

UNIVERSITY of WISCONSIN LA CROSSE

Dear Business Transfer Student:

Welcome to the College of Business Administration (CBA)! The CBA Dean's Office can help you build your class schedule and answer any questions you have about transferring to UW-La Crosse. You will benefit most from this advising support when you learn how to use our print and online resources.

BEFORE YOU CALL, please complete ALL of the following steps:

- ✓ **Step 1 – Read all of the materials that are included in this mailing.**
- ✓ **Step 2 – If you have not already done so, pay your \$100 Enrollment Deposit to receive a transfer credit evaluation. Once the evaluation is completed, you will be able to view your transfer credit report in your WINGS Student Center.**
- ✓ **Step 3 – Visit the UW-La Crosse homepage (uwla.edu) and explore these links.**
 - **WINGS** – where you'll find your Student Center, Advisement Report, course registration and more.
 - Hint: you can find WINGS in the quick links at the top of the UWL home page
 - See <http://www.uwla.edu/wings/> to access WINGS tutorials
 - **Course Catalog** – course descriptions, General Education requirements, major requirements, and academic policies (hint: *you can find the catalog in the quick links at the top of the UWL home page*).
 - **Timetable** – search for classes, important dates and deadlines, academic and other enrollment information (hint: *also found in the quick links at the top of the UWL home page*).
 - You may also search for open classes through your WINGS Student Center
- ✓ **Step 4 – Consider course requirements for the College of Business Administration curriculum**
 - **View your Advisement Report in your WINGS student Center** (as mentioned above). This is your electronic degree audit and will tell you exactly which requirements you have yet to fulfill in your chosen program.
 - **CBA website** – See <https://www.uwla.edu/cba/> for resources to help you understand your complete degree requirements and our admission to business program requirements. **While you have been admitted to UWL and the CBA, you will have to apply separately to the business program when you become eligible.** You must be admitted to the business program before you will be allowed to enroll in advanced (300/400 level) business courses.
- ✓ **Step 5 - Create a tentative class schedule using the resources listed above**
 - Don't worry about doing a perfect job with this – just do your best and know that we can help if needed!
- ✓ **Step 6 – Call our office (608) 785-8090 if you still have questions AFTER you have reviewed all the resources listed above.**
 - We provide advising by phone, in face-to-face meetings, and by email. Please call ahead to schedule an appointment if needed.
 - Advising should take place at least one week before your registration appointment time – your registration appointment time is listed in your WINGS student Center.

We look forward to working with you. Best wishes as you continue your education here at UW-La Crosse!

Sincerely,



Katelynn Bozich, CBA Academic Advising Graduate Assistant



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