



TIPS FOR TRANSFER BUSINESS STUDENTS

FALL 2005 - SUMMER 2007

Welcome to the University of Texas at Arlington (UTA) and the College of Business Administration (COBA). You have made a very good choice. The University's central location in the DFW metroplex provides an ideal environment for business students. The College of Business is fully accredited by AACSB (Association to Advance Collegiate Schools of Business). This mark of excellence indicates a well-qualified faculty, high standards for students, an extensive library system, and appropriate computer resources. All business courses needed to complete the degree programs are offered both during the day and evening. Students who complete any of the Business degree programs at UTA are well equipped for the current job market. The ability of our graduates to perform is demonstrated by the corporate success of UTA Business alumni.

As a new student at UT-Arlington your status is **PBUS** or **UND** (undecided). If you are **UND** and know that you intend to pursue a business degree, please complete a change of major form available in 107 Business to change to **PBUS**. When registering for an upcoming semester, you will have to see your advisor to be electronically cleared for registration. The advisor is approving or agreeing on your course selection for the given semester. This is a process that must be completed **every semester before you register** until you are admitted to a business degree program. This must be done in a face-to-face meeting. **Advising or registration release is NOT conducted over the phone.**

Advisors in the College of Business Administration work on an appointment basis. This is in order to provide quality advising and allow enough time to address advising problems or questions. To set up an appointment with any of the business advisors, stop by **Suite 107 Business Building** or **call 817-272-3368**.

The Undergraduate Advising Center in the COBA provides a number of services and programs that we strongly encourage you to utilize. These include The West Street Journal, Career Seminars, Faculty Mentoring Program, and How to Succeed in the College of Business Workshop. For more information on these and other opportunities contact your business advisor.

Equivalency Charts for Area Community Colleges:

The Undergraduate Advising in the COBA has created a list of course equivalents for **business majors**. These are available for Collin County Community College, Dallas County Community College, McLennan Community College, Tarrant County College, and Weatherford College, and many others. You may pick one up from Undergraduate Advising on the first floor or access it under Equivalency Info on the Business Undergraduate Advising web page **www2.uta.edu/ugadvise**. For equivalency information for other institutions, please consult with your business advisor.

Evaluation of Transfer Hours:

University Admissions initially evaluates transfer hours upon admission to the university. A copy of this evaluation is sent to the student.

Transfer hours are also subject to evaluation by the COBA. In order to know how the transfer hours apply toward a business degree, a student should request a degree plan by completing the Degree Plan Request Form found in Business Undergraduate Advising or on the web site www2.uta.edu/ugadvise.

After obtaining a degree plan it may be necessary for a student to provide more documentation on a class in order for it to be properly used on the degree plan. This typically includes a catalog description or a course syllabus and should be attached to the Degree Plan Request Form and placed in the drop box in Suite 107. If you prefer, the additional documentation can be provided in an appointment with the Business Degree Plan Evaluator. You may schedule an appointment with the Evaluator by calling 817.272.3368 or in Suite 107.

Admission Requirements to the College of Business Administration:*

Direct Admission: Students who have completed 30 or more transferable college credit hours and meet the following criteria will be notified after the 20th class day of their first semester at UTA as to the proper procedure for direct admission.

- Meet UTA admissions requirements
- **3.0 or better grade point average (gpa)** for all college level work completed

Regular Admission: Students who do not meet the Direct Admission criteria above will be reviewed **after twelve (12) hours of business coursework at UT-Arlington**. To declare a business major, the following must be met.

- **Minimum 2.25 overall gpa at UT-Arlington**
- **Minimum 2.5 business gpa at UT-Arlington (12 hours or more)**
- **Completed math requirement (Math 1302 or 1315, and 1316)**

Course Selection:

Please check that you have completed the equivalent to the following courses.

MATH 1302 or 1315, and 1316

Should be completed 1st year at UT-Arlington if not transferred from another institution.

ECON 2305, 2306
BUSA 2302
ACCT 2301, 2302
BUSA 2303

These should be completed as junior level courses are started.

BLAW 3311
MANA 3318
MARK 3321
FINA 3313

Must meet pre-requisites prior to enrolling. Please refer to University catalog or consult with your Business Advisor.

BUSA 3321
ACCT elective
ECON elective

Additional course options are available, please consult with your Business Advisor.

**These admissions requirements apply to any student whose first semester in attendance at UTA occurs Fall 2005 or later as stated in the 76th Undergraduate Catalog, 2005-2007.*