

**PORTLAND STATE UNIVERSITY – SCHOOL OF BUSINESS ADMINISTRATION  
GENERAL INFORMATION FOR TRANSFER STUDENTS  
CLATSOP COMMUNITY COLLEGE**

This sheet is a supplement to the School of Business Administration’s (SBA) **Undergraduate Advising Guide**. Access the Advising Guide via the following web page: <http://www.pdx.edu/sba/current-psu-students>.

**Admissions Requirements for the School of Business Administration:**

1. Be formally admitted to Portland State University. Please note the admissions requirements and application processes for the University are different from the SBA. Please see the Office of Admissions for details on applying to PSU ([www.pdx.edu/admissions](http://www.pdx.edu/admissions)).

2. A minimum GPA of 3.0 for **ALL THREE** of following categories:

- \*All transfer credits
- \*All PSU graded credits
- \*All PSU graded business credits

Students without PSU graded credits are admitted based on their transfer GPA.

3. Successful completion of the required pre-business courses with a grade of “C-“ or better; Pass/No Pass grades are not accepted.

GPA exceptions – If students do not meet the minimum GPA requirements for admission to the School of Business Administration, they may be admitted if they meet all three of the following requirements:

1. Student’s GPA at Portland State University is at least 2.50
2. Student’s GPA in PSU School of Business Administration coursework is at least 2.75
3. The student’s GPA for the previous 12 credits of graded coursework at PSU is at least 3.00. Students pursuing the Post Baccalaureate Accounting Certificate must have at least a GPA of 3.00 for the most recent 8 credits of graded coursework at PSU.

Application instructions are available on the SBA website ([www.pdx.edu/sba](http://www.pdx.edu/sba)) or in our office: 631 SW Harrison Street, SBA 240. For questions, please contact the SBA Undergraduate Programs Office at (503) 725-3712.

The following majors are offered by the School of Business: Accounting, Advertising, Finance, Human Resource Management, Management & Leadership, Marketing, Real Estate Finance, and Supply & Logistics Management.

Listed below are the pre-business courses and their equivalent transfer courses.

<u>PSU</u>	<u>CLATSOP CC</u>
BA 101 (4)-----	BA 101 (4)
BA 205 (4)-----	BA 214 and MIC 145 (6)
BA 211 (4)-----	BA 211, BA 212 (8)
BA 213 (4)-----	If BA 211 and 212 are passed, BA 213 (4) (it is suggested the student take the entire series at one school)
CS 106 (4)-----	Course not available at Clatsop. See PSU’s for options.
COMM 220 / SP 220 (4)-----	SP 111 (3)
EC 201, 202 (8)-----	EC 201, 202 (8)
STAT 243 (4)-----	MTH 243 (4)
STAT 244 (4)-----	MTH 244 (4)
WR 121 (4)-----	WR 121 (3)
(or UNST 101, 102, 103 at PSU)	

If a student has completed these courses and they appear on their Transfer Evaluation as electives, contact your SBA Advisor to get them adjusted. The SBA will accept these courses for admission. For verification please check with the Undergraduate Programs Office in room SBA 240.

**COMMONLY ASKED QUESTIONS**

1. **As a transfer student when should I apply for admission into the SBA?** If a student meets the criteria for admission it is recommended they apply **immediately** upon formal admission into PSU. A Transfer Evaluation (TE) should be received before applying to the SBA. However, if your TE is not ready by the SBA admission deadline date, please come to the Undergraduate Programs Office, SBA 240, for assistance.
2. **Why should I apply to the SBA as soon as I am eligible?** Because all SBA 300 & 400 level courses are restricted to students who are admitted to the School of Business. To have the best chance to register for the business class you need, apply to the SBA as soon as you are eligible.
3. **Can I apply to the SBA while I am completing my pre-business courses?** No. You must have all the pre-business courses completed with a grade of C- or better prior to applying.
4. **Can I be admitted to the SBA if my transfer GPA is less than 3.0?** Yes. Transfer students who do not meet the 3.0 transfer GPA requirements will be considered for admission **only** if the GPA for their most recent 12 graded credit hours at PSU is 3.0 or higher **and** the applicant has a minimum 2.5 cumulative PSU GPA and a minimum 2.75 GPA for all completed business courses at PSU.
5. **What Bulletin (Catalog) year do I follow?** Normally you will follow the Bulletin for the year that you began your higher education (at an accredited college or university) in the United States. However, you may choose to follow a later Bulletin than the one in force when you first started college. For example, if you entered PSU or some other accredited institution of higher education as a freshman in fall 2006, you may graduate according to those requirements or choose to graduate under 2007-08 or later Bulletins. Keep in mind no Bulletin is good for more than seven academic years!
6. **What classes can I take my first term at PSU?** Listed on this information sheet is a suggested program for business students for their junior and senior years. In general, if you have completed all the conceptual tools courses and have at least 90 credits you may take the following courses: Jr/Sr Cluster courses (University Studies), courses toward Bachelor of Arts or Bachelor of Science requirements, If you are admitted to the SBA - BA 301, BA 302, BA 303, BA 311, BA 325, BA 339, and BA 385, or 300 level business electives.
7. **Will I be assigned an advisor?** Yes. Upon your admission into the SBA you will be assigned to one of the Undergraduate Advisors who will work with you throughout your academic career in the SBA. For advising call the Undergraduate Programs Office at 503-725-3712.
8. **Do I have to choose an option before I apply to the SBA?** Yes. You must indicate an option on your application to the SBA; however, you may change or add an option at any time. Remember, you must complete a minimum of 82 credit hours in business to graduate. The 82 hours consist of required business core classes, required business option classes, and business electives.
9. **Can I take business classes out of order?** No. You must follow the prerequisite requirements for each class. If you take a prerequisite after a class in which the prerequisite was required, the credit for the prerequisite class **will not** be used toward calculation of total business hours completed for graduation. Always check the current Bulletin for current prerequisites.