

Summer 2013

Application for Non-Business or Unclassified Students Requesting to Take Graduate Level Business Courses

The various departments in the Shidler College of Business may enforce specific prerequisites beyond what is listed in the UHM General Bulletin. These prerequisites must be met to be eligible to register in 600 level business courses offered by that specific department. If you submit this form by noon on April 11, 2013 and it is approved, you will be able to register for requested summer classes by 10 am on April 15, 2013. After that time, registration clearance will be provided one full business day following receipt of this form. The deadline to submit this form is one full business day before the first day of instruction (please refer to semester dates on MyUH Portal).

Students are limited to a lifetime maximum of no more than 6 MBA/MAcc credits as an unclassified graduate student.

PREREQUISITES:

- (1) **STUDENTS MUST HAVE EARNED A BACHELOR'S DEGREE PRIOR TO THE TERM THEY WISH TO TAKE GRADUATE BUSINESS COURSES**
- (2) **Candidates who were denied admission to the MBA/MAcc program may not take MBA/MAcc classes as an Unclassified student**
- (3) At minimum, the following prerequisites must be met for the following areas.

- **MBA Electives**

All students must meet the admissions criteria for the Masters of Business Administration program (GPA – 3.0, 2 years work experience, GMAT, if available, with a minimum score of 550 [28 verbal, 28 quantitative, 3.5 writing,]). Students must also submit copies of undergraduate transcripts showing their final 60 credits taken (unofficial copies are acceptable). Students must also submit an updated copy of their resume to verify 2 years of post-baccalaureate, professional work experience.

- **MAcc Electives**

All courses require a C- or better in stated prerequisite course(s) (see University of Hawaii Course Catalog or Schedule of Classes for individual course prerequisites).

- (4) **Please check the current UHM Catalog for information on additional prerequisites for specific courses.**

IMPORTANT NOTES:

- I. To be eligible to take courses using this form, you must be admitted to the UHM Graduate Division (fall/ spring) or Outreach College (summer) as an unclassified post-baccalaureate student.
- II. For potential MBA or MAcc degree applicants: Per Shidler College of Business policy, students are limited to a lifetime maximum of **6 credits as an unclassified student (including summer)**. There will be no exceptions to this rule, which will be strictly enforced both prior to and after your acceptance to the program. Credits will **not** transfer in to any Full-Time MBA program. Credits taken to raise your GPA for admission purposes will **not** transfer into any MBA program.
- III. All courses taken as an unclassified post-baccalaureate student must be taken for letter grade.

THIS FORM WILL NOT BE PROCESSED AND YOU WILL NOT BE ALLOWED TO REGISTER FOR ANY SHIDLER COLLEGE OF BUSINESS COURSES WITHOUT SUBMITTING YOUR RESUME, UNOFFICIAL TRANSCRIPTS AND A SIGNED COPY OF THIS FORM.

Please read both sides of this form.

Please clearly print the following information after reading the other side of this form. Your form cannot be processed unless all information is entered and required documents are attached.

Name _____ Student I.D. No. _____
Last First

Phone _____ E-mail _____

Undergraduate University _____ Degree: _____

Major: _____ Do you have a graduate degree? _____

If yes: Graduate University: _____ Degree Earned: _____

Discipline/ Concentration: _____

Graduate Students: Classified: _____ Unclassified: _____

If you are classified, degree program in which you are currently enrolled (e.g. M.S. Engineering)

Please indicate any courses you have taken related the MBA coursework:

<u>Accounting</u>	<u>Economics</u>	<u>Statistics</u>	Other (specify):
_____	_____	_____	_____
_____	_____	_____	_____

Please list all graduate business courses you have already completed and indicate the grade received for each course.

Please list any business courses in which you are currently enrolled.

Please list the course(s) you wish to take *in order of preference* including the CRN (i.e. BUS 621 001; 88788) for the **Summer 2013** semester. You will only be approved for a max of 6 credits.

1. _____ 2. _____ 3. _____ 4. _____

I understand that a lifetime MAXIMUM of 6 pre-matriculation credits may be used towards my Part-Time MBA or MAcc program if admitted and that approval to take MBA or MAcc courses has no bearing on the admission decision of any future application. I have also read this entire application and understand all policies outlined in this two-page document.

_____ Student's Signature

_____ Date

Copy of Unofficial Transcript _____	Copy of resume _____
GMAT Score (if available): Total: _____ V: _____ Q: _____ W: _____	
Action: Approved _____ Denied _____	Date: _____ By: _____
Issue Course Approval on: _____	
Comments: _____	