ONLY
Former SPSU Students should use this pdf form to apply.

All other students are REQUIRED to use the online Coles application process found in Owl Express.

To apply to the Coles Undergraduate Professional Program online:

- Go to your OwlExpress account.
- Select the “Student Services” tab.
- Select “Coles College of Business Application Form”.

Former SPSU Students cannot use the online application because they have course numbers that the system cannot recognize.
INSTRUCTIONS
for Former SPSU Students
APPLYING to the COLES
UNDERGRADUATE
PROFESSIONAL PROGRAM

1. You must complete all parts of the application before you can submit it. You cannot submit your form before all the necessary course grades are available in your KSU online record. Your application will not be processed until after those grades are official. (The Registrar’s Office does not declare the grades official until a few days after the deadline for their submission by the faculty.)

2. Identify which rules for Coles admission you need to meet. This is determined by your “Catalog Term”. Your Catalog Term is initially the same as your “Matriculation Date”, which is the term you first took classes at the “New KSU”. However, you are required to meet KSU’s “10-year rule” – you must follow the requirements in a KSU Undergraduate Catalog that will be no more than 10 years old when you graduate. If you are not going to graduate within 10 years from when you started at KSU, you must move up to a newer Catalog Term and follow the rules in the Catalog for that term. Also, if you “stop out” for more than two terms (including Summer), you will be required by KSU to move to the current Catalog when you return. Your Catalog Term can be found in your OwlExpress online record. See a Coles Professional Advisor for help on this point if you need it.

3. Complete BUSA 2150 with a grade of “S”, if this is a requirement for your Catalog Term.
   - Fall 2015 & Spring 2016 – To help SPSU students transitioning to the “New KSU” immediately after the consolidation, Coles will waive the BUSA 2150 requirement for admission.
   - Summer 2016 or later – Former SPSU students starting at the “New KSU” in Summer 2016 or later are required to complete BUSA 2150.

4. Complete the Coles SOPHOMORE GPA REQUIREMENT.
   - A worksheet is provided in this file to help you determine whether you meet the Requirement. You must complete this worksheet and submit it with your application.
   - Check your online transcript to make sure you use the correct number of credit hours you received for each course. Differences in credit hours will affect the GPA.
   - "K" grades received for credit by testing will be counted as "C's" in the calculation for the Sophomore GPA Requirement unless you have a high enough score to meet the Coles requirement for a "B". The score required for a "B" varies by exam. The specific cutoffs for each exam can be obtained from the Business Undergraduate Advising Center.

5. Register with KSU CAREER SERVICES – Register in the KSU OwlLink system from any computer anywhere – go to careerctr.kennesaw.edu and select OwlLink in the Quick Links section. Login using the directions on the OwlLink page. After completing your profile in OwlLink, go to the OwlLink homepage, which will now show your name and the date. Print out a copy of that page, with your name and date shown, and staple that printout to the back of your application. If you are not currently enrolled in classes, OwlLink will not let you register – you will need to get a letter from KSU Career Services Center, Room 2617 in Kennesaw Hall as a substitute.

Revised 6/27/16
6. Complete the OTHER REQUIREMENTS for admission described on the application form (total hours, meeting with a Coles Professional Advisor, etc.), and complete the application form.

7. **STAPLE** a copy of the printout documenting your Career Services registration to the back of your application form.

8. **TURN IN** your completed application package to a Coles Professional Advisor in the Business Undergraduate Advising Center on the 4th floor of the Burruss Building (BB 431).

9. After the Office for Undergraduate Business Programs has completed an administrative check of your records, you will be notified by phone, email, and/or letter. Please respond promptly to any comments regarding the need to submit additional documentation (course substitutions, etc.). It is your responsibility to check with your Coles Professional Advisor to assure that all necessary actions have been taken so that your application can be processed.
Worksheet for Calculating GPA for
SOPHOMORE GPA REQUIREMENT

