



# LEHIGH

U N I V E R S I T Y

## **Class of 2028 - Fall 2024 Course Registration Guide**

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### **IBE: Integrated Business and Engineering Honors Program**

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**Dear IBE Class of 2028,**

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. IBE is entering its 25<sup>th</sup> year and has evolved to be Lehigh's most prestigious program.

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](mailto:jes819@lehigh.edu)

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## Integrated Business and Engineering (IBE) Course Registration Guide

- First-year IBE students will register for the fall semester via Student Banner Self-Service starting on July 15 at 10:00 AM. First-year student registration will be open from July 15 - July 26. Students can make adjustments to their schedule in August if needed by contacting their academic advisor.
- The steps to prepare for registration in July are outlined below. The course registration guide is on page 6.
- We **strongly recommend adding all the key dates to your calendar** to stay on track.

### **Step 1: Getting started at Lehigh - May**

- **May** - As an incoming student, you could opt take credits at Lehigh during Summer Sessions if you desire to. If you are interested in attending summer sessions, please contact your academic advisor to discuss which course would be best. The application and link to the class schedule for summer sessions can be found at [summer.lehigh.edu](http://summer.lehigh.edu)

- **May 14** - Lehigh Gmail Account: Your Lehigh Gmail account will be made available at [lehigh.edu/google](http://lehigh.edu/google). Your Lehigh email address will be your username@lehigh.edu. To login you will utilize the same credentials you do for your portal. You should have already received information to set up your Student Banner account. You can access via [Connect.Lehigh.Edu](http://Connect.Lehigh.Edu)

If you haven't created your Lehigh computing account, go to the Applicant Student Portal ([go.lehigh.edu/studentportal](http://go.lehigh.edu/studentportal)) and click on the link "Establish your Lehigh Account." If you need assistance, please contact the Library & Technology Services Help Desk (LTS) (<https://lts.lehigh.edu/help/email-call-chat-or-text>)

- **May 14** - PreLUision (a pre-orientation non-credit experience) Registration will go live at 3:00pm. OPTIONAL and has a cost associated with it. Scholarships are available. Information about scholarships and programs offered can be found here: (<https://studentaffairs.lehigh.edu/content/prelusion>)

- **May 15** - All official Lehigh University communications will be sent to your Lehigh email after this date. You should only use your Lehigh email moving forward for all your university communications.

- **May 24** - The First Year Student Enrollment website will go live this day. This website provides additional support for you to prepare for registration. We recommend reviewing the instructional guides to prepare for using the registration system. If you have a question that is not covered on this page, please contact your academic advisor. ([fysenroll.lehigh.edu](http://fysenroll.lehigh.edu))

## **☐ Step 2: Preparing for Registration - June**

☐ - **June** - We encourage you to reach out to your academic advisor for an appointment to discuss your registration plans, have any questions, or just to meet them!

☐ - **First Week of June** - Reminder to send your AP scores via College Board

**If you do not send your scores, it could greatly impact your ability to register.**

This is especially important as an IBE student. If you forget and you expedite your request it will take about a week to be sent and received by the Office of the Registrar.

You can find information about sending AP scores on the College Board's website.

(<https://apstudents.collegeboard.org/sending-scores>)

☐ - **First week of June** - Reminder to send any Official Transcripts to the Registrar.

**If you do not send your transcript, it could greatly impact your ability to register.**

If you have dual enrollment college credits you should take care of sending the official transcript directly to the Office of the Registrar at this time too. Please note, a transcript is only considered official if sent directly from university to university. **DO NOT** send the transcript to yourself and then forward to the Registrar. Electronic delivery is preferred for the transcripts to [ras@lehigh.edu](mailto:ras@lehigh.edu)

The Registrar can complete an evaluation of your credit with your transcript, but additional information (course descriptions and/or syllabi) may be required if the academic department requests it. The Registrar's office will contact you if anything is needed.

You can check for awarded transfer credit by following this path > ([connect.lehigh.edu](http://connect.lehigh.edu)) > Link to Student Dashboard (under Student Self-Service) > Student Profile > The link to your Academic Transcript will be on left hand side of page)

☐ - **Mid June** - Expect email communication from the Math department in early June about the ALEKS Placement Exam. The ALEKS Exam is designed to help decide which math class you should start in.

If you have credit for Math 021, you do not have to take the exam. If you are uncertain about accepting credit you have for Math 021, you can refresh your knowledge through training modules offered in ALEKS.

