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**Section 1. Write your Last Name, First Name and your Towson Student ID Number.**

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**Section 2. General Education Requirements (GenEds) Transfer Package;**

If you do not have a Transfer Package, skip to the next section.

If you have a Transfer Package, circle the letter that corresponds to the transfer package awarded.

To identify if you have a Transfer Package, it would be located on the Degree Progress Report at the top of the courses listed, e.g., "GOC GenEd Satisfied"

- a. Package A – two GenEds must be completed at Towson:
  - 1.) I.D. Advanced Composition (Upper-Level)
  - 2.) II.A. Scientific Inquiry (3 credits of non-lab)
- b. Package B - Only GenEd I.D. Advanced Composition must be completed at Towson.
- c. Package C - Awarded for Baccalaureate Institution Transfers only. All GenEds are completed.

**Note: Refer to the current undergraduate Towson University catalog**

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**Fill out the remainder of the advising form using the information in the Academic Advisement Report section of your Degree Progress Report.**

Use the Key at the top of the advising form to indicate your progress in completing the requirements for admission to the major and completing the major requirements. Next to each course, write the appropriate letter to record every attempt. If course is:

- 1.) Completed at Towson, write the **grade** earned.
    - If a grade of D+ (1.33) or lower was earned in a course required for your major, you must repeat this course at Towson. Write the grade and then "R" or "Repeat" next to the course.
    - For most GenEds, a "D" or higher grade fulfills the requirement; the exceptions are for GenEds I.A. and I.D (see below.)
  - 2.) Transferred, write "**T**" **and the grade**. If the transfer grade is less than a "C", also write "R" or "Repeat" for major courses. You will need to repeat this course.
  - 3.) Currently enrolled in, write "ENR".
  - 4.) A blank space means that you need to take the course or fulfill the requirement.
  - 5.) Registered for next semester, write "Reg" and specify the term and year:  
*Fall 2011= F11. Minimester 2012= M 12, Spring 2012= Sp 12, Summer 12= Su 12*
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**Section 3. GenEd categories (14 or 15 courses depending on II.A course selection)**

A grade of "D" or higher is allowed except for GenEd I.A and I.D, where a grade of "C" (2.0) or higher is required.

For current list of GenEds, see <http://inside.towson.edu/UniversityRelations/GenEds/GenEdRequirements.cfm>

- a. **Category I. – Skills for Liberal Learning contains five requirements.** Select from current list on <http://www.towson.edu/registrar/Degree/geneds/gened1/index.asp>.
  - 1.) GenEd I.A. – A grade of "C" (2.0) or higher is required; a grade of "PS" is acceptable provided the course is not required for your major or minor.
  - 2.) GenEd I.C. – MATH 109 or higher (except for MATH 204), or MATH LLE is required for as a prerequisite for ECON 205 or MATH 231/233. (*MATH 10T or MATH TLL is not accepted as the prerequisite for ECON 205 or MATH 231.*)
  - 3.) GenEd I.D. – Although ENGL 317 is recommended for the ACCT, BUAD and EBUS majors, any Advanced Composition (GenEd I.D.) is acceptable. A grade of "C" (2.0) or higher is required.
  - 4.) GenEd I.E. – Select from approved list.

- b. **Category II. - Context for Liberal Learning.** No more than three courses in the same discipline can be taken for GenEd credit (discipline is indicated by the alphabetical prefix, such as ARTH or PHIL) in these categories. See <http://www.towson.edu/registrar/Degree/geneds/gened2/index.asp> for list of approved courses for each category.
- 1.) GenEd II.A.- Scientific Inquiry – Complete:
    - TWO lab courses (8 units) **or**
    - ONE lab course and TWO non-lab courses (10 units)
  - 2.) GenEds II.B.1 and II.C.1, MUST be in different disciplines.
    - Complete a course for each category
  - 3.) GenEds II.C.2. Two courses from different disciplines. Only one ECON course (201 or 202) can be used for GenEd.II.C.2.
  - 4.) GenEds II.B.3 and II.C.3, and II.D.
    - Complete a course for each category.

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## Requirements for the Major – a grade of “C” (2.0) or higher is required.

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### **Section 4. Lower Level Core Courses**

- a. Where more than one course may be used to fulfill a requirement, circle the appropriate course. (e.g., ECON 205 **or** MATH 231/233).
- b. Courses that can be used to satisfy a GenEd and a requirement for the major are:
  - 1.) ECON 201 **or** 202 for II.C 2.
- c. The prerequisite required for ECON 205 or MATH 231/233 is MATH 109 or higher (except for MATH 204), or MATH LLE. (*MATH 10T or MATH TLL not accepted as the prerequisite.*)
- d. Students in Accounting, Business Administration, e-Business, and any combined CBE majors in catalog year 2008-2009 or later are required to take the **Computer Proficiency Exam (CPE)** as an admissions requirement to the major.

