

UTSA The University of Texas at San Antonio™
COLLEGE OF BUSINESS

Roadrunner Roadmap

2018-2019



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WELCOME ROADRUNNERS!

Congratulations on your acceptance to the University of Texas at San Antonio. The College of Business (COB) welcomes you and we look forward to sharing your UTSA experience in the weeks and months to come!

We believe you will find that we deliver unparalleled value by focusing on the applied nature of business. Our aim is to help transform you into a highly skilled graduate who is prepared to meet the demands of the dynamic employment market of the future.

This guide is designed to give you a reference and planning tool you can use throughout your undergraduate journey in the College of Business (COB). It includes information about degree requirements, as well as college policies, and helpful information on registration. We ask that you take time to review it all thoroughly, as you are now responsible for complying with the rules, policies and requirements of UTSA, the College of Business and your degree program.



UTSA COLLEGE OF BUSINESS OFFICE OF UNDERGRADUATE STUDIES



We are dedicated stewards of the undergraduate academic experience in the UTSA College of Business, from recruitment through graduation. We diligently catalog, assess and enhance our portfolio of innovative academic undergraduate programs. Together, we champion the needs of our students as they develop the knowledge and skills valued by contemporary firms and organizations. Steadfast in our commitment, we pursue a robust slate of initiatives to increase student retention, graduation and success.

CENTER FOR STUDENT PROFESSIONAL DEVELOPMENT (CSPD)

The mission of the **Center for Student Professional Development (CSPD)** is to provide career preparation that gives UTSA students a competitive edge in obtaining internships and securing employment. Ultimately, transforming business students into business professionals.

WE WANT TO HEAR FROM YOU!

Please direct compliments, comments, suggestions and/or complaints to:

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Two Paths to Declare a B.B.A. Major

A. Direct Admission



Freshmen & Freshmen Transfer Students

Applicants entering UTSA from high school and transfer students who have completed fewer than 30 hours of transferable college credit will be directly admitted to any B.B.A. major their first semester at UTSA if they meet the requirements listed under option 1 or option 2 below:

OPTION 1:

- Meet all UTSA undergraduate admission requirements.
- Are ranked in the top 25 percent of their high school graduation class.
- Earn a SAT score of 1100 or higher (old SAT), 1170 or higher (new SAT), or a 24 composite score on the ACT or higher.
- Have successfully completed evaluation under the Texas Success Initiative (TSI) for unencumbered registration for courses.

OPTION 2:

- Meet all UTSA undergraduate admission requirements.
- Earn an SAT score of 1200 or higher (old SAT), 1270 or higher (new SAT), or a 26 composite score on the ACT or higher.
- Have successfully completed evaluation under the Texas Success Initiative (TSI) for unencumbered registration for courses.



Transfer Students

Applicants who have completed 30 or more hours of transferable college credit will be directly admitted to any B.B.A. major if they:

- Meet all UTSA undergraduate admissions requirements.
- Have a cumulative transfer Grade Point Average (GPA) of 3.0 or higher.
- Have completed MAT 1133 Calculus for Business (TCCN MATH 1325) or equivalent with a grade of C- or better.
- Have successfully completed evaluation under the Texas Success Initiative (TSI) for unencumbered registration for courses.

B. Performance Track

Applicants who do not meet the direct admission criteria will have the opportunity to earn admission to the B.B.A. degree major if they qualify to compete as a pre-business major. In order to qualify as a pre-business major, students must meet the following criteria:

- Successfully completed evaluation under the Texas Success Initiative (TSI),
- Qualify for enrollment in MAT 1053 Mathematics for Business or a higher level mathematics course, and
- Qualify for enrollment in WRC 1013 Freshman Composition I (Q) or higher.



Pre-business students will be evaluated for admission to the B.B.A. after they complete the following coursework:

- ✓ WRC 1013 Freshman Composition I (grade of C- or better) or equivalent (TCCN ENGL 1301)
- ✓ MAT 1133 Calculus for Business (grade of C- or better) or equivalent (TCCN 1325). MAT 1214 Calculus I for majors in Actuarial Science (grade of C- or better).
- ✓ **12 credit hours of UTSA business courses required in the Common Body of Knowledge (CBK)**



Under the performance track, the admission decision will be based on the GPA for all COB courses completed at UTSA. The minimum COB GPA to be used as a basis for admission decisions will be announced by the COB prior to census date each academic semester. Students will have one chance to be evaluated for admission.

The number of students admitted to the UTSA College of Business each semester will depend upon several factors to include the capacity of the College of Business, strategic enrollment goals of UTSA, and the size and quality of the application pool. Therefore, admission to the UTSA College of Business is not guaranteed.

Students who do not meet the requirements for declaration of a B.B.A. major are not admitted to the college but may complete requirements for any other major at UTSA for which they are eligible. Students will be changed from pre-business (PRB) to undeclared (UND) and must choose a major other than a business discipline.

Non-admitted students may elect to complete a business minor approved for nonbusiness students and will only be permitted to take additional business courses that are required for these minors.



DECLARATION OF MAJOR POLICY FOR THE BACHELOR OF ARTS IN ECONOMICS AND THE BACHELOR OF SCIENCE IN STATISTICS & DATA SCIENCE

Students seeking a B.A. in Economics or a B.S. in Statistics must have a 2.0 UTSA GPA and transfer students must have a 2.0 transfer GPA to declare the major. Declaration of major forms may be submitted to the student's primary academic advisor. Students seeking these degrees are subject to the academic standing policy of the College of Business.

Frequently Asked Questions on Undergraduate Admission to the College of Business

1. What is the Gateway Course for the College of Business?

Many UTSA majors have designated certain courses as Gateway Courses. Gateway Courses are generally courses that are necessary for students to progress through their chosen major and are usually those courses which contain material in which a student needs a clear-cut comprehension in order to be successful in completing other course requirements for the major.

Students pursuing a B.B.A. degree must successfully complete MAT 1133 Calculus for Business (grade of C- or better) in no more than two attempts. A student who is unable to successfully complete this course within two attempts, including dropping the course with a grade of "W" or taking an equivalent course at another institution, will be required to change his or her major outside of business.



2. Why does the COB have a separate admissions policy?

The College of Business (COB) wants to give all students who wish to study business a chance to join the College. At the same time, more students wish to study business than the College has resources. To provide the highest quality faculty and services, the College must limit the number of students who are admitted into the College of Business.

3. Do most business schools have admissions policies?

All competitive business schools have rigorous admissions policies. Remember, declaring your major is equivalent to being admitted to the College of Business.

4. How does the new admissions policy work?

The changes take effect for the incoming students of Fall 2018. Incoming first-time freshmen, freshmen transfers and transfers who meet direct admission criteria will be admitted to the College of Business and will declare a B.B.A. major their first semester at UTSA.

If students do not meet the direct admission requirements, students pursuing a B.B.A. degree under the performance track will be evaluated for admission to the College of Business at the end of the semester in which they complete their 12th business credit hour at UTSA including successful completion of two required courses: math (MAT 1133) and a writing course (WRC 1013) with a "C-" or higher. Once students hit their 12th business hour at UTSA and satisfy the required courses, they will be ranked by the business GPA. Students must be in good academic standing to be admitted to the COB. GPAs from other institutions have no weight in the decision.

Frequently Asked Questions Continued...

5. I am a freshman and I have dual credit and/or AP credit for a business course in the common body of knowledge (CBK). Will this affect my evaluation for admission into the College of Business?

If any of the business courses have been completed at another institution, students must take additional business CBK courses at UTSA to meet the 12-hour rule. The 12-hour rule says that in the semester that a pre-business student completes the 12 business hours at UTSA, he/she will be evaluated for admission to the College of Business.

6. Do I need to submit an application to be evaluated for admission?

There is no application process.

Direct Admission: Students who meet the COB direct admission requirements will receive an email from the College of Business after census date their first semester at UTSA. Students will be notified of their admission status through their preferred email address as designated in the university system (ASAP).

