete an internship & continue progressing to Career Leadership Badge completion
- Apply for FAFSA & scholarships

Year 4: The Finish Line, Graduation, Continuing Education, & Transitioning to the Workforce (90+ credit hours)

- Schedule a graduation check appointment with your advisor
- Complete your Intent to Graduate two semesters before your graduation goal
- Take the required senior exit exam via the IEPR office
- Attend Career Fairs & apply for jobs or graduate school
- Join the MTSU Alumni Association

B. The Advising Partnership

Academic Advisor Responsibilities:

• Foster a supportive, encouraging guidance partnership. • Assist in defining realistic educational & career goals. • Communicate university, college, & major policies accurately. • Maintain availability for scheduled appointments & offer campus referrals.

Advisee (Student) Responsibilities:

• Schedule regular advising appointments & communicate professionally. • Review Degree Works & catalog requirements prior to appointments. • Maintain academic progress records on Upper Division form. • Follow through on academic recommendations & keep track of prerequisites • Keep up with required forms

C. Month-by-Month Advising Calendar

Key Advising & Academic Milestones

Month	Milestones, Events, & To Dos
August	Confirm & pay fees, purchase course materials, check final summer grades, if eligible apply for Jones College Admission/Candidacy, Summer Graduation, fall classes begin
September	The BIG Career Fair & Meet the Firms
October	ADVISING MONTH: Schedule advising appointment, Fall Break, check mid-term grades, scholarship portal opens, Risk Management & Insurance Career Fair, Business Etiquette Dinner, Leadership Summit, Call of Data: 24 Hour Business Analytics Challenge
November	REGISTRATION MONTH: Register for Spring/Winter terms, ISA Career Fair, Thanksgiving Break, Intent to Graduate due for August graduates, Global Entrepreneurship Week
December	Finals & Winter Break, check final grades, if eligible apply for Jones College Admission/Candidacy, Fall Graduation, optional winter term
January	Confirm & pay fees, purchase course materials, spring classes begin, HackMT
February	Application deadlines for Jones College & departmental scholarships, application deadline for the Jones College Business Plan Competition
March	ADVISING MONTH: Schedule advising appointment, Spring Break, check mid-term grades, BEST Career Fair, Study Abroad Scholarship Deadline, Scholars Week, accept Beta Gamma Sigma nominations & departmental scholarships, Ethical Leadership Week
April	REGISTRATION MONTH: Register for Fall/Summer terms, Awards Reception, Intent to Graduate form due for December graduates, Financial Literacy Month
May-Summer	Finals & Summer Break, check final grades, if eligible, apply for Jones College Admission/Candidacy, Spring Graduation, Summer classes begin, Intent to Graduate form due for May graduates

PART 2: ACADEMIC POLICIES & DEGREES & GRADUATION STANDARDS

A. Admission Policies (Candidacy) & Good Academic Standing

Jones College Admission Policy (BBA Degree):

Students must complete at least 30 semester hours, achieve an inclusive GPA ≥ 2.25, and earn at least a 2.25 GPA across the 4 pre-business courses (ACTG 2110, BIA 2610, ECON 2410, ECON 2420) before submitting the formal application to take 3000/4000-level major courses.

BS Programs (Commerce, Cybersecurity, Economics):

Requires junior standing, minimum 2.00 inclusive GPA, and a processed permission form.

Academic Standing Rules:

Students must maintain a term/cumulative GPA of 2.00 to avoid Academic Probation. Failure to meet probation terms in the subsequent semester results in Academic Suspension.

B. True Blue Core (TBC) Reference Sheet (41 Hours)

Foundational Skills (12 Credit Hours)

- Written Communication: ENGL 1010 (3 hrs, min. grade C-)
- Information Literacy: ENGL 1020, 1050, HLTH 1150, or JOUR 2720 (3 hrs, min. grade C-)
- Quantitative Literacy: MATH 1630 (Accounting Majors)/ MATH 1630 or 1810 (All other BBA)/ANY (Cybersecurity Majors) (3hrs)
- Non-Written Communication: COMM 2200 (Accounting majors) / COMM 2100/2200/DATA 2025/FL (Others) (3 hrs)

Knowledge Domains (29 Credit Hours)

- Human Society & Social Relationships: ECON 2410 & ECON 2420 (BBA & BS ECON) / CYBM 1300 (Cybersecurity Management Majors) (6 hrs)
- Scientific Literacy: 8 hrs lecture + lab sequence (ASTR, BIOL, CHEM, GEOL, PHYS, PSCI, etc.)
- Creativity & Cultural Expression: Literature (3 hrs) + Discovery/Explorations (6 hrs)
- History & Civic Learning: US History sequence or approved HCL Discovery/Explorations (6 hrs)

C. BBA Business Core Summary (30 Credit Hours)

Lower Division Core (15 Hours)

ACTG 2110 Accounting Principles I | ACTG 2120 Accounting Principles II | BIA 2610 Statistical Methods | ECON 2410 Macroeconomics | ECON 2420 Microeconomics

Upper Division Core (21 Hours)

BIA 3620 Intro to Business Analytics | BLAW 3400 Legal Environment of Business | BUS 3000 Dale Carnegie Seminar | FIN 3010 Principles of Corporate Finance | INFS 3100 Principles of MIS | MGMT 3610 Principles of Management | MKT 3820 Principles of Marketing | BUAD 4980 Strategic Management (Senior Capstone)

Writing Intensive (W) (3 Hours)

Requirement dependent upon major program

BCED 3510 (Business Communication) | ECON 4620 (Econometrics) | FIN 4780 (Behavioral Economics & Finance) | MGMT 3620 (Supply Chain Operations) | MKT 4890 (Marketing Management)

D. Required Minor

Those who opt for an elective business minor must take additional courses, which may exceed the 120-hour graduation requirement.

Jones College majors must complete a business minor with a minimum GPA of 2.00. Students may not have more than one business minor.

E. Alternative Credit Options

CLEP Exam

- A computer-based standardized test completed in the MTSU Testing Center
- Passing requires a score of at least 50
- Students may CLEP a course in which they've already received credit; It will replace the previous grade
- Eligible business courses include: ACTG 2110, BLAW 3430, ECON 2410, ECON 2420, MGMT 3610, MKT 3820
- Cost is $30 to MTSU + the CLEP exam price set by the College Board
- CLEP exams do not meet residency requirements for graduation

Challenge Exam

- A MTSU Departmental Exam, also called credit by special exam
- Passing requires a minimum C while the posted grade is recorded as P (Pass)
- Student initiates exam on forms provided by the Admissions Office
- Cost is $20 per credit hour
- Ask your academic department about eligible exams
- Cannot be used in the determination of the 25% credit earned through instruction by MTSU

Validation Exam

- Upper-Division equivalency for Lower-Division transfer course
- Passing scores are determined by the department (70% or higher)
- Students may attempt the exam two times, provided at least 4 months have passed since the last test was attempted
- There is no cost, but eligibility will be confirmed initially by the advisor & then by the department
- Eligible exams include: BCED 3510, BLAW 3400, FIN 3010, INFS 3100, MGMT 3610 & 3620, MKT 3820
- Contact the department for study guides & to set up the in-person exam

PLA Credit

- Open only to BS Commerce students taking PRST 3010
- Prior Learning Assessment for work experience
- Awarded credit is determined at the conclusion of the course
- Cost is 3 credit hours for PRST 3010
- Credit awarded is limited to remaining general electives in the BS Commerce degree plan
- Cannot be used to meet residency requirements for graduation, but may be used towards senior college hours

F. Graduation Action Steps & Timeline

- **Each Semester:** Be aware of all GPA, credit hour, & residency benchmarks
- **Two Semesters Prior:** Verify major, minor, & catalog year in Degree Works, then fill out & submit the online Intent to Graduate form
- **First Month of Final Semester:** Sign up for & complete the Major Field Test; Exemptions apply
- **End of Final Semester:** Check MTSU Outlook and MTSU's graduation webpage for ceremony, cap & gown, & diploma information

G. Graduation Requirements

Credit Hour Minimums

- 120 Semester Hours
- 36 Upper-Division Hours (3000/4000 level)
- 50 Senior College Hours (Credit from 4-year institutions granting bachelor's degrees)

GPA Minimums

A minimum GPA of 2.00 is required in the following areas. Only MTSU grades are used in calculating these GPAs. Exceptions apply.

- Grade Point Average (Cumulative Hours)
- Major
- Jones College Minor
- Business Core or Common Body of Knowledge

Residency Minimums

To earn an MTSU degree, students must complete the following minimum number of credit hours at MTSU:

- 30 hours at MTSU
- 50% of the Upper-Division hours in the Major (3000/4000 level)
- 3 Upper-Division hours in Jones College Minors (3000/4000 level)
- 50% Business Hours
- A minimum of 18 of the last 30 hours

PART 3: DEPARTMENTAL DASHBOARDS & MAJOR GUIDES

ACCOUNTING (BBA)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Accounting | BAS N425 | 615-898-2558 | jake.morris@mtsu.edu | On Ground, Hybrid
Major Requirements	ACTG 3110 | ACTG 3120 | ACTG 3300 | ACTG 4510 | ACTG 4110 | ACTG 4550 | ACTG 4620 | 2 ACTG UD electives
Academic & Career Notes	Entry into ACTG 3110 requires the Intermediate Readiness Exam. Must earn a minimum C in all ACTG courses. Maximum 3 attempts in 3110 & 3120; W is included in the attempt count. C-/D/F/W ACTG grades must be repeated at MTSU. Students with questions about the CPA should contact the Department of Accounting. ACTG 4420 is not an Accounting Elective in the major or minor.

