Table of Contents

Welcome From the Dean .................................................................3
Undergraduate Business Programs Office .................................4-5
Academic Advising .................................................................6
Academic Integrity .................................................................7
Course Enrollment and Registration .......................................8
Academic Success Tips ............................................................9
Important Dates and Deadlines ...............................................10
UCR Breadth Requirements ......................................................11
Business Preparation, Pre-Business, and the MAE ....................12
Getting Into the Major ............................................................13
Business Major Requirements ................................................14-16
Scholarships and Awards ......................................................17
Broadening Your Horizons .....................................................18-19
Campus Resources and Student Services ..............................20
Career Services .................................................................21
Academic and Career Roadmap .............................................22-23

University of California, Riverside Mission Statement

The University of California, Riverside serves the needs and enhances the quality of life of the diverse people of California, the nation and the world through knowledge – its communication, discovery, translation, application, and preservation. The undergraduate, graduate and professional degree programs; research programs; and outreach activities develop leaders who inspire, create, and enrich California’s economic, social, cultural, and environmental future. With its roots as a Citrus Experiment Station, UC Riverside is guided by its land grant tradition of giving back by addressing some of the most vexing problems facing society. Whether it is assuring a safe, nutritious, and affordable food supply; stimulating the human mind and soul through the humanities and arts; or finding solutions to the profound challenges in education, engineering, business, healthcare, and the environment, UC Riverside is living the promise.

School of Business Administration Mission Statement

Our mission is to develop diverse leaders, propel research-based innovation and promote the sustainable growth of Inland Southern California within the global economy. We harness the powerful resources of UC and our location at the nexus of commerce to create a laboratory for education, research, and productive partnerships across economic enterprises.

This guide has been created to assist you with transitioning to UCR’s Undergraduate Business Program. Our goal is to provide you with some of the tools necessary to be successful at UCR. However, please keep in mind that this handbook is not intended to replace the UCR General Catalog nor the UCR Schedule of Classes. The UCR General Catalog explains all UCR requirements, policies, and procedures. The UCR Schedule of Classes includes course offerings for the quarter as well as a calendar for the entire academic year including important dates and deadlines. As always, please contact your advisor should you have any questions regarding either this handbook or any of the above-mentioned resources.
A Message From the Dean

Dear Student:

Welcome to the undergraduate business program at the University of California, Riverside.

I want you to know you have made the right decision in coming to the School of Business Administration. SoBA and UCR are at the center of growth in the U.S. economy – growth in population, growth in the economy, growth in connection to world markets, growth and access to developing industries like biotech, information technology and entertainment, and growth in new businesses.

Education is also about growth. Through our undergraduate program you will experience first-hand the opportunity for personal growth that is designed to mold the future leaders of business and society. At SoBA we are educating the very best managers of the future, but we are also educating the community leaders who will shape the larger society in which we live. Your opportunities with a SoBA education will be limited only by your ambition and creativity. We will cultivate both.

Riverside is a wonderful city with a great life style that affords you the advantages of a large metropolitan city in the context of an easy to manage college town. You will enjoy your time in Riverside – in the classroom and outside.

Our exceptional staff in the Office of Undergraduate Business Programs located on the second floor of Olmsted Hall in the center of campus will assist you in getting settled here and provide you with a comprehensive plan as to how to best leverage your education at UCR and the Business Program.

We will do great things together. Again, welcome to SoBA and the undergraduate business program. I look forward to meeting you in September.

Warm regards,

Dave

David W. Stewart, Ph.D.
Dean, School of Business Administration
University of California, Riverside
Welcome to UCR’s Business Program!

Dear Student:

We want to welcome you to UCR and the Undergraduate Business Programs Office. Our office is the one-stop shop for most of your academic and co-curricular needs. We encourage you to come and meet with your academic advisors – Lisa, Lata, or Allan – for a comprehensive advising session. They will advise you on a number of issues including course-scheduling, taking a balanced load each quarter, availability of courses, transfer articulation issues, the importance of management training/internships, opportunities for going abroad, visiting the career center, joining student organizations and, of course, any unique situation that you might face.

As you can see from the variety of issues our advisors deal with, we believe in a comprehensive advising system, which not only addresses your immediate needs but also challenges you to look beyond graduation. During your time at UCR, as you pursue the Business Administration degree, we want to draw your attention to the fact that, in addition to doing well in your classes, your success also depends on taking full advantage of the services available at the University of California, Riverside. We have a special partnership with UCR’s Career Center. Counselors from the Career Center are here to assist you several days during the week in our offices in Olmsted Hall.

Think of us as the guides that help you in navigating through the rich, lush forest of college life especially when you come up against forks in the trail. We will provide you with a map which will enable you to go on that overseas program, complete one or more management training/internships to prepare you for that first job, and hone those leadership skills which will make you stand out from the rest of your peers when you start your career.

Part of going to college is asking the right kind of questions. Remember that the quality of the response you get is directly proportional to the types of questions you ask. We encourage you to be curious, ask a lot of questions, engage with faculty and your peers, and have the best time while you are at the University of California, Riverside. We expect all of you to be successful in business, become leaders in your field, and give back to your community.

Remember, we are here to help!

Sincerely,
The Undergraduate Business Programs Office Team

<table>
<thead>
<tr>
<th>SoBA Assistant Dean</th>
<th>Administrative Assistant</th>
<th>Lead Academic Advisor</th>
<th>Academic Advisor</th>
<th>Academic Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kazi Mamun</td>
<td>Kaylah Laoutsa</td>
<td>Lisa Miller</td>
<td>Lata Patel</td>
<td>Allan Taing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advises A-G and Y</td>
<td>Advises H-M and Z</td>
<td>Advises N-X</td>
</tr>
</tbody>
</table>
Nuts and Bolts of Advising

Where is my Academic Advisor?
Business Administration and Business Preparation students are advised through the Undergraduate Business Programs Office located on the second floor of Olmsted Hall, Suite 2340. The Undergraduate Business Programs Office serves as both your department and college office.