Performance Track: In the semester the student completes 12 semester credit hours in business at UTSA, the student will be evaluated for admission. Students will be notified of their admission status through their preferred email address as designated in the university system (ASAP).



7. Why do I need to wait until census date to receive notification for direct admission to the COB?

Direct admission evaluation will occur at the same time for all students after census date. Students are evaluated for direct admission the first semester they attend UTSA before official grades are posted. Census date information is published each term by the Registrar's Office, and the specific date for each term can be found by viewing the Academic Calendar online. Incoming students who meet direct COB admission requirements will not be able to declare a B.B.A. major before this time.

8. I am incoming transfer, how will my Grade Point Average (GPA) be calculated for direct admission?

Your GPA will include ALL grades transferred from all institutions per UTSA policy.

9. What GPA do I need for admission under the performance track?

The minimum COB GPA to be used as a basis for admission decisions will be announced by the COB prior to census date each semester.

10. How many students will be admitted every semester under the performance track?

Each semester the college will assess how many slots are available based on the resources available. The number will vary each semester. For reference, under the prior admissions criteria 75% of pre-business students were admitted on average to the COB in 2017.

11. What GPA will qualify me for admission to the College of Business?

Students should devote their efforts to earning the best grades possible so they can be ranked as high as possible. For historical reference students who met the COB admissions criteria in 2017 had an average COB GPA of 3.01 and a UTSA GPA of 3.0.

Frequently Asked Questions Continued...

12. I am taking business classes at UTSA in the summer term and will complete 12 business hours. When will I be evaluated?

There are several summer sessions during the summer period (examples: 5-week session, 10-week session) at UTSA. Evaluation for COB admission occurs at the end of the summer term. Academic standing will be updated at that time. If you will hit your 12th business hour during the summer, make sure that you complete the required courses and that your UTSA and COB GPAs are in great shape.

13. What can I do to maximize my chances of being admitted to the COB under the new admission policy?

Earn the best grades possible by devoting yourself to your studies. Make sure that you complete the required courses by the time you complete your 12th business hour and that your UTSA and COB GPAs are in great shape. Academic performance is the key to admission.

14. What happens if I am not admitted to the COB under the new COB admission policy?

Students who are not admitted to the COB must choose any major outside of the COB for which they qualify. Students will be changed from Pre-business (PRB) to Undeclared (UND) and must choose a major other than a business discipline.

15. Do I get a second chance if I am not admitted the first time?

Each student receives one chance for admission.

16. What happens if I earn 12 business hours at UTSA but I do not complete the required courses (MAT 1133 and WRC 1013)?

A student who does not complete the required courses when he/she earns the designated UTSA COB 12 semester credit hours will forfeit the opportunity to be admitted to the College. No exceptions. The student will have to seek a major outside of business.

17. Can I register for major restricted classes before being admitted to the College of Business?

No. Students will only be able to register for major restricted courses once they have been admitted to the College of Business. No exceptions.

18. Can I avoid being evaluated if I feel like my grades aren't competitive?

No. When a student completes the 12 business hours at UTSA, he/she will be evaluated by the College.

19. If I am not admitted, can I appeal the decision?

Only students who have severe, extenuating, and verifiable circumstances may appeal. We expect these appeals to be rare. Some examples of a severe situation include: severe illness requiring hospitalization and/or medical care of significant duration or immediate military deployment. Verifiable situations are ones that can be independently confirmed by an authoritative source like a physician. The college will confirm the veracity of all documentation.

20. Once I am admitted, can I be exited from the College of Business?

Students will not be exited from the College of Business EXCEPT if they are dismissed from UTSA once they are declared business majors. Declared business students dismissed from UTSA may not return to the COB for an undergraduate degree. Upon return to UTSA, they must select a major outside of business.

Performance Track Admission Checklist

Please use the checklist below to see if you are on track for COB EVALUATION.

| Complete the following or equivalent non-business courses with a C- or higher (6 semester credit hours): | Completed/ In progress at UTSA | Transferred in from another institution |
|--|--------------------------------------|---|
| MAT 1133 Calculus for Business (MAT 1214 Calculus I for majors in Actuarial Science) | | |
| WRC 1013 Freshman Composition I | | |

| Complete 4 business courses (12 semester credit hours) at UTSA | Completed/ in progress at UTSA |
|--|-----------------------------------|
| | |
| | |
| | |
| | |
| | |
| Total UTSA business hours: | |

Did you complete 12 business hours **at UTSA** this semester?

Yes. You will be evaluated by the College of Business.



No. **Remember the 12 hour rule!**

If you completed any **business courses** at another institution, you will have to take additional business courses at UTSA to meet the 12 hour rule that triggers evaluation.

In the semester the student **completes 12 semester credit hours in business at UTSA**, you will be evaluated for admission. You will be ranked each semester by the College of Business GPA and must be in good academic standing. GPAs from other institutions have no weight in the decision.

_____ UTSA GPA for all UTSA coursework

_____ COB GPA for all UTSA College of Business coursework.

Business Honors Program

The new Business Honors Program provides outstanding students with opportunities to benefit from an enriched first-class education. Business Honors students will take smaller classes taught by some of the best faculty in the college. Additionally, the program is designed to give our students a competitive edge in the job market.

Students are required to complete a total of 15 hours of business honors coursework as well as experiential learning activities during their undergraduate education. A student can pursue both the Honors College and the Business Honors Program. The Business Honors coursework and requirements may be combined with some requirements from the Honors College.

PROGRAM ADMISSION

Undergraduate pre-business or business majors and community college transfer students interested in business as an area of study are encouraged to apply. Students interested in being admitted to the Business Honors Program must complete an application for admission. Every Honors applicant is evaluated on an individual basis.

Admission to the Business Honors Program is competitive. Selection will be based on the following criteria:

- Students should have at least 15 credit hours that apply toward graduation with at least one semester completed at UTSA.
- Students must demonstrate high academic achievement with a minimum UTSA and College of Business grade point average of 3.25.
- Students must have well-documented involvement in extracurricular activities and/or work experience.
- Students must demonstrate exceptional involvement and leadership in the business school and/or at UTSA.
- Students must prepare and submit an application essay.

Students who are admitted to the University Honors Program have direct admission to the Business Honors Program.

Applications are only accepted in the spring semester.

The application process and deadlines will be available on the College of Business website in November 2018.





The AIS 1203 Business Pathway course is a required course for first-time freshmen. Freshmen transfers and transfers will need to meet with their advisor to see if they are required to complete the AIS 1203 course.

The AIS 1203 course is designed to give students who want to pursue business an overview of the value of the various business disciplines. Students will learn about UTSA business majors, professional development and strategies on becoming a successful student and life-long learner.

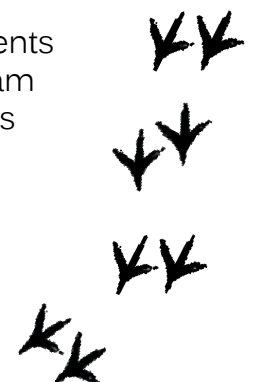
All students will participate in an experiential learning project that involves working together in teams to plan and execute selling a product at BestFest for the fall cohort and at Fiesta UTSA for the spring cohort.

College and Departmental Scholarships

The College of Business has many scholarships available to assist students in reaching their educational and career goals. The scholarship program within the College is managed generally by the College of Business Office of the Dean.

Detailed information and eligibility requirements for specific scholarships administered through the College are available at

<https://business.utsa.edu/scholarships/>



BUSINESS MAJORS for 2018-2020

ACCOUNTING prepares students for careers as professional accountants in industry, public accounting, the public sector and taxation. Accountants are trained to measure and communicate financial information to decision-makers such as investors, business managers, government entities and others. Accounting students who intend to take the CPA examination should refer to the Texas State Board of Public Accountancy for exam requirements. Students may also pursue a **Five-Year (150-Hour) Professional Accounting Program**.

