



LEHIGH
U N I V E R S I T Y

**IBE: Integrated Business and
Engineering Honors Program
Class of 2029**

**Course Registration Guide
Fall 2025**

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Honors Integrated Business & Engineering Welcome Letter

Dear IBE Class of 2029,

We want to welcome you to the Integrated Business and Engineering ([IBE](#)) Honors Program and congratulate you on your decision to come to Lehigh University. The IBE staff, faculty, and students look forward to having you join the IBE Community.

Jessica Scott will be your academic advisor and primary contact for assistance with registration.

IBE program Co-Directors, Ana Alexandrescu (Professor of Industrial and Systems Engineering), and Rick Kish (Professor of Finance) are faculty mentors for you.

We are excited to meet our next class, and confident that IBE will challenge you and prepare you well for the future. Your academic advisor will help you through the process of registering for fall classes over the summer.

Finally, if you have any questions, please feel free to contact us.

Sincerely,

Jessica Scott, IBE Advisor jes819@lehigh.edu

Ana Alexandrescu, IBE Co-Director aia210@lehigh.edu

Rick Kish, IBE Co-Director rik7@lehigh.edu

IBE Student Council

As you may have heard when learning about this rigorous program, **IBE is a community**. The students lead and organize the [IBE Student Council](#) which strengthens, maintains, and reinforces connections from your first-year to beyond graduation as an alumni.

All IBE students are welcomed and encouraged to join the council. You can participate in various ways. There are 5 committees, with each committee having leadership from an upperclassmen.

- Alumni Relations
- Media and Communications
- Professional Development
- Prospective Students
- Social

IBE Mentoring Program

Prior to arriving on campus in the Fall, you will be paired with an IBE mentor who will help you get acclimated to campus and provide additional guidance such as: study tips and resources, academic/life balance, professor recommendations, suggestions for opportunities on campus, etc.

They are a valuable resource and you should not hesitate to utilize their wisdom to help you with this transition.

Be sure to monitor your Lehigh email for the initial outreach from your IBE Mentor.

IBE First-Year Course Registration Guide

Overview

Registration for First Year Students for the Fall Semester will be July 21st - July 31st.

IBE Students will register on July 21st at 10:00 am.

- Registration is facilitated each semester by the [Office of the Registrar](#)
 - ◆ **This guide and the First-Year Student Enrollment (FYS) website (fysenroll.lehigh.edu) will be key resources for you to prepare to register.**
 - ◆ [Banner](#) is the platform used for registration.
 - ◆ You will create a [Plan Ahead](#) to use on the day of registration by using the resources available to you
 - **You must share your plan with your advisor prior to registration.**

ALEKS Calculus Placement Exam

The [ALEKS placement exam](#) is used to place you into the appropriate calculus course

You can take the exam up to 5 times and must wait 48 hours between attempts

- If you are not anticipating credit for calculus, you **MUST** take the exam.
- If you are anticipating credit for calculus you don't have to take the exam
 - ◆ *However*, it is suggested that **ALL** students take ALEKS to ensure that you feel adequately prepared for taking calculus at Lehigh. You can discuss this further with your advisor if you have questions.

Transfer Credit

If you do not send your scores and/or transcripts in a timely manner, it will impact your ability to register for appropriate courses on the day of registration.

[AP/IB scores required to earn credit](#) are viewable on the FYS website

You can [review awarded transfer credit](#) on your transcript

Sending Scores/Transcripts

- [AP Scores](#) // Lehigh (code 002365)
- [IB Scores](#) // Send transcript directly to Office of the Registrar
- [Dual Enrollment Transfer Credit](#) - Process to pursue credit is on FYS website

Important Steps to Prepare for Registration

- ☐ Activate your Lehigh account and email address in May
- ☐ Read through **ALL** sections of the IBE First-Year Course Registration Guide
- ☐ Review the information on the First-Year Student Enrollment (FYS) Website (fysenroll.lehigh.edu)
- ☐ Monitor your email for communications from your advisor
- ☐ Review awarded transfer credit prior to creating your plan
- ☐ Create your Plan Ahead to use on the day of registration. If you have questions or concerns you can discuss them with your advisor when you meet with them.
 - *If you would prefer to meet with your advisor prior to making your plan, you have that option as well. It is expected that you have reviewed the resources available to you prior to the meeting.*
- ☐ Schedule a one-on-one meeting with your advisor to go over your Plan Ahead
- ☐ Be sure to accept the [Bursar's Financial Responsibility agreement](#) before registration opens. It only takes a moment, but could delay you on the day of registration as it pops up before you can access the registration system
- ☐ **Be prepared to register on July 21st at 10:00.** As a student in an honors program, you get to register a day earlier than most other students **SO TAKE ADVANTAGE OF THIS.** Delaying registration may cause unnecessary difficulties to get into classes that would've been avoided if you've taken advantage of the priority registration you have as an IBE student

Sample IBE Schedule

Below is a *sample* of what your schedule may look like for your first-year, it can vary based on transfer credit or discussions you have with your advisor.

