

ADMISSION GUIDE
Bachelor of Science in Business Administration
BUS-BS Spring 2016 Term 0510

Admissions Checklist

Students need to meet the following requirements to be admitted to the Bachelor of Science (BS) - Business Administration degree program:

- 60 credits of lower division college level coursework from a regionally accredited institution including:
 - 15 credits of transferrable [general education courses](#)
 - ENC 1101 - Composition I (or equivalent) with a grade of C or higher
 - College math - MAT 1100, MAT 1033, STA 2023, STA 2023H, or any MAC, MAP, MGF, MTG, or MAS math prefix with a grade of C or higher
 - The following state-mandated prerequisites with a grade of C or higher:
 - ACG 2021 Financial Accounting
 - ACG 2071 Managerial Accounting
 - CGS 1100 Computer Applications
 - ECO 2013 Principles of Macroeconomics or ECO 2013H (Honors)
 - ECO 2023 Principles of Microeconomics or ECO 2023H (Honors)
 - MAC 2233 Applied Calculus I or MAC 2311 Calculus w/Analytic Geometry I or MAC 2311H (Honors)
 - STA 2023 Elementary Statistics or STA 2023H (Honors)
- A cumulative 2.0 GPA or higher
- **Students New to SPC:** Complete the [St. Petersburg College Admission Application](#) and pay the non-refundable fee.
Students Returning to SPC (not enrolled in SPC courses within the last six semesters): Complete the online [Readmission Application in MySPC](#).
Current SPC Students (enrolled within the last six semesters): Submit the application for the Bachelor of Science (BS)- Business Administration - log in to [MySPC](#) and at the bottom of the page, select *Apply for a Bachelor's Program*.
- [Submit official \(sealed\) high school transcript or GED transcript](#). (Transcripts that have been opened are not accepted.) Applicants who have earned an associate, bachelor, or higher degree from a **regionally accredited** institution are waived from this requirement. **Students who have completed 2 years/credits of a foreign language in high school will need to submit official high school transcripts.**
Note: Transcripts from schools outside the U.S. must be evaluated by a [NACES approved agency](#).
- [Submit official \(sealed\) transcripts from all regionally accredited colleges/universities currently or previously attended](#). (Transcripts that have been opened are not accepted.)
Note: Transcripts from schools outside the U.S. must be evaluated by a [NACES approved agency](#).
- Students offered admission will be notified in their student email account in [MySPC](#) and their personal email. **If offered admission, the student needs to electronically submit the *Intent to Participate* online survey as soon as possible for their admissions to be completed and to be eligible to enroll in classes.**

Students who are currently enrolled in their final admission requirement(s), are encouraged to apply to this program before registration starts for the next semester. In doing so, the student may be able to register for the following upper division courses: GEB 3213, MAN 3303, MAR 3802, and ISM 3011. Students do not need to wait for grades or degrees to post before they apply to this program. Their application will remain open until they have satisfied all admission requirements. Once completed, an offer of admission will be emailed to both the student email and personal email.

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Admission Information

- All qualified students will be offered admission and eligible to enroll in a following 8 week Fast Track. Five Fast Tracks are available throughout the year; August, October, January, March, and May.
- Students offered admission will be notified in their student email account in [MySPC](#) and their personal email. They should submit the *Intent to Participate* online survey as soon as possible.
- If a student has not fulfilled all admission requirements to this program, they will need to complete the missing requirements. The student should check their To Do List and student email in MySPC to see what they are missing. Once requirements are completed, the student's application will automatically be reviewed again and a letter of admission will be sent to their student email and personal email. The student should submit the *Intent to Participate* online survey as soon as possible.
- Once the *Intent to Participate* has been submitted by the student, an orientation packet will be sent to the student's MySPC email along with information about the mandatory orientation. The student may then enroll in courses.

Program Information

- This program requires 57 upper division (3000-4000 level) credits.
- Graduation from this program requires a minimum of 120 credits earned from courses that satisfy the requirements of the program.
- Most courses are offered in 8 week Fast Tracks.
 - The following courses are offered only in 16 weeks: MAN 4725 Policy & Strategy - Capstone, MAN 4910 Banking Capstone, FIN 4324 Commercial Bank Mgmt.
 - FIN 3403 Financial Management is offered in 8 week Fast Tracks Fall, Spring, and Summer but also has one 16 week course offered in Fall and one in Spring
 - MAN 4940 Internship is offered as a 16 week course, 8 week Fast Track, and express during the Fall, Spring and Summer semesters. The College of Business strongly recommends students take it during a 16 week semester (must meet with Internship Coordinator and Academic Coordinator, Mike Ewell to register).
- All program courses are online or blended format (combination online and face-to-face).
 - It is recommended that a student enroll in a maximum of 6 credits per 8 week Fast Track.
 - Enrollment in an online course must be completed by Sunday prior to the first week of the course.
 - Students are required to attend a face-to-face or WebEx orientation, as well as Capstone orientation and presentation.
- A student may go full-time or part-time.
- Non-attendance for six or more semesters will require readmission in to the program and may require a change to the newest catalog requirements.
- Students should be able to dedicate a minimum of 10-15 hours per week outside of class for each course they take in this program.
- This program requires a minimum grade of "C" in all upper division courses, state-mandated prerequisites, and lower level support credits. Students who have not already earned an AA or higher degree must meet SPC's minimum grade requirements for their general education courses.
- This program does have enough face-to-face courses for international students and veterans with early registration and proper planning with the department.