BUSINESS INNOVATION & ENTREPRENEURSHIP (BBA)

Major Feature	Program Details
Department, Contact & Delivery	Department of Management | BAS N121 | 615-898-2736 | management@mtsu.edu | On Ground
Major Requirements	ENTR 2900 | ENTR/FIN 3040 | ENTR/MGMT 3600 | MKT 3200 | ENTR 3300, 4100, 4255; OR MGMT 3730 | ENTR 3650 | ENTR 4920 | ENTR 4620 | ENTR/MGMT 4950 | 1 ENTR/MGMT/MKT Upper-Division elective
Academic & Career Notes	Includes a required credit-bearing internship or mentorship experience; some major classes are fall & spring only

BUSINESS ADMINISTRATION (BBA)

Major Feature	Program Details
Department, Contact & Delivery	Department of Management | BAS N121 | 615-898-2736 | management@mtsu.edu | On Ground, Online
Major Requirements	ACTG 3300 OR BIA 4010 | MGMT 3640, 3705, 3715, 3720, 3725, 3730, 3750, OR 4700 | MGMT 4710, MKT 4510, MKT 4840, OR ECON 4440 | MKT 3825, 3930, OR MGMT 3890, 3940 | MGMT 3810, 4250, 4680, OR LEAD 3010 | BLAW 3430, 3460, 4470, 4490, OR 4500 | 2 MKT Upper-Division electives
Academic & Career Notes	Includes courses from each department in Jones College and a built-in Economics & Finance minor

CYBERSECURITY MANAGEMENT (BS)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Information Systems & Analytics | BAS N333 | 615-898-2362 | isa@mtsu.edu | On Ground, Online
Major Requirements	CYBM 1300, 3300, 3350, 4300, 4301, 4302, 4310, 4350, 4970, 4985, & INFS 2600, 3470, 3800, 3900, & 4790
Optional Concentration	Data Analytics concentration adds the following: BIA 2610 | BIA 3620 | BIA 4100 | BIA/INFS 4010. INFS 3450 is no longer offered; see advisor or dept. for details.
Academic & Career Notes	The Business Administration minor cannot be changed. Recommendations for TBC Quantitative Literacy: MATH 1530 for risk management or data analysis; 1710 or 1730 (4-credits) for software development; 1810 for network analysis; any MATH higher than 1010 for malware analysis, ethical hacking, or incident response.

ECONOMICS (BBA & BS)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Economics & Finance | BAS N329 | 615-898-5749 | chad.carter@mtsu.edu | On Ground
Major Requirements	BBA: ECON 3510, 3520, 4440, 4620, 15 hours of ECON electives; 9 hours must be Upper-Division BS: ECON 3510, 3210, 3520, 4440, 15 hours of ECON electives; 6 hours must be Upper-Division (ECON 4620 is still required, but as the required writing-intensive course)
Academic & Career Notes	BBA includes the full Business Core; BS requires the student choose a minor

FINANCE (BBA)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Economics & Finance | BAS N329 | 615-898-5749 | chad.carter@mtsu.edu | On Ground
Major Requirements	FIN 3110, 3810, 3950, 4110, & 15 hours of FIN electives; 12 hours must be Upper-Division
Optional Concentration	Real Estate concentration includes FIN 3030, 3110, 3810, 4440, 4510, 4430, FIN elective & FIN 4470 or ECON 4500
Academic & Career Notes	Minimum C required in FIN 3010. Major course sequencing starts in the first semester of Junior year. Many required FIN courses are offered only in an accelerated (7-week) format. Some real estate courses are fall or spring only.

INFORMATION SYSTEMS (BBA)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Information Systems & Analytics | BAS N333 | 615-898-2362 | isa@mtsu.edu | On Ground, Online
Major Requirements	INFS 2400, 2600, 3400, 3800, 3900, 4790, 4950 | BIA 4010 | CYBM 4300 | 2 Upper-Division electives in BIA, CYBM, or INFS
Academic & Career Notes	Entry into INFS 4950 requires the Industry Preparedness Exam. Areas of elective interest include data analytics, visualization, programming languages, web development, & cybersecurity management

MANAGEMENT & LEADERSHIP (BBA)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Management | BAS N121 | 615-898-2736 | management@mtsu.edu | On Ground, Online (MALE) | On Ground (MALE - HRM)
Major Requirements	LEAD 3010 | MGMT 3640, 3810, 3940, 4680 & 4 of the following: MGMT 3705, 3730, 3800, 3890, 4200, 4250, 4640, 4710, 4860
Optional Concentration	Human Resources (HRM) concentration includes: LEAD 3010 | MGMT 3640, 3810, 3940, 4680, 4640, 4650, 4690, 4660
Academic & Career Notes	Includes a required credit-bearing internship or in-person BUAD 4000; some major classes are fall & spring only; not all electives are offered online

MARKETING (BBA)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Marketing | BAS N429 | 615-898-2902 | On Ground, Online
Major Requirements	MKT Core: MKT 3910, 3930, 4890 Marketing without a concentration also includes 18 upper-division electives
Optional Concentrations	Digital Media concentration includes the MKT Core plus: MKT 3825, 3850, 3900, 4170, & 2 electives as listed in Degree Works Professional Selling concentration includes: the MKT Core plus: MKT 3840, 3950, 4800, 4850, & 2 electives as listed in Degree Works
Academic & Career Notes	MKT 4890 is calculated in both the Major & Business Core GPAs.

RISK MANAGEMENT & INSURANCE (BBA)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Economics & Finance | BAS N329 | 615-898-5749 | chad.carter@mtsu.edu | On Ground
Major Requirements	FIN 3050, 3110, 3750, 4730, 4750, & 3 of the following: FIN 3030, 3090, 3660, 3810, 3950, 4390, 4790, 4850, 4880, BLAW 3460, or MKT 3840
Academic & Career Notes	Students in this program are encouraged to work towards professional designations of CPCU, ChFC, CLU, CFP.

SUPPLY CHAIN MANAGEMENT (BBA)

Major Feature	Program Details
Department, Contact, & Delivery	Department of Management | BAS N121 | 615-898-2736 | management@mtsu.edu | On Ground
Major Requirements	MGMT 3640, 3705, 3715, 3750, & MGMT 3800, 3810, or 3940 | ENTR or MGMT Upper-Division elective | Choose 3 of the following: MGMT 3720, 3725, 3730, & 4700
Academic & Career Notes	MGMT 3720 is a fall-only class & MGMT 3730 is a spring-only class

PART 4: CAREER READINESS, RESOURCES, & GLOSSARY

A. Student Professional Development Opportunities

Academically Focused Student Organizations & Clubs

- Alpha Kappa Psi, AIS Student Chapter, Beta Alpha Psi, Beta Gamma Sigma, Blue Real Estate Club, Collegiate DECA, Cybersecurity Club, Economics Club, Financial Management Association, Gamma Iota Sigma, Healthcare Admin Club, Investment Club, MTSU SHRM, MT Leadership Society, M&L Connect, Society for Professional Selling, Supply Chain Management Student Organization

Beta Gamma Sigma

- Premier international business honor society, open only to AASCB-accredited institutions
- Top 7% of the junior class & 10% of the senior class are asked to join

Career Development Center

- Individual career coaching, career leadership badge, document review, & fall/spring career fairs
- Handshake job & internship portal

Dale Carnegie (BUS 3000)

- Required 3-credit course for all BBA majors. Focuses on soft skills, public speaking, and leadership confidence
- Exclusive university partnership in Tennessee; only open to business majors

Experiential Learning

- The Jones College of Business offers academic credit for internships in each academic discipline
- Faculty-led study abroad experiences are available each summer & the Jones College Study Abroad Scholarship may apply

IGNITE Program

- Professional Development certificate program featuring workshops in career preparation, networking, & leadership
- Open to all majors at MTSU

Research & Theses

- Many Jones College departments offer research opportunities for students. Some include: BERC, PERI, Nueromarketing Lab, Consumer Research Institute, Center for Supply Chain Management and Sustainability
- Students who elect to graduate from the University Honors College complete a thesis of scholarly merit with a faculty mentor

B. Student Financial Support, Advising & Academic Resources

Scholarships

- MTSU's scholarship portal opens every October 1 for awards, awarded the following academic year
- Some departmental scholarships are not located in the portal but on department webpages

Emergency Aid & Microgrants

- Micro-grants up to $250 are available for urgent student financial needs; Students can only be awarded one time
- Career Closet provides free professional attire & Lightning Stop is the free MTSU food pantry located in the SSAC

Free Textbook Program

- MTSU offers Open Educational Resources (OER) with Zero Textbook Cost (ZTC) for a limited number of classes
- ZTC course sections can be found using the Advanced Course Search in Pipeline MT

Free Tutoring & Writing Center

- Free tutoring for most classes takes place via the Tutoring Spot
- Accounting tutoring is done via the Accounting Lab in BAS N428
- Students enrolled in at least one online course have access to free tutoring via Tutor.com using course modules in Canvas
- All students have access to LinkedIn Learning, an online training video library with thousands of tutorials in writing, marketing, web design, time management, accounting, economics, statistics, & more
- The University Writing Center at MTSU assists writers of various skill levels in developing informed writing practices.

CPoS Compliance

- Coursework toward Program of Study (CPoS) requires courses to count toward degree completion for financial aid
- Students have access to view their CPoS eligibility results via their PipelineMT account

Degree Works Audit

- Real-time degree auditing tool accessed via PipelineMT to monitor completed, in-progress, and incomplete degree requirements
- Students can model major changes using the "What-If" option in this tool. Official major changes should be reviewed by an advisor during a scheduled meeting.

