It is important to remember that the purpose of advising is only to help you understand curriculum requirements and options. Ultimately, the responsibility for selecting courses, checking prerequisites, and verifying graduation requirements remains with you. Your degree program’s curriculum for the appropriate year is the official contract between you and Clemson University, and it is your responsibility to schedule courses accordingly.

Who is my primary point of contact in the Department of Marketing?
Ms. Carter McElveen, 349-A Sirrine, cwill24@clemson.edu, 656-5285
Ms. Amanda Cooper Fine, 349-B Sirrine, acoope2@clemson.edu, 656-2448

CURRICULUM AND DEGREE WORKS

Where do I find a list of my curriculum requirements?
Your curriculum requirements are listed in the appropriate section of the Undergraduate Announcements. Go to www.registrar.clemson.edu/html/catalog.htm and select the appropriate year for your curriculum. We have extracted a lot of the information from the catalogs in our advising packets that are located just inside 349 Sirrine. These show the curriculum, lists of course options for various general education requirements, and lists for your Support Courses. PLEASE be sure to pick up the packet for your particular catalog/curriculum year.

How do I check the curriculum year for which I am registered?
Your curriculum year is shown near the top of your degree “Worksheet” in Degree Works just to right of your ID number under the heading of “Curriculum Year”.

How do I access Degree Works?
Degree Works is a menu item in the iROAR system (iroar.clemson.edu).

Can I change my curriculum year?
Students have the option of changing to a curriculum year later than the one originally assigned during enrollment. For example, a student in the 20011-12 curriculum may change to the 2012-13 curriculum or any later one. Click on the “What if” tab to see how the change would affect you. Be careful when making a change of curriculum to consider all changes that may affect you. “Request to Change Academic Program” forms are available at Enrolled Student Services (104 Sikes) and must be signed by an advisor.

Is there a foreign language requirement in my curriculum?
NO. Minors in foreign language can be used for your Support Courses.

What are Support Courses?
Support courses “support” your interest in a career direction or your desire to “sample” different subjects to determine your interests. This is similar to a minor, and minors can be used to fulfill your support requirements provided it is an approved minor.

As a Marketing major, how do I declare a minor?
Submit a Request to Change Academic Program form to a marketing advisor.

Courses intended as Support Courses or for my minor are showing up under Electives. Is this okay?
Yes. We are more flexible than the computer programming, so your courses may sometimes end up in electives. Please ask your advisor if you have questions about where they appear. Occasionally, courses that are meant for Support or a minor may “double count” for some other requirement such as a General Education requirement. Please check with your advisors to make sure that the courses are appropriate.

Do I need a C in each Marketing course for it to count toward graduation?
NO. While other majors have this requirement, Marketing does not.

Do I need a 2.0 average in all Marketing courses to graduate?
NO. While other majors have this requirement, Marketing does not.

Do I need a 3.0 to graduate in Marketing?
NO. The minimum GPR is an entry requirement, not a graduation requirement.
Can I take courses at other academic institutions and have them transferred to Clemson?
You must have approval prior to taking any courses at other institutions. Waiting until after taking a course to determine if it will be accepted is very risky. You must complete a "Request for Approval of Work to Be Taken Elsewhere" form prior to taking a course at another institution. Approval forms are available from your advisor or Sikes Hall.

How can I determine whether a course which is offered at another academic institution is equivalent to a course at Clemson?
Go to the Transfer Credit Equivalency List (TCEL) on the Clemson University website at https://transferringcredits.app.clemson.edu/transferequivalency.php to see courses which have been previously evaluated. If the course is not listed here, you will need to take a course description to someone in the department that teaches the class to have it evaluated and approved. Even if a class is listed on TCEL, you must still have approval from your advisor and have the form in your Clemson University records in order for the course to be accepted. Be aware of Clemson’s residency rule, which requires that 37 of your last 43 credit hours be taken in residence at Clemson. This limitation on transfers is waived only for study abroad, and then with tedious paperwork.

If I have a course transferred from another academic institution, will the grade be transferred and count toward my overall GPR?
You only receive credit for the course, and you must receive at least a "C" for the course to transfer. The grade itself is not transferred or counted into your overall Clemson GPR. Grades from other schools are calculated in your Life GPR for the purpose of SC Life Scholarships.

Can I take courses at colleges overseas and receive credit toward my curriculum requirements?
The Department of Marketing encourages study abroad. There is a "Request for Approval of Work to Be Taken Abroad" form that you will use to get approvals from each department that teaches the courses you want to take. You must work with one of your MKT advisors and with the Clemson University Study Abroad Office (E309 Martin) to coordinate your approvals.