☐ - **June 20** - Deadline to send 1 FREE AP score report to school of your choice

(<https://apstudents.collegeboard.org/sending-scores>)

### **☐ Step 3: Registration - July**

☐ - **Week of July 8th** - The Office of the Registrar, will send their **“Prepare for Registration”** email. This will confirm your registration time and provide you with helpful registration resources. It is recommended that you review the instructional guides for registration, particularly the guides for registering for linked courses and using the plan ahead tool.

The **Plan Ahead tool** - allows you to add all desired courses to a plan and can be beneficial to use on registration day. Make sure to only add courses that have active sections for Fall 2024. You would submit your plan for registration, rather than adding course by course. If you have questions about using this tool, contact your academic advisor.

If you haven't done so already, read through the course registration guide on page 6.

**DO NOT WAIT UNTIL LAST MINUTE TO REVIEW THIS INFORMATION.**

*\*Be sure to go into the registration system and accept the Bursar's Financial Responsibility agreement before the day of registration. It only takes a moment, but could delay you on the day of registration\**  
(<https://financeadmin.lehigh.edu/content/financial-responsibility-agreement>)

☐ - **July 12** - AP scores should be received and posted on your Student Self-Service Banner Account. You must check your academic transcript by following this path ([connect.lehigh.edu](https://connect.lehigh.edu) > Link to Student Dashboard (under Student Self -Service) > Student Profile > The link to your Academic Transcript will be on left hand side of page)

☐ - **July 15** - at 10:00 AM - Registration will open for IBE students. We recommend that you are prepared and ready to register right at 10:00 to ensure the best chances of getting into desired courses.

☐ - **July 26** - Reminder will come from the Office of the Registrar that the First-Year Registration period has closed. Moving forward students get assigned a new 6 digit Registration PIN number assigned every term for registration.

☐ - **July 29** - Registration PINs will be applied to First-year students on this date. If schedule changes are desired, please contact your academic advisor to discuss changes and to get the PIN.

### **☐ Step 4: Starting classes - August**

☐ - **August 26** - First day of classes

☐ - **August 30** - Last day to add without instructor permission

☐ - **September 6** - Last day to add with instructor permission; last day to drop without a “W”

## Course Registration

For IBE students, course selection is fairly easy since the first-semester curriculum is standard and pre-specified. In some cases, students with AP or other college credits will deviate from the standard curriculum, but these deviations are explained below as well. Below is a list of helpful considerations when preparing for registration and thinking about your academic goals while at Lehigh.

- By far, the **biggest issue IBE students run into** in registering for their first semester is the failure to have AP scores and transfer credit information reported to Lehigh University
- IBE students get to register one day earlier than most other students. To ensure your best chances of your desired schedule, you should be ready to register at 10:00 AM on July 15th.
- On July 15, if you have trouble finalizing your schedule on day one, **DO NOT PANIC.**
  - Once all first-year students register, the departments will evaluate their enrollments and determine if more seats/sections need to be offered. You can access the registration system through July 26th and again in August if need be. Departments are aware of the courses students need to stay on track and will work with you. If you face troubles with this, reach out to your academic advisor and they can help you navigate this and advocate for you.
- **Where to get help:** Your academic advisor is the person to ask about what classes you should take or navigating the registration system. If you are experiencing technical issues with the registration system, the best contact is the Registrar's Office. They have an online chat at <https://ras.lehigh.edu/chat> that is very helpful (during normal business hours).
- If you are concerned about academic workload when picking courses, the university provides self-reported data from students for weekly course commitments, this may help you in considering your courses (<https://data.lehigh.edu/weekly-course-commitment>)
- You are limited to 18 credits in your first term as a first-year IBE student. Other first-year students are limited to 17 credits in their first term.
- To pursue taking more than 18 credits, students would need to go through the overload petition process. This is highly unlikely to be granted in your first term but can consider it as an option for future terms at Lehigh. You can ask your advisor about this process. (<https://catalog.lehigh.edu/undergraduatestudies/guidetoacademicrulesandregulations/overloads/>)

If these guidelines for a schedule do not cover your situation or if you would just like to say hello, please contact your academic advisor. Zoom meetings can be arranged as well if you prefer a face-to-face connection.