Freshman and sophomore Pre-Business students are advised through the College of Humanities, Arts, and Social Sciences at 3400 HMNSS.

Why do I need to see my Academic Advisor?
- To get assistance in making academic and career choices
- To receive more information about the Business major and the concentrations available
- To inquire as to the progress of my degree
- To get assistance in goal setting and exploration
- To receive help with developing strategies to improve academic performance
- To get questions answered about policies and procedures
- To obtain referrals and advice about campus resources
- To request articulation of non-UCR courses
- To remove registration holds

What kind of questions should I ask my Academic Advisor?
- How can I learn about a course?
- What courses should I take?
- How many units should I take?
- What quarter will the course I need be offered?
- What do you think about this tentative course schedule?
- Should I drop or add a course? How?
- How can I find out about career possibilities or off-campus educational opportunities?
- Will you help me plan possible majors and/or minors that will complement my interests?

Drop-In Hours:
Mon. and Tues.: 10 a.m.–12 p.m.
Wed. and Thurs.: 2 p.m.–4 p.m.

Exceptions:
First week of instruction
9 a.m.-4 p.m.

First 3 weeks of registration
MWF: 9 a.m.-4 p.m.
TR: 10 a.m.-3 p.m.

*Hours Subject to Change

E-mail Your Advisor:
All students have an R'Mail account that must be used for all UCR correspondence. Be sure to always include your name and student ID in all correspondence.

Lisa Miller (A-G & Y)
lisa.miller@ucr.edu

Lata Patel (H-M & Z)
lata.patel@ucr.edu

Allan Taing (N-X)
allan.taing@ucr.edu

Schedule an Appointment:
If you would like to meet with your assigned advisor or you have a more complex question to ask, please call our offices to schedule an appointment. Our number is 951-827-4551.
Defining Our Roles: Advisor-Student Expectations

**UC Riverside Advising Mission Statement**

The mission of academic advising at UC Riverside is to form dynamic partnerships between our academic advisors and our students, assisting them in clarifying and meeting their educational and personal goals through realistic self-appraisal. Through this partnership, academic advising contributes to the University’s mission of producing graduates equipped with high-level academic skills and the ability to engage in the broader society.

**Our Advising Bill of Rights**

My role as your advisor:

- Your time is valuable; therefore, I will give you my full and undivided attention during your advising appointment or phone call.
- I realize that your needs and questions are important and will therefore answer all communications in a timely manner.
- I view our relationship as a partnership and as such, I will provide you with the tools and resources you need to make sound decisions regarding your education and future.
- I will keep myself informed about university policy, degree requirements and resources available on campus so that I can answer your questions in a clear and concise manner. If I do not know the answer to your questions, I will seek it out or refer you to the source that will best assist you.

Your role as a student:

- My time is valuable, therefore, I expect you to arrive at appointments on time and prepared.
- I expect you to keep informed about UCR policies and deadlines and to ask me questions if you are unsure about how to interpret this information or where to find it.
- Our relationship is a partnership, therefore, I expect you to use the advising tools at your disposal and to ask questions about your educational path and career aspirations.
- Your education is ultimately your responsibility and I expect you to hold yourself accountable for your actions and bear any consequences which might result from your inactions.
A Note on Academic Integrity

At the School of Business Administration, we believe in giving you a solid educational foundation to be leaders of industry, in your community, and in any venue that you choose to pursue as a career. A leader leads most effectively by example. One of the most highly valued characteristics of a leader is integrity—both in one’s personal and professional life.

We encourage you to be innovative and creative in your ideas and your inventions. It is important that the work you submit to your professors in any course be your own. Where this work is based on someone else’s work, proper acknowledgements must be documented in the appropriate fashion. At the University of California, Riverside honesty and integrity are fundamental values that guide and inform us as individuals and as a community. The culture of academia requires that each student take responsibility for learning and for producing products that reflect their intellectual potential, curiosity, and capability. Students must represent themselves truthfully, claim only work that is their own, acknowledge their use of others’ words, research results, and ideas, using the methods accepted by the appropriate academic disciplines and engage honestly in all academic assignments. Anything less than total commitment to honesty circumvents the contract for intellectual enrichment that students have with the University to become an educated person, undermines the efforts of the entire academic community, and diminishes the value of an education for everyone, especially for the person who cheats.

Please be aware that integrity is paramount in the education that we provide here at UCR. It is also a concept that must be embraced in its whole rather than in a piecemeal fashion. For instance, you are cheating if you are looking at someone’s test during an exam. You are equally culpable if you are not taking any measures to shield your answers from your classmate’s roving eyes.

Both students and faculty are responsible for insuring the academic integrity of the University. Academic misconduct is any act that does or could improperly distort student grades or other student academic records.