FINANCE provides a forum for students to study the basic and applied theories of finance, and to apply the skills and techniques needed in managerial financial decision making. Finance covers raising capital for and allocating capital to various corporate activities.

- ↳ **CORPORATE FINANCE TRACK**
- ↳ **INVESTMENT MANAGEMENT TRACK**
- ↳ **FINANCIAL INSTITUTIONS TRACK**

REAL ESTATE FINANCE AND DEVELOPMENT is designed for students interested in managing businesses associated with real estate and the planning, financing, developing and construction of building projects. Graduates will be able to explore career opportunities in areas such as financial analysis, market analysis, mortgage banking and real estate finance, real estate development and real estate investment.

ECONOMICS studies how people and the organizations they create interact with natural resources and technology to determine how much and what kinds of goods and services will be produced; how resources will be combined to make the output, and how the output will be distributed among people and across time. The BBA degree includes course work oriented toward a broad background in business. Students may also pursue a Bachelor of Arts degree in Economics.

CYBER SECURITY provides a training ground for information assurance professionals. Students will learn to protect and defend information and information systems by ensuring their availability, integrity, authentication and confidentiality. The program has been named a Center of Academic Excellence in Information Assurance Education by the National Security Agency.

INFORMATION SYSTEMS provides the foundation to apply an information resources perspective to all aspects of the organization. It applies basic information technologies in a business organization, including computer hardware and software analysis, design and telecommunications to business issues such as information flow, decision making, organizational design, strategic planning and new product development.

- ↳ **IT PROJECT MANAGEMENT TRACK**
- ↳ **CYBER ANALYTICS TRACK**



MANAGEMENT exposes students to the leadership and administrative tasks involved in transforming complex organizations in rapidly changing environments. Management majors learn to think strategically, to develop a comprehensive view of organizations, and learn to act tactically to direct people, promote effective communication and oversee many different kinds of processes.

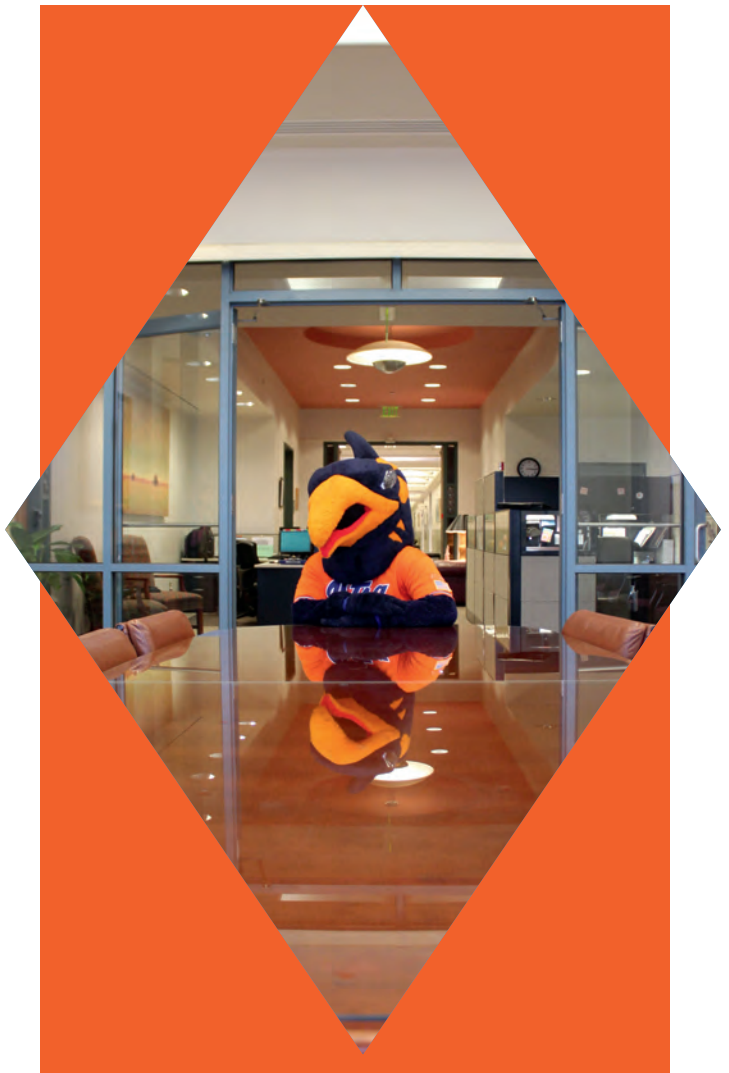
HUMAN RESOURCE TRACK

MARKETING helps develop and supplement knowledge and skills for marketplace strategy and decision making through the perspective of both macro and micro levels of marketing. The program stresses the knowledge and skills necessary to effectively analyze, understand, evaluate, interpret, communicate and manage the complex market-directed activities of organizations.

SPORT, EVENT, AND TOURISM TRACK

ACTUARIAL SCIENCE provides the foundation for improving financial decision-making by developing models to evaluate the current financial implications of uncertain future events. Actuaries have been called financial architects and social mathematicians because of their combination of analytical and business skills; they are the mathematical experts of the insurance and employee benefits industry.

STATISTICS & DATA SCIENCE deals with principles and procedures for obtaining and processing information in order to make decisions in the face of uncertainty. In particular, it deals with collection, organization, analysis, and interpretation of numerical information to answer questions in almost every aspect of modern day life. Statistical methods are used to address complex questions common in business, government, and science.



MANAGEMENT SCIENCE supports and supplements decision-making abilities. It uses computers, mathematics and statistics to aid in analyzing, understanding, visualizing, interpreting and forecasting data. It seeks to provide a rational basis for decision analysis across a broad spectrum of contemporary business problems.

BUSINESS ANALYTICS TRACK **OPERATIONS AND SUPPLY CHAIN MANAGEMENT TRACK**

Visit the COB website to learn more about our business majors. <https://business.utsa.edu/majors/undergraduate-programs>

BUSINESS COMPETENCIES

Students admitted to the College of Business will have the opportunity to include a supporting business competency. A supporting business competency is a multidisciplinary collection of elective courses (9 semester credit hours) which together provide the student with an opportunity to pursue a specialized market-based skill. Supporting business competencies will not appear as a credential on student transcripts.

We believe this combination of a major plus a supporting business competency will open doors to you as you reach the job market after graduation. The College of Business currently offers six supporting business competencies:

Analytics Students who complete the analytics competency will be prepared to properly collect, process and analyze data; to generate and interpret results, and to draw and communicate informed conclusions in order to support business and economic decision making.

Entrepreneurship Students who complete the Entrepreneurship competency will be prepared to participate in the creation, launch and management of new business ventures.

International Business Students who complete the International Business competency will be prepared to understand international marketing, as well as strategic, financial and economic issues that confront managers of multinational enterprises.

Leading Change Students who complete the Leading Change competency will be prepared to lead teams of professionals to plan projects, deliver solutions and improve efficiency and effectiveness in the contemporary organization.

