Dear Business Transfer Student:

Welcome to the College of Business Administration (CBA)! We have an excellent program and a lot to offer! The intent of this correspondence is to provide advice to help you register for classes. I will serve as your advisor for this initial registration. I can help you build your class schedule and answer questions you have about course transfer. You will benefit most from this advising support when you learn how to use UW-La Crosse's 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. Your transfer credit evaluation will then be completed and you will be able to view your transfer credit report in your WINGS Student Center. Your transfer credit report will typically be available within 2 weeks of receiving your enrollment deposit. You will receive an email notification when the evaluation is complete.

✓ Step 3 – Visit the UW-La Crosse homepage (uwlex.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 UW-L home page
    - See http://www.uwlax.edu/wings/help/student/htm 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 UW-L 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 UW-L 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
  - **CBA Advising website** – See www.uwlax.edu/CBA/CBA-Academic-Advising/ for resources to help you understand your total degree requirements

  - **CBA check sheet** – outlines the three portions of your degree program requirements: General Education, Pre and Professional Business Core, and Major. Find it here: www.uwlax.edu/admissions/CBA-transfer-student/

  - **Admission to the Business Program** – While you have been admitted to UW-L and the CBA, you will have to apply separately to the Business Program when you become eligible. (Check this website to determine your eligibility: www.uwlax.edu/CBA/Admission-into-the-Business-Program/). You must be admitted to the Business Program before you will be allowed to enroll in advanced (300/400 level) business courses. If you believe you are eligible for admission to the Business Program now, you must apply immediately. Please call our office for an application.
• **Pre-Business Core Requirements** – Because of the application process for admission to the Business Program referenced above, you will need to pay particular attention to the Pre-Business Core requirements. This is the most important consideration in your selection of classes so that you can be eligible to apply to the Business Program in a timely manner.

• **Math requirements** – Of critical importance as a business major is completion of the math requirements in the business core, MTH 145 and MTH 175 or 207. If you are not transferring courses equivalent to these, you need to complete them here as soon as possible. You have received information about math placement requirements in your materials from the Admissions Office.

✓ 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 I can help when needed!

✓ Step 6 – Call me at (608) 785-8090 if you still have questions AFTER you have reviewed all the resources listed above.
  • I can provide advising by phone or in face-to-face meetings. Please call ahead to schedule an appointment.
  • Advising should take place at least one week before your registration appointment time -- your registration appointment time is listed in your WINGS student Center.

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

Sincerely,

Becky Vlanden
Assistant to the Dean