C. Student Glossary & Quick Reference Guide

Inclusive GPA

- Combined MTSU & transfer college-level GPA used for Jones College Admission/Candidacy
- Used to determine Latin honors: Cum Laude, Magna Cum Laude, Summa Cum Laude

Pre-Business Courses

- Macroeconomics (ECON 2410), Microeconomics (ECON 2420), Accounting Principles 1 (ACTG 2110), & Statistical Methods (BIA 2610 or MATH 1530)
- The GPA calculated among these courses is defined as the pre-business GPA used to determine Jones College Admission/Candidacy

Business Elective

- Any course taught in Jones College with the following prefixes: ACTG, BCED, BIA, BLAW, BUAD, BUS, CYBM, ECON, ENTR, FIN, INFS, LEAD, MGMT, & MKT
- Popular business electives at the freshman & sophomore level include: BCED 1400, CYBM 1300, ECON 2110/FIN 2010, ENTR 2900, INFS 2200 & INFS 2400
- Students in certain programs who wish to study abroad or complete a credit-bearing internship should save the business elective for the junior or senior year

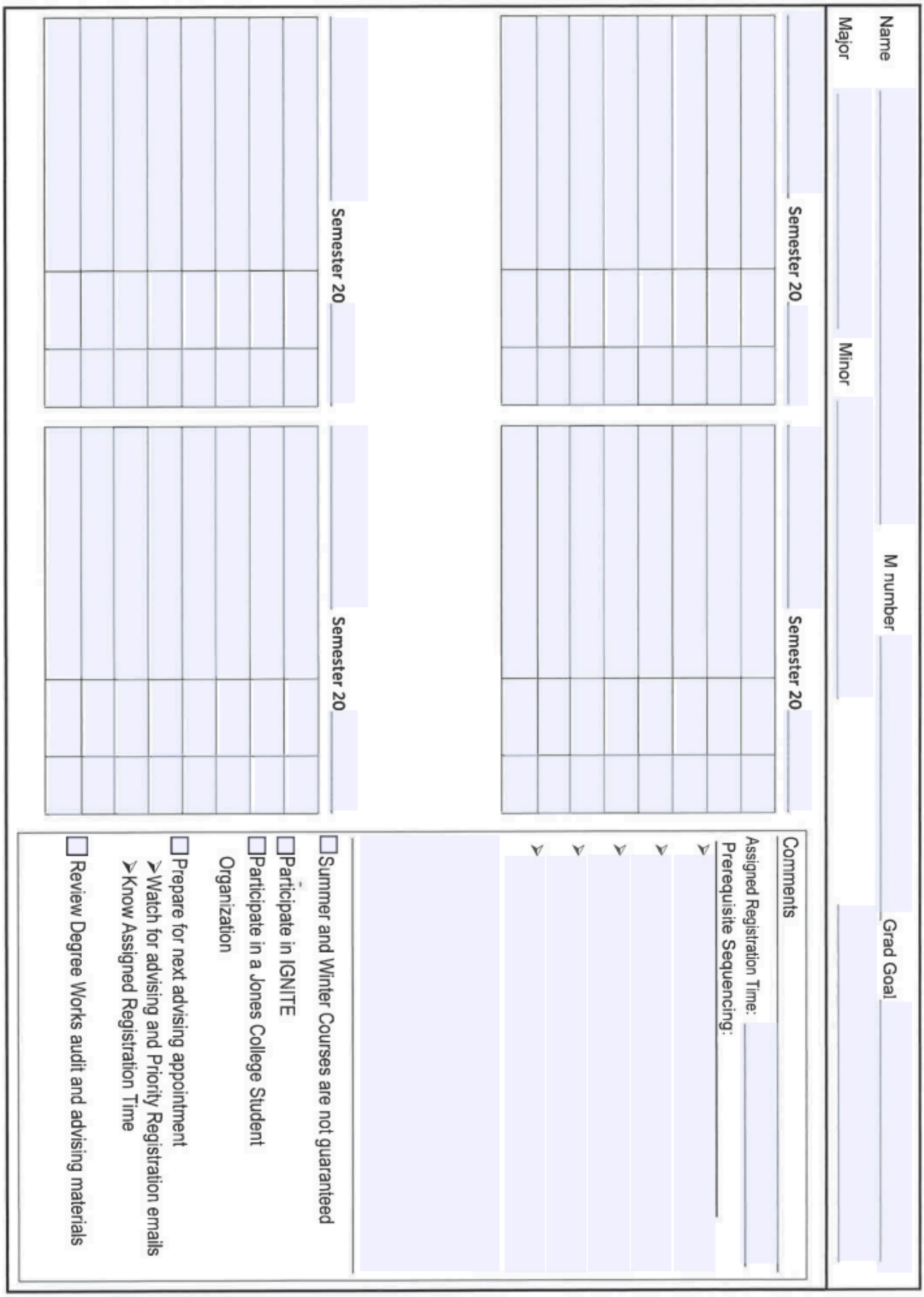
Upper-Division Form

- Official business advising curriculum map tracking course completion toward graduation
- Electronically signed & submitted with a student's Intent to Graduate paperwork

PART 5: DEGREE & COURSE PLANNING TOOLS

A. Use this semester-by-semester plan to work towards your graduation goal

Classes are offered in fall, spring, & summer. Students may enroll in a maximum of 18 hours per semester. A limited number of courses are offered in the Summer. The winter term is a part of the spring semester.



B. 2026-2027 Business Minors for Business Majors

Limit one business minor per student. All listed minors require a 2.0 minimum GPA for graduation.

- All business majors must have one business minor.
- Courses in the major cannot be used in the minor; however, business core courses may be used.
- +" Designates common business core required for all BBA majors.
- Business students who choose a business minor other than the built-in minor should consult with an advisor.
- Cybersecurity Management majors are required to have the Business Administration minor.

Accounting

Department: Accounting, BAS N425A, 898-2558

Course	Title	Hours
ACTG 3110	Intermediate Actg I	3
ACTG 2110 +	Principles of Actg. I	3
ACTG 2120 + or 2125	Principles of Actg. II	3
ACTG Upper Division		3
ACTG Upper Division		3
		15

Note: At least 9 upper division hours at MTSU. Credit is not allowed for both ACTG 3000 and ACTG 2110, ACTG 2120/2125; Minor credit granted for only one of the following: ACTG 3300, 3310, or 3020. ACTG 4420 is not an ACTG UD elective.

Business Administration

Department: Management, BAS N121A, 898-2736

Course	Title	Hours
INFS 3100 +	Principles of MIS	3
ACTG 2110 + & 2120 + or 2125	Principles of Actg I & II	6
FIN 3010 +	Principles of Corp. Finance	3
BLAW 3400 +	Legal Environ. of Business	3
MGMT 3610 +	Principles of Management	3
MKT 3820 +	Principles of Marketing	3
		18/21

Note: At least 3 upper division hours at MTSU.

Business Analytics

Department: Information Systems & Analytics, BAS N333A, 898-2362

Course	Title	Hours
INFS 2600	Intro to Software Dev. & Prog.	3
INFS 3100 +	Principles of MIS	3
BIA 3620 +	Intro to Business Analytics	3
BIA		3
BIA		3
		15

Note: At least 9 hours at MTSU. 3 hours must be upper division. BIA elective options include BIA 3620, BIA 3470, 4010, and 4100. INFS majors may choose this minor after consulting with their academic advisor about an appropriate substitution for INFS 2600.

Business Law

Department: Accounting, BAS N425A, 898-2558

Course	Title	Hours
BLAW 3400 +	Legal Environment of Business	3
BLAW 3430	Commercial Law	3
BLAW		3
BLAW		3
BLAW		3
		15

Note: Must take at least 9 upper division hours at MTSU.

Cybersecurity Management

Department: Information Systems & Analytics, BAS N333A, 898-2362

Course	Title	Hours
CYBM 3300	Cybersecurity Mgmt. Fund.	3
CYBM 3350	Cybersecurity Environ. Mgmt.	3
CYBM 4300	Security Assurance for Info. Sys. Audit	3
INFS 3900	Business Data Communications	3
INFS 3100 +	Principles of MIS	3
		15

Note: At least 9 hours at MTSU. 3 hours must be upper division. INFS majors may choose this this minor after consulting with an academic advisor about an appropriate substitution for INFS 3900.

Economics

Department: Economics & Finance, BAS N329A, 898-5749

Course	Title	Hours
ECON 2410 +	Principles Macroeconomics	3
ECON 2420 +	Principles of Microeconomics	3
ECON Upper Division		3
ECON Upper Division		3
ECON Upper Division		3
		15

Note: Must take at least 3 upper division hours at MTSU.

Economics/Finance

Department: Economics & Finance, BAS N329A, 898-5749

Course	Title	Hours
ECON 2410 +	Principles of Macroeconomics	3
ECON 2420 +	Principles of Microeconomics	3
FIN 3010 +	Principles of Corporate Finance	3
FIN 2010 or FIN UD	Personal Financial Planning	3
ECON Upper Division		3
		15

Note: At least 3 upper division hours at MTSU. Minor not available to BS ECON, BBA ECON, or BBA Finance majors. May not use both FIN 3000 and 3010.

Entrepreneurship

Department: Management, BAS N121A, 898-2736

Course	Title	Hours
ENTR 2900	Entrepreneurship	3
MKT 3200	Marketing for Entrepreneurs	3
FIN 3040	Entrepreneurial Financial Mgmt.	3
ENTR 4920	Small Business Management	3
ENTR approved elective		3
		15

Note: At least 9 hours at MTSU. 3 hours must be upper division.

Finance

Department: Economics & Finance, BAS N329A, 898-5749

Course	Title	Hours
FIN 3010 +	Principles of Corporate Finance	3
FIN		3
FIN Upper Division		3
FIN Upper Division		3
FIN Upper Division		3
		15

Note: At least 3 upper division hours at MTSU.

Financial Planning

Department: Economics & Finance, BAS N329A, 898-5749

Course	Title	Hours
FIN 2010	Personal Financial Planning	3
FIN 3050	Principles of RMI	3
FIN 3090	Financial Planning (spring only)	3
FIN 3110	Financial Modeling	3
FIN 3810	Investments	3
FIN 4710	Estate Planning (fall only)	3
		18

Note: At least 3 upper division hours at MTSU.

Minor not available to BBA FIN, FIN-REAL, or RMI majors.

Information Systems

Department: Information Systems & Analytics, BAS N333A, 898-2362

Course	Title	Hours
INFS 2600	Intro to Software Dev. & Prog.	3
INFS 3100 +	Principles of MIS	3
INFS/CYBM		3
INFS/CYBM		3
INFS/CYBM		3
		15

Note: At least 9 hours at MTSU. 3 hours must be upper division. See ISA department, or advising center for list of INFS/CYBM electives.