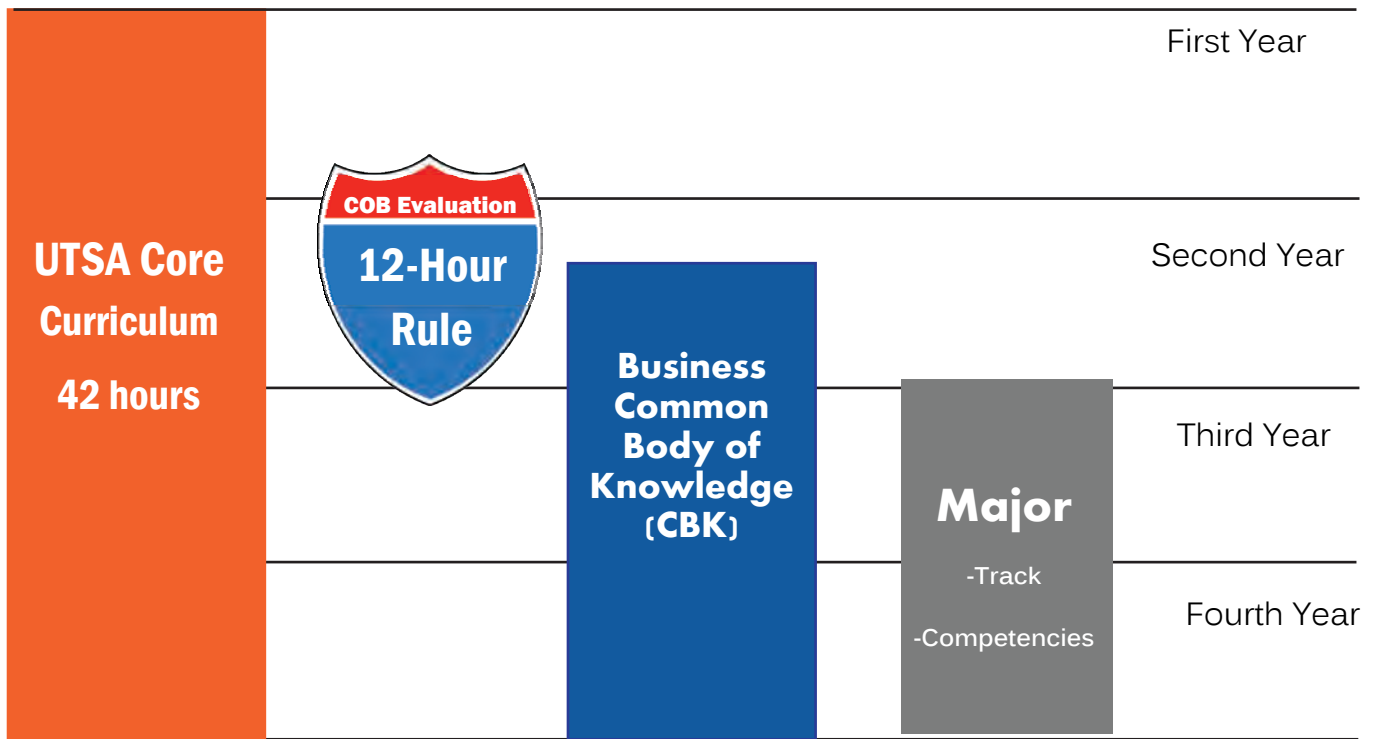
Modeling Students who complete the Modeling competency will be prepared to perform, through proper use of quantitative and computer models, problem solving and decision analysis in support of business functions in a real world environment.

Risk Management Students who complete the Risk Management competency will be prepared to identify sources of risk in an enterprise and manage this risk in a prudent manner.



BUILDING A BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

The Bachelor of Business Administration (B.B.A.) degree consists of several components: UTSA core curriculum requirements (general education), Business Common Body of Knowledge requirements (CBK), and Major requirements. Tracks and competencies are optional. The chart below illustrates the structure of the undergraduate business curriculum. UTSA core curriculum courses may be taken throughout all four years. Once admitted to the College of Business, a student may begin taking the major and/or track/competency courses so long as you meet course pre-requisites. BA Economics and BS Statistics & Data Science majors have separate degree requirements.



Student Classification

Student classifications (freshman, sophomore, etc.) are calculated by credit hours earned, not by the number of years in college or years at UTSA.

- Senior 90 +**
- Junior 60-89**
- Sophomore 30-59**
- Freshman 0-29**



Building a BBA Degree



| University Core Curriculum 42 hours | |
|---|------------------------|
| AIS 1203 First Year Experience Requirement (3 credit hours) | |
| American History (6 credit hours) | |
| Communication (6 credit hours) | |
| Social and Behavioral Sciences (3 credit hours) | |
| Government-Political Science (6 credit hours) | |
| Life and Physical Sciences (6 credit hours) | |
| Mathematics (3 credit hours) | |
| Component Area Option (3 semester credit hours) | MAT 1053 or equivalent |
| Creative Arts (3 credit hours) | |
| Language, Philosophy and Culture (3 credit hours) | |

For a complete listing of courses that satisfy the Core Curriculum requirements, see <http://catalog.utsa.edu/undergraduate>

MAT 1053 and MAT 1133 should be used to satisfy the core requirement in Mathematics and the core requirement in the Component Area Option. ECO 2023 should be used to satisfy the core.

MAT 1133 and ECO 2023 may be used to satisfy both Core Curriculum requirements and Common Body of Knowledge (CBK) requirements.

All degrees in the College of Business require 120 hours. If students elect to take a course that satisfies both a Core and COB requirement, students may need to take an additional course to meet the 120 hours.

| Business Core for all BBA Majors Common Body of Knowledge (CBK) | |
|--|--|
| Lower Division | |
| ACC 2013 Principles of Accounting I | |
| ACC 2033 Principles of Accounting II | |
| COM 1053 Business and Professional Speech or COM 1063 Digital Business Communication | |
| ECO 2013 Introductory Macroeconomics | |
| ECO 2023 Introductory Microeconomics (satisfies Social and Behavioral Sciences Core Curriculum requirement) | |
| GBA 2013 Legal, Social and Ethical Issues in Business | |
| IS 1403 Business Information Systems or 1413 Excel for Business Information Systems | |
| MAT 1133 Calculus for Business (satisfies Math Core Curriculum requirement, Actuarial Science majors must take MAT 1214 in lieu of MAT 1133) | |
| MS 1023 Business Statistics with Computer Applications I (Actuarial Science majors must take STA 3003 in lieu of MS 1023) | |
| Upper Division CBK | |
| FIN 3013 Principles of Business Finance | |
| IS 3003 Principles of Information Systems for Management | |
| MGT 3003 Business Communication and Professional Development | |
| MGT 3013 Introduction to Organization Theory, Behavior, and Management | |
| MKT 3013 Principles of Marketing | |
| MS 3043 Business Statistics with Computer Applications II (Actuarial Science majors must take STA | |
| MS 3053 Management Science and Operations Technology | |
| MGT 4893 Management Strategy (taken in semester of graduation) | |

Minimum Grade Requirements for CBK Courses

| Courses requiring a C- or Higher |
|----------------------------------|
| MAT 1053, and MAT 1133 |
| MS 1023 |
| IS 1403 and IS 1413 |
| IS 3003 |
| MS 3043 |

Foundation courses in the CBK for each major require a C- or higher.

For example accounting students need C- or higher in both ACC 2013 and ACC 2023. Always check **pre-requisites** and ask your business advisor if you have questions about foundation courses for the major.

COURSE PREREQUISITES

The course prerequisites are listed with the course description in the *current* catalog. They are set up by the departments to ensure that students have the necessary background knowledge to do well in that course. To determine what prerequisites are currently being enforced by BANNER, click the course number when searching the ASAP schedule of classes.

COURSE CREDIT

Course credit is measured in semester hours. The number of hours a class is worth is approximately equal to the number of classroom hours spent in the course each week. A classroom hour is equal to 50 minutes. For example, a 3-semester hour class that meets for 3 classroom hours per week is equivalent to 3, 50-minute periods.

FULL-TIME vs. PART-TIME STATUS

Students can be registered for a full-time or part-time course load. In order to be considered a full-time student during the fall and spring semesters, you must be registered for a minimum of 12 semester hours. During the summer term, full-time status is defined as 6 semester hours over the duration of the 5-week and 10-week sessions.

STUDENT ACADEMIC STANDING

Once you have earned grades at UTSA, an academic standing is created. Your academic standing is often referenced as a requirement for the following:

Good standing: Cumulative UTSA GPA 2.0 or above.

Academic Warning: First-time undergraduates at UTSA, including transfer students, who were admitted in good standing and earn a semester grade point average between 1.0 and 1.99 during their first semester at UTSA are placed on academic warning

Probation: Cumulative UTSA GPA less than 2.0.