Always remember that one of the signature characteristics of a true leader is integrity. At SoBA, we strive to produce true leaders!
Course Enrollment and Registration

Students enroll in courses, run degree audits, verify billing and financial aid via GROWL. ([http://growl.ucr.edu](http://growl.ucr.edu))

Useful Registration Links:

**Schedule of Classes** ([http://classes.ucr.edu/](http://classes.ucr.edu/))
This web site has a wealth of information, and we encourage you to take time to explore this site and familiarize yourself with the information within its pages. Some of the more critical pages you should refer to include:

**Search for Classes** ([http://students18.ucr.edu/em/classes/ScheduleNew/Index.aspx](http://students18.ucr.edu/em/classes/ScheduleNew/Index.aspx))
This is the searchable database of all courses offered for the current and upcoming quarters

**About Enrollment** ([http://classes.ucr.edu/enrollment/](http://classes.ucr.edu/enrollment/))
This section provides critical information, including:
- Academic Calendar, with dates and deadlines ([http://classes.ucr.edu/enrollment/calendar.htm](http://classes.ucr.edu/enrollment/calendar.htm))
- Step-by-step instructions for enrolling in courses ([http://classes.ucr.edu/enrollment/growl.htm](http://classes.ucr.edu/enrollment/growl.htm))
- Making adjustments to your schedule ([http://classes.ucr.edu/enrollment/adjustments.htm](http://classes.ucr.edu/enrollment/adjustments.htm))

**How do I enroll in closed classes?**

Business Administration utilizes the Registrar’s Office electronic waitlist option for BUS courses.
Remember that being waitlisted is not a guarantee of enrollment.

Also, not all departments utilize the Registrar’s electronic waitlist option.

If there appears to be seats in the course but you are unable to enroll or waitlist, it may be that the students already on the waitlist will fill the course when the waitlist processes students every evening during registration. Keep trying; registration is dynamic and changes daily.

Instructors have no enrollment management authority.
Empty seats in the classroom do not indicate that there is space.

**Special Petition Process for Business Courses**

Students may be required to petition to enroll in some Upper-Division Business courses.
We review our course availability and projected demand before each upcoming quarter. When the demand is expected to exceed the seats available in a course, we will require students to petition to enroll in that course. This petitioning process is used to ensure that certain students (especially those close to graduation and who need the course to fulfill major requirements) are given priority to enroll in the course.

We will notify you via R’Mail before each enrollment period about the petition process. Therefore, it is crucial that you check your R’Mail on a daily basis for important information from our office.
Academic Success Tips

What does it take to be a successful college student? There are many characteristics we use to describe a successful student: determined, motivated, intelligent, etc. But beyond personal attributes, to be a successful college student, it is essential to understand the policies and procedures of the university, get involved on campus, use your time management skills, and know when and where to ask for help.

➤ Attend Classes
You need to be engaged in the course content to learn.

➤ Be Prepared
Read materials before class, study and complete assignments on time.

➤ Understand that being a Student is a Full-Time Job
Earning your degree is challenging and requires your time and efforts, but it is rewarding when you have been successful. At the university, students are in class approximately 12 -16 hours, but are expected to spend approximately 32 hours outside of class to read and complete assignments.

➤ Get to Know Your Professors and Advisors
Professors are a great source of information and advice, and a valuable reference for graduate school or getting that first job. Visit with your instructors after class and during office hours so they can get to know you.

Also make sure you visit with your academic advisor as they are there to help you succeed academically and are a great source of referral information.

➤ Use Your Syllabus to Plan Your Quarter
Your syllabus will have the instructors expectations and contact information.

➤ Balance and Budget Your Time
Invest in some type of calendar and post each of your assignments and deadlines as outlined on each course syllabus. Also, eating nutritious food, exercising, and getting enough rest are essential to academic success and mental health.

➤ Get Involved in Campus Life
Join organizations, play sports, attend a concert or event – the more involved you are in campus life, the more opportunities will present themselves to you.

➤ Avoid “Street Advising”
Do not use hearsay or rumor as a guide for academic information. Talk with your advisor, read the General Catalog, or consult with an academic department to address your questions.

➤ Utilize All Campus Resources
There are many resources on campus. Become familiar with them and use them to support your studies.
Important Dates and Deadlines

Students are responsible for knowing and following all published dates and deadlines.

To the right is the 2010-11 Academic Calendar. Please visit http://classes.ucr.edu/enrollment/calendar.htm to see the most up-to-date Academic Calendar.

Some of the important deadlines each quarter are listed below.

<table>
<thead>
<tr>
<th>Last Day To</th>
<th>End of 2nd Week</th>
<th>End of 3rd Week</th>
<th>End of 6th Week</th>
<th>End of 8th Week</th>
<th>End of 10th Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop Classes on GROWL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Class via Enrollment Adjustment Form</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw from a course</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Change the grading basis for a course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw from the Quarter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UCR Academic Calendar**

<table>
<thead>
<tr>
<th>Fall 2010</th>
<th>Winter 2011</th>
<th>Spring 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEDULE OF CLASSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>online at classes.ucr.edu</td>
<td>May 6, 2010</td>
<td>Oct. 21, 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan. 27, 2011</td>
</tr>
<tr>
<td>Last day to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add/Drop Classes on GROWL</td>
<td>Aug. 15, 2010</td>
<td>Nov. 19, 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Feb. 15, 2011</td>
</tr>
<tr>
<td>ENROLLMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 11, 2010</td>
<td>Oct. 26, 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Feb. 1, 2011</td>
</tr>
<tr>
<td>Scheduled Online Enrollment Appointments on GROWL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New and readmitted students</td>
<td>Aug. 16-20, 2010</td>
<td>Dec. 2-3, 2010</td>
</tr>
<tr>
<td>Enrollment makeup and add/drop-Continuing students only</td>
<td>June 7-11, 2010</td>
<td>N/A</td>
</tr>
<tr>
<td>New student and readmit makeup</td>
<td>Aug. 23-27, 2010</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfer students registration</td>
<td>Aug. 27-Sept. 7, 2010</td>
<td>N/A</td>
</tr>
<tr>
<td>Enrollment makeup and add/drop-New incoming freshmen students only</td>
<td>Sept. 7-11, 2010</td>
<td>N/A</td>
</tr>
<tr>
<td>Enrollment makeup and add/drop-All students</td>
<td>Sept. 14-15, 2010</td>
<td>Dec. 6-15, 2010</td>
</tr>
</tbody>
</table>

Course confirmation is available on GROWL anytime.

