INSTRUCTIONS
for 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 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 an 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.

4. Complete the Coles SOPHOMORE GPA REQUIREMENT.
   - The courses required and the GPA required have changed over time, so use the appropriate Catalog Term to determine which rules you need to meet.
   - A worksheet is provided 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.

5. Complete the OTHER REQUIREMENTS for admission described on the application form (total hours, registration with Career Services, etc.), and complete the application form.

6. There is a NON-REFUNDABLE $100 APPLICATION FEE. Make sure you qualify for admission before you apply! The fee must be paid at the Bursar’s Office by CASH OR CHECK ONLY. The Bursar’s Office is located in the Carmichael Student Center. You must obtain a stamp or signature from the Bursar’s Office in the appropriate box on the application form, and also get a receipt.

7. STAPLE a copy of the Bursar’s Office receipt and the printout documenting your Career Services registration to the back of your application form.

8. TURN IN your completed application package to the Business Undergraduate Advising Center on the 4th floor of the Burruss Building (BB 431). If no one is there, do not leave it, since it is your evidence that you have paid your application fee.

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 the Office for Undergraduate Business Programs 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Pts.*</th>
<th>Semester Credit Hrs.</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus – (MATH 1106 or 1160 or 1190)</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>ACCT 2100</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>ACCT 2200</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>ECON 2100</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>ECON 2200</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>IS 2200</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>BLAW 2200</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>ECON 2300</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</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:
   - Fall 2004 through Summer 2008: 2.875
   - Fall 2008 to present: 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
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.

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): __________

When you pay your application fee at the Bursar’s Office, have them stamp this application to confirm payment, AND attach a copy of the receipt they give you. Keep your original receipt from them in case of later questions.

(BVER)
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 the OwlLink system from any computer anywhere – go to careerctr.kennesaw.edu and login at the bottom of the 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.

☐ 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2004 through Summer 2008:</td>
<td>2.875</td>
</tr>
<tr>
<td>Fall 2008 to present:</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Fill in the boxes below with the grades you earned in each course:

☐ MATH 1106/1160 – Elementary Applied Calculus (or MATH 1190 or higher Calculus)

☐ ACCT 2100 – Introduction to Financial Accounting

☐ ACCT 2200 – Introduction to Managerial Accounting

☐ ECON 2100 – Principles of Microeconomics

☐ ECON 2200 – Principles of Macroeconomics

☐ IS 2200 – Information Systems & Communication

☐ BLAW 2200 – Legal and Ethical Environment of Business

☐ ECON 2300 – Business Statistics

__________________________________________________________________________

Signature of Student ___________________________ Date ________________

--------------------------------------------------------------------------------------------------------

For Official Use Only:

Approved: ________________ Disapproved: ________________ Date: ________________

Revised 8/6/15