Continuing probation: Cumulative UTSA GPA less than 2.0, but each individual term has been a 2.0 or above since being placed on probation.

Dismissal: While on probation, term GPA of less than 2.0. See the UTSA **Information Bulletin** for more information.



Academic Advising

Academic advising is an integral part of your UTSA experience and success. UTSA academic advisors offer academic advising and guidance to empower you to realize your full potential. For this reason, you will be assigned to a particular professional academic advisor so you can establish a strong mentoring relationship with your advisor.

You are ultimately responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the catalog, the current UTSA Information Bulletin, and the online schedule of classes.



Business academic advisors will meet with you concerning all matters related to your academic status, such as progress toward degree completion, graduation status, academic warning, academic probation, academic dismissal, and changing majors. You may also be required to meet with your business advisor to obtain approval to register for restricted courses.

Pre-business students and declared business majors can call or visit the following locations depending on their major.

Mathematical & Physical Sciences Advising

Location: FLN 1.02.06

Phone: 210-458-6073

Email: MPSadvising@utsa.edu

Majors:

- Actuarial Science
- Statistics and Data Science

Business Studies Advising

Location: BB 2.02.04

Phone: 210-458-4562

Email: BusinessAdvising@utsa.edu

Majors:

- Accounting
- Cyber Security
- Economics
- Finance
- Information Systems
- Management
- Management Science
- Marketing
- Real Estate Finance and Development

How to Make an Advising Appointment

To schedule an appointment with your advisor you can call or visit the advising office locations.

In order to find out who your advisor is, please make sure to log into ASAP. In ASAP,

1. click on the "Student Services" tab,
2. click "Student Records," and
3. then click "DegreeWorks."
4. Once you open up DegreeWorks, you will see a tab labeled Advisor with your Advisor's name.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects the privacy of students' education records.

The Family Educational Rights and Privacy Act (FERPA) prohibits access by non-University personnel to information about individual students without the student's written authorization, except that which is considered public information. Parents, guardians, spouses, etc., cannot have access to the student's education records, including account information, unless the student has filled out a Student Authorization to Release Education Records Form. The completed and approved form should be taken in person or mailed to *One Stop Enrollment Center* for processing.

For more details visit <http://www.utsa.edu/registrar/FERPA/>



What is the UTSA Student Code of Conduct (SCC) and where can I find it?

The SCC is the document that provides the standards of conduct expected of individual students enrolled at the university. It also outlines the administrative due process afforded students, and disciplinary sanctions that may be imposed for violations of the SCC. The SCC is available within the UTSA Information Bulletin, on the SCCS website under Code of Conduct, and in print from the SCCS Office located in University Center North, room 2.02.18.

For more details visit

http://catalog.utsa.edu/information_bulletin/appendices/dentcodeofconduct/



DegreeWorks

DegreeWorks is available for students to monitor their academic progress toward degree completion. DegreeWorks allows students and their advisors to plan future coursework and run degree audits, easily identifying courses that have been completed and what courses are still needed in order to fulfill degree requirements.

Students can access DegreeWorks through ASAP, MyUTSA or by meeting with their academic advisor.

With DegreeWorks you can:

- Create a semester by semester course plan
- Monitor your progress toward graduation
- Create a "What-If" plan that details what happens if you change your major or degree plan
- Look ahead to how your progress will be affected by the courses you plan to take in future semesters
- Run GPA calculations based on current grades and future grades

How does DegreeWorks work?

The DegreeWorks audit reads all courses completed or accepted as transfer credits at UTSA and shows how those courses have been applied toward your chosen degree, major, and minor, according to the catalog requirements for the year in which you entered UTSA. The report can be viewed online or printed out to be used as a snapshot of where you stand relative to graduation requirements.

How is my degree evaluation different from my transcript?

Your degree evaluation is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Transcripts are official university records and provide a chronological list of courses completed and other academic information. Official transcripts must be requested from the University Registrar.

ASAP

ASAP is a student portal where you register for classes, apply for financial aid, order a parking permit, check registration status, check admission application status, apply for graduation, and access DegreeWorks.

How Do I Log In to ASAP?

To log in to ASAP, use your myUTSA ID and password.

To accept/decline your Financial Aid Award in ASAP, follow these steps:

Log in to [ASAP](#).

1. Click the "Financial Aid" tab.
2. Click the "Award" link.
3. Click the "Accept Award offer by Aid Year" link.

Read the instructions on the following page to accept or decline your Financial Aid award.

PREFERRED E-MAIL & PHONE

All official university communications, including COB admission letters will be sent to your preferred email address. You can change your preferred email in ASAP. **Be sure to keep your profile current including your address, email and phone number so that advisors can contact you. Students may receive university communications via text message.**



UTSA Registration Guide

Each term, the university posts a new schedule of classes that lists all of the course offerings for that term. You are encouraged to access ASAP the earliest date and time and you are able to register.

Verify that you are eligible to register for classes on ASAP

1. Log-in to ASAP (<https://asap.utsa.edu/>)
2. Click on "Student Services"
3. Click on "Registration"
4. Click "Select Term" and enter correct term
5. Click "Check your Registration Status"

Search for classes

1. Log-in to ASAP
2. Click on "Student Services"
3. Click on "Registration"
4. Click on "Schedule of Classes"

If you have difficulty finding courses that fit your schedule, use the Time Blocks at the bottom of the Schedule of Classes page to search for open sections of courses.

You can search for classes specifically at the UTSA Downtown or Main campuses by using the Class Search feature and checking Main Campus only or Downtown Campus only on the Schedule of Classes. Downtown Campus course section numbers usually begin with "9," such as 901, while Main Campus section numbers usually begin with "0."

Note if you select Main Campus or Downtown Campus, Internet sections do not show.

Register for classes using ASAP

1. Log-in to ASAP
2. Click on "Student Services"
3. Click on "Register for classes, add/drop classes, withdraw from university"
4. Search the class schedule for CRNs of courses you wish to register for and enter into the ADD classes worksheet
5. When finished, click "Submit Changes"

View your schedule for accuracy

1. Click on "Student Services"
2. Click on "Registration"
3. Click on "Student Detail Schedule" – You can also see your Current schedule from the main registration page

Add/drop or waitlist classes

1. From the Registration page, you can ADD a class by entering another CRN.
2. From the Registration page you can DROP* a class by selecting the ACTION of "drop" from your current schedule.
3. From the Registration page, you can WAITLIST a class by selecting the Action of "waitlist" from the drop down menu (<http://utsa.edu/registrar/waitlist/index.html> for more information on wait listing)

*You cannot drop your last class. You must withdraw. The withdrawal form is available on the **Office of the Registrar** website. For more information on the withdrawal process, please visit the online UTSA Information Bulletin.



BLACKBOARD

Blackboard is a student portal that most professors use to communicate. Professors upload class PowerPoints, assignment, quizzes and tests through Blackboard. In order to log into Blackboard you need your myUTSA ID and password.

Key UTSA and College of Business Academic Policies

Catalog of graduation: This is the catalog under which a student first entered at UTSA. This catalog expires 6 years from the date of first enrollment under that catalog. The catalog lists the degree requirements and rules for graduation. Based on enrollment at a Texas Junior College, a student may be eligible to move back to an earlier catalog. Choosing a new catalog begins a new four-year time limit. Before choosing to do this, a student should compare eligible catalogs to see how the transfer courses fit and if any requirements have changed

Gateway Courses: The COB has designated MAT 1133 as their Gateway course and ACC 3023 for the Department of Accounting. If a student does not successfully complete a Gateway Course after two attempts, then the student will be required to change their major. Dropping a course with a grade of "W" counts as an attempt. Students who fail to meet the MAT 1033 gateway will need to seek a major outside of business. Students in ACC 3023 can not pursue accounting but can pursue another business major.

