

PORTLAND STATE UNIVERSITY – SCHOOL OF BUSINESS ADMINISTRATION
GENERAL INFORMATION FOR TRANSFER STUDENTS
CLARK COLLEGE

This information sheet is a **supplement** to the School of Business Administration's (SBA) Undergraduate Programs Brochure. This information is designed for transfer students who meet the following criteria:

1. Are formally admitted to Portland State University (PSU)
2. Must have a minimum GPA of **2.75 or higher**
3. Want to pursue an undergraduate or second degree in Business Administration

Transfer students who do not meet these criteria are urged to meet with an Information and Academic Support Center (IASC) advisor (725-4005) or SBA advisor (725-3712) for guidance.

Formal admission into the SBA is required for all students who wish to pursue an undergraduate or second degree in Business Administration. Admission is non-competitive. If a student meets all of the following requirements they will be admitted to the SBA. **Prior to applying the applicant must:**

1. Be formally admitted to PSU.
2. Have a cumulative GPA of at least 2.75 for: all transfer credits, all PSU graded credits, and all PSU graded business credits.
3. Have completed each of the following pre-business courses with a grade of at least a "C-" or better; P/NP grades will not be accepted (**effective for courses taken Fall 2002 or later**).

Listed below are the pre-business courses and their equivalent transfer courses.

PSU

BA 101 (4)
BA 205 (4)
BA 211 (4)
BA 213 (4)

CS 106 (4)
Econ 201, 202 (8)

Stat 243
Stat 244
Sp 220 (4)
WR 121

(or UNST 101, 102, 103 at PSU)

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BUS 101 (5)
BUS 211 or ENG 212 **and** CSCI 100 or BTEC 150 (8)
BUS 231, BA 232 (10)

If BUS 231 and 232 are passed, BUS 233 (5)
(it is suggested the student take the entire series at one school)
CSCI 120 (5) (**effective 2002-2003 bulletin year**)

Econ 201, 202, (10)
(it is suggested the student take the entire series at one school)
BUS or Math 203 (3)

BUS or Math 204 (3)
SPEE 101 (3) Public Speaking Only
ENGL 101 (3)

If a student has completed these courses and they appear on their Transfer Evaluation as electives, don't worry. The SBA will accept these courses for admission. For verification please check with the Student Services Office in room SBA 240.

COMMONLY ASKED QUESTIONS

1. **As a transfer student when should I apply for admission into the SBA?** If a student meets the criteria for admission it is recommended they apply **immediately** upon formal admission into PSU. A Transfer Evaluation (TE) should be received before applying to the SBA. However, if your TE is not ready by the SBA admission deadline date, please come to the Student Services Office, SBA 240, for assistance.
2. **Why should I apply to the SBA as soon as I am eligible?** Because priority registration for many business classes is offered to admitted students first. Non-admitted students must wait until the continuous registration date to register. To have the best chance to register for the business class you need, apply to the SBA as soon as you are eligible.
3. **Can I apply to the SBA while I am completing my pre-business courses?** No. You must have all the pre-business courses completed with a grade of C- or better prior to applying.
4. **Can I be admitted to the SBA if my transfer GPA is less than 2.75?** Yes. Transfer students who do not meet the 2.75 transfer GPA requirements will be considered for admission **only** if the GPA for their most recent

30 graded credit hours at PSU is 3.0 or higher **and** the applicant has a minimum 2.5 cumulative PSU GPA and a minimum 2.5 GPA for all completed business courses at PSU.

5. **What Bulletin (Catalog) year do I follow?** Normally you will follow the Bulletin for the year that you began your higher education (at an accredited college or university). However, you may choose to follow a later Bulletin than the one in force when you first started college. For example, if you entered PSU or some other accredited institution of higher education as a freshman in fall 1993, you may graduate according to those requirements or choose to graduate under 1994-95 or later Bulletins. Keep in mind no Bulletin is good for more than seven academic years!
6. **What classes can I take my first term at PSU?** Listed on this information sheet is a suggested program for business students for their junior and senior years. In general, if you have completed all the conceptual tools courses and have at least 90 credits you may take the following courses: Jr/Sr Cluster courses (University Studies), courses toward Bachelor of Arts or Bachelor of Science requirements, BA 302, BA 303, BA 311, BA 325, BA 339, and BA 385, or 300 level business electives.
7. **Why does it take so long (an academic quarter) before I am officially admitted to the SBA?** Your application is reviewed and checked with University records. The SBA will process your application so you can register as an admitted student for the next academic term. (For example: if you apply after completing Winter Term at PSU, your application will be received and reviewed during the beginning of Spring Term, and if you meet all the admission criteria you will be officially admitted to the SBA and able to register as an admitted student for Summer Term. Keep in mind, registration for the next term is in the middle of the current term.)
8. **Will I be assigned an advisor?** Yes. Upon your admission into the SBA you will be assigned to one of the Undergraduate Advisors who will work with you throughout your academic career in the SBA. For advising call Student Services at 725-3712.
9. **Do I have to choose an option before I apply to the SBA?** Yes. You must indicate an option on your application to the SBA; however, you may change or add an option at any time. Remember, you must complete a minimum of 82 credit hours in business to graduate. The 82 hours consist of required business core classes, required business option classes, and business electives.
10. **Can I take business classes out of order?** No. You must follow the prerequisite requirements for each class. If you take a prerequisite after a class in which the prerequisite was required, the credit for the prerequisite class **will not** be used toward calculation of total business hours completed for graduation. Always check the current Bulletin for current prerequisites.

Suggested Program for Junior/Senior Years

Each student will have different requirements to complete. Following is a program designed to guide students through their upper-division business requirements. Requirements outside the SBA are listed, but will vary for every student. Business option requirements will vary depending on the option(s) chosen. Please meet with an advisor.

| <u>JUNIOR YEAR</u> | | | | | |
|---------------------------|-----|----------------------|-----|----------------------|-----|
| <u>Term 1</u> | | <u>Term 2</u> | | <u>Term 3</u> | |
| Jr./Sr. Cluster | (4) | Jr./Sr. Cluster | (4) | Jr./Sr. Cluster | (4) |
| BA 311* | (4) | BA 302* | (4) | BA 303* | (4) |
| BA 385* | (4) | BA 325* | (4) | BA 339+ | (4) |
| Elective# | (4) | Elective# | (4) | Elective# | (4) |

| <u>SENIOR YEAR</u> | | | | | |
|---------------------------|-----|--------------------------|-----|--------------------------|-----|
| <u>Term 1</u> | | <u>Term 2</u> | | <u>Term 3</u> | |
| Business Option | (4) | Business Option | (4) | Business Option | (4) |
| Business Option | (4) | Business Option | (4) | Business Option/Elective | (4) |
| Senior Capstone | (6) | Business Option/Elective | (4) | BA 495+ | (4) |
| | | Elective# | (4) | | |

* BA 302, 303, 311, 325, 339 and 385 can be taken before admission to the SBA (after Priority Registration), in any order, depending on term and student's schedule.

+ 400 level business courses and 495 is restricted to admission to the SBA. BA 495 is the capstone business class and should be taken in the last term(s).

Elective classes will vary based on each student's requirements completed prior to entering PSU. Most electives will be upper division.