FALL (17 credits)	SPRING (18.5 credits)
IBE 010 (1): IBE Freshman Seminar	IBE 050 (3): IBE Freshman Workshop
PHY 011 (4) : Introductory Physics I <i>Must be taken concurrently with MATH 021</i> <u>Credit for PHY 011:</u> Take CHM 030 <u>Credit for PHY 011 & MATH 022:</u> Take PHY 021 or CHM 030 <u>Credit for PHY 011, PHY 021, CHM 030:</u> Discuss with advisor	CHM 030 (4): Introduction to Chemical Principles <i>PHY 021 cannot be taken concurrently with MATH 022 like PHY 011 can.</i>
PHY 012 (1): Introductory Physics I (Lab)	ENGR 010 (3): Applied Engineering Computer Methods
MATH 021 (4): Calculus I Or MATH 075 (2): Calculus I, Part A <i>Math 075 & 76 is Calculus I split into two terms, may be suggested based on your ALEKS placement exam scores</i> <u>Credit for MATH 021:</u> Take MATH 022 <u>Credit for MATH 021 & 022:</u> Take MATH 023, or discuss with advisor. You may benefit from adjusting to rigor at Lehigh and plan to take in Spring term as MATH 023 is known to be challenging course	MATH 022 (4): Calculus II Or MATH 076 (2): Calculus I, Part B <i>Only take MATH 076 this term if you started in MATH 075 in the Fall.</i>
WRT 001 (3): Academic & Analytical Writing Or WRT 003 (3): Composition & Literature I for Multilingual Writers <i>IBE students do not take WRT 002</i> <u>Credit for WRT 001:</u> Take MGT 043, ENGR 010, or BUAN 044	MGT 043 (3): Organizational Behavior
ECO 001 (4): Principles of Economics <u>Credit for ECO 001:</u> Take MGT 043 or BUAN 044	BUS 003 (1.5): Business Communications I Or BUAN 044 (1.5): Business Analytics I
NOTE: ENGR 010 is changing from (2) to (3) credits starting in the Fall 2025 academic year. This <i>may</i> require you to overload credits by 0.5 to 1 credit in your first year, preferably your Spring semester. If this ends up being the case, you would discuss the overload process with your advisor.	

Tips to create a Plan Ahead

Make a list of courses that you plan to register for based on the information provided to you and discussions with your advisor

Registering for your courses in the suggested order below may make it easier to build your schedule. This is just a guide, and you don't have to register in this order.

1. **IBE Freshman Seminar, IBE 010**
2. **PHY 011 and the lab PHY 012**
3. **ECO 001**
4. **MATH 021**
5. **WRT 001**

- **Linked Courses:** Physics (or Chemistry), Economics, and Calculus are rostered as [linked courses](#), so there are two different components of the class you need to register for. Only certain lectures go with certain recitations.
 - Pick your preferred lecture, then click “view linked,” to pick a corresponding linked recitation. If you pick two sections at random, they may not be linked together.
 - Linked courses are indicated by this icon.



- **Common hour exams:** occasionally, common hour exams can conflict with each other. If this happens, you'd have to reach out to either academic department and request a time conflict override to register. One of the departments should work with you to get into the classes. You can consult with your advisor about this if needed.
- **Course Restrictions:** Plan Ahead may have a message indicating that there are restrictions on the course. This is just a general message that lets you know there are restrictions placed on the course, but they may not necessarily apply to you. You have the ability to check what these restrictions are though.
- **Get in the habit of checking course restrictions and prerequisites every time you make a plan!**
 - **You can check course restrictions** by clicking on the course title when viewing the schedule and reviewing the “restrictions” and “prerequisites” tab.
 - You should not run into issues with this if you are following the sample schedule but if you have considerable transfer credit you may run into course restrictions on upper level classes.

General Information

- You are welcome to contact your advisor at any time if you have questions or would just like to meet them prior to working on your Plan Ahead.
- To get an idea of the expected workload in your classes, consider utilizing the [Weekly Course Commitments Tool](#), which provides student reported data on the average time spent in the classroom & outside of class on assignments and studying.
- A recitation is a review period for material covered in class and is a component of many core classes.
- 100-level classes you typically need sophomore standing in order to register for them
- Lehigh University follows an [academic calendar](#), it is suggested to bookmark this page as it contains important dates for each academic term
 - The first two weeks of the Fall/Spring semesters are known as the add/drop period where you still change your schedule. The second week of classes requires instructor approval in order to add classes.
- You may hear that you need a [6-digit PIN](#) to register, but this is incorrect - you will NOT need a PIN for your first registration cycle as an incoming student. **If you need to make changes to your schedule in August, you will need to contact your academic advisor as PINs will be applied to student records on August 1st.**
 - Every semester moving forward you must discuss your planned courses with an advisor in order to receive your PIN for registration. A unique PIN is generated for every term of registration.

Additional Resources

- Degree requirements for the IBE degree and each major are available in the [university catalog](#)
- Your [Degree Audit](#) will help you keep track of your curriculum requirements. It is not needed for registration in July, but will be utilized starting in your Fall semester. You can feel free to explore this resource at any time though.
- The [Lehigh University Directory](#) is a helpful tool for finding department contacts.
 - If you need assistance from a contact at Lehigh, it is recommended that you provide your Lehigh Identification Number (LIN#) and specific course information (if it pertaining to getting into a course)
- [Office of First Year Experience](#) provides support for transitioning to university and getting acclimated to campus life and resources

SMART NAVIGATION FOR

Your Journey at Lehigh University

Compass is a mobile assistant that will guide you from orientation to graduation.

- View your class schedule
- Find your advisor
- Schedule appointments with faculty & staff
- Connect with your classmates via Study Buddies
- Easily find campus resources
- Stay on top of important dates & deadlines
- Get support through the “raise hand” feature

plus so much more!

To access **Compass**, download Navigate360 in the App & Android Store and search for Lehigh.

