The Undergraduate Business Advising Center welcomes you to UTSA! We are located in the Business Building, second floor, room 2.02.04. Phone number (210) 458-4562 and fax (210)458-4328
Downtown campus in BV 1.304 Phone number (210)458-2550 and fax (210)458-2575

Please see our website for more information:
http://business.utsa.edu/undergraduate/uadvise.asp

Where

“Business Students are our Business.”
Admissions Philosophy

The College of Business (COB) at UTSA seeks to use available resources in ways that best prepare as many qualified students as possible for careers in business. Admitting more students than our resources allow would hinder our attempt to achieve this objective by not permitting us to provide our business majors the attention they deserve. Therefore, our undergraduate degree admissions policy seeks to identify those students most likely to succeed in an undergraduate business education. A Business Scholars program helps promising students from disadvantaged backgrounds to prepare for academic and professional success. A business minor is available to all UTSA students who seek a strong foundation in business.

Direct Admission Criteria

1. 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 College of Business major based on the following criteria:

   - Meet all UTSA undergraduate admission requirements.
   - Be ranked in the top 25% of his or her high school graduation class.
   - Have successfully completed evaluation under the University's Success Initiative for unencumbered registration for courses.

2. Applicants who have completed 30 or more hours of transferable college credit will be directly admitted to any COB major based on the following criteria:

   - Meet all UTSA undergraduate admission requirements.
   - Have a cumulative GPA of 2.5 or better for all college level courses completed.
   - Successful completion of the following or equivalent courses:
     - COM 1053, Business and Professional Speech
     - IS 1403, Business Information Systems Fluency
     - MAT 1033, Algebra with Calculus for Business (MAT 1214, Calculus I, for majors in Actuarial Science)

Applicants Who Do Not Meet Direct Admission Criteria

Applicants for admission to the College of Business who do not meet the criteria for direct admission stated above will be admitted to the College as pre-business (PRB) students. Academic performance for admittance to the College of Business will be evaluated at the end of the semester in which at least 12 total hours of College of Business courses are completed at UTSA. The four courses listed below also must be completed. To declare a business major, a pre-business student must meet the criteria listed below. (NOTE: A specific B.B.A. major cannot be guaranteed and will depend on departmental resources. Changes of major must be made through the COB Advising Office and must be approved by the department chair.)

   - A GPA of at least 2.0 for all UTSA course work.
   - A GPA of at least 2.20 for all UTSA College of Business course work.
• Successful completion of the following or equivalent courses:
  o COM 1053, Business and Professional Speech
  o IS 1403, Business Information Systems Fluency
  o MAT 1033, Algebra with Calculus for Business (MAT 1214, Calculus I, for majors in Actuarial Science)
  o MS 1023, Business Statistics and Computer Applications I (STA 3513, Probability & Statistics, for majors in Actuarial Science)

A student who does not meet the requirements for declaring a B.B.A. major after 12 total hours of UTSA College of Business course work will only be permitted to take additional business courses that are needed for a business minor for which he or she is eligible, and will not be considered a pre-business student. The student must pursue a major other than a business discipline in order to remain enrolled at UTSA.

**Academic Standing of All College of Business Majors (B.A., B.B.A., B.S.), Pre-Business Students**

College of Business majors (BBA degree, BA degree in economics, and BS degree in statistics), and pre-business (PRB) students, seeking a concentration in the College of Business must maintain good academic standing in the College of Business. This requires that the student:

• Meets all University regulations related to good academic standing.
• Maintains a minimum grade point average of 2.00 for UTSA College of business courses.

Students who do not meet these requirements are placed on College academic probation. College of Business courses in which a grade of either D or F has been assigned may be repeated in accordance with university policies in an attempt to raise the College grade point average. Students on College academic probation have one subsequent long semester (Fall or Spring) to achieve good academic standing in the College.

A student who does not meet requirements for good academic standing in the College at the end of the one long semester will be classified as an undeclared (UND) student and will not be considered a part of the College of Business. Students who are classified UND but who still meet University requirements for good academic standing, may pursue other majors in the University, and may pursue College of Business minors for which they are eligible. They may also apply to the Dean of the College of Business for readmission to the College, presenting justification of an urgent and unusual nature that is not normally experienced by university students.