Leadership

Department: Management, BAS N121A, 898-2736

Course	Title	Hours
LEAD 3010	Leadership Skills & Development	3
MGMT 3940	Ethical Leadership in Business	3
MGMT 4200 or UH/UNIV 4010	Leadership in Organization, MTSU Institute of Leadership Excellence	3
Pick two: MGMT 3610 +, 3800, 3850, 3890, 4250, or 4680	Principles of Management, Managing Change & Conflict, Leading High Impact Teams, Managerial Decision Making, Diversity & Inclusion in Leading Teams, Organization Behavior	6
		15

Note: At least 3 upper division hours at MTSU.

Management

Department: Management, BAS N121A, 898-2736

Course	Title	Hours
MGMT 3610 +	Principles of Management	3
MGMT 3620	Supply Chain Operations	3
MGMT Upper Division		3
MGMT Upper Division		3
MGMT Upper Division		3
		15

Note: At least 6 hours at MTSU.

Marketing

Department: Marketing, BAS N429, 898-2902

Course	Title	Hours
MKT 3820 +	Principles of Marketing	3
MKT Upper Division		3
MKT Upper Division		3
MKT Upper Division		3
MKT Upper Division		3
		15

Note: At least 9 hours at MTSU. MKT 3010, 3200, & 4950 cannot be used.

Real Estate

Department: Economics & Finance, BAS N329A, 898-5749

Course	Title	Hours
FIN 3030	Principles of Real Estate	3
FIN 3010 +	Principles of Corporate Finance	3
FIN 4440	Real Estate Finance	3
FIN 4510 or 4550	Real Estate Brokerage & Mgmt. or Real Estate Investment Analysis	3
FIN Real Estate Elective		3
		15

Note: At least 3 upper division hours at MTSU.

Risk Management & Insurance

Department: Economics & Finance, BAS N329A, 898-5749

Course	Title	Hours
FIN 3050	Principles of RMI	3
FIN 4730	Insurance Company Operations	3
ECON 2420 +	Principles of Microeconomics	3
Pick two: BLAW 3460 or CCM 4010; FIN 3660, 3750, 4390, 4750, 4850 or 4880	Insurance Law or Concrete & Construction Law; Life & Health Insurance, Commercial Insurance, Employee Benefits, Enterprise Risk Managment, International Insurance Markets, Internship in RMI	6
		15

Note: At least 3 upper division hours at MTSU.

C. Deciding which Course to Choose: True Blue Core (General Education) & Math Flowcharts

True Blue Core Requirements for Jones College Students

General Education Flow Chart

The True Blue Core contains 41 credit hours in two categories:

Foundational Skills and Knowledge Domains

Foundational Skills

4 categories of 12 credit hours

Written Communication - Expository Writing

3 Hours

Information Literacy -

Identifying, evaluating, and responsibly using information to meet a need

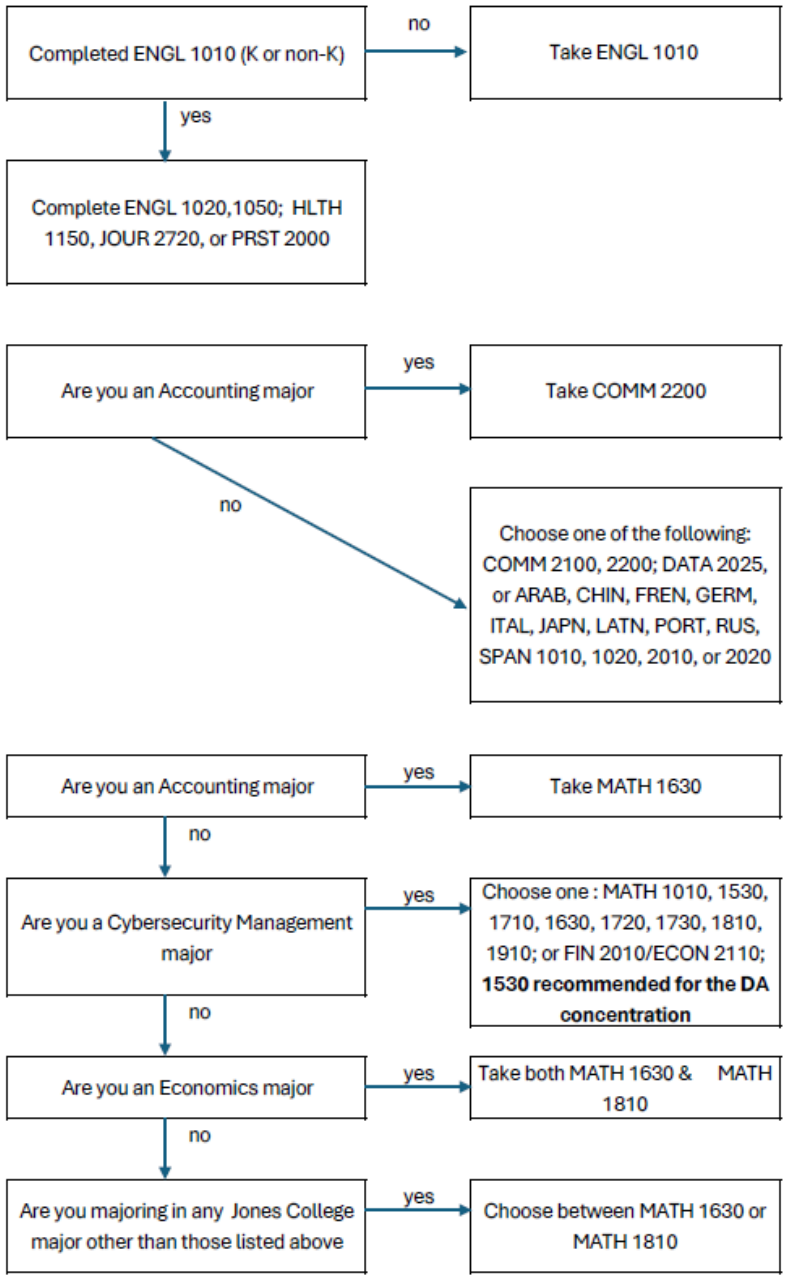
3 Hours

Non-Written Communication - Development & Expression in non-written formats

3 Hours

Quantitative Literacy*- Quantitative Reasoning

3 Hours



* Every student's mathematics sequence is different. Students should consult with their academic advisor to learn about their own progression through MATH courses.

Students who are required to complete ENGL 1010 K, MATH K, or READ 1000 K must research course prerequisites before choosing courses. Some courses may not be offerred during every term.

True Blue Core Requirements for Jones College Students

Knowledge Domains

Knowledge Domains consist of 2 areas: Discovery and Explorations
4 categories of 29 credit hours

Human Society and Social Relationships -
Social & Behavioral Sciences
(HSSR)
6 Hours

Are you majoring in a BBA or the BS in Economics
- yes → **DISCOVERY**: Complete both ECON 2410 and 2420
- no → Are you a Cybersecurity Management major
  - yes → **DISCOVERY**: Choose one of the following: AST 2100, ANTH 2010, ECON 2410 or 2420; GEOG 2000, GS 2010, HLTH 1530/31, EMC/JOUR/RIM 1020, PS 1005 or 1010; PSY 1410, RS 2030, SOC 1010 or 2010; or WGST 2100
  - and → **EXPLORATIONS**: Complete CYBM 1300

Scientific Literacy -
Natural Science Lecture and Lab
(SciLit)
8 Hours

Are you majoring in any BBA or BS in Jones College
- yes → **DISCOVERY**: Choose one lecture and lab from the following: ASTR 1030/1031, BIOL 1030/1031, 1110/1111, 2010/2011, 2020/2021; CHEM 1010/1011, 1030/1031 1110/111; GEOL 1030/1031, 1040/1041; PGEO 1030, PHYS 1110, 2010/2011, 2110/2111; PSCI 1030/1031
  EXPLORATIONS: Choose one lecture and lab from the list above or ENVS 2810/2811 or DATA 1010

Creativity and Cultural Expression -
Humanities and Fine Arts
(CCE)
9 Hours

Completed Written Communication & Information Literacy Blocks
- yes → **LITERATURE**: Choose one: ENGL 2020, 2030; or HUM 2610

Choose one CCE Discovery course → **DISCOVERY**: Choose from the following: ANTH 2210, ART 1030, 1920; DANC 1000, ENGL 2020, 2030; HIST 1010, 1020, 1110, 1120; HUM 2610, MUHL 1610, MUS 1030, PHIL 1030, THEA 1030

Choose one more CCE Discovery or one Explorations course → **EXPLORATIONS**: Choose from the following: ANTH 2740, ART 1040, COMM 2560, FL 1000, HIST 1015, 1115, NFS 2100; PS 1015, RS 1030, THEA 1005, 1820; VFP 1000