Updated 10/21/2015

- The curriculum may change based on the semester the student starts this program. The newest curriculum changes are listed here: The student needs to be sure they are taking the correct courses required for their catalog based on the semester in which they started the program. They should see an advisor for assistance.

Capstone

- This program has a capstone course, MAN 4725 Policy & Strategy or MAN 4910 Senior Capstone Project in Banking (Banking sub-plan only).
 - The Capstone (final) course is only offered as a 3 credit, 16 week course during the fall and spring semester.
 - It should be taken in the last semester before graduation from the program.
 - It is recommended that the Capstone be taken alone, but may be taken with one course from chosen sub-plan or with an elective.
 - **All Major Core Courses** must be completed in order to enroll in the Capstone.
 - Enrollment process: once prerequisites are completed, the student may self-enroll in the Capstone course.
 - It will require approximately 20+ hours per week outside of the required classroom time.
 - This course provides the student the opportunity to demonstrate that he/she has met the competencies from the program. This is a real world business simulation where student teams compete to run an international business.
 - Students will be required to attend a mandatory Capstone orientation as well as the final Capstone presentation at the EPI Center. Exceptions may be discussed with the professor for students over 150 miles from the EPI Center.

Special Information

- Students must complete all state-mandated prerequisites before being admitted into the program.
- There is not a standard course load for our students. The course load is dependent upon the student's situation (personal, work, etc.). **The recommended course load is 2 courses (6 credits) each 8 week Fast Track** for a total of 12 credits per semester. **This is considered full time.** It's not recommend to take more than two courses each 8 week Fast Track.
- In their first semester, the student is recommended to take GEB 3213, MAN 3303, FIN 3403, and MAR 3802.
- **Prerequisites for Major Core Courses:**
 - BUL 3130 has a prerequisite of BUL 2241 Business Law or BUL 2131 Legal Environment of Business
 - FIN 3403 has a prerequisite of ACG 2021 Financial Accounting
 - MAN 3504 has a prerequisite of CGS 1100 Computer Applications
 - ISM 3011 has a prerequisite of CGS 1100 Computer Applications
 - QMB 3200 has four prerequisites: STA 2023 Elementary Statistics, MAC 2233 Applied Calculus I or MAC 2311 Calculus & Analytical Geometry, FIN 3403 Financial Mgmt., and MAN 3504 Operations Mgmt.
- To review Sub-plan prerequisites, please refer to the curriculum.
- Main advantage of 8 week classes over regular 16 week classes:
 - More flexibility in choosing classes - Students can choose to take a particular subject during the first or second 8 week Fast Track of the semester and this will better accommodate their particular needs.

Foreign Language Requirements

A minimum of two consecutive years of a foreign language in high school OR two semesters of a foreign language at the college level must be completed in order to graduate from this program. If high school credits are being used to meet this requirement, the student needs to be sure their official high school transcripts have been submitted and that SPC transcripts reflect their foreign language has been met. Contact an advisor, if needed.

Notice to Out-of-State Online Students

Due to state authorization requirements for distance learning that are particular to each state, students who reside in **Alabama, Arkansas, Massachusetts, Minnesota, Nevada and North Carolina** can no longer be enrolled in online classes at St. Petersburg College as long as they are residents of those states. If students have questions regarding this policy, please email information@spcollege.edu.

Transfer Credit

This program accepts a maximum of 27 upper division transfer credits from regionally accredited institutions or Experiential Learning Program (ELP) with approval from the Dean, depending on the course. Direct questions regarding transfer credit evaluation to transcript.evaluator@spcollege.edu.

****Students need to send an email from their SPC email address and include the following information when contacting Admissions & Records:**

- Student Name
- SPC Student ID Number
- Course prefix, number, title and term/year completed as it appears on student's original transcript

It is the student's responsibility to make sure transfer coursework meets the course requirements for SPC.

Students must complete at least 30 upper division (3000/4000 level) credits in residence (at SPC) in order to earn their degree.

Alternate Satisfaction/Experiential Learning Program (ELP)

Courses that transfer in as 1999, 2999, 3999, or 4999 count as electives and do not satisfy specific course requirements. The student may request an Alternate Satisfaction for the specific course. If approved, the course may be used to meet the specific course requirement.

Ex: If an ethics course transfers in as "PHI 1999" it does not meet the requirement for ethics. An Alternate Satisfaction would need to be requested and approved for PHI 1600.

To initiate the **Alternate Satisfaction** request/review process:

Students need to submit an Alternate Satisfaction Survey to the appropriate Dean and include the following information when submitting the survey - <https://www.spcollege.edu/survey/17254>

- Student Name
- SPC Student ID Number
- Which SPC degree/program they are seeking
- SPC course for which student wants credit
- Course number at previous school and credit amount
- Course description from previous school's catalog
- Syllabus from previous school
- When course was completed