

Sport Management Advising Hint Sheet

(Fall 2023 – New Students)

It is the student's responsibility to know this information.

1. In order to take the senior internship (and thus graduate with a SPMG degree), the student must have a 2.25 overall GPA, and a 2.5 SPMG GPA.
 - a. Students who miss these GPA requirements or are at risk of missing them will not be allowed to register until their final grades come in. See the section on your internship classes 470/475 for more info.
 - b. **If the student fails a course(s), you should meet with your advisor ASAP and retake the course the following semester**, i.e. if a student fails MGT 250 in the fall semester, the student should register for MGT 250 in the spring semester

2. Use the Schedule Builder cheat sheet to create a course schedule. You should look at available classes via the course schedule link on Cortland.edu then current students.
 - a. **Note: not every course is offered every semester.**
 - b. If you see a course listing with a class that does not have a time or day [or asynch] listed, then it is not offered that semester.

3. Your fall PIN is also the summer session PIN. Your spring PIN is also your winter session PIN. After your meeting with your advisor, save the PIN in your phone. You don't want to lose it!

4. **SPM 100** is an example of a course number. **SPM 100-601** is an example of a class (or section).

5. The section numbers have specific meanings: **00X** (open to all students); **40X** (Honors students), **50X** (special permission required); **60X** (designated majors only); **70X** (non-majors only). It is important to remember this!
For example:
 - a. **SPM 275-601** is open to only Sport Management majors
 - b. **MGT 254-601** is open to only Management majors. If you are not a MGT major, then you will NOT be able to gain access into this class/section. You would need to find a different class/section (00X or 70X)

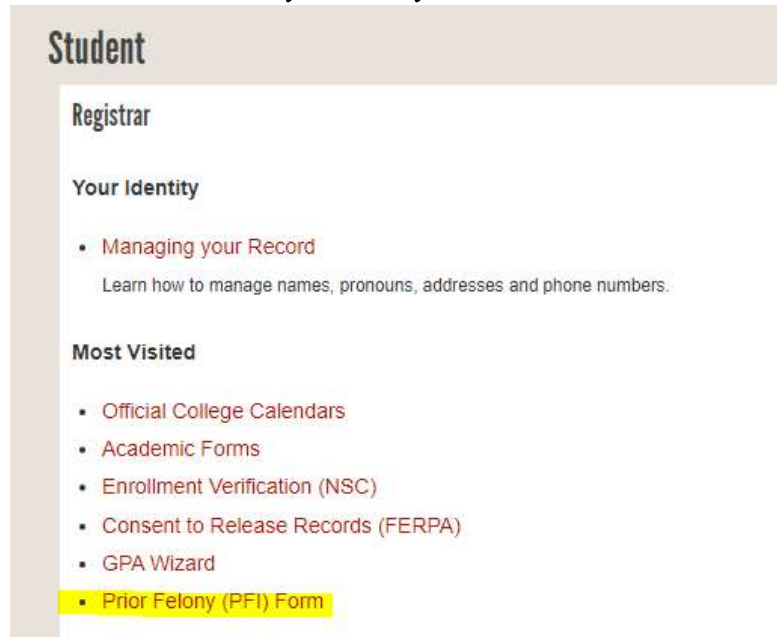
6. **Prerequisites**
 - a. Required Courses (**and their prereqs**)
 - i. **SPM 175 is a pre-req for many SPM courses (take freshman or sophomore year)**
 - ii. **SPM 335 (SPM 100 or CAP 100- take first year)**
 - iii. **SPM 360 (MGT 253- take sophomore year)**
 - iv. **SPM 373 (SPM 175)**

- v. SPM 452 (SPM 175, MGT 254 - take sophomore or junior year)
- vi. SPM 370/SPM 466 (co-requisites- take last semester before internship- must have 90+ credits)
- vii.

7. Specific issues (Special Permission courses):

a. **SPM 259 and SPM 470**

- i. SPM 259 and SPM 470 requires you to complete the **Prior Felony Response Inquiry form** (a background check). It is on MyRedDragon, under the student tab, top left-hand side. **When you complete this form, you need to put in the CRN or section # that you want to register for**, otherwise SRRS lifts a flag for section 601 and when you register for 603, you get an error message.
- ii. Only after this is completed, will the background check begin. It will take a couple hours for the background check to process, then the flag will be lifted and SRSS will email you to let you know.



b. **SPM 370 and 466**

- i. These classes will be taken in your **Last Semester On Campus Prior to Your Internship**
- ii. The **student must have the advisor's and department's approval**. The advisor will notify the department office administrator, the department office administrator will lift the flag and you will be notified via e-mail when the flag is lifted.
- iii. **Do not** email the professor of the course or attempt to register until you have received confirmation e-mail.