Catalog Term (from OwlExpress): _________________________

**Be especially careful in your calculation if you have a course that is not *3* semester credit hours!**

<table>
<thead>
<tr>
<th>GPA Calculation:</th>
<th>Grade</th>
<th>x</th>
<th>Quality Pts.*</th>
<th>x</th>
<th>Semester Credit Hrs.</th>
<th>=</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus –</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>=</td>
<td>_______</td>
</tr>
<tr>
<td>[MATH 1160 or 1190; SPSU = MATH 1501 or 2240 or 2253]</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>ACCT 2100 [ACCT 2101]</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>=</td>
<td>_______</td>
</tr>
<tr>
<td>ACCT 2200 [ACCT 2102]</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>=</td>
<td>_______</td>
</tr>
<tr>
<td>ECON 2100 [ECON 2106]</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>=</td>
<td>_______</td>
</tr>
<tr>
<td>ECON 2200 [ECON 2105]</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>=</td>
<td>_______</td>
</tr>
<tr>
<td>IS 2200</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>=</td>
<td>_______</td>
</tr>
<tr>
<td>[MGNT 2201 &amp; COM 2000]</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BLAW 2200 [MGNT 3145]</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>=</td>
<td>_______</td>
</tr>
<tr>
<td>ECON 2300</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>x</td>
<td>_______</td>
<td>=</td>
<td>_______</td>
</tr>
<tr>
<td>[IET 2227 or MATH 1401 or 2260]</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Sum of Semester Credit Hours = _______

Grand Total Quality Points for all Courses = _______

SOPHOMORE GPA = (Grand Total Quality Points) divided by (Sum of Semester Credit Hours)

= _______ ÷ _______

= _______

**REQUIREMENT –**

1) Minimum GPA on the set of required courses = 3.00.
2) You must have at least a “C” grade in each of the courses.

*Quality Points per Grade are as follows:
A = 4 quality points
B = 3 quality points
C = 2 quality points*
The COLES UNDERGRADUATE PROFESSIONAL PROGRAM
Application for Admission

Admission to the Coles College of Business is separate from admission to Kennesaw State University (KSU). The Bachelor of Business Administration (BBA) Degree Program has nine Majors available: Accounting, Economics, Finance, Information Systems, Information Security & Assurance, International Business, Management, Marketing, and Professional Sales. The Coles College of Business will accept only those students who meet all the criteria for admission and correctly complete the application process.

I attended SPSU (circle one): Yes No

If yes, what years did you attend SPSU: ________________________________
If no, you need to use the online Coles application, unless you have special permission to use this form.

Full Name: ________________________________ Birth Date: ____________

KSU ID Number: _____________________________

Permanent Address: ________________________________________________

_________________________________________________________________

Preferred Phone: ( ) ____________________ Alternate Phone: ( ) __________ 
Please give phone numbers where you can be reached easily and/or where a message can be left.

Official KSU E-Mail Address: ________________________________________

Are you currently working: ______ 40+ hours per week

_____ 20-39 hours per week

_____ 1-19 hours per week

_____ Not currently working

Major: __________________________ Minor (if any): ______________________

Double Major (if any): __________________________

Other Colleges Attended (if any):

__________________________________________

__________________________________________

Degrees Received & Date (if any):

__________________________________________

__________________________________________

Current KSU Adjusted GPA (if applicable): __________

(OVER)
Coles Undergraduate Professional Program Application – Page 2

**Admission Checklist:** Check those criteria that have been met.

- Admission to Kennesaw State University.
- Completion of at least 45 semester hours of college credit. Students should have completed most of the required General Education courses for business students before applying to the Program.
- Meeting with a Coles College of Business Advisor
  - Signature of Advisor: _________________________________  Date: _____________
- Registration with KSU’s Career Services – Register in their OwlLink online system.
- Completion of BUSA 2150 with a grade of “S” (if required for your Catalog Term).
- Satisfactory completion of the eight courses in the Sophomore GPA Requirement with a minimum Grade Point Average (GPA) of 3.00 and a “C” or better in each course.

Fill in the boxes below with the grades you earned in each course:
NOTE: "K" grades received for credit by testing will be counted as "C's" in the calculation for the Sophomore GPA Requirement unless you have a high enough score to meet the Coles requirement for a "B". The score required for a "B" varies by exam. The specific cutoffs for each exam can be obtained from the Business Undergraduate Advising Center.

- MATH 1160 – Elementary Applied Calculus (or MATH 1190 or higher Calculus) [SPSU – MATH 1501 or 2240 or 2253]
- ACCT 2100 – Introduction to Financial Accounting [SPSU – ACCT 2101]
- ACCT 2200 – Introduction to Managerial Accounting [SPSU – ACCT 2102]
- ECON 2100 – Principles of Microeconomics [SPSU – ECON 2106]
- ECON 2200 – Principles of Macroeconomics [SPSU – ECON 2105]
- BLAW 2200 – Legal and Ethical Environment of Business [SPSU – MGNT 3145]
- ECON 2300 – Business Statistics [SPSU – IET 2227 or MATH 1401 or 2260]

___________________________________  ______________________
Signature of Student  Date

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For Official Use Only:

Approved: __________________  Disapproved: __________________  Date: _____________