

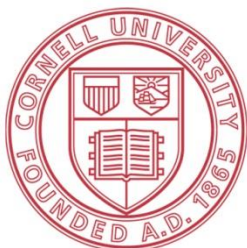
# Pre-Enrollment Guide

Courtesy of the

## Dyson Undergraduate Council



*Welcome to the Dyson School!*



Cornell University  
Charles H. Dyson School of  
Applied Economics and Management

Dear New Dyson Student,

Congratulations on your decision to attend one of the top undergraduate business schools! On behalf of the entire Dyson community, I welcome you to Cornell University's Charles H. Dyson School of Applied Economics and Management! I am excited to meet you all in August and help you transition into our school.

As you likely know, between July 8<sup>th</sup> and July 17<sup>th</sup>, you will complete the pre-enrollment process and add classes to your schedule for the fall semester. Since this process can be confusing, the Dyson Undergraduate Council (DUC), the student government of the Dyson School, created this guide as a resource to help you understand the process and provide you with tips and recommendations on classes.

In this guide, you will find mock schedules and course recommendations to start completing the Dyson School's core requirements and CALS distribution requirements as well as prerequisites for classes you will take sophomore year. Additionally, we have included instructions and tips for navigating Student Center, which you will use to officially pre-enroll in classes starting on July 8<sup>th</sup>.

This guide also outlines other useful tools, including DUST and scheduling assistants. If you have not already done so, you should add a brief biography to DUST, which Dyson faculty will use to match you with a faculty advisor. You will be assigned an advisor over the summer and can then view his or her contact information on DUST as well as their faculty profile page on the Dyson website at <http://dyson.cornell.edu/people/index.php>. Faculty advisors are great resources for course suggestions, schedule planning, and careers, and you will meet with your advisor during orientation.

If you have any other questions, feel free to contact me, your advisor or any member of the Dyson Undergraduate Council. Additionally, you will soon receive a DUC peer mentor, who can assist with questions and concerns as well. You can find more information about the DUC and members' email addresses at <http://dyson.cornell.edu/undergrad/council.php>. Enjoy the rest of your summer, and I look forward to meeting you in August!

Best,  
Laya Mallela '17  
Vice President of Prospective Students  
Dyson Undergraduate Council  
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## **Freshmen Requirements**

- AEM 2200 – Business Management and Organization (Fall; 4 credits)
- AEM 2420 – Marketing (Spring; 4 credits)
- AEM 2700 – Management Communication (Spring; 3 credits)
- \*^ECON 1110 – Introductory Microeconomics (Fall, Spring; 3 credits)
- \*ECON 1120 – Introductory Macroeconomics (Fall, Spring; 3 credits)
- \*Two First-Year Writing Seminars (Fall, Spring; 3 credits)
- \*^Calculus: either MATH 1106 – Calculus for the Life and Social Sciences (Spring; 3 credits) OR MATH 1110 – Calculus I (Fall, Spring; 4 credits)
- °AEM 2010 – Spreadsheet Modeling (Fall, Spring; 3 credits)
- °AEM 2100- Introduction to Statistics (Fall; 3 credits)
- Physical Education Requirement (Fall, Spring; 1 non-academic credit)

Notes:

\*Students may receive credit for these courses and many distribution requirements based on AP scores or IB marks. Refer to the following link to determine if credit is granted:

<http://cals.cornell.edu/sites/cals.cornell.edu/files/shared/documents/academics/Advanced-Placement.pdf>

^These courses need to be completed by the end of freshman year as they are prerequisites for Managerial Economics (AEM 2600 & 2601), which is a required class for sophomore year.

°Course may also be taken sophomore year

**For a complete list of the Dyson School Core and Distribution Requirements**, check out

<http://dyson.cornell.edu/undergrad/pdf/cornell-aem-degree-reqs.pdf>.

## **Minors**

Many students pursue minors in subjects including foreign language, art, math, music, computer science, etc. At Cornell, it is relatively **easy to earn a minor in one of the 70 subjects** offered to undergraduates. We encourage you to take classes outside of the AEM department to broaden your horizon and recommend considering a minor if you find a field especially interesting. A list of possible minors and more information can be found at:

<http://www.cornell.edu/academics/minors.cfm>.

## Science Course Recommendations

### General Tips:

- The classes below are recommendations for non-science majors. Several CALS Intro Bio/Life Science classes and Chemistry/Physics classes found on DUST are core requirements for biology and pre-med majors, and as a result, have difficult and heavy workloads.

- If you have AP/IB Credit for Science courses, we recommend you use it. You can always take interesting life sciences classes as electives.