- c. **SPM 470 / 475**
 - i. These TWO classes are your internship. **You still need to meet with your advisor if you are registering for SPM 470/475**
 - ii. During SPM 370 you will be introduced to Form 3. Form 3 is the form that confirms you have obtained an internship.
 - iii. **Once you have completed the Form 3 you must send it to the course instructor and department office administrator for both SPM 470 and SPM 475.**
 - iv. Upon receiving Form 3 the flags will be lifted for both SPM 470 and SPM 475
 - 1. if your overall GPA is above a 2.6 and your major GPA is above a 2.7 then your flags will be lifted upon receiving the form 3. If your GPA does not meet those minimums your flags will be lifted at the end of the semester as long as you stayed above a 2.25 overall and a 2.5 major GPA.
 - v. Student must register for SPM 470 and SPM 475 at the same time.
 - 1. Make sure to specify which semester you need the flags lifted for. Make certain that you include your name, C#, and CRN for both classes.

8. Degree Requirements

- a. Your degree requirement to take **two writing-intensive (WI) classes** will be fulfilled by SPM 360 (sport marketing), SPM 373 (sport law), and/or SPM 466 (strategic management). You do not need additional courses to fulfill this degree requirement.
- b. You are required to take a **statistics course**, which will also fulfill your **GEMA**
- c. You are required to take **HIS 200, HIS 201, or SOC 100** if you received 84 or below (or no score) on NYS Regents exam, which will fulfill your **GEUS**
- d. You are required to take **COM 100**, which will fulfill your **GEHU**
- e. You are required to take **CPN 100/102 and CPN 101/103**, which partially fulfills **GEC1 and GEC2**
- f. You are required to take **30 GE credit hours**, but some GE courses “double-dip” in two or more categories. You are still responsible for the 30-credit hour total. There are 12 required categories that must be met, and students must complete the minimum of 30 credit hours of GE credits (**NOT GEST**).

9. Add a Minor or Concentration

- a. Adding a Minor – if you want to add a minor, you must contact the department that offers that program (i.e. contact the Economics Department too add an ECO minor). You may need to complete an application prior to being admitted into the minor in addition to the change of major form
 - i. SPM students are NOT eligible for a MGT minor
- b. Adding a Concentration – if you want to add a SPM concentration, inform you advisor or the department administrative assistant
- c. Concentration capstone courses rotate.

- i. SPM 430, 455 and 460 will be offered in the fall semester
 - ii. SPM 430 or 435, 440 and 447 will be offered in the spring semester
- d. You will not be eligible to graduate if you signed up for a concentration or a minor without completing it. If you have met all other graduation requirements, then you must delete the minor or concentration for graduation.

10. Transfer Courses

- a. If you want to take a course at another school and transfer it to Cortland you need to fill out the **Permission to Transfer Credit Form** https://sunycortland.formstack.com/forms/permission_to_transfer_credit_form and have the required parties sign it before taking the class.
- b. Students should utilize the **Transfer Equivalency Chart** <https://www2.cortland.edu/offices/advisement-and-transition/transfer-credit-services/transfer-equivalencies/>. This chart shows what other SUNY college courses transfer into SUNY Cortland courses.
- c. More info about this process, including what transfers to Cortland can be found on the **Transfer Credit Process website** <https://www2.cortland.edu/offices/advisement-and-transition/transfer-credit-services/permission/index.dot>
- d. A list of all available SUNY online courses can be found at <https://explore.suny.edu/courses>

11. Summer and Winter Sessions

- a. You can take up to five credits in one session at Cortland during winter break. These are usually two-week and a five-week online classes. A student may be able to take up to 6 credit hours over a winter break if a student takes one course (3 cr) in each session. (E.g., one course (3 cr) in a two-week session and the other course (3 cr) in a five-week session).
- b. You can take up to 12 credits during the summer, as there are two different five-week-long summer sessions
- c. Summer session registration opens for you at the same time fall does. The winter session opens at the same time spring registration does.
- d. You can find more about Winter Session (<https://www2.cortland.edu/offices/winter-session/>) or Summer Session (<https://www2.cortland.edu/offices/summer-session/>) on the Cortland website

12. Applying for Graduation

- a. You apply for graduation via myreddragon student tab (on left “degree conferral info”)
- b. The date of the graduation should match when your complete **ALL** academic requirements **including** your internship
- c. Apply for graduation at the beginning of your last semester (most of you this means your internship semester).

13. How to Withdraw from a class (search Registrar on Cortland.edu)

- a. The deadline to withdraw from fall class is usually November 15th, while the deadline to withdraw from a spring class is usually April 15th.
- b. <https://www2.cortland.edu/offices/srrs/students/forms-and-documents#withdrawal-and-leave-forms>