Can I receive course credit for internships?
MKT 3990 Internship is developed exclusively for full-time summer internships that are approved by the Marketing Department. Please be aware that you must pay tuition for this summer course. Booklets describing the process and the contacts are available in the Marketing Department office. You must obtain approvals before you begin the internship. Requests for approval of other work experiences such as University approved co-ops, etc must be considered on an individual basis with the Internship Coordinator.

I just transferred from another major. Can I substitute courses which I have already taken for courses in my curriculum?
Substitutions may be possible. You should see your advisor to complete a course substitution form.

Why does the degree “Worksheet” say my electives (or any other category) are “NOT COMPLETED” even though I’ve completed some of the coursework?
The degree “Worksheet” will list a requirement as NOT COMPLETED until you have completed all of the requirements. For example, if your curriculum has a 6 hour Math Requirement, it will be listed as NOT COMPLETED even if you have taken one course that meets this requirement (i.e. if you have only 3 of the 6 hours completed, the Math Requirement will be listed as Incomplete since you still have to take another 3 credit hours to meet this requirement).

Where can I find more information about Degree Works?
See the tutorial at the registrar’s website, www.registrar.clemson.edu/html/DPSIndex.htm.

PLANNING A COURSE SCHEDULE
Can I expect that all the courses I need will be offered every semester?
We will offer required MKT courses almost every Fall and Spring semester. Some optional MKT courses will only be offered subject to faculty availability. However, the Department of Marketing tries its best to offer most courses at least once each academic year. Many of the required and optional MKT courses may also be offered during summer sessions; however these are contingent on faculty availability and student enrollments. Note: The Department of Marketing has no control over non-MKT courses, and you will need to contact the appropriate department to see if a course you need will be offered in the semester in which you need it.

Can an advisor tell me if I will graduate “on time”?
You (the student) are the best person to address this question since many personal factors are involved. Use your degree “Worksheet” and curriculum sequence to determine how many classes you have remaining to take. Advisors can help students understand the curriculum requirements and the suggested sequence of courses. However, it is YOUR responsibility to schedule course loads (based on your personal goals and situations) and to regularly compare your plans with the curriculum requirements listed in Degree Works.

Can an advisor increase my limit so I can take more classes?
In most cases, the limit is set by the registrar at 19 hours to allow everyone to have a chance to get a full load of classes before allowing students to take an overload of classes. The day before classes begin, students may contact Registration Services to have the limit raised to 21. The Registration Services Office can be reached by phone at (864) 656-2305 or by email at regserv@clemson.edu. Students who wish to register for more than 21 credits must have approval of the advisor. Please include the student's ID number in the correspondence.

I have not been able to register for a MKT class that I need. Can I expect to get into this class, or must I wait until another semester to take it?
You should put your name on the wait list for the classes and contact your advisor if this will impact your scheduled graduation date. You may not get the section you want, but you have a good chance of getting into a section which fits your academic schedule. It is strongly advisable to have a backup plan for the situation where you are not able to take a certain class at a specific time. Note: The Department of Marketing has no control over enrolling you in non-MKT classes that are full, and you will need to contact the appropriate Department Chair regarding these courses.

Can I take a course without satisfying its prerequisites?
The short answer is “No, you cannot take a course without satisfying its prerequisites.” The long answer is that some courses leave the final admission in the course up to the department or the instructor. It is your responsibility to check the prerequisite for a course (see the course descriptions in the Undergraduate Announcements), and to make sure that you will have satisfied all of them when you sign up for a class. The iROAR registration system does not always check prerequisites and may not prevent you from signing up for a course without its prerequisites. However, you may be subsequently dropped from the course if you do not satisfy its prerequisites.

CHANGING MAJORS
I am thinking of changing majors from Marketing to another major. How can I determine how my courses will transfer into the new major?
In Degree Works, select the tab named “What If”. You can "What If" any major that is offered at Clemson and be able to see how your courses would transfer into the new major.

I just changed majors to Marketing from another major. Can I substitute courses which I have already taken for courses in my MKT curriculum?
Some substitutions may be possible, but only after careful scrutiny by your academic advisor and approval from the Chair of the Department of Marketing. See your advisor to complete a course substitution form.

OTHER QUESTIONS
How can I find out about academic questions not related to the Marketing curriculum?
The Registrar’s Portal has a lot of useful information about registration, calendars, tuition, and much more at the site www.registrar.clemson.edu/portal.