



California State University, Sacramento  
College of Business Administration  
Degree Programs Center

## Frequently Asked Questions - Transfer Students

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**The CSUS Evaluations Office has done an evaluation on my prior college coursework. Will I receive an evaluation from the College of Business Administration?**

Yes. All transfer students enrolling in the CBA must provide a copy of transcripts, in chronological order, from all previously attended colleges and universities.

If you are transferring from a non-articulated school and wish to transfer credit for courses within the major, you will be required to submit additional course information for evaluation to the DPC. When this information is completed, you will receive a Business Major Program Review (a summary of your standing in Business).

**The course I want is full. How do I add it?**

First, we need to determine whether you are eligible to take the course (i.e., are you coded Business, not Pre-Business?). If you are eligible to take the course, you must stop by the appropriate Business Department Office (ACCY, MGMT, MIS, or OBE) on the second floor of Tahoe Hall.

**When I tried registering for classes, I was restricted by CASPER. What should I do?**

If you have completed the Computer Literacy and Pre-Major Requirements, you must file a Change of Status Form in the DPC to officially change your major from Pre-Business to Business. This is a critical step in being able to take Upper Division classes.

Remember, the deadlines are October 1<sup>st</sup> for the following Spring Semester classes, and March 1<sup>st</sup> for the following Fall Semester.

**So does this mean I can't take Business courses this semester?**

Perhaps. MIS 101, OBE 130, OBE 150, and COMS 103 are open to Pre-Business Students (*see Page 3 of this guidebook for additional requirements and prerequisite information*). In addition, certain Business concentrations have courses that are outside of the College of Business Administration; your enrollment in these courses is not restricted (be sure to check the university catalog and course schedule for information on prerequisites to courses in other departments).

**Where do I apply for internships, scholarships, and sign-up for the graduation ceremony?**

Stop by the Office of Student Affairs in the College of Business Administration, 1037 Tahoe Hall. Also, be sure to sign-up for List-Proc so you can receive regular e-mail messages about Business-related job and scholarship opportunities.

**I've been thinking about going on to graduate school after I complete my bachelor's degree. Where do I go for more information?**

Stop by the Graduate Programs Office, 1035 Tahoe Hall for information about the CSUS Master's In Business Administration Program (MBA), and for general graduate school advising.