

# Major Standing

## PROCEDURE GUIDE FOR THE “Application For Major Standing”

1 - To be admitted to major standing in the School of Business Administration, business students must complete the **Application for Major Standing**, available in the Office of Undergraduate Advising located in suite 332 of Elliott Hall.

Students who plan to complete the requirements (Pre-core and RHT160) in fall semester should apply in September and those who plan to finish in winter, spring or summer semester should apply in January.

2 - Students should fill out the upper portion of the form (with a firm hand so that the image on the last page is legible) and sign and date the form. The email address will be added to our Email Distribution List. Please write clearly the email address that you commonly use.

Then fill out the attached sheet to indicate your current schedule of classes and your intended schedule for each term until your pre-core is completed. Return the completed form to the Advising Office.

3 - The **Application** form is also available on the SBA website at [www.sba.oakland.edu](http://www.sba.oakland.edu). Follow the Undergraduate Programs link to the Forms link. Please print the forms, fill them out with date and signature and mail to the Office of Undergraduate Advising, School of Business Administration, Oakland University, 332 Elliott Hall, Rochester, MI 48309-4493.

4 - It is the policy of the Advising Office to determine probable eligibility for approval and change the applicant's major code from Pre or Undecided Business to the code of their chosen major prior to the beginning date of early registration for the following semester/s. This allows most applicants to early register for courses that require major standing in their next schedule of courses.

5 - Rhetoric and pre-core courses completed at other schools will be accepted only if the official transcripts are received in the Office of Student Records in a timely manner. Early code changes can be made if unofficial proof (unofficial transcript or grade report) of successfully completed transfer courses is provided to the Advising Office.

6 - Final approval or denial of the **Application** will be done when grades are posted for the term of application and any appropriate official support documentation has been received. Applicants will be notified by mail.

7 - Student athletes may only change their major at the beginning/end of fall/winter semesters or any time in spring/summer semesters according to NCAA rules. Therefore, student athletes must submit their applications within the first two weeks of the appropriate semester. Please indicate that you are an athlete when you submit your Application.

**TO COMPLETE YOUR APPLICATION FOR MAJOR STANDING:**

1. If you are applying for **fall semester**, list the courses in which you are currently enrolled. **(IF ENROLLED AT ANOTHER SCHOOL, PLEASE NOTE THE COURSE(S) AND THE SCHOOL.)**

Fall Schedule

_____	_____
_____	_____
_____	_____
_____	_____

2. If you are applying for **winter, spring or summer semester**, list courses in which you are currently enrolled **and** your planned enrollment for spring and summer. **(IF ENROLLED AT ANOTHER SCHOOL, PLEASE NOTE THE COURSE(S) AND THE SCHOOL.)**

Winter Schedule

Spring Schedule

Summer Schedule

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____		
_____		

**School of Business Administration**  
**APPLICATION FOR MAJOR STANDING**

If you will be completing major standing requirements in the fall semester, submit your application in September. If you will be completing your major standing requirements in winter, spring or summer semester, submit your application in January.

**To be completed by student:**

Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State and Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

**Circle the appropriate major(s) code number.**

3100	Accounting	3400	Human Resources Mgt.	3700	Economics (B.S.)
3200	Finance	3500	Management Information Systems		
3300	General Management	3600	Marketing	3700	Economics (B.A.)

\_\_\_\_\_  
Applicant's Signature                      Date                      Email Address

**IF THE REQUIREMENTS FOR MAJOR STANDING ARE NOT SUCCESSFULLY MET, REGISTRATION IN ALL BUSINESS COURSES THAT REQUIRE MAJOR STANDING WILL BE CANCELLED.**

<i>(Office use only.)</i>	<u>O.U. Grade or Transfer School</u>	<u>O.U. Grade or Transfer School</u>
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RHT 160 Writing Proficiency	_____	ECN 201 Microeconomics (or ECN 210)	_____
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MTH 121 Linear Prog. (or MTH 141)	_____	ACC 200 Financial Accounting	_____
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MTH 122 Calculus (or MTH 154)	_____	ACC 210 Managerial & Cost Accounting	_____
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QMM 250 Statistical Methods	_____	MIS 200 or CSE 125	_____
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ECN 200 Macroeconomics (or ECN 210)	_____	COM 201 or COM 202	_____
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Current Overall O.U. GPA	_____
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Year of Catalog	_____	Total Credits to Date	_____
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Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date Coded \_\_\_\_\_

**Comments:**

cc: Student – White  
Office File – Canary  
Student File – Pink  
Dept. Chair – Gold

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advising Coordinator