**FEES AND TUITION**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Due Date</th>
<th>Payment Deadline</th>
<th>Percentage of Fees Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>Sept. 1, 2010</td>
<td>Dec. 1, 2010</td>
<td>100%</td>
</tr>
<tr>
<td>Winter 2011</td>
<td>Dec. 1, 2010</td>
<td>Jan. 1, 2011</td>
<td>100%</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>Mar. 1, 2011</td>
<td>Apr. 1, 2011</td>
<td>100%</td>
</tr>
</tbody>
</table>

**QUARTER ACTIVITY**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

**ADMISSIONS DEADLINES**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

10 / Undergraduate Business Programs
## UCR Breadth Requirements

Student Handbook / 11

Students who are IGETC certified do not need to complete UCR requirements. Only students who do not have IGETC certification need to follow the worksheet below. Keep in mind that courses that you have completed towards GE at your prior school will be used towards the requirements below.

### Breadth Requirements for a Bachelor of Science in Business Administration

Requires 180-quarter units minimum to graduate. No more than 6 units of PE activity work for unit requirement. A course is defined to be a block of instruction, which carries 4 or more quarter units of credit (3 semester units × 1.5 = 4.5 quarter units). **Breadth may be satisfied for transfer students with IGETC certification from a California Community College.**

<table>
<thead>
<tr>
<th>English Composition: To be completed with no grade lower than ‘C’</th>
<th>ENGL 1A</th>
<th>ENGL 1B</th>
<th>ENGL 1C</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Foreign Language: Level 3 or 12 quarter units (Minimum grade of ‘C’)</th>
<th>Language to be used</th>
<th>Placement Exam</th>
<th>H.S. Language/Yrs</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ethnic Studies: (May also be used to satisfy a course requirement in the Humanities or Social Sciences; *Humanities=ETST 1/3/4/5/7/8/12/14/61)</th>
<th>*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Humanities: 5 courses (20 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One course in World History (HIST 10, 15 or 20)</td>
<td>World History</td>
</tr>
<tr>
<td>One course in one of the following: Fine Arts (Art, Art Hist, Dance, FVC, Music, Theatre, or Creative Writing), Literature (in any language), Philosophy or Religious Studies</td>
<td>Fine Arts/Lit/PHIL/RLST</td>
</tr>
<tr>
<td>Three additional courses from areas listed above, or History, HASS Interdisciplinary, Ethnic Studies, Foreign Languages (above level 3), Latin American Studies, Linguistics, Women's Studies (not WS 1)</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Sciences: 4 courses (16 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One course from: Economics or Political Science</td>
<td>ECON 004 _X_ ECON/POSC</td>
</tr>
<tr>
<td>One course from: Anthropology, Psychology or Sociology (Includes Biological Anthropology and Physical Anthropology)</td>
<td>ANTH/PSY/PSOC</td>
</tr>
<tr>
<td>Two additional courses from areas listed above or Human Development, Cultural Geography, Ethnic Studies, Environmental Sciences, HASS Interdisciplinary, Women’s Studies (not WS 10).</td>
<td>ECON 102 _X_ ECON 103 _X_</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Sciences and Mathematics: 5 courses (20 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One course from: Math/Stat/Computer Science</td>
<td>MATH 022 _X_ MATH/STAT/CS</td>
</tr>
<tr>
<td>One course from: Biological Science (Biology, Biochemistry, Entomology, Plant Sciences)</td>
<td>Biological Science</td>
</tr>
<tr>
<td>One course from: Physical Science (Chemistry, Geoscience/Astronomy/Oceanography-not GEO 6, Physics)</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Two additional courses from areas listed above or in physical and/or biological science courses offered in the Dept. of Soil and Environ. Sciences</td>
<td>STAT 048 _X_ CS 008 _X_</td>
</tr>
</tbody>
</table>
**Business Preparation vs. Pre-Business**

Except for transfer students who have met all selecting criteria, no other students who start at UCR are admitted directly to the Business Administration major. The Business program is a selecting major, and therefore, students must meet major change criteria before being formally accepted into the program. Refer to the next page for the 5 major change criteria.

Students who are not yet in the major and working towards the Business Administration program fall into three categories: (1) Students who are in other declared majors/colleges, (2) Business Preparation students, or (3) Pre-Business students.

Business Preparation (BSPR) and Pre-Business (PRBS) are two separate and distinct categories of students. The distinctions are as follows:

**Business Preparation (BSPR)**
- Designation for transfer students that do not meet all of the selecting criteria at the time of admission (e.g. Missing IGETC or one or more of the course prerequisites)
- Advised by the Undergraduate Business Programs Office in 2340 Olmsted Hall
- Must complete all major change criteria no later than the end of the second quarter of enrollment
- Complete application process and attend major change workshop. RSVP and attend the workshop at the Undergraduate Business Programs Office.

**Pre-Business (PRBS)**
- Designation for freshman and sophomore students who started at UCR as freshman, that have not yet completed all selecting criteria
- Advised by CHASS Student Academic Affairs Office in 3400 HMNSS
- Must complete all major change criteria no later than earning 100 units
- Complete application process and attend major change workshop. RSVP and attend the workshop through the College of Humanities, Arts, and Social Sciences (CHASS).

