



January 4, 2017

«First Name» «Last Name»
«Address 1» «Address 2»
«City», «State» «Zip Code»

Student ID: «Banner ID»

RE: Do you know how to declare your business major?

Dear «First Name»:

Congratulations on completing the fall 2016 semester at UTSA! Our records indicate that you are pre-business and have completed «COB HRS» COB hours at UTSA. Admission to the Bachelor of Business Administration (B.B.A.) majors in the College of Business (COB) is competitive and based upon academic performance. Every semester the College of Business (COB) reviews its students for eligibility for admission and to declare a major. Admission to the college is competitive and once pre-business students complete their 15th business hour at UTSA, we will confirm they have completed the 7 required courses successfully and maintained at least a 2.0 UTSA GPA. We will then rank prospective BBA majors by their College of Business GPA. GPAs from other institutions have no weight in the decision.

Remember that you must first complete a series of courses before you can be evaluated for admittance to the College of Business and declare your business major. The size of the newly admitted class is decided by the College each semester and is determined by the available enrollment capacity and the size and quality of the application pool. Therefore, admission to the UTSA College of Business is not guaranteed.

As a pre-business (PRB) student, you are required to complete courses from **LIST 1**. In order to be successful, you need to stay on track and enroll the right courses and earn the best grades! For more information on COB admission criteria and to view List 1 one approved courses please visit our website at: <http://business.utsa.edu/undergraduate/>.

Our records indicate that you have not yet completed 15 business hours **at UTSA** and that your current GPAs are:

UTSA GPA is «UTSA GPA»
COB GPA is «COB GPA»

Below is a list of the 7 REQUIRED COLLEGES OF BUSINESS COURSES (All must be completed with C- or higher). Our records indicate the following courses have been completed:

WRC 1013: «WRC 1013»
MAT 1033 or equivalent: «MAT 1033»
ECO 2023: «ECO 2023»
ECO 2013: «ECO 2013»
IS 1403: «IS 1403»
ACC 2013: «ACC 2013»
MS 1023 or equivalent: «MS 1023»

Your academic advisor is a great resource to make sure you are on track to declare a major and to graduate on time. Please direct any questions to your assigned Business advisor.

Sincerely,

Kevin P. Grant, Ph.D., PMP
Associate Dean of Undergraduate Studies

CC: Advisor of Record
Student File