### Introductory Life Sciences / Biology for non-science majors (2 courses that fulfill CALS Requirement)

<i>FALL:</i>	ANSC 1100	Domestic Animal Biology
	EAS 1560*	Introductory Oceanography with Lab
	PLSCS/BIOMI 1120	Microbes, the Earth & Everything
	ENTOM 2020*	Invasions
	BIOEE 1610	Ecology and the Environment
	BIOEE 1780	Intro to Evolutionary Bio & Diversity
	BIOMG 1350	Intro Bio: Cell Development
<i>SPRING:</i>	BIOMG 1290*	Personal Genomics and Medicine
	BIOPL 2490*	Hollywood Biology
	ENTOM 2011*	Alien Empire: Bizarre Biology of Bugs
	HORT 1115	The Nature of Plants
	PLPA 2013*	Mushrooms, Molds and More
	PLPA 2015	Mushrooms, Molds and Molecules
	BIOEE 1610	Ecology and the Environment
	BIOEE 1780	Intro to Evolutionary Bio & Diversity

*\*Most commonly taken courses*

**Chemistry/Physics requirement: (any 3 credit course with a CHEM and/or PHYS prefix-excluding courses that are supplemental, independent study, research, TA, internship, and First-Year Writing Seminar)**

### Some common choices by Dyson students include:

<i>FALL:</i>	CHEM 1150	The Language of Chemistry
	PHYS 1201	Why is the Sky Blue
<i>SPRING:</i>	PHYS 1203	Physics of the Heavens and Earth

## Mock Schedules

Each student's schedule may be different based on AP Credit granted and used that places you out of certain classes (check DUST – see page 9). Also, some freshmen like to ease the transition to college by taking a lighter workload with only 4 classes (13-14 credits). Note that 120 credits are required to graduate, an average of 15 credits per semester. You can also find similar class recommendations by Dyson administration online at:

<http://dyson.cornell.edu/undergrad/advising.php>.

<b>Fall Semester</b>	<b>Credits</b>	<b>Other Possible Courses</b>
AEM 2200 – Intro to Business Mgmt/ Organization	4	N/A – Automatically enrolled
ECON 1110 – Introductory Microeconomics	3	ECON 1120 – Introductory Macroeconomics, AEM 2600- Managerial Economics I (if AP/IB credit is granted for economics)
MATH 1110 – Calculus I	4	Other courses that fulfill distribution requirements: Intro Life Sciences, Social Sciences & Humanities, Chemistry/Physics; AEM 2100 – Introductory Statistics; AEM 2010 – Spreadsheet Modeling
ENGL 1170 – Short Stories (FWS)	3	Any other First-Year Writing Seminar (FWS), other courses that fulfill distribution requirements (if AP/IB credit is granted for written expression)
<i>Optional:</i> ENTOM 2020 – Invasions (Intro Life Sciences)	3	Other courses that fulfill distribution requirements: Intro Life Sciences, Social Sciences & Humanities, Chemistry/Physics; AEM 2100 – Introductory Statistics; MATH 1110; Classes for minors or other electives
PE 1445 – Beginner Tennis	1	Any other Physical Education Requirement
<b>Academic Credit Total</b>	<b>14-17</b>	

<b>Spring Semester</b>	<b>Credits</b>	<b>Other Possible Courses</b>
AEM 2420 – Marketing	4	N/A – Automatically enrolled
AEM 2700 – Management Communication	3	N/A – Automatically enrolled
AEM 2010 – Spreadsheet Modeling	3	Other quantitative methods requirements: MATH 1106 – Calculus for the Life and Social Sciences or higher level math (if AP/IB credit is granted)
ECON 1120 – Introductory Macroeconomics	3	ECON 1110 – Introductory Microeconomics, AEM 2601 – Managerial Economics II (if AP/IB credit is granted for economics)
ENGL 1147 – The Mystery in the Story (FWS)	3	Any other First-Year Writing Seminar (FWS), other courses that fulfill distribution requirements (if AP/IB credit is granted for written expression)
PE 1300 – Introduction to Bowling	1	Any other Physical Education Requirement
<b>Academic Credit Total</b>	<b>16</b>	

## Using Student Center to Pre-Enroll

During pre-enroll, Student Center is used to add classes, drop classes, and swap them out for each other. To login to Student Center, go to <http://studentcenter.cornell.edu/>.

