

GREETINGS from the College of Business!

We are delighted that you have chosen to pursue your education through the College of Business at Utah State University. We welcome you and encourage you to develop a relationship with the College of Business and your academic advisor. This packet contains information that will ease your transition to the College of Business (COB). Please look over the information and contact us if you have any questions.

Getting Started

Your first step toward the future should begin with contacting your academic advisor. All COB advising is obtained through the CEO Center on the Logan campus. Advisors may be reached at (435) 797-2272 or deceo@usu.edu. COB advisors are here to serve you and are available to answer questions via e-mail and phone appointments. They will also be available through regional campus/center/site visits at least one time per semester.

USU Admission

If you haven't already taken this step, it is important that you apply for admission to USU as soon as you make the decision to become a COB student. The application is available on-line at www.usu.edu/admissions/. Application deadlines are as follows:

	<u>New Freshman</u>	<u>Transfer</u>	<u>Re-Admit</u>
Summer Semester	April 1	April 1	April 1
Fall Semester	April 1	July 1	July 1
Spring Semester	November 1	November 1	November 1

Although it may be possible for you to begin courses through the Distance Education/Regional Campus program prior to USU admission, you must obtain formal admission to USU to be eligible for graduation from the COB.

Transfer Work

All previous college level work must be transferred to USU. This can be done by contacting each institution of higher education that you have attended and requesting a transcript be sent to USU at the following address:

Undergraduate Admissions
Taggart Student Center Room 102
0160 Old Main Hill
Logan, UT 84322-0160

Once your transcripts are received, they will be articulated to equivalent USU courses and your advisor will be able to give you a comprehensive educational plan.

COB Admission

You will be eligible for COB admission upon completion of 24 credits and a 2.50 GPA. When you have completed these requirements and are ready to be admitted to the COB, please sign the COB Academic Agreement included in this packet and fax it to the CEO center at (435) 797-2399 or mail to:

CEO Center
Utah State University
3505 Old Main Hill
Logan UT 84322-3505

Priority Registration

This is a great opportunity for you to set your course schedule early to better facilitate your personal and professional obligations. Your early registration also enables the COB to better plan resource and faculty allocation based on course enrollments. Priority registration is during Fall semester for Spring semester and during Spring semester for Summer and Fall semesters. Please see www.usu.edu/registrar/dates/ or your advisor to find the dates for the upcoming priority registration.

Graduation

The COB recommends that you apply for graduation three semesters in advance. You can request your graduation application at www.usu.edu/registrar/graduation/. As you are completing this form, please request that your packet be sent directly to your on-campus advisor. Upon receiving it, your advisor will obtain the necessary signatures. You will also need to contact the Cashier's office at (435) 797-1786 to have your graduation fee added to your account. When the fee is paid, your graduation application will be submitted to the Registrar's office.

Orientation Packet

Also in this packet you will find:

- Business Degree Brochure
- Master Schedule for Undergraduate Business Courses
- Business Major Course Prerequisites Sheet
- Internship Information
- COB Academic Agreement
- Regional Campus Transfer Guide to Main Campus COB Majors
- Registration Tips
- Student and Advisor Responsibilities

Congratulations on your decision to attend USU. Good luck in your educational pursuits and best wishes. Go Aggies!!!

Sincerely,

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