

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



BB 431 470-578-6055

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.

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!

GPA Calculation:	Grade	x	Quality Pts.* Per Grade	x	Semester Credit Hrs.	=	Total Quality Points
Calculus – [MATH 1160 or 1190; SPSU = MATH 1501 or 2240 or 2253]	_____	x	_____	x	_____	=	_____
ACCT 2100 [ACCT 2101]	_____	x	_____	x	_____	=	_____
ACCT 2200 [ACCT 2102]	_____	x	_____	x	_____	=	_____
ECON 2100 [ECON 2106]	_____	x	_____	x	_____	=	_____
ECON 2200 [ECON 2105]	_____	x	_____	x	_____	=	_____
IS 2200 [MGNT 2201 & COM 2000]	_____	x	_____	x	_____	=	_____
BLAW 2200 [MGNT 3145]	_____	x	_____	x	_____	=	_____
ECON 2300 [IET 2227 or MATH 1401 or 2260]	_____	x	_____	x	_____	=	_____
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)

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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

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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]
- IS 2200 – Information Systems & Communication [SPSU – MGNT 2201 & COM 2000]
- 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

For Official Use Only:

Approved: _____ Disapproved: _____ Date: _____