**The Mathematics Advisory Exam (MAE)**

If you have not successfully completed an approved pre-calculus or higher-level mathematics course, you must take the mathematics placement exam as soon as possible. Remember, in order to continue in the major, you must be making satisfactory progress in math every quarter at UCR until you complete the sequence. Failure to do so will lead to dismissal from the program.

You can register for the Mathematics Advisory Exam online at [http://placementtest.ucr.edu/mae/](http://placementtest.ucr.edu/mae/)

There is a $20 registration fee that will be assessed on your student account in GROWL. You will also find a practice test available on the same website.
Getting into the Major

Business Administration is a selecting major and students must meet all requirements to be accepted into the major.

1) All business prerequisites must be completed.

2) All breadth requirements or IGETC must be completed (with the exception of foreign language, which you must complete by the time you graduate).

3) Students must have a UCR GPA of a 2.5 (with a 2.0 minimum in the general prerequisite area, a 2.0 in the major prerequisite area, and a 2.0 in all upper-division courses).

4) Students must be admitted to the major by the time they reach 100 units. Students exceeding 100 units may petition to be accepted up to a maximum of 110 units. Exception: Business Prep (BSPR) transfer students have two quarters to complete requirements, regardless of units.

5) Students must attend a mandatory application workshop in the quarter they will be applying for the program.

**General Prerequisites for BSAD major:**
(2.0 minimum GPA)

May be used to satisfy breadth requirements

- CS 8: Intro to Computing
- ECON 4: Principles of Economics
- MATH 22: Calculus for Business
- STAT 48: Statistics for Business
- ECON 102: Microeconomic Theory
- ECON 103: Macroeconomic Theory

**Lower Division Major Prerequisites:**
(2.0 minimum GPA)

- BUS 10: Intro to Business
- BUS 20: Financial Accounting & Reporting

**Note:** Students who first matriculate to a higher education institution beginning or after Fall 2010 must follow a slightly different set of major change requirements as follows: A 2.5 overall GPA, a 2.5 GPA in general prerequisite courses (CS 8, ECON 2, ECON 3, STAT 48, MATH 22, ECON 102 OR ECON 103) and 2.5 GPA major prerequisites (BUS 10 and 20).
The Business Major
Part One – The Core

Ten (10) courses from BUS 100-109:

- **BUS 100: Management Communication.** Covers the theory and practice of communication in a business environment. Topics include written and oral presentations, interpersonal skills, teamwork in a multicultural setting, and effective use of communication technologies.

- **BUS 101: Information Technology Management.** Topics include computer hardware and software, business data processing, databases, telecommunications, systems analysis and design, cost-benefit analysis, and systems applications in business. Includes database and spreadsheet projects.

- **BUS 102: Ethics and Law in Business and Society.** Analyzes the legal, ethical, political, and social aspects of the business environment. Topics include ethics and social responsibility, government regulation, corporate governance, and global management issues.

- **BUS 103: Marketing and Distribution Management.** An introduction to the role of marketing in society with emphasis on concepts, marketing methods, and institutions.

- **BUS 104: Decision Analysis and Management Science.** A survey of deterministic and probabilistic models for decision making. Topics include linear programming and extensions, networks, dynamic programming, decision trees, queuing models, and simulation. Explores the application of these models in decision making. Emphasizes use of the computer.

- **BUS 105: Production and Operations Management.** Deals with the issues of design and control of production systems in manufacturing and service organizations. Covers product and process selection, capacity planning, location and layout design, project and job scheduling, inventory control, material planning, and quality control.

- **BUS 106: Financial Theories and Markets.** An introduction to financial management and financial institutions. Includes time value of money, stock and bond valuation, risk and return, portfolio theory, capital budgeting, capital structure, dividend policy, and financial databases.

- **BUS 107: Organizational Behavior.** Studies organizations from the behavioral science perspective. Topics include motivation, leadership, communication, groups, organization structure and culture, and control in complex organizations.

- **BUS 108: Financial Evaluation and Managerial Analysis.** Study of accounting data used for managerial planning and controlling of business operations. Provides an introduction to manufacturing operations and cost accounting systems, cost-volume-profit analysis, relevant costing, standard costing and variance analysis, as well as budgeting.

- **BUS 109: Competitive and Strategic Analysis.** An integrative course which provides an understanding of strategic decision-making processes in organizations, the interrelationships among functional areas, and how decision making is affected by internal and external environments. Teamwork and case studies are emphasized.

Note: Give yourself a break! Some core courses are more intense than others. Unless you have a proven aptitude, it is not recommended that you take the following courses in the same quarter: MATH 22, ECON 102, BUS 104, BUS 106, BUS 108.
The Business Major
Part Two – Concentration and Electives

Concentrations:
Five (5) courses chosen from one of the following thirteen concentration options:

- **Accounting**
  A concentration in accounting and auditing can provide a student with career opportunities as an accountant with the big four accounting firms, a certified public accountant, a controller or an account executive with the FBI or the IRS.

- **Financial Economics**
  The concentration in financial economics provides students with the opportunity to analyze financial markets in the context of domestic and international economic concerns. Areas of specialization include financial planning (CFA), investment banking and other financial services.

- **General Management**
  The concentration in general management is most appropriate for students who have a broad-based interest in the field of management rather than a single area of concentration. This program of study prepares students for careers as leaders of all types of organizations including government, non-profit, and business.

- **Information Systems**
  Information systems involves the management of an inter-related set of components that collect, process, store and distribute information to support decision-making and control in an organization. Job opportunities include electronic commerce, systems analyst and information systems manager.