**Student Center**

**Academics**

Enrollment  
[My Class Schedule](#)  
[Wish List](#)  
[Add a Class](#)  
[Drop a Class](#)

Academic History  
[Grades](#)

other academic... >>>

Deadlines URL Gradebook

**SEARCH FOR CLASSES**

**This Week's Schedule**

	Class	Schedule
	AEM 2400-001 LEC (1048)	MoWeFr 10:10AM - 11:00AM Kennedy Hall 116-Call Aud
	AEM 2600-001 LEC (4785)	TuTh 1:25PM - 2:40PM Statler Hall 185-Aud
	AEM 3440-001 LEC (3960)	MoWe 8:40AM - 9:55AM Warren Hall 131
	AEM 4970-633 IND (2938)	Location: TBA
	CHEM 1150-001 LEC (6798)	MoWeFr 1:25PM - 2:15PM Baker Laboratory 200

weekly schedule ▶

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
Program Advisor

### Adding a Class

Select the **Add a Class** link in the upper left-hand corner under **Enrollment**. From there, select the term you want to add a class for and then you'll be directed towards the following page:

go to ... >>>

my class schedule wish list class search **add** drop swap edit

**Add Classes** 1 2 3

**1. Select classes to add**

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2012 | Undergraduate | Cornell University **change term**

Add a class using one of the following:

**Search for Class** Search for Classes search

----- OR -----

**Enter Class Nbr** enter

**Fall 2012 Enrollment Shopping Cart**  
Your enrollment shopping cart is empty.

**My Fall 2012 Class Schedule**

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">AEM 2400-001 (1048)</a>	Marketing (Lecture)	MoWeFr 10:10AM - 11:00AM	Kennedy Hall 116-Call Aud	D. Perosio	3.00	✓
<a href="#">AEM 2600-001 (4785)</a>	Managerial Economics 1 (Lecture)	TuTh 1:25PM - 2:40PM	Statler Hall 185-Aud	G. Blalock, S. Poczter	3.00	✓

### Tips:

- Know the **class number** before pre-enrollment. (Use tools discussed at the end of this guide to easily get these numbers)
- **Check enrollment and number of available seats before your pre-enrollment appointment opens to prioritize which classes to add and checkout first.**
- **Check out and finish the enrollment process after adding each class**, not just after you've added all the classes to your shopping cart. Classes can become full quickly while you are adding other classes without finishing the enrollment process.
- Have second and third choice discussion times prepared.
- Don't worry if you don't get all the courses you want: there's always "Add/Drop" Period!



## Dropping a Class

If you decide to drop a class, the process is relatively easy. Simply select the “Drop a Class” link under **Enrollment** on the Student Center Homepage. On the following page, select the class you want to drop and follow the on screen instructions.

## Swapping a Class

In the event you need to add a class and drop another class at the same time, the easiest way to do it is to “Swap” them for each other. Select the **Swap** link on the top of the page, pick the class you want to drop from the drop-down menu and search for the class you would like to add. Again, follow the on-screen instructions.

go to ...

my class schedule wish list class search add drop swap edit

### Swap a Class

1

#### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2012 | Undergraduate | Cornell University [change term](#)

#### Swap This Class

Select from your schedule AEM 2400: Marketing

#### With This Class

Search for Class Search for Classes [search](#)

----- OR -----

Enter Class Nbr  [enter](#)



## **Instructions on DUST (Distributed Undergraduate Student Tracking)**

DUST, created by the CALS Office of Academic Programs, is a great tool for students to view their degree progress, view information about classes, and find classes to fulfill requirements.

### **Logging into DUST**

- Click on DUST log in link <https://dust.cals.cornell.edu/>. Log in using your Cornell Net-ID and Password
- Click the “Log-into DUST” button at the bottom left corner of the page
- Fill out your student bio by clicking on the “Academic Advising” link, then the “Student Biography” link

### **Degree Progress (Does NOT include Major Requirements)**

- After logging into DUST, click on the “Degree Progress” link
- Click the “College Degree Progress”, the second link on the page
- An information page will load and then click on the “Continue on to Degree Progress” link
- Students are encouraged to spread out the requirements while at Cornell yet ensure not to leave them all for senior year. Each student’s DUST “Progress Towards Degree Requirements” page will be specific to that student.
- This resource displays the courses and credits, broken down by distribution requirements, you have fulfilled so far towards the total of 120 credits you need to graduate.
- AP Credit will be added over the summer. You can talk to the registrar about issues in the fall.

### **Find Courses for Distribution Requirements**

- This resource displays all of the course options that fulfill CALS distribution requirements in:
  - Humanities & Social Sciences
  - Physical & Life Sciences
  - Written & Oral Expression
- It can be found in “Degree Progress” section of DUST, under “CALS Degree Requirements”
- There are required sub-categories within each category, see [Dyson Degree Requirements](#)

The screenshot shows a web form titled "SEARCH FOR COURSES THAT FULFILL DISTRIBUTION REQUIREMENTS" with a "Main Menu" link in the top right. Below the title, there is a paragraph explaining the search results and a link to "http://www.cals.cornell.edu/cals/current/registrar/current-students/cals-graduation/distribution.cfm". A red note states: "PLEASE NOTE: each course can only be applied to one distribution requirement. (i.e. if you see a course listed as fulfilling two distribution requirements, it will be applied to one OR the other, not both)". The form includes a "Requirement:" dropdown menu with options: "-Select Requirement Category-", "Humanities & Social Sciences", "Physical & Life Sciences", and "Written & Oral Expression". To the right is a "Sub-Category" dropdown menu. Below these are fields for "Department:", "Course Num", and "Course Title:". A "Search" button is located at the bottom left of the form.