## IBE Fall Semester courses

Standard first-term schedule for IBE students	
Physics 011	Introductory Physics I (4 credits)
Physics 012	Introductory Physics Laboratory I (1 credit)
Math 021	Calculus I (4 credits)
Writing 001	Academic and Analytical Writing (3 credits)
Economics 001	Principles of Economics (4 credits)
IBE 010	IBE Freshman Seminar (1 credit)

Possible variations on schedule resulting from AP or college credit	
Credit earned	Alternative course suggestion
Physics 011 & 012	Chemistry 030
Physics 011 & 012 Chemistry 030	Engineering 010 & Management 043
Math 021	Math 022
Math 021 & Math 022	Math 023 (see notes below for AP credit)
Math 021 & Math 022	Math 023 (see notes below for AP credit)
Physics 011 & Physics 012 Chemistry 030	Physics 021 & Physics 022
Writing 001	Engineering 010 <i>(Note that IBE students do not take English 002 or English 011)</i>
Writing 001 Physics 011 & Physics 012 Chemistry 030	Contact academic advisor for advice
Economics 001 Writing 001	Contact academic advisor for advice

## AP Exams and other college credit

### Should I use my AP credits?

If you receive a score on your advanced placement exams, you will be granted credit for courses described on the list linked above. The academic departments at Lehigh have determined which scores are deemed acceptable as a sufficient understanding of the course for rigor at Lehigh.

Accepting this credit gives you additional flexibility in planning your curriculum and is very valuable for the IBE program. Students will commonly ask if they should accept the AP credits and move on to the next level course. This question is not always easy to answer and is ultimately up to you. However, we do have some experience with this over the years that we can share.

- **Due to the credit requirements of the program, it is encouraged to accept the AP credits.** Remember that you can change your schedule through the first 10 days of a term (known as the add/drop period). So if change your mind about accepting credits, you can adjust schedule later.
- **AP credits for humanities and/or social science courses**, these courses are not crucial prerequisites for engineering or business courses, and AP credit should be accepted.
- **AP credit for Chemistry**, consider what major within IBE you might pursue.
  - Chemical Engineering, Bio-Engineering, and Materials Science, basic chemistry is a necessary foundation, thus you should consider carefully how confident you feel about your knowledge of chemistry. If you do not think you will pick any of these majors, we would advise that you take the AP credits.
- **AP credit for Physics 11 and 12** (basic mechanics), these credits should be accepted as long as you are confident about physics. IBE students who have done this in the past seem to do fine in future courses for which Physics 11 and 12 are prerequisites.
- **AP credit for Math 021 (calculus I)**, these credits should be accepted so you can start in Math 022 unless you are not confident about your knowledge. The large majority of IBE students who have done this in the past seem to do fine in Math 022. If you want to brush up on your calculus knowledge, there are tutoring modules through the ALEKS Placement exam ([go.lehigh.edu/aleks](http://go.lehigh.edu/aleks))
- **AP credit for both Math 021 and 022 (calculus I and II)**, you should think very carefully about starting in Math 023 (Calculus III). About half of the IBE students who have done this in the past have struggled in Math 023 (while the other half have done well). Thus again, it is a judgment call that you will have to make. However, of all the issues surrounding AP credits, starting in Math 023 has caused the most problems for IBE students.



## Helpful Lehigh University Resources

- Lehigh University follows an academic calendar, we suggest bookmarking this page as it contains important dates for each academic term  
(<https://ras.lehigh.edu/content/current-students/academic-calendar>)
- The Degree Audit system will be used to help plan your curriculum. You will be using the new degree audit system - Degree Works. ([go.lehigh.edu/degreeaudit](https://go.lehigh.edu/degreeaudit))
  - You will **NOT** need to be familiar with this to register in July, but will be helpful in the future. Your advisor can help you through using your degree audit in the Fall.
  - You will primarily refer to this guide and the First-Year Student Enrollment webpage for your registration ([fysenroll.lehigh.edu](https://fysenroll.lehigh.edu))
- For answers to housing, billing, student life, etc. you can review the Office of First-Year Experience website. (<https://studentaffairs.lehigh.edu/content/first-year-experience>)
- The Lehigh University Directory is a helpful tool for finding department contacts.  
(<https://www1.lehigh.edu/directory>)
  - If you need assistance from someone at the University, to expedite your request it is recommended that you have your Lehigh Identification Number (LIN#) handy. You can find this on your Student Profile in Self-Service Banner.
- The Lehigh University Catalog is a helpful resource for course descriptions, policies, degree, major, and minor requirements, overloads, etc. ([catalog.lehigh.edu](https://catalog.lehigh.edu))
- Full IBE degree requirements are listed here.  
(<https://catalog.lehigh.edu/coursesprogramsandcurricula/interdisciplinaryundergraduatestudy/integratedbusinessengineering/>)
- Lehigh University students have the opportunity to attend courses at nearby Lehigh valley schools through a partnership known as Lehigh Valley Association of Independent Colleges (LVAIC). The credit and grade would transfer. Information to request courses is available on the LVAIC website.  
(<https://lvaic.org/cross-registration/>)