- **Marketing**
  This concentration focuses on the strategic planning and systems development necessary to facilitate the exchanges crucial to modern organizational and business success. Careers in marketing include advertising, product management, public relations, customer service, sales and market analysis, international marketing, and distribution.

- **Operations and Supply Chain Management**
  Effectively managing a company’s supply chain, which extends from its suppliers, through its organization, and to its customers, is critical to the success and survival of companies in today’s highly competitive marketplace. Supply chain managers are typically involved in making important strategic decisions in a broad range of areas.

- **Arts Management**
- **Entrepreneurship**
- **Environmental Management**
- **Human Resources Management**
- **International Management**
- **Managerial Economics**
- **Public Policy and Management**

To find the specific course requirements for each concentration, visit: [soba.ucr.edu](http://soba.ucr.edu)

Note: Students who first matriculate to a higher education institution beginning or after Fall 2010 must select from the following six concentrations: Accounting and Auditing, Finance, General Management, Information Systems, Marketing, or Operations and Supply Chain Management

Electives:
Three (3) additional upper-division business courses (BUS) chosen from any concentration.

Note for Transfer Students: Those who have completed a year of accounting at the community-college level very likely have course credit for BUS 108. However, in order to maintain the 72-unit minimum for major coursework, these students must take an extra upper-division business elective, for a total of four (4) upper-division courses.
# 2-Year Plans for the Upper-Division Business Program

**Suggested 2-Year Plan for Transfer Students**

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**Suggested 2-Year Plan for Current UCR Students**

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*General Electives are courses of your choice. They could be additional business classes, classes in a minor, or classes to complete the foreign language requirement if necessary.

**Accounting students should consider following an alternate plan to ensure course sequencing is done correctly. Please see your advisor for further details.

*PLEASE NOTE THAT THIS PLAN IS MEANT FOR GUIDANCE PURPOSES ONLY. STUDENTS ARE ENCOURAGED TO REVISE THEIR SCHEDULES IN CONSULTATION WITH THEIR ACADEMIC ADVISOR.*
Scholarships and Awards

SoBA recognizes outstanding undergraduate achievement through several programs. We encourage all students to strive for these awards. Other awards may be announced through R’Mail during the academic year as well.

**SoBA Departmental Scholarships**
Each year, continuing students are eligible to apply for SoBA scholarships, with awards ranging from $1000 to $3000. All scholarships require demonstrated exceptional academic merit and promise. The application announcement will go out early in Winter Quarter.

Marketing student Jon Gaiter (center) receives congratulations from Dean Dave Stewart (left) and Raul Bastillos, VP at Bank of America, for winning the Bank of America Business Leaders Scholarship.

**Beta Gamma Sigma**
Graduating business students join Beta Gamma Sigma in this Induction Ceremony in June 2010. The top 10-percent of undergraduate business students are invited for BGS membership.

Beta Gamma Sigma is an international honor society that provides the highest recognition for business students across the world at AACSB-accredited schools. In order to be eligible for nomination, undergraduates must finish in the top 10-percent of the class, based on overall grade point average.

The mission of the International Honor Society Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to foster personal and professional excellence, to advance the values of the Society, and to serve its lifelong members.

**Honors at Graduation**
High-achieving students are recognized during the Spring Quarter during an Honors Convocation ceremony. A faculty committee in SoBA selects graduating seniors for the department’s most distinguished awards, including:

- The School of Business Administration Award for Academic and Service Excellence, to one student with significant, exemplary contributions to SoBA
- SoBA Concentration Area Awards, which recognizes the student with the best overall performance in each concentration area

**University Honors**
Graduation with honors is bestowed as follows, based on class rank by overall UC GPA:
- *Summa Cum Laude* (Highest Honors): Up to top 2 percent
- *Magna Cum Laude* (High Honors): Up to next 4 percent
- *Cum Laude* (Honors): Up to next 10 percent

The GPA cutoff varies each year, but is approximately 3.90 for *Summa Cum Laude*, 3.75 for *Magna Cum Laude*, and a 3.50 for *Cum Laude*. 
Broadening Your Horizons:
Opportunities Beyond the Classroom

Students are encouraged to take advantage of the opportunities available on campus to supplement and enhance their undergraduate experience and professional development. Some of the business-related opportunities include:

**Education Abroad Program**

The Education Abroad Program (EAP) is the University of California’s international study program. All students are encouraged to build EAP into their UC education. The cost of study on EAP can be close to the cost of studying on campus and is typically far less than the cost of non-UC study abroad programs.

Business Administration students have participated in EAP and completed major coursework across the globe. Some places students have studied recently include: University of Queensland (Australia); Fudan University (China); University of Warwick (United Kingdom); University of Ghana; Bocconi University (Italy); Sophia University (Japan).

For more information, visit: [http://internationalcenter.ucr.edu/](http://internationalcenter.ucr.edu/) or call 951-827-4113.

**SoBA Travel-Study Opportunities**

Led by Dr. Sean Jasso, business students will have the opportunity to spend a week in an intensive seminar abroad, studying country-specific business topics. This is a perfect opportunity to combine your studies at UCR with real life, international exposure.

“Global Enterprise Management - Organizations, Environments & Political Economy,” will be held during Spring Break 2011 (March 20-26, 2011), and hosted by the University of Oxford in England. The course will explore strategic issues that multinational firms and managers encounter in a global marketplace. Selected seminar topics include: Britain within Europe, Ethics in Global Business, Organizational Change, Global Strategy, and Business in Asian and India.

Other opportunities are also planned, including a week-long program in China scheduled for June 2011.

