

SURVIVAL KIT LIST
For Business Prep (BSPR) & Business Administration (BSAD) Transfer Students
And Major Change Students to BSPR or BSAD

COURTESY OF YOUR ADVISORS:

Alejandra Garcia alejandra.garcia@ucr.edu A - L students & PRBS major changes
Katherine Bailey katherine.bailey@ucr.edu M - Z students & major changes from other depts

Student Affairs, Business Administration, Anderson Hall (Central Wing, 1st Floor)

Open: 8 am – 5 pm (closed noon-1pm)

Drop-in Hours, excluding 1st week of instruction each quarter:

Mon & Tues 10 am-12 noon Wed & Thurs 2-4 pm (otherwise, by appointment)

Student Affairs Assistant Dean, Dr. Charlotte Weber, available by appointment only

www.agsm.ucr.edu (Quick Links=>BSAD Facts & Info) (951) 827-4551 FAX 827-3970

UCR General Catalog at www.students.ucr.edu for policies, pre-reqs and graduation requirements

Schedule of Classes, current quarter (at www.students.ucr.edu)

Deadlines and all Academic Department phone numbers with building locations

Foreign Language placement exam dates if you have not satisfied IGETC

Math exam dates if you have not transferred an approved Pre-Calculus or higher course (LNCR 827-3722)

BSAD Degree Worksheet (at www.agsm.ucr.edu) to track whether you will have at least 180 quarter units upon completion of all BSAD requirements with no incomplete grades (I, IE, IP, GD)

BSAD's "IMPORTANT FACTS" flyer is also available on our website for announcements, graduation application deadlines and Waiting List information.

CONTINUOUS DEADLINE to submit to your alpha advisor 3 documents to **major change to BSAD from BSPR**.

You must have a 2.5 cum GPA and completed breadth and the following categories with a 2.0 ("C") or better average in each category of 7 general pre-reqs , 3 lower division pre-reqs (BSAD 10, 20A and 20B) as well as any upper division major requirements finished.

Other majors will be considered for the business program, by appointment only with Katherine Bailey, **IF** completed 60 units or more, BSAD 20A **and** MATH 5 with "C" or better **and** 2.5 cum GPA.

3rd week DEADLINE: (Admit quarter) **IGETC certification** and all required **syllabi** (2 copies syllabi)

Email your advisor if you need to update your "matriculation ends" date (graduation quarter)

Email your advisor **before your registration date on GROWL** if you need **more than 18 units next quarter**.

6th week BEGINS mandatory drop-in advising sessions if you are **BSPR, or on probation**.

Have your HOLD released (9am-4pm, closed noon-1pm) 2-3 days before your registration day.

BSAD students in good standing are able to utilize the Registrar's website at www.students.ucr.edu on:

GROWL:

- To enroll
- To make address changes
- To run your Degree Check and verify any grade changes
- To view your Financial Aid Application Status
- To view your grades, Statement, Current Bill, Student ID, course confirmation
- To view/accept your Financial Aid Award
- To update your Privacy Restrictions
- To change your PERMPIN

9th week DEADLINE during your Admit or Major Change quarter:

If you do not have an approved Pre-Calculus or more advanced course, **sign up for the Math Exam** at the Learning Center (827-3722) www.learningcenter.ucr.edu

Graduation Application DEADLINE: BSAD conforms to the College of Humanities, Arts & Social Sciences' deadlines and procedures published in the Schedule of Classes at www.students.ucr.edu and at www.chasstudentaffairs.ucr.edu . Submit your Graduation Application on-line.

Final Exam's times and dates often change: Confirm with your professor before 10th week!

Registrar's Front Counter, Hinderaker Hall: Verification of enrollment, grades, diplomas (827-7284)

Student Life & Leadership, 145 Costo Hall in the Commons (827-7344):

Social clubs, professional clubs, sorority & fraternity information **for FUN!**

KBailey 8/18/05