Three-Attempt Limit for the Dept. of Accounting:

A student unable to achieve the minimum required grade in an upper-division accounting course within three enrollments (attempts) shall be required to change his or her major to a field outside of the Department of Accounting. Enrollment in a course for a period of time sufficient for assignment of a grade, including a grade of "W," is considered an attempt.

Official Degree Plan: The only "official" degree plan is the one stated in the student's catalog of graduation. Academic Advising has created tools to help students chart their progress. It is the student's responsibility to check with the catalog, Information Bulletin, assigned advisor and/or department for any changes in curriculum or university requirements. Policies and procedures outlined in the UTSA Information Bulletin apply to all students, regardless of their declared catalog.

Change of Major: Effective Fall 2014 students with 75 credits or more will be allowed to change majors after consulting with their academic advisor only if it does not extend the student's current expected graduation date.

30/45-Hr Rule: Students who initially enrolled at a Texas public college or university in Fall 2006 or later have a maximum limit of 30 hours *in excess of the number of hours required* for the degree program. Students who initially enrolled at a Texas public college or university in Fall 1999 or later have a maximum limit of 45 hours *in excess of the number of hours required* for the degree program. Hours attempted at out-of-state institutions or non-public Texas institutions are not subject to this limit.

Three-Attempt Policy: On the student's third attempt of any single course, including W grades in the course, the student will be assessed an additional fee (above normal tuition).

6-Drop Limit: Effective Fall 2007, students are limited to dropping no more than 6 courses throughout their undergraduate college career at Texas public college or universities. Complete withdrawal from the university will not count towards this limit. Courses dropped *prior to census date will not count toward this limit*

Academic Probation: Students on University academic probation must make a term GPA of 2.0 or above in each semester of probation in order to avoid academic dismissal. Students on probation may enroll in no more than 13 hours during the fall or spring and no more than 7 hours in a summer semester. They may not enroll in the summer sessions shorter than 5 weeks.

Grade Replacement Policy: Students may retake courses to try and improve their UTSA GPA if:

- The student received a grade of "D" or "F"
- An individual course can be repeated *only once* to try and raise in the UTSA GPA.
- A student can retake *only 4 courses* in the attempt to try and raise the UTSA GPA.

Withdrawal from University: Other than athletes, students receiving financial aid and international students, students who wish to withdraw (i.e. drop ALL classes) from UTSA may do so in ASAP. *Students should refer to the online registration instructions each semester for deadlines to withdraw.*

Transfer credit: Only 66 hours of Community College coursework may be applied to a student's degree. Although more hours may be *transferred* to UTSA, 66 hours may be *applied*.

General Requirements for Graduation

All undergraduate students entering the College of Business must meet minimum requirements to qualify for graduation and degree completion. If you have any questions concerning these requirements, please schedule an appointment with an academic advisor.

Minimum of 120 semester hours completed with a passing grade.

Residency requirements for graduation

- A minimum of 25% of the total semester credit hours used to satisfy degree requirements must be taken in residence at UTSA.
- Of the final 30 hours taken to complete the degree, 24 hours must be taken at UTSA.
- All of the last 30 hours must be taken at UTSA if you are pursuing a second (or third, etc.) undergraduate degree AND if you only need 30 hours to complete this degree.
- A minimum of 39 upper-division hours must be completed in the degree plan, of which 18 must be taken at UTSA.
- A minimum of 6 upper-division hours in the major must be completed at UTSA.

Grade point average requirements for graduation: Students must have a minimum GPA of 2.0 in the major, 2.0 in all COB course work and a minimum of 2.0 in all UTSA course work.

Capstone Policy: All students pursuing a BBA are required to take MGT 4893, Management Strategy, their last semester. Marketing, Finance and Accounting majors take a capstone course in their major in addition to MGT 4893. This requires that students apply for graduation online at the beginning of the semester prior to their semester of graduation.

Graduation application: Students must apply for graduation by the publicized deadline date online through ASAP. Please contact the Graduation Office for additional deadline and graduation information. More information is available online at <http://utsa.edu/registrar/graduation/>



Plus (+) and Minus (-) Grade and Quality Point Chart and Policies

The UTSA grade point average (GPA) is determined by dividing the number of grade points earned at UTSA by the number of for-credit semester credit hours attempted at UTSA.

GPA calculations on transcripts generated after February 1, 2000, do not round up but truncate to the second decimal place (example: 3.816 truncates to 3.81 with no rounding). Before that time, grade point averages were rounded up to 1 one-hundredth of a point.

Note: Not all professors grade on the +/- scale. Check your syllabus to know how your professors grade.



DID YOU KNOW that you can also find your UTSA GPA and your College of Business GPA in DegreeWorks which is available on ASAP?

Plus (+) and Minus (-) Grade and Quality Point Chart

| Grade | Value | Quality Grade Points By Credit Hours | | | |
|-------|-------|--------------------------------------|------|-------|-------|
| | | 1 | 2 | 3 | 4 |
| A+ | 4.00 | 4.00 | 8.00 | 12.00 | 16.00 |
| A | 4.00 | 4.00 | 8.00 | 12.00 | 16.00 |
| A- | 3.67 | 3.67 | 7.34 | 11.01 | 14.68 |
| B+ | 3.33 | 3.33 | 6.66 | 9.99 | 13.32 |
| B | 3.00 | 3.00 | 6.00 | 9.00 | 12.00 |
| B- | 2.67 | 2.67 | 5.34 | 8.01 | 10.68 |
| C+ | 2.33 | 2.33 | 4.66 | 6.99 | 9.32 |
| C | 2.00 | 2.00 | 4.00 | 6.00 | 8.00 |
| C- | 1.67 | 1.67 | 3.34 | 5.01 | 6.68 |
| D+ | 1.33 | 1.33 | 2.66 | 3.99 | 5.32 |
| D | 1.00 | 1.00 | 2.00 | 3.00 | 4.00 |
| D- | 0.67 | 0.67 | 1.34 | 2.01 | 2.68 |
| F | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

There are several types of GPAs and it is important to realize the difference in each and when they are used.

Overall GPA: This includes all courses taken at UTSA **AND** any other institution.

Term GPA: Only includes those UTSA grades from the indicated semester.

UTSA (institution) GPA: Only includes course grades at UTSA. This GPA is used to determine academic standing. Credits and grades for work completed at other institutions, credits earned by examination, or hours in which grades of "CR" were earned are not included in the UTSA grade point average.

Business (COB) GPA: Includes only business courses taken at UTSA with the **exception of ACC 2003, FIN 3003 and ECO 2003 which are courses that may not be counted toward a business major.**

Major GPA: Includes all courses that apply to major coursework.

CALCULATING YOUR GPA and COLLEGE OF BUSINESS GPA

| Fall Courses | Grade | Credit Hours (CH) | Value (V) | Quality Points (QP) | Formulas |
|----------------|-------|-------------------|-----------|---------------------|---|
| IS 1403 | A+ | 3 | 4.00 | 12.00 | |
| ECO 2013 | C | 3 | 2.00 | 6.00 | (CH) x (V) = (QP) |
| HIS 1043 | B- | 3 | 2.67 | 8.01 | |
| FIN 3013 | D+ | 3 | 1.33 | 3.99 | |
| Totals: | | 12 | | 30 | Total (QP) ÷ Total (CH) = GPA 30 ÷ 12 = 2.50 |

Semester GPA is 2.50

Step One: List courses, grade earned, credit hours, and values for each grade.

Step Two: Multiply grade value by credit hours for the course. This will determine the Quality Points earned.

Step Three: Divide the total sum of the Quality Points earned by the total sum of the Credit Hours. This will determine the semester GPA.