All College of Business majors must be in good academic standing in the College in order to receive a bachelor’s degree (B.B.A. degree, B.A. degree in economics, B.S. degree in statistics) offered by the College of Business. This policy does not pertain to students pursuing a minor in the College of Business.
COLLEGE OF BUSINESS MAJORS

The College of Business offers the following majors for the Bachelor of Business Administration (BBA) degree:

- Accounting
- Actuarial Science
- *Real Estate Finance and Development
- Economics
- Finance
- General Business
- Human Resource Management
- Information Systems
- Infrastructure Assurance and Security
- Management
- Management – International Business Concentration
- Management – Small Business/Entrepreneurship Concentration
- Management Science
- Marketing
- Marketing – Tourism Concentration
- Statistics

The College of Business also offers a Bachelor of Arts (BA) in Economics and a Bachelor of Science (BS) in Statistics. These degree programs do not have declaration of major requirements.

BUSINESS MINORS

The following Business minors are open to any UTSA major:

- Actuarial Science
- Applied Statistics
- Business Administration (except BBA)
- Economics
- Infrastructure Assurance and Security
- Management Science

The following Business minors are open only to students pursuing a BBA degree:

- Electronic Commerce
- Finance
- Information Systems
- International Management
- Management
- Marketing
- *Real Estate Finance and Development only offers a minor in Building Development
THE FRESHMAN BUSINESS PLAN

• A freshman business student should focus on taking any required developmental education courses and university core curriculum courses.

• If you did not meet direct admission criteria, then you should also focus on taking the gateway courses: COM 1053, IS 1403, MAT 1033 (MAT 1214 for majors in Actuarial Science) and MS 1023 (STA 3513 for majors in Actuarial Science) and any required prerequisites that are required by the College of Business to declare a major if you are pursuing a BBA degree. Once these courses are completed, please submit a Change of Major form to the College of Business Undergraduate Advising Center (BB 2.02.04). Your request will be audited to determine if you meet declaration of major requirements.

NOTE: A student who does not meet the requirements for declaring a B.B.A. major after 12 total hours of UTSA College of Business courses will only be permitted to take additional business courses that are needed for a business minor for which he or she is eligible, and will not be considered a pre-business student. The student must pursue a major other than a business discipline in order to remain enrolled at UTSA.

College of Business courses begin with the following prefixes:

- ACC – Accounting
- BLW – Business Law
- ECO – Economics
- FIN – Finance
- GBA – General Business Administration
- IS – Information Systems
- MGT – Management
- MKT- Marketing
- MS – Management Science
- STA - Statistics

• REMINDER: The BA in Economics and the BS in Statistics do not have declaration of major requirements.

• Use the results of placement and/or THEA tests and by individual reviews with the CFAC or Tomás Rivera Center (TRC) advisors to determine what courses to register for.

• Be aware of course prerequisites, especially for the required courses to declare a major.
  - COM 1053 requires successful completion of WRC 1013.
- IS 1403 has no prerequisites. Note: UTSA has a “test out” option for IS 1403 which is administered by Testing Services. There are five modules: Windows XP, Word XP, Excel XP, PowerPoint XP, and Access XP. You must pass all five modules with at least a 70% out of 100% to receive credit for this course. You have four months to complete the process once you take the first exam. You may take these modules in any order. If you fail a module, you must wait for two-weeks before retesting. You must retake the failed module before attempting any other module. If you fail the same module twice, you will need to enroll in the course and pass it in order to receive credit. Currently, there is a $25 fee established for the “test out” option. However, before you can begin testing, you must first purchase the required IS 1403 CD (approx. $60.00). It must be a new CD (a used copy will not work). This CD is available at the UTSA “Barnes and Noble” Bookstore or “L&M” Bookstore. Once you have purchased the CD, you will need to go online and create a USER ID and PASSWORD. It will also ask you for a COURSE ID NUMBER which is provided through Testing Services. This will also allow you to review some sample questions. All of the testing modules must be taken at Testing Services. When you are ready to start testing, please call 458-4125.

- MAT 1033 requires satisfactory performance on the algebra placement exam or successful completion of appropriate developmental math course(s).

- MAT 1214 (for Actuarial Science majors only) requires MAT 1093 or an equivalent course or satisfactory performance on the Precalculus/Calculus placement exam.

- MS 1023 requires successful completion of MAT 1033 and IS 1403.

- STA 3513 (for Actuarial Science majors only) requires completion of or concurrent enrollment in MAT 2213.