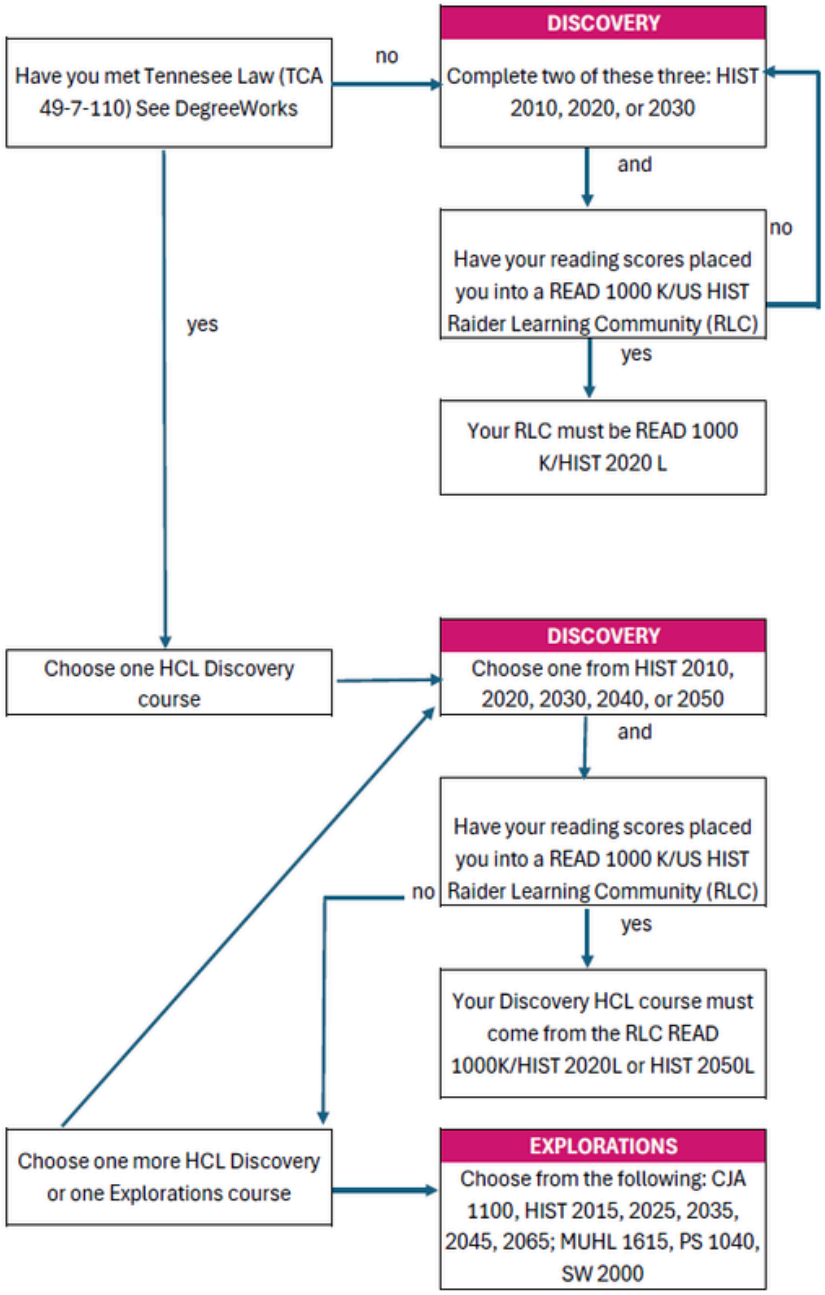
Students who are required to complete ENGL 1010 K, MATH K, or READ 1000 K must research course prerequisites before choosing courses. Some courses may not be offered during every term.

True Blue Core Requirements for Jones College Students

Knowledge Domains

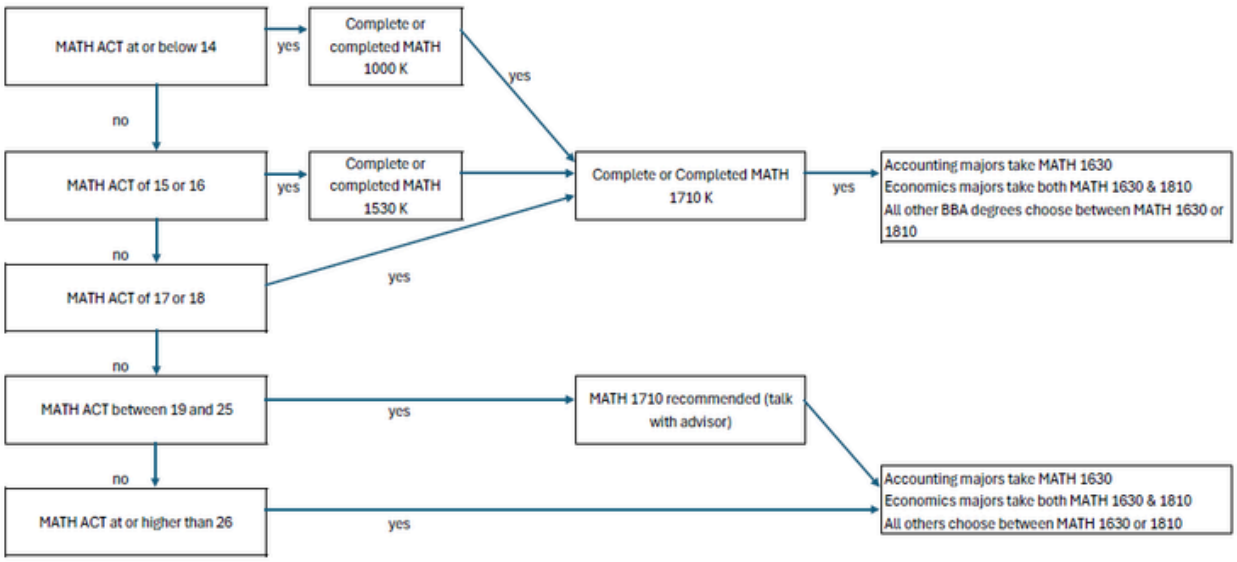
History and Civic Learning (HCL)

6 Hours

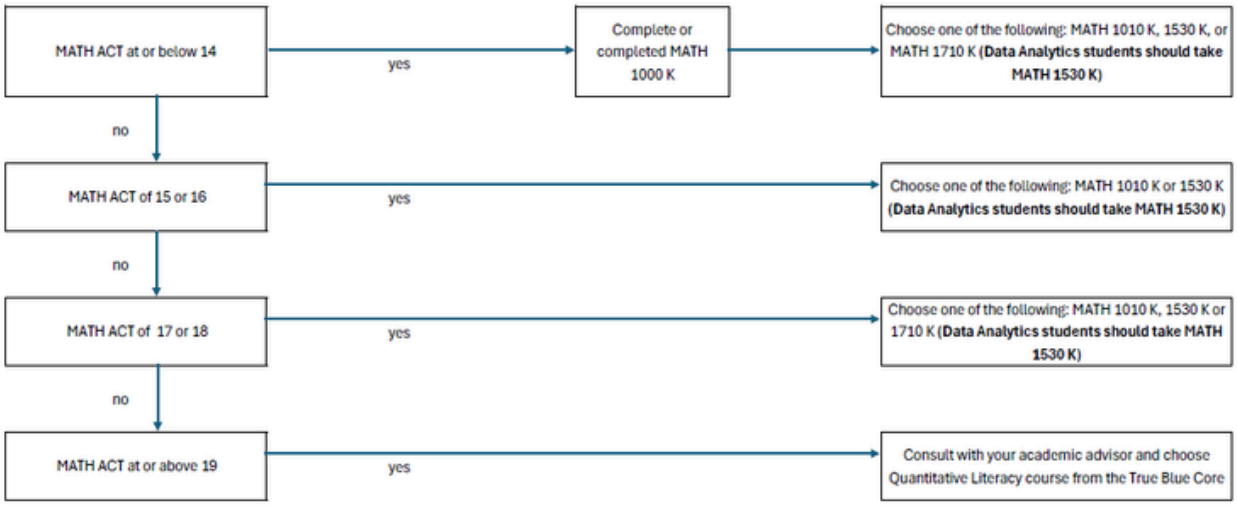


Students who are required to complete ENGL 1010 K, or READ 1000 K must research course prerequisites before choosing courses. Some courses may not be offered during every term.

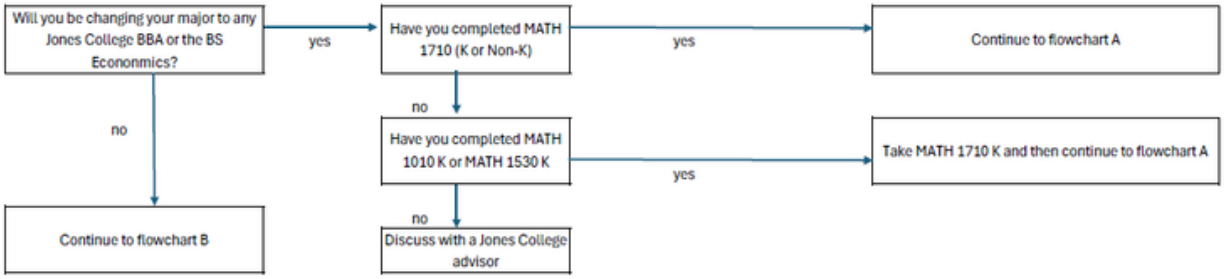
MATH SEQUENCE FOR ALL BBA JONES COLLEGE STUDENTS & BS ECONOMICS STUDENTS (A)