For more information, contact Allan Taing at allan.taing@ucr.edu.
Student Handbook / 19

SoBA Student Ambassador Program

The Student Ambassador Program is a great opportunity for undergraduate students to represent SoBA to internal and external constituents. The Student Ambassador will be the face of the program and assist the school as a host during official functions, make presentations when required, and act as student liaison with the various communities that SoBA serves both on and off-campus.

Benefits include developing leadership skills, interacting and networking with faculty and community members, and priority registration in Business classes.

For more information please contact Lata Patel, SoBA Student Ambassador Program Advisor, at lata.patel@ucr.edu.

Student Organizations

UC Riverside’s student organizations provide students an opportunity to interact both socially and professionally with other students who have the same academic focus outside the classroom. The following student organizations are affiliated with SoBA:

- Accounting Society – www.asucr.org
- Alpha Kappa Psi – http://www.akpsiriverside.com
- The American Marketing Association – www.amaucr.org
- Association of Latino Professionals in Finance and Accounting(ALPFA) – http://www.alpfa.org
- Delta Sigma Pi – http://lambdachidsp.com
- Future Business Leaders of America – www.pblucr.com
- Investment Club – ICriverside@gmail.com
- Latino Business Student Association – www.careers.ucr.edu/lbsa

UCDC Program

The UC Washington Academic Internship Program, UCDC, offers qualified undergraduate students from any major an exciting opportunity to combine course work, field research and work experience during a quarter’s residence in our nation’s capital.

While in Washington, students live in a residential college with 250 students from all UC campuses. The UC Washington Center includes student apartments, classrooms, computer facilities, staff offices, and meeting spaces and is located in central Washington, D.C.

Students are registered for the quarter in Washington as UCR students; academic credit is earned for courses taken. Students divide their weekly schedules among seminars taught by UC faculty and the Washington, DC community, research projects and internships.

Public Policy and Management concentration student Tessa Moss took advantage of her time in the UCDC Program and visited historical sites such as the Washington Monument.
Campus Resources and Student Services

School of Business Administration
Office of Undergraduate Business Programs
2340 Olmsted Hall
(951) 827-4551
Fax: (951) 827-5061
http://soba.ucr.edu

Assistant Dean
Kazi Mamun
kazi.mamun@ucr.edu

Professional Academic Advisors
Lisa Miller
Advising Last Names A-G & Y
lisa.miller@ucr.edu

Lata Patel
Advising Last Names H-M & Z
lata.patel@ucr.edu

Allan Taing
Advising Last Names N-X
allan.taing@ucr.edu

Administrative Assistant
Kaylah Laooutsa
kaylah.laooutsa@ucr.edu

Campus Health Center
Veitch Student Center
(951) 827-3031
http://campushealth.ucr.edu

Career Center
Veitch Student Center
(951) 827-3631
http://careers.ucr.edu

College of Humanities, Arts and Social Sciences
Student Academic Affairs Office
3400 HMNSS
(951) 827-3683
http://chassstudentaffairs.ucr.edu/

Student Computing Services
2103 Watkins Hall
(951) 827-6495
http://scs.ucr.edu

Counseling Center
Veitch Student Center (NW)
(951) 827-5531
http://counseling.ucr.edu/

Financial Aid Office
Student Services Building, 1st floor
(951) 827-3878
http://finaid.ucr.edu

General Catalog
http://catalog.ucr.edu

GROWL
http://growl.ucr.edu

Housing Services
3595 Canyon Crest Drive
(951) 827-6350
http://housing.ucr.edu

International Services (Education Abroad Program)
Statistics/Computer Bldg Room 1669
(951) 827-6184
http://internationalcenter.ucr.edu/

Learning Center
156 Surge Bldg, 1st Floor
(951) 827-3721
http://learningcenter.ucr.edu/

Office of Undergraduate Admissions
Student Services Bldg, 1st floor
(951) 827-3411
http://my.ucr.edu

Placement Testing Office
156 Surge Bldg, 1st Floor
http://placementtest.ucr.edu

Registrar's Office
Student Services Bldg, 1st floor
(951) 827-7368
http://registrar.ucr.edu/

R'Mail Student Portal/E-mail
http://rweb.ucr.edu/

Student Business Services
Student Services Bldg, 1st floor
(951) 827-3204
http://sbs.ucr.edu

Student Organizations
http://studentlife.ucr.edu/

Student Special Services
125 Costo Hall
(951) 827-3861 or 827-4538 (Voice/TTY)
http://specialservices.ucr.edu

Transportation and Parking Services
683 Linden St
(951) 827-8277
http://parking.ucr.edu/

UCR Campus Store/Bookstore
(951) 827-3733
http://ucrcampusstore.ucr.edu

UCR Libraries
Tomas Rivera Library (951) 827-3229;
Science Library (951) 827-2821;
Music Library (951) 827-3137;
Media Library (951) 827-5606
http://library.ucr.edu/

UC Transferable Courses from the Community College
http://www.assist.org

Veterans' Educational Benefits
125 Costo Hall
(951) 827-3861 or 827-4538 (Voice/TTY)
http://specialservices.ucr.edu
Specialized Career Services for Business Students

It is never too early to define your career goals and create a plan to secure an entry-level job after college.

Business students can get both academic advising and career advising at the same place!

The Undergraduate Business Programs Office and Career Center have created the Professional Development Partnership, which provides Business Administration students an organized program of events and services designed to help you explore career opportunities and develop professional skills.

The partnership provides Business students like you many specialized opportunities, including:

- **Career Counseling**
  
  For your convenience, career counselors will be available in Olmsted 2340 at the Office of Undergraduate Business Programs. Their availability varies by quarter, so call us at 951-827-4551 to confirm the schedule for the current quarter.