Business courses begin with the following prefixes:

- | | | |
|----------------------|--------------------------------------|--|
| ACC- Accounting | GBA- General Business Administration | MOT- Management of Technology |
| BLW- Business Law | IS- Information Systems | MS- Management Science |
| ECO- Economics | MGT- Management | STA- Statistics |
| FIN- Finance | MKT- Marketing | RFD- Real Estate Finance & Development |
| ENT-Entrepreneurship | FM- Facility & Property Mgt | SET- Sports Event Tourism |



Remember that your business GPA only includes business courses taken at UTSA. ACC 2003, FIN 3003 and ECO 2003 are business courses that are **not** counted toward a business major.

CREDITS BY EXAM

You may earn credit through proficiency examinations in some courses offered by the University. Proficiency credit is also subject to the University policy on proficiency examinations described in the UTSA Undergraduate Catalog. Speak with your academic advisor or you can visit <http://testing.utsa.edu/tests-offered/> to learn more about credits by exam.



Advanced Placement (AP)

UTSA accepts many Advanced Placement (AP) exams for college credit. Students who score high enough on CollegeBoard AP exams while in high school may be exempt from taking courses that otherwise may be required of them.

Departmental Competency-Based Exams.

Competency-Based Exams (CBEs) are offered in core subject areas, including Math, Political Science, and Freshman Composition. If you are a transfer student whose courses did not apply directly towards your UTSA degree plan, then a CBE can take the place of traditional course attendance to save you time and money.

Save time and money!

CLEP

The College-Level Examination Program ® (CLEP) helps you receive college credit for what you already know, for a fraction of the cost of a college course. CLEP exams are offered in a variety of subjects (Marketing, Management, Political Science, etc.) and can take the place of traditional course attendance to save you time and money while working toward your degree plan requirements.

DANTES

DANTES (DSST) exams are offered to military and non-military personnel in a variety of subjects and can take the place of traditional course attendance to save you time and money while working toward your degree plan requirements.



WHY DO INTERNSHIPS?

Internships are an essential factor for securing a good job after graduation. In the current job market, the more relevant experience you have, the more competitive you will be to employers. According to the NACE 2014 Internship & Co-op Survey Report employers made full-time offers to **64.8 percent** of their interns! Employers and students consistently confirm that internships are an essential component of successfully launching your career.



In your first few years at the UTSA College of Business internships will build your resume and give you the chance to explore various industries and fields. We recommend getting a first internship in your sophomore year. Internships for academic credit are usually completed at the end of the junior year or in the senior year since there are a number of academic requirements to meet before you are eligible for one.

College of Business Academic Credit Internship Policy

The policy for undergraduate students to enroll in internships for academic credit includes the following provisions:

1. The student must be a declared major in the College of Business and in good academic standing at UTSA and in the College of Business.
2. The student must:
 - Have completed a minimum of 60 semester credit hours, of which a minimum of 15 credit hours have been completed at UTSA.
 - Meet all internship course prerequisites, including the minimum GPA required for enrolling in the internship.
3. The internship must be in (or related to) the student's declared major. The student should consult his or her major degree requirements for specific details.
4. Internships at all for-profit companies must be paid at an hourly rate equivalent to the minimum wage or higher to be in compliance with the Department of Labor guidelines.
5. Each student must meet the requirements of his or her catalog of graduation regarding the total number of semester credit hours that may be earned through internships for academic credit, and meet the following provisions:
 - Each 3-credit-hour academic internship must be completed with a different company/organization.
 - An academic credit internship with a firm at which a student is currently employed may be considered, but only if clear evidence shows that the internship is substantially and programmatically different from such employment.
6. The internship must last at least 200 work hours within the term of enrollment in which the student is seeking academic credit.

To learn more about academic credit internships visit your academic advisor.

Tomas Rivera Center

The mission of the Tomas Rivera Center is to promote lifelong student success by providing innovative resources to UTSA Students and our Community. We are committed to delivering an unparalleled experience where students come first.

The **Tomás Rivera Center** offers a variety of programs to meet students' individual learning assistance needs.

Academic Success Coaching

Academic Coaches are available for personal appointments to help students identify academic strengths and to assist students in building effective study skills. Information-packed workshops are offered that teach advanced techniques for studying. Program services are specialized for the needs of undergraduate and graduate UTSA students.

Tutoring Program

The **Tutoring Program** provides currently enrolled UTSA students academic support in a number of courses including Math, Science, Engineering, Business, Languages, Anthropology and History. The program gives UTSA students opportunities to work with tutors in groups or individually. No appointment is necessary.

For more information, please visit

<https://www.utsa.edu/trcss/>

Main Campus | JPL 2.01.12 | 210-458-6783
or Downtown Campus | DB 2.114 | 210-458-2838



Supplemental Instruction

What is SI?

Supplemental Instruction is a series of weekly study sessions offered to students enrolled in historically difficult courses at UTSA.

SI sessions are guided by students who successfully completed the course and who are trained to facilitate collaborative study groups. SI sessions provide an opportunity for you to learn *how* to learn while learning *what* to learn.

Attendance is voluntary and students are encouraged to attend as many sessions as they want. If you attend SI sessions weekly, chances are you'll earn a better grade. In fact, students who attend SI sessions regularly tend to average one half to one full letter grade higher than their classmates who do not attend SI.

What happens in SI?

In SI sessions, students review lecture notes and text material, prepare for tests and improve learning strategies.

The SI Leader acts as a guide to the course material by helping you master information as a group. As successful students themselves, SI leaders share what they know about how to study. Your leader will not re-lecture, give you his/her class notes, or complete your homework assignments. Their job is to help you think about the lecture and reading material and help you put it all into perspective so you can learn the course more efficiently.

THE CENTER FOR STUDENT PROFESSIONAL DEVELOPMENT

The Center for Student Professional Development (CSPD), located in the business building (BB 2.01.08), provides career preparation that gives UTSA students a competitive edge in obtaining internships and securing employment.

To help prepare you for your job search and beyond, the CSPD offers programs and events such as:

- The Career Action Program (CAP)
- Industry and Career Knowledge
- Personal Branding
- How to Prepare for an Interview
- Leadership Development
- Mastering LinkedIn



Main Office: BB 2.01.08 | M-F 8:00am - 5:00pm | 210.458.4039 | <http://business.utsa.edu/cspd>

PROFESSIONALISM

CAREER ACTION PROGRAM

The Career Action Program is the CSPD's signature professional development program, which offers multiple events designed to cultivate business professionalism and communication skills.

As a CAP participant, you'll take part in a full day conference, mock interviews, and speed networking events, gaining valuable feedback from more than 200 experienced industry partners.

DEVELOP YOUR PROFESSIONAL & INTERVIEWING SKILLS

CAP Conference:

The CAP conference is an all-day event that includes keynote speakers and corporate teams coaching students on the importance of a good elevator speech, interview preparation, and business etiquette.

Guidance on Professional Attire:

Our helpful guide, based on extensive industry and employer research, delivers the basics of professional attire. Stop by the CSPD, learn how to dress to impress, and improve your chances in an interview.



CRAFT YOUR RESUME

Templates and Resources:

The CSPD provides a standard professional resume template to help make the best impression in a competitive marketplace.

VMock:

VMock is an online resume review tool exclusive to College of Business students that provides instant feedback based on your profile, experience, and academic achievement.

www.vmock.com/utsacsdpd

DISCOVERY

SEEK OUT INTERNSHIP & CAREER OPPORTUNITIES

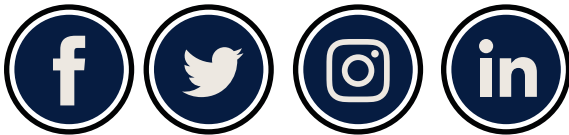
Handshake:

Handshake uses cutting edge technology to help students more easily connect with employers and source jobs and internships, event information, and On-Campus Recruiting opportunities.

<http://utsa.joinhandshake.com/login>

Notification of Upcoming Jobs:

Keep up with the CSPD through our newsletters and social media @UTSA_CSPD. We are always sharing career opportunities and important event information to help students grow professionally.



