

May 15, 2015

Welcome to the Carson College of Business! You have certified as a **Marketing [MKTG]** major in the Carson College of Business! Your new academic advisor is **Tom Sanford**. You may contact him by phone **(509) 335-3097**, email tsanford@wsu.edu, and/or in the **Carson Center for Student Success** (Todd Hall, Room 101). Your hard academic work and dedication has resulted in this momentous step towards graduation. Congratulations on your achievement!

To assist your first semester's success, **please read and follow the instructions below:**

- **We will enroll you** in business upper-division core courses on **May 21-22**. Please check your schedule after that date. These major core classes are required and fulfill your degree program;
- **DO NOT drop any core course on ZZUSIS**. You must **spea**k your advisor who is listed above to **drop and/or change any section of a business core class**;
- If you are either overenrolled, have a class conflict, or are enrolled in a class that you previously earned credit in, then you will need to adjust your course schedule;
- It is your responsibility to add non-business classes beyond those we have added for you (e.g., general education, minor, and elective courses). Please check your degree audit and/or contact your new advisor;
- It is your responsibility to withdraw from your classes if you do not intend to return for the spring semester. Failure to withdraw your enrollment will result in a tuition fee on the first day of instruction;
- **If your schedule is not updated, check the following:**
 - **Registration hold** (e.g., Advising, Writing Portfolio, Student Accounts)? If so, we cannot add any classes to your schedule until your registration hold is resolved; check before contacting your advisor;
 - Once you have resolved any spring enrollment barriers, contact **Tom Sanford** at tsanford@wsu.edu.

If you have any general questions or concerns, please contact your new advisor, **Tom Sanford**.

Sincerely yours,



Gloria Tong, M.Ed.
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