  Whether it’s a quick review of your resume, or an in-depth discussion about your professional goals, you can get all your individual career questions answered in Olmsted Hall.

- **Customized Workshops**
  
  The Career Center hosts skill-development and job search workshops specifically for business students each quarter, including resume writing, searching for internships, and building professional networks.

- **CareerLeader**
  
  Are you undecided about which industry you want to work in? Confused about which major concentration to select? Then try CareerLeader, an online assessment and exploration system developed specifically for business students to help you identify industry-related interests and explore aligned career paths.

- **Employer Networking**
  
  Each quarter, you will have the opportunity to interact with select employers through on-campus chats and off-campus corporate tours, where you can learn more about specific industries and explore internships and job opportunities.

- **Industry Panels**
  
  Professionals from different industries will be on campus to speak about their job responsibilities, their companies, and how college students can best prepare to enter their respective fields.

- **On-Campus Interviews**
  
  Whether your interest is in finance, marketing, management, sales, operations, social service, technology, or something else, meet employers and discuss entry-level positions in business, industry, non-profit organizations and government agencies.

- **Resume Book for Business Students**
  
  Use SCOTLink to submit your resume to an electronic resume book and increase your chances of being selected to interview for entry-level jobs and internship positions.

Make sure to check your R'Mail inbox regularly for specific event announcements. For more information, visit: http://careers.ucr.edu/bizpdp.
A Four-Year Roadmap for Success

By Students, For Students

Recent Business graduates from the Class of 2010 who have been successful in their academic goals and securing full-time employment have compiled a personalized career roadmap for undergraduate Business students just like you. Although this is a four-year roadmap, transfer students should also take note of the advice for freshman and sophomores.

Freshman Year

- Try not to stress yourself out the first quarter. Take it easy and stick to 3 classes, so you can get a feel for what college classes are like and how they differ from high school (and community college). The quarter system is much faster than high school (and community college).
- Because the campus is so large, with thousands of students, a great way to meet some of these students is by joining student organizations. We literally have hundreds of groups you can get involved in on our campus including:
  - Intramural Sports
  - Career-oriented student organizations (Future Business Leaders of America, American Marketing Assoc., etc.)
  - Greek Fraternities/Sororities (Delta Gamma, Delta Tau Delta, etc.)
  - Multicultural Fraternities/Sororities (Nu Alpha Kappa, Lambda Theta Nu, etc.)
  - Special Interest Fraternities/Sororities (Community Service, Career Oriented, etc.)
  - Honor Societies
  - Student Government (ASUCR)
  - Student Programming (ASPB)
- College goes by in a flash so it’s important to start planning ahead, as far away as graduation may seem
- Talk to faculty and your academic advisor
- Keep in mind that being a student is a priority

Sophomore Year

- Now that you know what classes are like, use that to your advantage when pairing different classes together.
  - After having a feel of how college classes are like, plan out your quarter so you do not overwhelm yourself.
- After becoming involved on campus and familiar with different organizations and clubs, take on a leadership role.
- Look into the study abroad program, and plan out when it best fits your schedule.
- Plan to apply for the School of Business Administration
  - Because the Business Administration program is selective, make sure to maintain the minimum GPA for applying.
  - Sign up for a Business Administration Workshop during the quarter you plan to finish your requirements
  - Begin exploring different concentrations offered at the School of Business Administration.
  - Different concentrations have very different requirements, for example, accounting differs in requirements.
- Consider where your interests might lead
- Develop a resume to build upon
- Begin establishing a network, on and off campus.
- Pursue an internship in the summer; it is never too early to start preparing for your career path.
- After becoming familiar with the Business Program at UC Riverside, applying for a position as a SoBA Ambassador is a spectacular way to network with administration and learn more about the business school.
Career and Academic Roadmap (Continued)

Junior Year
- When starting out with your business administration classes, try to get as many core classes done as possible. A lot of times these classes are prerequisites for your elective classes, so it is important to get them done so that you will be able to take all of the other classes you need.
- When taking classes, start thinking about what you want to concentrate it, so you can start taking classes for your concentration as well.
- Continue with your involvement on campus. Student organizations provide a great network of people, can lead to many connections, and allow you to develop skills you may not necessarily learn in the classroom. Begin to look into leadership positions within student organizations.
- Build relationships with academic advisors, faculty, and professors.
  - These relationships are vital when it comes time to request letters of recommendation.
- Attend various career programs and fairs to explore possible professions that may interest you.
- Become exposed to the job market.
- Declare a concentration.
- Utilize the Career Center, by attending workshops for interview skills, resume building, and applying for jobs.
- Note for Transfer Students: Since you are starting your academic career at UCR during your junior year and hitting the ground running, it is important for you to review the bullet points from the freshman and sophomore years as well.

Senior Year
- Continue communicating with academic advisor to stay on path for graduation.
  - You do not want to find out you have to stay an extra quarter for a class you missed simply because you did not ask questions.
- Continue to utilize the resources at the Career Center because once you graduate, you will not have access to their services.
- Start securing job offers as a student, because once you graduate, you are competing against other college graduates as well as professionals who have already been in the industry you are trying to enter.
- There are plenty of resources on campus to aid your job search.
- Begin looking into Graduate School. Being at UC Riverside, we have the Anderson Graduate School of Management. Talk to our faculty at the graduate school, you can get a clear view of what you should look into and the requirements you will need for your intended career path.
- Another important thing to look at when applying to graduate school are the different standardized tests needed for different areas of graduate school, such as the GMAT and LSAT. These tests are required for admission, and require a lot of preparation, so starting early is advised.