

## Sport Management Advising Hint Sheet

SPRING 2025

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

**Use this as a troubleshooting document if you run into any registration error.**

1. **SPM 100** is an example of a course number. **SPM 100-601** is an example of a class (or section).
2. 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** because the section numbers starts with a "6"
  - b. **MGT 254-601** or **ECO 111-604** would be open to only **Management** majors. If you are not an MGT major, then you will NOT be able to gain access to this class/section. You would need to find a different class/section (00X or 70X).
  - c. Your major requires several classes in departments other than SPM. **The SPM Department cannot lift flags for classes in other departments or majors such as MGT, ECO, or COM.**
  - d. **Ignoring section numbers is the most common mistake students make during registration.** You will get a registration error if you attempt to register for a major-restricted class outside your major (for SPM, that means classes in ECO, MGT, COM, and some GE courses). **Always check your section numbers!**
3. To take the senior internship (and thus graduate with an SPMG degree), you must maintain a 2.25 overall *GPA*, and a 2.5 *Program Standard 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 are posted. See the section on your internship classes 470/475 for more info.
  - b. To maintain your 2.5 GPA, a student who fails a course(s), you should retake the course the following semester,
    - i. i.e. If a student fails MGT 250 in the fall semester, the student should register for MGT 250 in the spring semester
    - ii. The new grade in a retaken class will replace the old one.
    - iii. There is "retake flag" that must be lifted by **the department offering the class you are retaking**. Make sure to contact them BEFORE registering for the retake.
4. 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.
  - 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.
5. Your fall PIN# is also the summer session PIN#. Your spring PIN# is also your winter

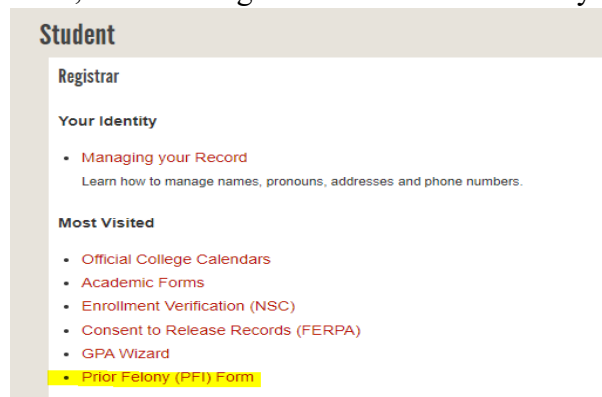
session PIN#. After your meeting with your advisor, save the PIN# in your phone. You don't want to lose it!

## 6. Everything You Need to Know About Prerequisites

- a. Required SPMG Courses (and their prereqs)
  - i. SPM 175 is a prereq for many SPM courses (take freshman or sophomore year)
  - ii. SPM 335 (SPM 100 or CAP 100)
  - iii. SPM 360 (MGT 253)
  - iv. SPM 373 (SPM 175)
  - v. SPM 452 (SPM 175, MGT 254)
  - vi. SPM 370/SPM 466 (co-requisites- take last semester before internship - must have 90+ credits)
  - vii. Some 300+ level electives have prereqs. Read carefully before picking an elective!

## 7. Special Permission Courses

- a. **SPM 259 and SPM 470**
  - i. SPM 259 and SPM 470 require you to complete the **Prior Felony Response Inquiry form** (a background check). It is on MyRedDragon, under the student tab, at the top left-hand side. **When you complete this form, you need to put in the CRN or section number that you want to register for;** otherwise, the Registrar's Office 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 of hours for the background check to process, then the flag will be lifted, and The Registrar's Office 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**. This is another very common error that students make.
- ii. The **student must have the advisor's and department's approval**. The advisor will notify the department office administrator, who will lift the flag. You will be notified via e-mail when the flag is lifted.
  1. You need at least 91 credits to register for these courses (or a clear plan to do 18 credits)
  2. You'll need to be at 106 credits to be eligible for the internship, which is 15 credits. This assures you get to the 121 credits needed for graduation.

- c. **Do not** email the course professor or attempt to register until you have received a confirmation email.
- d. **SPM 470 and 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 the Internship Learning Agreement. This is the official form that confirms you have obtained an internship.
  - iii. **Once you and your internship site have completed the Learning Agreements, you must send them to the course instructor and department office administrator**
  - iv. Flags will be lifted for both SPM 470 and SPM 475
    - 1. If your overall GPA is above 2.6 and your major GPA is above 2.7, your flags will be lifted upon receiving the agreement. If your GPA does not meet those minimums, your flags will be lifted at the end of the semester as long as you stay above a 2.25 overall and a 2.5 major GPA.
  - v. Students must register for SPM 470 and SPM 475 at the same time.

## 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 (the Math GE)**
- 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 (the US History and Civic Engagement GE)**
- d. You are required to take **COM 100**, which will fulfill your **GEHU (the Humanities GE)**
- 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 to add an ECO minor). You may need to complete an application before 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 an SPM concentration, inform you advisor or the department administrative assistant
  - i. Concentration capstone courses rotate and are dependent on enrollment in each concentration
  - ii. SPM 430, 455 and 460 will be offered in the fall semester

- iii. SPM 430 or 435, 440 and 447 will be offered in the spring semester
- c. 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, you must delete the minor or concentration.

## 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](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 five-week online classes. A student can 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 and a 10-week session.
- c. Summer session registration is open 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 you 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 15<sup>th</sup>, while the deadline to withdraw from a spring class is usually April 15<sup>th</sup>.
- b. <https://www2.cortland.edu/offices/srrs/students/forms-and-documents/#withdrawal-and-leave-forms>