

Minor in Business Administration

Shidler College of Business
University of Hawai'i at Manoa

Who may apply for the Business Minor?

Currently enrolled UHM classified undergraduate students, not enrolled or intending to enroll in Shidler College of Business, who **will meet all** (see below) admission requirements no later than the end of the semester before the expected date of entrance.

Admission Requirements for Minor in Business Administration

- ❖ 55 credits (junior standing)
- ❖ Cumulative GPA of **2.50** in all course grades (attempted at both UH Manoa & all other colleges attended). If a student has completed 30 or more credits at UH Manoa with a cumulative GPA of 2.50 or higher, the transfer GPA will not be used to determine admission.
- ❖ Combined **2.50** GPA in the following pre-business courses with no grade below "C" (not "C-"). Please note that "C" grades cannot be repeated.
 - ICS 101(B)
 - One of Econ 120, 130, or 131
 - Acc 201
 - Calculus (BUS 250 or MATH 203 or 215 or 241(205) or 251 or NREM 203) or Statistics (EDEP 429 or NREM 310 or ECON 321 or PSY 225 or SOCS 225)
 - PSY 100 or SOC 100

*** If a student receives a grade of a "C-" or lower in a pre-business course and retakes the course, both the old AND the new grade will be factored into the pre-business GPA. However, if the student takes a DIFFERENT course to raise his/her GPA, only the higher grade will be computed (since it was earned in a different course).**

FOR ALL NON-MANOA COURSE WORK:

- ❖ Final grades must be received by Shidler College of Business **no later than December 31 for Spring admission and June 15 for Fall admission. No exceptions will be made.**
- ❖ A signed note from your instructor with the final grade that will appear on your official records.
- ❖ A copy of your **request** for transcripts to: (not official transcripts)

University of Hawai'i at Manoa Shidler College of Business

Office of Student Academic Services

2404 Maile Way, B-101

Honolulu, HI 96822

Attn: Reid Kuioka; Fax: (808) 956-9890

- ❖ Non-UHM coursework must also be sent to the Office of Admissions & Records.
*Office of Admissions and Records; University of Hawaii at Manoa; 2600 Campus Road, Room 001
Honolulu, Hawaii 96822-2385*
- ❖ If any Pre-Business courses were completed at a school other than the University of Hawaii system, a Petition for Course Equivalency may be required. Please contact our office to obtain a petition form. All completed and approved petitions must be received by December 31 for Spring admission and July 1 for Fall admission.

If you have any questions, please call (808) 956-8215.

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Requirements for Business Minor

The Minor in Business Administration shall consist of 15 credits of non-introductory courses.

Required (6 credits):

- ❖ BUS 312 Principles of Marketing (3 credits)
- ❖ BUS 315 Global Management and Organizational Behavior (3 credits, prerequisite course: PSY 100 or SOC 100)

Electives (9 credits):

- ❖ ACC 202 Introduction to Management Accounting (3 credits, prerequisite course: ACC 201)
- ❖ BUS 310 Statistical Analysis for Business Decisions (3 credits)
- ❖ BUS 311 Information for Global Business Environment (3 credits, prerequisite course: ICS 101)
- ❖ BUS 313 Economic & Financial Environment of Global Business (3 credits, prerequisite course: ECON 130 or 131)
- ❖ BUS 314 Business Finance (3 credits, prerequisite course: ACC 202)

Notes:

1. Exceptions to substitute business courses other than those listed above or under #3 below are not allowed.
2. Prerequisites to business courses are strictly enforced.
3. TIM Majors cannot receive credit for both BUS 312 and TIM 304; and both BUS 315 and TIM 303. Therefore, TIM students should take MKT 311 or 351 in lieu of BUS 312; and MGT 341 or HRM 351 in lieu of BUS 315.

*Clearance for business minor courses will be given to admitted students for the Fall and Spring early registration periods. Clearance will not be given for early Summer registration as priority is given to current Shidler College business majors given the limited number of course offerings. Minor students can register for business courses after the first week of summer registration when the college restriction is lifted.

PRIORITY APPLICATION DEADLINE:

FALL ADMISSION - MARCH 1

SPRING ADMISSION - OCTOBER 1

FINAL APPLICATION DEADLINE:

FALL ADMISSION - APRIL 1

SPRING ADMISSION - NOVEMBER 1

SHIDLER COLLEGE OF BUSINESS

University of Hawai'i at Manoa

Application Form For Minor in Business Administration

<u>For Office Use Only</u> Date Received: By:	I AM APPLYING FOR: <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Spring 20 _____	UH Student I.D.#		
	Legal Name: Family/Last First M.I.			
*Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	*Birthdate mo day yr	<i>*Please note that this information is used only for analysis of applicant demographic data.</i>		
Current Mailing Address:	Street	City	State	Zip Code
Permanent Mailing Address:	Street	City	State	Zip Code
Curr. Home Tel. #:	Perm. Home Tel. #:	Cell #:		
UH E-Mail Address:				
Current college and major:				

Please check all that apply

- I am currently enrolled at the University of Hawaii at Manoa as a classified student.
Note: The Office of Student Academic Services will generate your UH Manoa transcripts.
- I have attended another institution(s).
**Note: The Office of Student Academic Services will generate your transcript evaluation.
Please provide transcripts for courses which have not yet been transferred to UH Manoa.**
- I have petitioned for transfer course equivalency to the Pre-Bus core (e.g. Calculus, ICS 101, ACC 201, etc.). See Admission Requirements.

If you have any questions regarding admission to the Shidler College of Business, please do not hesitate to call (808) 956-8215 or visit the Office of Student Academic Services, Shidler B-101.

SHIDLER COLLEGE OF BUSINESS

University of Hawai'i at Manoa

Application Form For Minor in Business Administration

Statement of Understanding for the Minor in Business Administration

Student ID No.

Last name

First

Middle

Please initial and complete:

_____ I understand that courses used to satisfy any major requirements cannot be used for my Business Administration minor.

_____ I understand that I must have a minimum grade of C (not C-) in each course in the minor in order to meet graduation requirements.

_____ I understand I will not be eligible for major admission to Shidler College of Business to pursue a BBA degree.

_____ I will return to speak to an advisor one semester prior to graduation to officially certify my minor in Business Administration.

Signature: _____

Student

Date: _____

The above student has been advised about the requirements for the Minor in Business Administration and IS / IS NOT recommended for admission to the program.

Signature: _____

Academic Advisor

Date: _____

cc: file

student

student's home college