About this minor…

The CIS Minor allows students majoring in other subjects to enhance their degrees with information systems knowledge.   Such graduates may use their expertise to help solve computer system problems for businesses. Since so many businesses rely heavily on computer systems as decision-making tools, graduates with this Minor will have a competitive advantage over those without it when applying for positions in many (or even most) organizations. This Minor may also give students an advantage when attempting to advance within an organization.

Additionally, many employees in numerous organizations find themselves daily using computer hardware and software as productivity tools within their positions. The CIS Minor assists students in learning skills and background information that they will need in all occupations.

POLICIES:
1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December**.
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).

NAME: _____   **STUDENT ID #** _____

LOCAL ADDRESS AND PHONE NUMBER: _____

_____   (   ) _____

_____

I, (Signature)_____ , hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

_____   _____20_____
Signature of Computer Information Systems Advisor   Date

_____   _____20_____
Signature of Department Head   Date

_____   _____20_____
Signature of Registrar   Date

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration. See the "Undergraduate Graduation Requirements" in the Mesa State College catalog for additional graduation information.

Minor Requirements:
- At least 33 percent of the credit hours required for the minor must be in courses numbered 300 or above.
- 2.00 cumulative GPA or higher in the minor is required
- The number of minors a student may receive at Mesa State College shall not exceed two.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student's responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head.

REQUIRED COURSES (21 Semester Hours)
See the current Mesa State College catalog for a list of courses that fulfill the requirements below.

Course No	Title	Sem.hrs	Grade	Term/Trns
CISB 205	Advanced Business Software	3	_____	_____
CISB 210	Fundamentals of Information Systems	3	_____	_____
CISB 392	Information Systems: Theories and Practices	3	_____	_____

Course No	Title	Sem.hrs	Grade	Term/Trns
CISB 400	Data Communications and Network Management	3	_____	_____
OR				
CISB 442	Systems Analysis & Design	3	_____	_____
CISB 110	Beginning Programming	3	_____	_____
TECI 260	Information Technology Hardware & System Software	3	_____	_____
Business Elective – Upper Division				
_____ ___ _____		3	_____	_____