@ UTSA_CSPD

CONNECT WITH EMPLOYERS

Network at CAP and Other Industry Events:

Connect with potential employers during our Career Action Program, Business Career Days, and exclusive networking mixers! With several industries in attendance, there are opportunities for every field.

Employer Tabling and Recruiting:

Watch for our many tabling events where you can learn about a variety of industries.



LEADERSHIP

GROW AS A LEADER

Leadershape:

The National Leadershape Institute challenges students to lead with integrity while exploring what they want to do and who they want to be. Leadershape also gives you the chance to travel out of state.

Distinguished Business Student:

Distinguished Business Students represent the top 1.5% of all College of Business undergraduates. These students are selected competitively and are invited to exclusive events.

GET INVOLVED

Join Student Organizations:

With over 330 student organizations at UTSA and 17+ in the College of Business, there are endless opportunities to get involved and find leadership roles.

PLAN FOR SUCCESS

Follow 21 Actions:

21 Actions are the CSPD's essential set of activities and behaviors that can make you stand out to employers. Turn the page to read more and make a plan to complete all the actions by your senior year to set yourself up for career success.

21 ACTIONS

21 Actions is the essential set of activities, behaviors, and attitudes that will give you a competitive edge on the job market. When you complete all the actions, you'll know more about professional industries, have excellent contacts, and you'll have all the "right stuff" to be an asset to a company. What are you waiting for? You've probably completed some of the items. Make a plan to complete all the actions by the time you apply for graduation. Then you'll be ready for an exciting job search in your final semester!

1. MAKE SCHOOL A PRIORITY

Form study groups, read and attend class regularly, ask questions, strive to achieve a 3.0 GPA or higher.

2. GET TO KNOW YOUR PROFESSORS AND OTHER PROFESSIONALS

They can serve as references, provide letters of recommendation, and introduce you to others.

3. MEET WITH YOUR ACADEMIC ADVISOR ONCE PER SEMESTER

Advisors can save you time and money and keep you on track to graduate in 4 years (or fewer).

4. PURCHASE A BUSINESS SUIT

You will be required to dress professionally for interviews and networking events.

5. JOIN AN ORGANIZATION

There are over 18 registered student organizations in the College of Business alone. Employers are looking for job candidates who are active in their community and workplace.

6. BECOME A GOOD TEAM PLAYER

Improve your listening skills, take responsibilities seriously, complete assigned tasks on time, offer assistance to other team members, and be open-minded and considerate of other opinions.

7. PREPARE YOUR RESUME AND SPEND TIME EXPLORING CAREER OPPORTUNITIES

There are many careers out there that you may not be aware of. Attend industry events sponsored by the CSPD! Talk with guest speakers in class and in your student organizations.

8. SEEK LEADERSHIP ROLES

Employers are looking for leaders. Say "Yes" to new opportunities and excel at them.

9. PURSUE MULTIPLE INTERNSHIPS/EMPLOYMENT OPPORTUNITIES IN YOUR FIELD

More experience in your industry makes you even more competitive. Report all your internships to the CSPD online at:

<http://business.utsa.edu/cspd>

10. BE SMART WITH YOUR MONEY

Employers may check your credit as part of the hiring process. Always pay your bills on time and refrain from accruing unnecessary debt. Remember to be a knowledgeable consumer regarding student loans. A disciplined approach to spending and credit will set you up for a secure financial future.

11. BE PROFESSIONAL

Manage your time well, communicate with professionalism, take initiative, practice punctuality, do more than you're asked, take responsibility for your actions, be ethical. You can practice professionalism through the Career Action Program (CAP) 15 hour professional development program connected to your MGT 3003 course.

12. GAIN INTERNATIONAL EXPERIENCE

Participate in a study-abroad or immersion program or be an active member of an internationally oriented organization, consider an internship abroad, attend international seminars.

13. PRACTICE BUSINESS ETIQUETTE

Practice professional business, phone, and email etiquette. Be aware of your internet profile, greet with a firm handshake, practice introductions.

14. NETWORK!

Build your professional network and meet with company representatives by attending CAP, career fairs, and industry day events. Purchase professional business cards.

15. PRACTICE PUBLIC SPEAKING

Practice presentations, develop and know your elevator speech, and interview often.

16. FIND A MENTOR/BE A MENTOR

A mentor is anyone who can give you good advice on moving forward in your academic or professional career. A mentor does not have to be in your field. Return the favor by mentoring someone else.

17. PLAN YOUR JOB SEARCH EFFECTIVELY

Review your professional contacts, update your resume, know your best qualities, do several mock interviews, research the companies and industries you are interested in, and interview with companies on campus.

18. BE WILLING TO RELOCATE FOR AN INTERNSHIP OR YOUR FIRST JOB

Your experience in another market will be invaluable. You can always return!

19. BE READY TO RECEIVE THE OFFER AND NEGOTIATE YOUR SALARY AND BENEFITS

Research the market value of the position before you interview with a company, determine how your skills, experience, and knowledge best fit within the organization, be ready to negotiate your compensation package if necessary.

20. BE WILLING TO START AT ENTRY LEVEL

Get your foot in the door, be a team player, and show your worth in the organization. When possible, take on additional projects that can help you advance in the company.

21. GRADUATE IN 4 YEARS AND GET THE JOB!

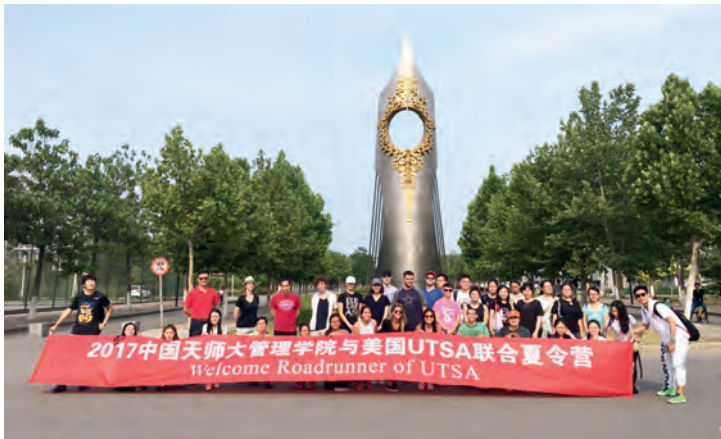
THE COLLEGE OF BUSINESS INTERNATIONAL BUSINESS PROGRAMS

The College of Business International Business Programs (COBi) supports international business degree programs, study abroad, and exchange opportunities as well as specialized international programs and activities.

International experiences have a profound impact on our students. It's a tremendous opportunity to not only learn about foreign business, but also to experience a new culture. Additionally, the course credits taken in these approved programs may apply to your degree.

Office of International Business Programs

Main Office: BB 4.01.08 | **M-F 8:00am to 5:00pm**
Phone: 210.458.5371 / **E-mail:** cobi@utsa.edu
Website: <http://business.utsa.edu/international>



IMMERSION PROGRAMS

Immersion programs are short-term (10-21 days), affordable, faculty-led, intensive study visits to international locations. UTSA College of Business (COB) students have the opportunity to earn course credit while visiting businesses, meeting executives, and learning from local faculty. During their trip, students will also have the opportunity to work on an applied international project.

In the past, our immersion groups visited countries such as Argentina, Australia, Brazil, Chile, Finland, India, Peru, Russia, Spain, Malaysia, New Zealand, and Singapore. Applications are available mid-September for summer immersions, and mid-February for spring immersions, so make sure to plan ahead!

SEMESTER EXCHANGES

COB students can participate in semester-long exchange opportunities with one of our six exclusive partner institutions located in Asia, Europe, Mexico, or South America. Our exchange agreements with partner universities allow COB students to pay UTSA tuition while studying at one of the following international universities for a semester:

EM Strasbourg – France

ESSCA School of Management – France

European Business School – Germany

Hong Kong Polytechnic University – Hong Kong

Waseda University – Tokyo, Japan

Instituto Tecnológico de Monterrey – Mexico





UTSA Business