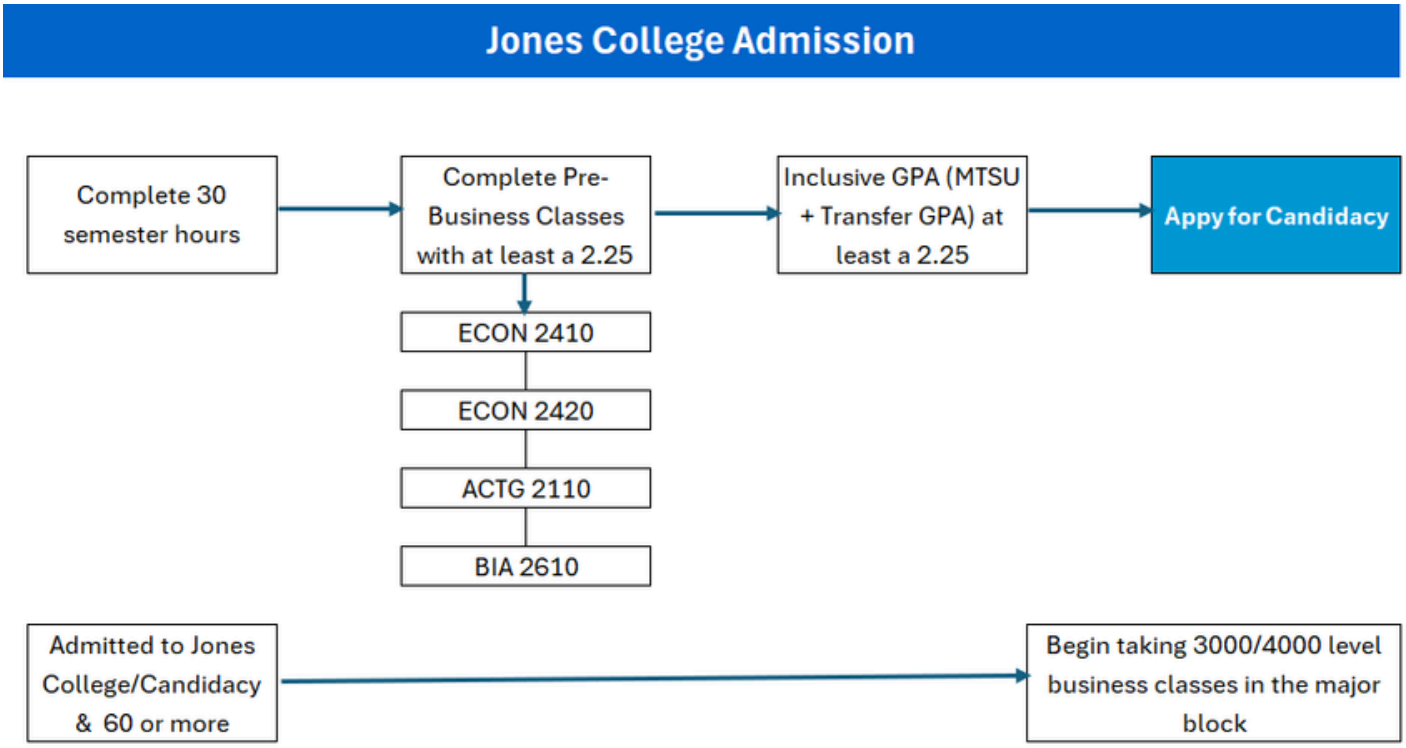
MATH SEQUENCE FOR BS CYBERSECURITY MANAGEMENT STUDENTS (B)



MATH SEQUENCE FOR NON-BUSINESS STUDENTS CHANGING TO A BUSINESS MAJOR (C)



D. Jones College Admission & Access to Major Courses



MATH 1530 is equivilant to BIA 2610.

ACTG 2110 requires sophomore standing, college level ENGL, and a colllege level MATH.

Jones College majors who have attained junior status may register for the following courses prior to full admission: BCED 3510, BLAW 3400, BUS 3000, FIN 3010, INFS 3100, MGMT 3610, MGMT 3620, MKT 3820, & BIA 3620

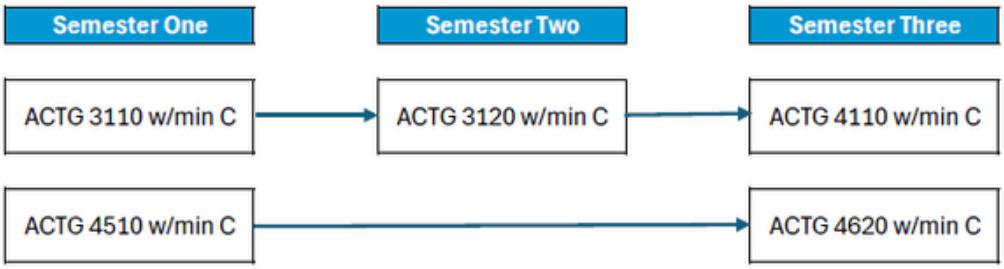
E. Three Semester Course Progression in the Major Block

The BBA & BS degrees include a total of 120 credit hours. This section does not contain all required major courses.

For a full list of required courses & their prerequisites refer to Degree Works via PipelineMT.

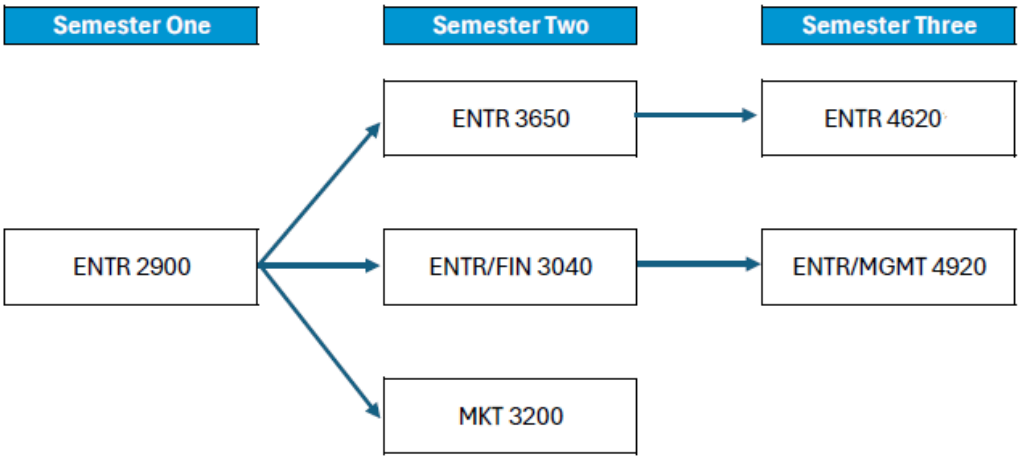
Consult with your advisor regarding summer & winter class offerings. Many major and capstone courses are not offered during the summer or winter terms.

Major Accounting Sequence



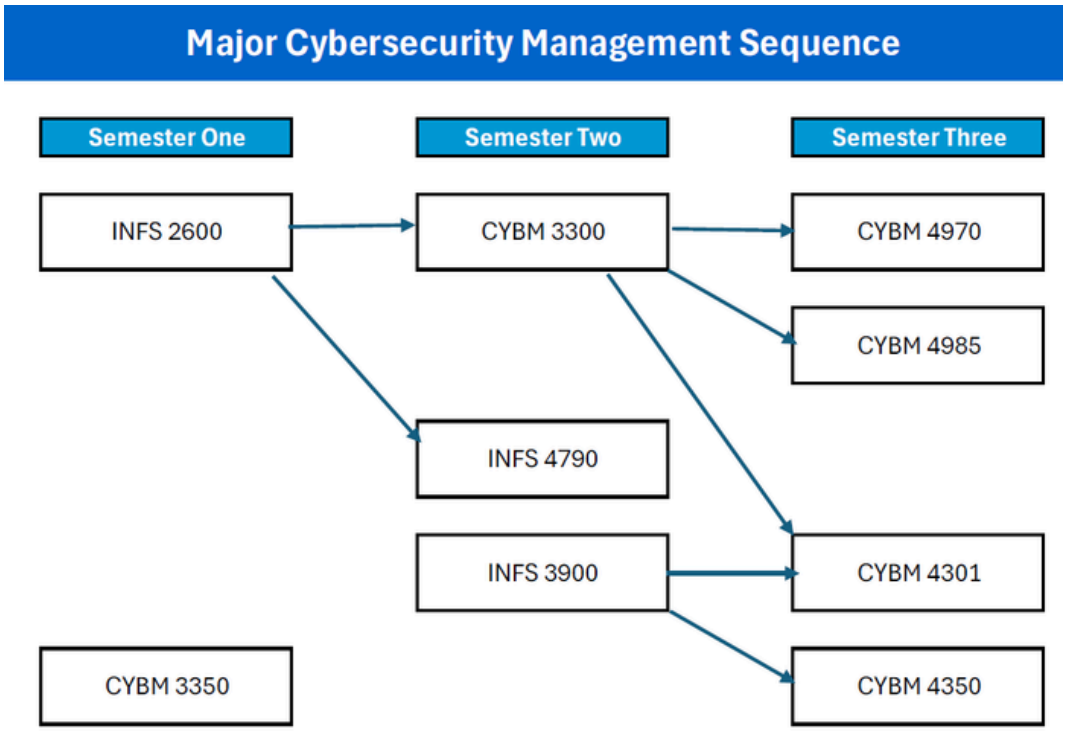
Registration for ACTG 3110 requires completion of the Intermediate Readiness Exam
ACTG 3120, 4110, & 4620 are usually not offered in the summer

Major Business Innovation & Entrepreneurship Sequence

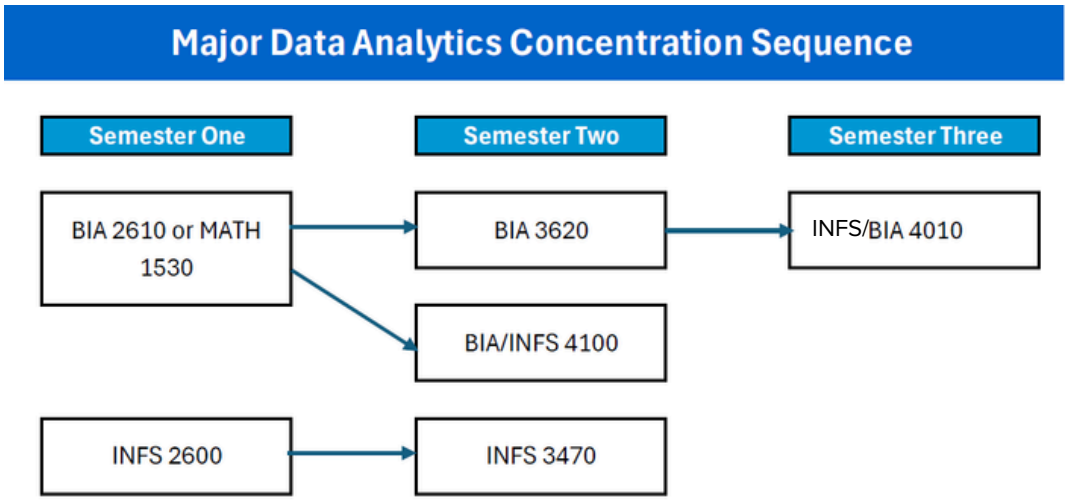


If you've completed ENTR 3650 at MTSU, please consult with your academic advisor

E. Three Semester Course Progression in the Major Block



CYBM 4302, 4310, & 4350 will require the prerequisite CYBM 3300 beginning summer 2027