### **Course Evaluations**

- By clicking on the course name and view syllabus, you can view course evaluations and past syllabi for CALS classes that you are interested in taking.
- The course evaluation includes approximate grades of students and survey results of the class and professor.
- To learn more about the professors, you can find faculty websites using Google search or student feedback from websites such as RateMyProfessors or CourseRank.

## Instructions on Using Scheduling Tools

There are two resources available to help make scheduling easier. The Cornell Class Roster (<https://classes.cornell.edu/browse/roster/FA15>) lists all the classes available in a particular semester, listed by department and “Course Pad Me” (<https://coursepad.me>) allows you to compile your desired classes and create possible schedule options.

**Cornell Class Roster:** Lists all the classes Cornell offers in a particular semester by departments. Each class listing states: the name of the class, any classes it is cross listed as, class number, prerequisites and requirements for the class, days, times and the location a class meets, the professor teaching the class, the credits and grading options of the class and any discussion sections, labs or supplemental classes. Students can favorite and save classes as well as search for classes using a variety of different filters

**Course Pad Me:** Students can search classes they plan on enrolling in the search bar. Once a class is selected, it becomes pinned to the students’ schedule. Students can select an individual class and see all the possible times that this class meets, defined by the box outlines and clicking and dragging. In the example, the student has selected AEM 2010: Spreadsheet Modeling for Management and Economics and can now view the different timeslots the class meets. This can be done for every class that is listed on the right of the screen. Classes can be removed from a schedule by clicking the sleep button listed next to each course on the right side of the screen.

### Browse

Subjects **156** Academic Groups **13**

- AAS Asian American Studies
- AEM Applied Economics & Management
- AEP Applied & Engineering Physics
- AGSCI Agricultural Sciences
- AIRS Aerospace Studies
- AIS American Indian Studies
- ALS Agriculture & Life Sciences
- AMST American Studies
- ANSC Animal Science

### Search

keyword, catalog nbr

Include course description

- Subjects
- Academic Career
- Academic Group
- Class Level

#### AEM 2010 Spreadsheet Modeling for Management and Economics

This course will be developed as a data-driven, model-based approach to decision-making. Most applications will rely on the standard array of Excel functionality but other platforms (e.g., Access, SQL, ... [view course details](#) >

**Enrollment Information**

4507 ★ LAB 401 TR 8:40am - 9:55am Haeger, D 3 Credits Graded  
Mann Library B30A

Enrollment limited to: AEM Majors only, with preference given to Sophomores and Freshmen.

**Enrollment Information**

4508 ★ LAB 402 TR 10:10am - 11:25am Haeger, D 3 Credits Graded  
Mann Library B30A

Enrollment limited to: AEM Majors only, with preference given to Sophomores and Freshmen.

### CoursePad.me

Search for Class (e.g. CS3110; Intro to Photography) Fall 2015

8:00a 13 UNTS 4 CLASSES 11.9 HRS/WK

9:00a ECON 1110 (09:00AM - 09:55AM) TBA TR 08:40AM - 09:55AM TBA ECON 1110 (09:00AM - 09:55AM) TBA TR 08:40AM - 09:55AM TBA

10:00a AEM 2010 (10:10AM - 11:25AM) TBA AEM 2010 (10:10AM - 11:25AM) TBA

11:00a AEM 2200 (11:15AM - 12:05PM) TBA AEM 2200 (11:15AM - 12:05PM) TBA

12:00p AEM 2200 (12:05PM - 01:05PM) TBA AEM 2200 (12:05PM - 01:05PM) TBA AEM 2200 (12:05PM - 01:05PM) TBA

1:00p BIOPL 2470 (01:05PM - 02:05PM) TBA BIOPL 2470 (01:05PM - 02:05PM) TBA

2:00p BIOPL 2470 (02:05PM - 03:05PM) TBA Mann Library 405

3:00p

4:00p

5:00p

6:00p

#### BASKET

- AEM 2200: Business Man...
- AEM 4150: Price Analysis
- AEM 3200: Business Law I
- HADM 3470: Consumer B...
- PAM 2350: The U.S. Healt...
- AEM 4420: Emerging Mar...
- CS 1110: Introduction to ...
- AEM 2350: Introduction T...
- AEM 4450: Toward a Sust...
- AEM 4230: Contemporary...
- AEM 4400: Retail Strategy
- AEM 3249: Entrepreneuria...
- AEM 2010: Spreadsheet ...
- ECON 1110: Introductory ...
- BIOPL 2470: Plants and P...

# Good Luck and Welcome, New Dyson Students!

*If you have any questions, feel free to contact any member of  
the [Dyson Undergraduate Council](#).*