



California State University, Sacramento  
College of Business Administration  
Degree Programs Center  
**Frequently Asked Questions - General**

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### **How can I become a Business Major/Minor?**

Check your CSUS records to see how you are declared. If you are not declared a Business Major/Minor, and would like to be, obtain a "Change of Status Petition" from the DPC, and return it prior to the deadline to the DPC with copies of all college transcripts (except CSUS).

Please note: Until the Lower Division Computer Literacy and Pre-Major requirements are completed (see page three of this guidebook), you will be declared a PRE-MAJOR to BUSINESS. When enrolled in the last of the Pre-Major requirements, you must file a Change of Status Petition in the DPC to officially request Business Administration as your major for the following semester.

### **Do I need to see a Business Counselor?**

Meeting with your Academic Counselor in the DPC at least once each year is recommended.

### **Please read your catalog carefully.**

Once you have declared business as your major and after you have received your transfer "G.E. Evaluation" from the Evaluations Office, you should make an appointment with a Business Counselor (please bring your copies of grades). Counselors can assist you with program planning, transfer course evaluations, concentration requirements, graduation, etc.

### **Who is my Counselor?**

CBA Academic Counselors are available in the DPC to assist you with major program planning. Faculty are available, by concentration, to assist you with concentration course selection and career planning. You can pick up a list of faculty in the DPC. General Education information can be obtained from advisors in the Academic Advising Center and in the Evaluations Office in Lassen Hall.

### **Do I need permission to repeat a course?**

Yes. Forms are available in the DPC; all Repeat Petitions must be submitted to the Registrar's Office. Please check the current catalog to ascertain the repeats that need departmental/advisor approval.

### **Which catalog do I follow for my Major requirements?**

Consult the center section in the Schedule of Classes to determine your catalog rights. Contact the DPC to see if more current programs could benefit you.

### **How can I contact the faculty in the College of Business Administration?**

Faculty directory cards are kept outside the Departmental Offices.

### **Where can I leave a message or homework for a Professor?**

#### ***Accountancy:***

Tahoe Hall, Room 2108  
(916) 278-6307

<http://www.csus.edu/accy/>

#### ***Management:***

Tahoe Hall, Room 2130  
(916) 278-6459

<http://www.csus.edu/mgmt>

#### ***Management Information Systems:***

Tahoe Hall, Room 2065  
(916) 278-6536

<http://www.csus.edu/mis>

#### ***Organizational Behavior and Environment:***

Tahoe Hall, Room 2028  
(916) 278-6463

<http://www.csus.edu/obe>

### **Is it true that I may not take upper division courses before I've completed the lower division Pre-Major requirements?**

Yes. You may not enroll in any of the upper division major core or concentration courses until you have completed the Computer Literacy requirement, and the Pre-Major requirement with a minimum "C-" grade in each course and an overall grade point average (GPA) of 2.0 (C).

### **How can I change my concentration?**

Obtain a "Change of Status Petition" in the DPC, and return it to the DPC.

### **Do I have to have all of my General Education requirements completed before I start upper division Major courses?**

No. It is good to have some general education courses or elective units to package in with the major courses. See the sample Four-Year Business Program Plan (page 16 of this guidebook).

### **When may I take Management 182, Strategic Management?**

This is a senior course and may not be taken until the computer literacy requirement, all pre-major, and all other upper-division major core courses are completed with a minimum of a "C-" grade and an overall GPA of 2.0 (C) (with the exception of MIS 175 - see catalog). The course is restricted to Senior standing.