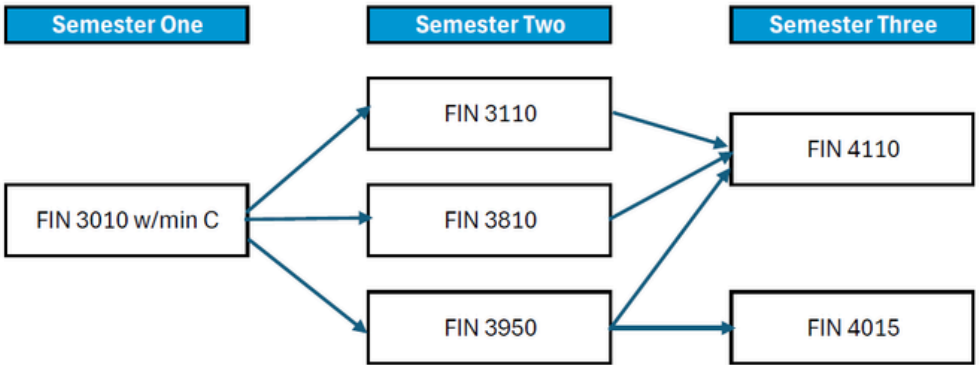


INFS 2600 is strongly recommended before INFS 3470.

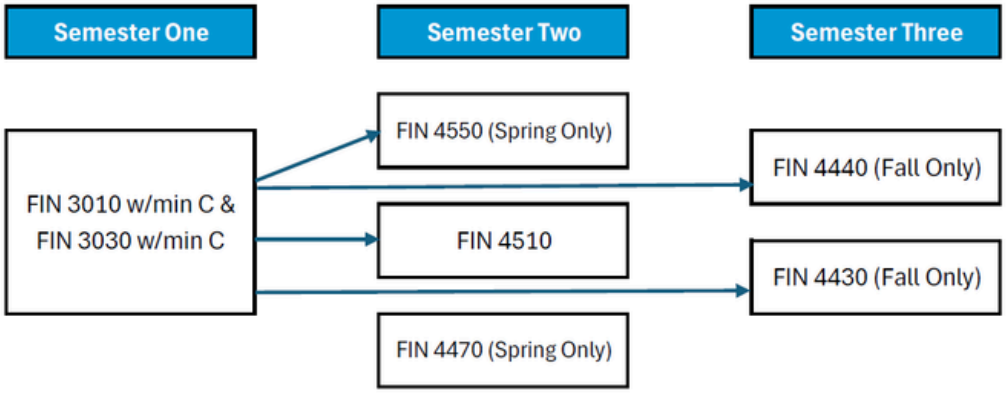
INFS 3800 is in-person only in the fall & remote in the spring.

E. Three Semester Course Progression in the Major Block

Major Finance Sequence

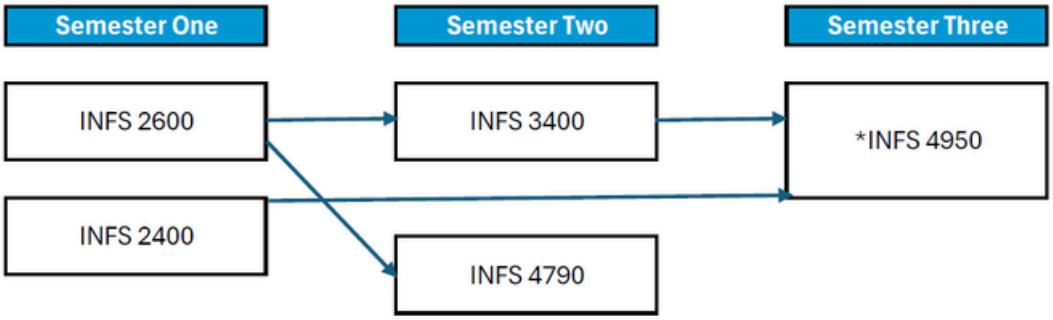


Major Finance - Real Estate Sequence



Students taking prerequsite courses in A1 need to email register@mtsu.edu if the next course is the sequence is A2 in the same term
FIN 3950, 4110, & 4015 are not offered in the summer

Major Information Systems Sequence

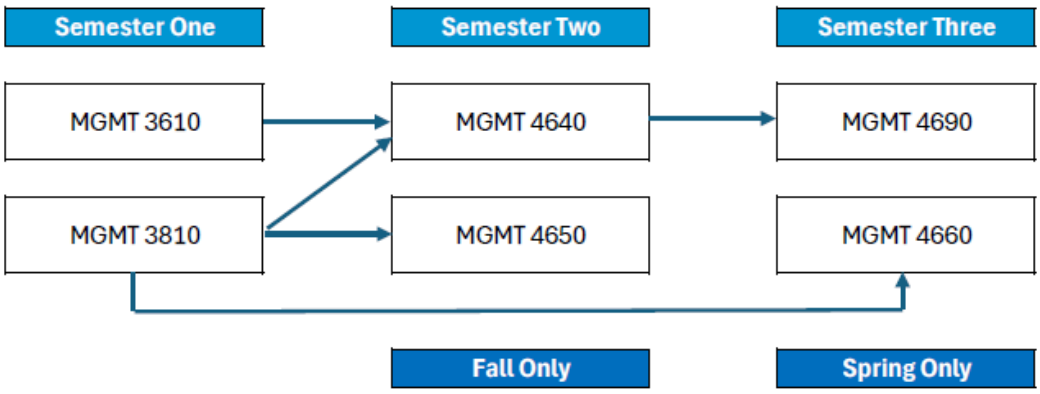


INFS 3800 is in-person only in the fall & remote in the spring

*INFS 4950 registration requires prior completion of the Industry Preparedness Exam
Email isa@mtsu.edu for details

E. Three Semester Course Progression in the Major Block

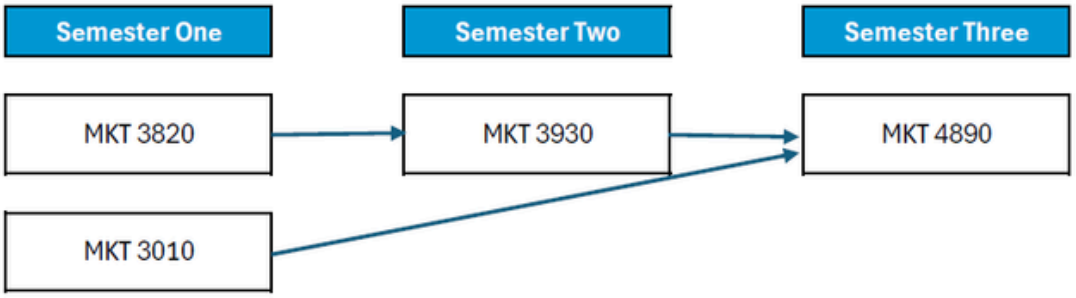
Major Management - Human Resources Sequence



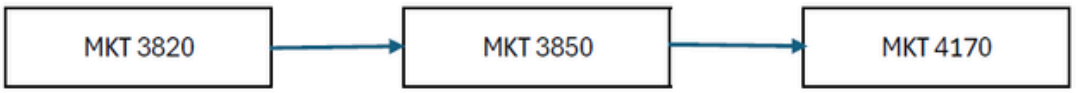
LEAD 3010 is not offered in the summer
BUAD 4000 is not offered in the summer

