

# APPLICATION FOR FORMAL ADMISSION TO THE COLLEGE OF BUSINESS

In order to maintain accreditation standards of academic excellence and to promote success in upper division business courses, the College of Business requires all business students meet the following criteria to be formally admitted to upper division. Formal Admission is required for business majors for enrollment in all CoB restricted entry and upper division option courses. Students must come into FULL compliance with the performance standards of either **Option A** or **Option B.**(**Option B allowed for 02-04 & 04-06 catalogs only**)

**Pre-Admission Status:** Please complete the following prior to meeting with your advisor

**Junior Standing (60 credits) Option A & Option B**

**GPA requirements**

\_\_\_\_\_ Total earned hours  
 \_\_\_\_\_ Enrolled this term  
 \_\_\_\_\_ Total

**Option A:** minimum 2.50 cumulative MSU GPA\*  
**Option B:** minimum 2.50 PRE-CORE GPA\*\*  
 \_\_\_\_\_ MSU cumulative GPA  
 \_\_\_\_\_ PRE-CORE GPA

**Writing Proficiency** (score of 3 or higher)\*

\_\_\_\_\_ WorkKeys Score  
 \*(2006-2008 or newer catalog)

\*Priority Admission for 3.00 or higher - see back  
 \*\* please attach copy of pre-core calculator

**Applications from students with GPAs below 2.50 will not be considered.**

**Completion of Business Pre-Core**

Course	Term	Grade	Course	Term	Grade	Course	Term	Grade
BUS 101 <b>or</b> MGMT 204			CS 150 <b>or</b> BUS 211			MATH 170 (M 161)		
						STAT 216		
BUS 221 (ACTG 201)			BUS 201			STAT 217 <b>or</b> MGMT 231		
BUS 222 (ACTG 202) <b>or</b>			ECON 102 (ECNS 202)					
ACCT 223 (ACTG 223)			ECON 201 (ECNS 204)					

Name: \_\_\_\_\_

MyPortal e-mail: \_\_\_\_\_

GID #: \_\_\_\_\_

Option Request: \_\_\_\_\_

Local Phone: \_\_\_\_\_

Acct, Fin, Mgmt or Mktg

Mailing Address: \_\_\_\_\_

Admission Term: \_\_\_\_\_ Year: \_\_\_\_\_

Fall, Spring, Summer

To the best of my knowledge, the above information is correct. **My signature on this form acknowledges I understand I will be ineligible to register in any CoB upper division option and/or restricted entry courses if my application is denied.**

CoB restricted entry courses:MGMT 463 & BUS 474

CoB upper division option courses are all 300-400 level ACCT, FIN, MGMT, and MKTG courses

\_\_\_\_\_  
 Student's signature

\_\_\_\_\_  
 Date

The above student and I have discussed this application. **Forms without advisor's signature will not be processed**

\_\_\_\_\_  
 Advisor's signature

\_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

**Admission Criteria:**

**Option A**

**Option B: 02-04 and 04-06 catalogs ONLY**

**ACTION**

**TERM:** \_\_\_\_\_

\_\_\_\_\_ **COB pre-core**

\_\_\_\_\_ **COB pre-core**

\_\_\_\_\_ **Full Admission**

\_\_\_\_\_ **Junior standing**

\_\_\_\_\_ **Junior standing**

\_\_\_\_\_ **Denied**

\_\_\_\_\_ **C or better in business courses**

\_\_\_\_\_ **C or better in all pre-core courses**

\_\_\_\_\_ **Provisional Admission**

\_\_\_\_\_ **WorkKeys: 3 or higher**

\_\_\_\_\_ **WorkKeys: 3 or higher**

\_\_\_\_\_ **2.50 cumulative GPA**

\_\_\_\_\_ **2.50 Pre-Core GPA**

\_\_\_\_\_  
 Certifying Officer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Associate Dean

\_\_\_\_\_  
 Date

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR FORMAL ADMISSION

1. Prior to meeting with your advisor complete the pre-admission section.
  - ▶ You can verify all information except your WorkKeys writing score by accessing your on-line transcript through MyInfo.  
If you are pursuing Option B and would like an electronic copy of your Pre-Core Calculator, please send us an e-mail at BUSINESS@MONTANA.EDU. The calculator will be sent to you as an EXCEL attachment. NOTE: Option B is available ONLY to students in the 2002-2004 or 2004-2006 catalogs
2. Verify your catalog. If you are pursuing your degree under the 2006-2008 catalog, the following apply:
  - ▶ **Priority Admission:** will be granted to students who meet all performance standards, have earned a cumulative 3.00 or higher GPA, and whose application is received on or before the stated deadline.
  - ▶ **Capacity Admission:** remaining applications will be considered on a space available basis with preference given to academic performance.
3. Meet with your advisor to discuss your application.  
Obtain your advisor's signature. (Forms without his/her signature will not be processed.)
4. Return completed form to College of Business Office of Student Services, 338 Reid, by the date indicated on the bottom of the form.

**Applications from students with GPAs below 2.50 will not be considered.**

## ELIGIBILITY TO REGISTER IN UPPER DIVISION BUSINESS COURSES

Once you have been fully admitted into the College of Business, you will be register for COB 300-400 level option courses (ACCT, FIN, MGMT, MKTG) and/or restricted entry business courses  
**Please note that BUS 474, Senior Seminar, is required for graduation in each option and is restricted to College of Business students who have been granted FULL admission to the College of Business and who have completed BUS 301, BUS 302, BUS 311, BUS 331, BUS 341, BUS 351, and BUS 361.**

## NOTIFICATION OF ADMISSION

The College of Business Office of Student Services will review your application at the end of the term in which you submit this Formal Admission Application. You will be notified as follows:

- ▶ **Full Admission:** you will be notified at your MSU e-mail address
- ▶ **Provisional Admission:** you will be notified at your MSU address when the official memo stating the conditions/term of your admission is ready for you to pick up in 338 Reid
- ▶ **Denied Admission:** you will be notified at your MSU e-mail address

## PROVISIONAL FORMAL ADMISSION

On a case-by-case and space available basis, applications requesting provisional admission will be considered. Provisional Admission is granted for **ONE TERM** only; all standards must be met at the end of the provisional term. In general, the following parameters apply:

- ▶ Junior Standing: no less than 57 credits earned; junior standing obtained at the end of the provisional term
- ▶ Completion of Pre-Core: no more than TWO non-sequential pre-core courses; courses must be completed with 'C' or better during the provisional term.
- ▶ WorkKeys Score: the ACT WorkKeys writing exam is administered in BUS 201, Mgmt
- ▶ Communications. Students enrolled in BUS 201 or who have to make arrangements to complete the exam will be considered for provisional admission.

A memo requesting provisional admission must accompany this application. Please address your circumstances and specific plans for coming into compliance with the standards for full admission at the end of the provisional term. Memos should be addressed to Dr. Chris Lamb, College of Business Certifying Officer.