**Note: Students must earn 70% or higher in each of the three sections of the exam to pass.**

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### **Section 5. Requirements for Admission to the Business Administration Major :**

- a. If you have been accepted into the BUAD major, skip this section (go to section 6)
- b. If you are a pre-major, Pre-Business (PBUA), complete this section :
  - 1.) Write your TU cumulative GPA – need a 2.0 or higher. (Printed at the end of the transcript portion of the Degree Progress Report.)
  - 2.) Make a check mark if you have a grade of “C” or higher in each lower-level Core Course.
  - 3.) Write Pass/Fail/Need or Enrolled in the blank space of the Computer Proficiency Exam section. To get more information about the CPE exam, visit [http://www.towson.edu/cbe/student\\_resources/cpe.asp](http://www.towson.edu/cbe/student_resources/cpe.asp) .
  - 4.) Write the Quality Point Average (QPA) for ALL six Lower-Level Core Courses:
    - Calculate your Cumulative QPA on the chart on Side B. of the advising form or on the CBE website ([http://www.towson.edu/cbe/student\\_resources/advising/qpa.asp](http://www.towson.edu/cbe/student_resources/advising/qpa.asp).)
    - A 2.70 cumulative QPA is required for catalogs.

**Important: Check the number of credits for each of the lower level prerequisites. Calculate the QPA with specified credits (e.g. 2.5 credits, 4 credits.)**

- 5.) See Application Procedure on Side B. of the advising form. Application for admission to the major available on ([http://www.towson.edu/cbe/student\\_resources/advising/intomajor.asp](http://www.towson.edu/cbe/student_resources/advising/intomajor.asp).)

- 6.) Submit an application for admission to the BUAD major if you will complete the final lower-level core courses this semester.
    - Must be admitted or in “Pending” status to register for Upper-Level CBE courses.
    - Deadline is October 1 and March 1 in the semester PRIOR for intended admission.
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### **Section 6. Upper Level BUAD Core Courses (21 Credits total)**

- a. If you are a PBUA who has applied for admission to the BUAD major and received an email from the Director of Student Academic Services notifying you that you are in the “PENDING” admission category:
    - 1.) You may register for BUSX 301, MNGT 361, MKTG 341, EBTM 337, EBTM 311, ECON 306 and FIN 331 PROVIDED course prerequisites are met. Refer to Course Prerequisites list on [http://www.towson.edu/cbe/Files/students/CBE\\_Online\\_Prerequisite\\_Checking.pdf](http://www.towson.edu/cbe/Files/students/CBE_Online_Prerequisite_Checking.pdf) .The course prerequisites must MATCH exactly. If not, go to appropriate department during registration requesting to be issued a “student specific permission” for a specified section. See the instructions on the bottom of page 1 of the Online Prerequisite Checking handout.
    - 2.) You must have submitted an application for admission to the major and be in the “Pending” category or you will be disenrolled from the upper-level CBE courses.
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### **Section 7. Upper Level BUAD Core Courses Open to Admitted BUAD majors only (12 Credits)**

- a. Accepted and declared majors (ACCT, BUAD, EBUS, etc.) are eligible to register for upper-level CBE and concentration/track courses provided the course prerequisites are met.
  - b. The Professional Experience (BUSX 460) requires a special permit issued by the Business Excellence office (ST 301). Check the BUSX 460 website for further information.  
[http://www.towson.edu/cbe/intern\\_career/prof\\_exp.asp](http://www.towson.edu/cbe/intern_career/prof_exp.asp) .
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### **Section 8. Concentration/Track ( 21-24 Credits)**

- a. All BUAD majors must have declared a concentration/track. Please check “√” your intended concentration/track.
  - b. The courses that fulfill the requirements are located on the back (side B.) of the advising form. Write the courses for your concentration/track on the front (side A) of the advising form.
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### **Section 9. Graduation Credit Requirements:**

- a. Completing the GenEds and all major requirements may not add up to 120. Fill in the Graduation Credits Requirements: Minimum of 120 Credits: Earned / Enrolled / Need. **If you have repeated courses, remember to take them into account in your total.**
  - b. Make sure that your Towson cumulative GPA is at least a 2.00.
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### **Section 10. Under Recommended Courses**

- List the courses you plan to take next semester. Check the CBE website ([http://www.towson.edu/cbe/Files/students/CBE\\_Online\\_Prerequisite\\_Checking.pdf](http://www.towson.edu/cbe/Files/students/CBE_Online_Prerequisite_Checking.pdf)) for current course prerequisites. Remember to sequence your classes accordingly.
  - The four-year sample schedule for the BUAD major is available in your TU catalog and in the CBE Student Academic Services office, ST 301.
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