

DEGREE PROGRAMS CENTER (DPC)

General Information for Business Majors/Minors

College of Business Administration (CBA)

The **DPC** serves undergraduate business administration students in the CBA with all aspects of program advising, career advising coordination, graduation evaluation approval and clearinghouse activities relating to most types of petitions. All undergraduate students majoring or minoring in business administration should obtain early advice from the DPC on program requirements and the proper sequence of courses.

Advising

Advising in the CBA is a dual activity between the DPC and the College's faculty. For answers relating to the Computer Literacy, Pre-Major, and Major Program Requirements, or to the College's policies and procedures, you need to contact the DPC. Questions relating to concentrations, course selection within the concentrations, and career information should be addressed to your faculty advisor (obtain the list of faculty in the DPC).

It is recommended that you thoroughly familiarize yourself with the catalog that you are assigned. Used properly, you will find it a valuable tool as you proceed through your program. You should maintain your personal academic records, such as transcripts and any documents pertinent to your stay here, in your own academic file.

Access to the CBA's academic programs, student services, and faculty is available on the Web at:

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

Additional information is on the DPC website:
<http://www.csus.edu/dpc>

Transfer credit for business courses

The Academic Counselors in the DPC evaluate business students' academic records to determine course transfer credit. When you submit **unofficial copies of your college transcripts to the DPC**, your records will be evaluated and you will be sent a **Business Program Review**, indicating credit for Business Administration courses. **This Business Program Review is very important because you may not enroll in 100-level business courses until you qualify.**

The DPC is located in TAH 1030.

Phone: (916) 278-6771

Hours:

Monday & Tuesday, 8:00 am to 12:00 noon, and 1:00 to 5:30 pm

Wednesday, (closed all morning) 1:00 to 5:30 pm

Thursday, 8:00 am to 12:00 noon and 1:00 to 5:30 pm

Friday, 8:00 am to 12:00 noon and 1:00 to 5:00 pm

For Summer and Winter Break hours, check with the Degree Programs Center.

Degree Programs Center Coordinator:

Sharon Padilla-Alvarado

Academic Counselors:

Kathy McCord
Susan Tynan

Administrative Support:

Valerie Davis