Major Marketing Sequences

Major Core



Digital MKT Concentration

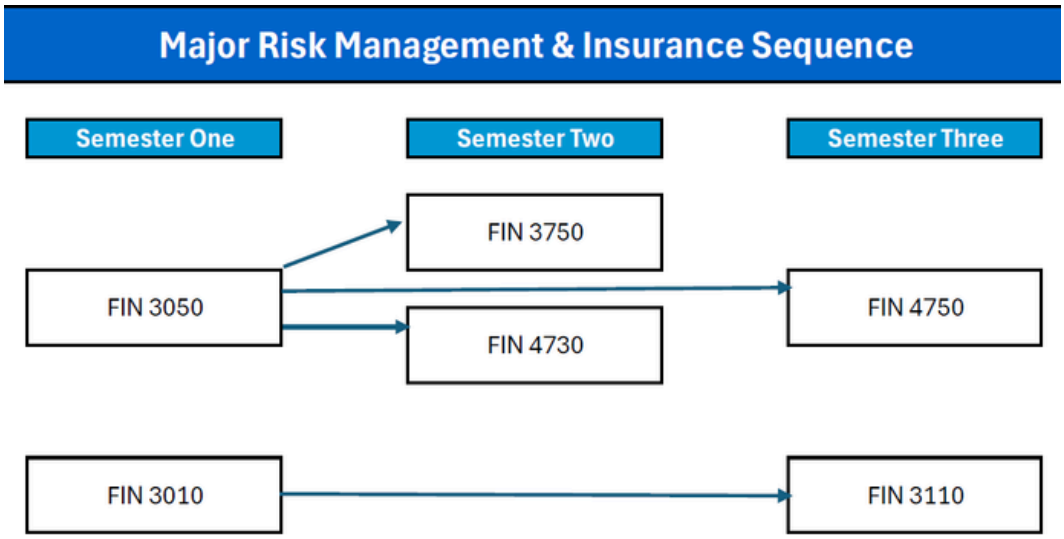


Professional Selling MKT Concentration

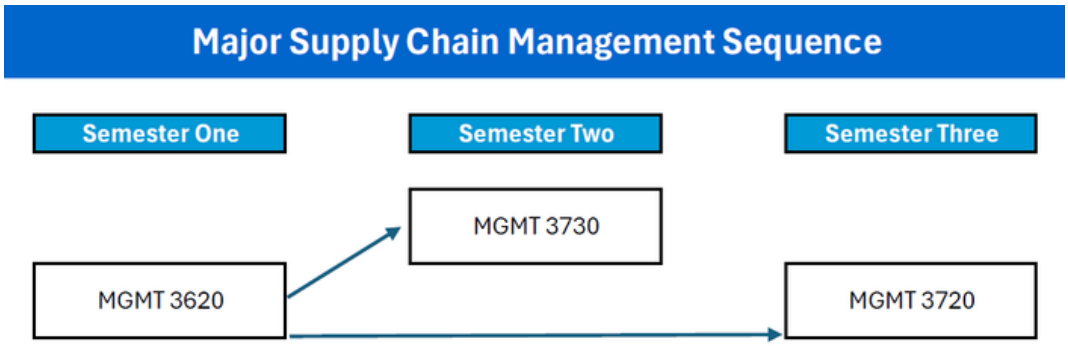


MKT 3010 is not offered in the summer

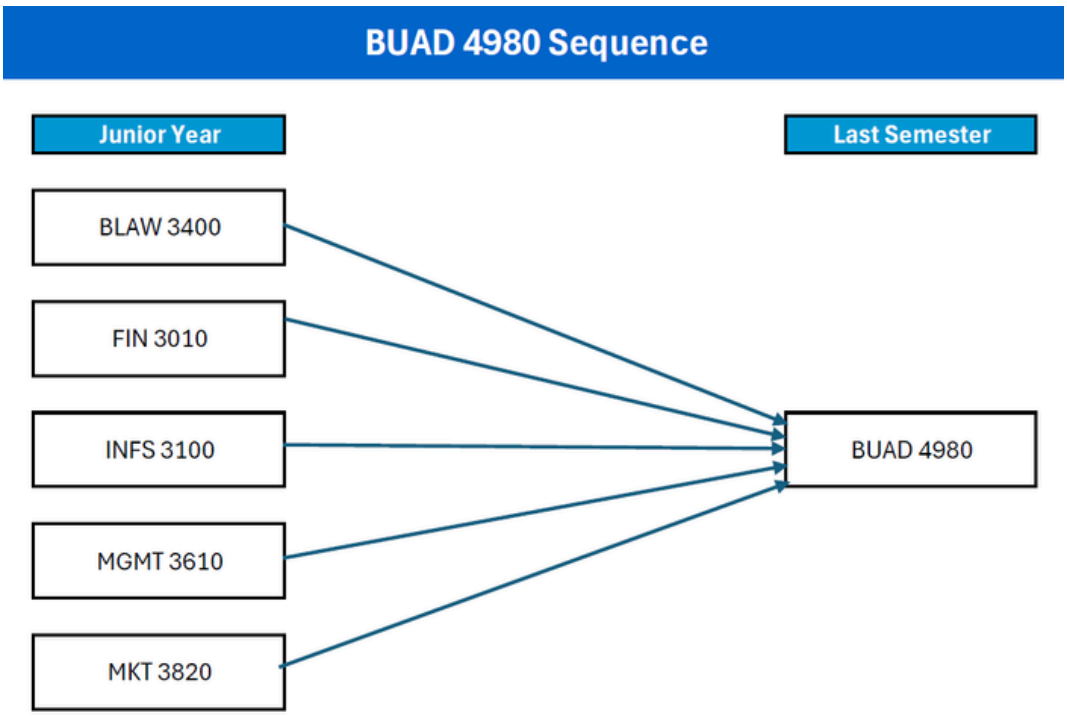
E. Three Semester Course Progression in the Major Block



FIN 4750 is only offered in the spring term.



MGMT 3720 is only offered in the fall & MGMT 3730 is only offered in the spring.



PART 6: Pro Tips

A. Avoiding Academic Probation & Suspension

Academic standing means any of the following: good standing, probation, or suspension. It is calculated at the end of each term after grades post, repeats are marked, & the GPA is calculated.

If a student is placed on probation, the student must attain at least a 2.0 GPA in the current term or one of the following:

- If your GPA hours are between 00-29.99: 1.50 overall combmined GPA
- If your GPA hours are between 30-49.99: 1.80 overall combined GPA
- If your GPA hours are 50 or more: 2.00 overall combined GPA

A student on probation who does not meet either the current term GPA or overall combined GPA in the above standards during the next term enrolled will be suspended.

HINT: GPA types are listed on a student's transcript in Pipeline MT.

B. Avoiding the Class Purge

Students avoid the deletion of a class schedule by completing 1 & 2

1. Paying fees in full or via a payment plan with a balance due of a Zero or Credit (-)
    a. There is no payment plan in the summer
    b. Payment is due by the fee payment deadline listed in the Registration Guide
2. Confirm you will attend MTSU (This may change when Pipeline is updated in late December 2026)
    a. Pipeline MT
    b. Billing & Payment
    c. Select Confirm Registration
    d. Select Term
    e. Click "Yes, I will attend during..."
    f. Wait for a confirmation number & write it down for your records

HINT: Anytime a student make changes to a class schedule, it may take 24-72 hours for financial aid to adjust correctly. Final grades must be posted to the MTSU transcript before financial aid is released.

C. Improving your Game with Badges

A digital badge is issued to a student upon successful completion of a set of courses, program, or other competencies. Students earn badges for a variety of accomplishments on their own or as their work towards a degree. The benefits of earning a digital badge are to exemplify skills and achievements earned to employers, colleagues, and peers.

Current badges include but are not limited to:

- Career Leadership
- Certified Business Relationship Builder (Center for Professional Selling)
- Daniels Center Service Distinction
- Dean's List
- Engage Graduation Distinction
- EXL Scholar Graduation Distinction
- HackMT
- Undergraduate Research Distinction (Undergraduate Research Center)
- Urban & Regional Planning Scholars Program
- Writing Center Tutor

D. Cheat Code for Cross-Listed Classes

Some business courses are listed in Pipeline MT under more than one subject. This is helpful to know if a section under the first subject is closed, the cross-listed section of the same course may be open.

Closed?	Look up this instead
BLAW 4500	MGMT 4500
ECON 3210	FIN 3210
ECON 3430	FIN 3430
ECON 4260	FIN 4260
ECON 4310	FIN 4310
ENTR 3600	MGMT 3600
ENTR 4920	MGMT 4920
FIN 2010	ECON 2110
ENTR 3040	FIN 3040
FIN 4470	BLAW 4470 or AGBS 3140
FIN 4780	ECON 4780
INFS 3470	BIA 3470
INFS 4100	BIA 4100
MGMT 4490	BLAW or ECON 4490
MGMT 4510	ECON 4510

F. Demystfiying Registration Errors

Meeting with your advisor on a regular basis can lead to a smooth registration period; however, there are times when students try to register for a course & experience a registration error. This chart shows the most common errors & how to resolve them.

Error Message	Description	Resolution
Class Restriction	Minimum classification (i.e., Freshmen, Sophomore, Junior, Senior) required. Check CRN for requirement.	Choose a different course or contact your academic advisor for help finding an alternative class. If you think you are eligible to take the course, contact your advisor or the department offering the course to request an override.
PREQ Error	Prerequisite Required. Check CRN for requirement.	Check the course prerequisite using the course description in Pipeline MT. If you don't meet the prerequisite, choose a different course. If the course requires Jones College Admission, you must have achieved candidacy to take the course. If you are a transfer student who recieves a course substitution for the prerequisite, contact your academic advisor to request an override.
Coreq REQ	This course is a corequisite with another course. Go to the Display Corequisite link to view all corequisite courses and corresponding CRNs.	You must select both courses and submit both CRNs at the same time on the Add/Drop Classes page.
Closed Section - Waitlist	This course has reached maximum enrollment but there is a waitlist option available.	Choose another section of the course or join the waitlist in the error menu.
Permission of Department	This course requires approval by the department. If the course has a J in the section number, these are only for high school students & not open to college students.	Contact the department offering the course to request an override. If the course is an internship, applied experience, or faculty-led study abroad, contact the listed instructor.

Error Message	Resolution
Permission of Department for Jones College Classes	Each department is the holder of the following subjects: Department of Accounting: ACTG & BLAW Department of Economics & Finance: ECON & FIN Department of Information Systems & Analytics: BIA, CYBM, INFS Department of Management & Leadership: BUAD, ENTR, LEAD, & MGMT Department of Marketing: BCED, BUS & MKT

E. Decoding Letters in Section Numbers

Each course in Pipeline MT contains a section number. Sections numbers containing letters are either for special student populations or are delivered in a manner other than on-campus.

Letter	Meaning
B	Blended - a combination of in-person & online instruction
D	Distance Learning - Course delivery is either Online or Remote. Online courses are asynchronous (no meeting times) & Remote courses are synchronous (meeting times but no location).
H	Honors - eligible students have at least a 3.25 overall GPA. Entering freshmen must have an ACT composite score of 25 or higher and a high school GPA of at least a 3.50.
J	Dual Enrollment - restricted to high school students
K	Prescribed Course - sections reserved for students who are placed by university assessment or ACT/SAT scores
L	Learning Community - this section must be taken in conjunction with the course it is tied to, usually READ 1000 & HIST 2020 L.
DP	Restricted to Applied Leadership students in University College.

JONES COLLEGE OF BUSINESS

Jones College Undergraduate Advising Center



Your academic advisors from left to right: Dr. Shelby Akers, Greyson Billingham, Abby Davis, Amie Donahue, Melissa Miller, Jenna Roberts, Josh Sampson, and Anthony Weatherford. Graduation Analyst, Melissa Hawkins, Advising Director, Gretchen Leming

Each advisor advises for all majors and minors listed in this publication.

Advisors are assigned to students during New to Blue Orientation or upon the scheduling of a new student or change of major appointment.

BAS N216
busadv@mtsu.edu -615-904-8063
Monday-Friday 8am-4:30 pm