- MAT 1033, Algebra with Calculus for Business requires a working knowledge of algebra. Students who would like to enroll in MAT 1033 (Algebra with Calculus for Business) and who did not meet the score criteria on the following national tests must take and pass the Algebra Placement exam through Testing Services (458-4125) prior to registering for MAT 1033:

  1. Students that have a THEA (formerly TASP) math score below 270.
  2. Students who scored below an 85 on ACCUPLACER mathematics.
  3. Students who do not have a combined SAT score of at least 1070 with at least 500 on the mathematics and 500 on the verbal sections of the test.
  4. Students who do not have a composite ACT score of 23 and a minimum of 19 on the mathematics and English sections.

**NOTE:** You will be required to successfully complete MAT 0203 and/or MAT 0213 if you do not pass the Algebra Placement exam before enrolling in MAT 1033. You do not earn college level credit for developmental courses.
• Students who are exempt from THEA and want to enroll in Precalculus (MAT 1093) or Calculus I (MAT 1214) and who have not satisfied the prerequisite for either course must take and pass the Precalculus/Calculus exam through Testing Services (458-4125). Also, students who achieved a THEA math score of 270 or higher, or an Accuplacer math score of 85 or higher must take and pass this placement exam for placement into Precalculus (MAT 1093) or Calculus I (MAT 1214).

• ECO 2013 and ECO 2023 require college math proficiency. Students who are enrolled in developmental math courses should wait to take these courses until MAT 1033 is completed.

• Do not register for upper division (3000 and/or 4000) level courses as a freshman/sophomore student. Note: Actuarial Science majors need STA 3513 – Probability and Statistics to declare. These students should concentrate on successfully completing required math prerequisites and take this course when ready and prior to completing 12 hours of college of business courses. Please see declaration of major requirements for more information.

• You must be a declared major in order to enroll in major restricted courses. These courses are listed in the Schedule of Classes with a “D” note. The “D” note indicates that the course is for majors only.

• Four 3-semester credit hour courses, or 12 semester credit hours, are considered a full load. Don’t overload your first semester here. Also if you work more than 20 hours per week, take a reduced load (2 to 3 courses) or reduce your work hours.

**Classification of Students**

At UTSA, students are classified according to the number of earned college credit hours:

- *Freshmen:* up to 29 semester hours
- *Sophomore:* 30-59 semester hours
- *Junior:* 60-89 semester hours
- *Senior:* 90 and more semester hours
**Semester Hour (or Credit Hour)**
A one semester hr. course typically meets for one hour each week during a fall or spring semester. A three-hour course meets three hours each week and so on. A minimum of 120 semester hours are required for graduation (some majors are more).

**Course Numbers**
Course numbers have very important meanings—
Below 1000: **do not count toward a degree**
1000: lower division, freshman level
2000: lower division, sophomore level
3000: upper division, junior level
4000: upper division, senior level
Above 4000: for graduate students only

**Grade Points**
Grade points are assigned to letter grades, like this:
- A = 4 grade points
- B = 3 grade points
- C = 2 grade points
- D = 1 grade point
- F = 0 grade points

Grade points are given for each semester hour of work earned and then averaged to give a grade point average.

**Grade Point Average**
Grade point average (GPA) is figured by dividing the total number of grade points earned by the total number of semester hours attempted for which regular letter grades are given. For example:

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\begin{align*}
A &= 4 \text{ gr. pts.} \times 3 \text{ sem. hrs.} = 12 \text{ grade pts.} \\
B &= 3 \text{ gr. pts.} \times 3 \text{ sem. hrs.} = 9 \text{ grade pts.} \\
C &= 2 \text{ gr. pts.} \times 3 \text{ sem. hrs.} = 6 \text{ grade pts.} \\
D &= 1 \text{ gr. pt.} \times 3 \text{ sem. hrs.} = 3 \text{ grade pts.}
\end{align*}
\]

\[
12 \text{ sem. hrs.} = 30 \text{ grade pts.}
\]

\[
30 \div 12 = 2.50 \text{ grade point average (GPA)}
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**Cumulative GPA and UTSA Cumulative GPA**
A cumulative GPA is a grade point average figured on all transfer and UTSA coursework earned. The UTSA cumulative GPA is a grade point average figured on only UTSA courses and is used to determine probation status.