

**University of South Alabama
Mitchell College of Business
STEPS TO COMPLETE IN ORDER TO GRADUATE**

1. Enter the Mitchell College of Business (**MCOB**) as a Pre-Business or Business Administration major. You will be assigned a Pre-Business Adviser from the faculty. If you are a transfer student, go online on PAWS and review your transfer credit evaluation. MCOB students are placed under the catalogue year in effect when they enter the Mitchell College of Business. If you are out of the University for one calendar year, the computer will automatically assign you to the catalogue in effect when you return to the University.
2. Your **Degree Evaluation** is accessible on PAWS. Directions for running the evaluation are online at <http://www.southalabama.edu/mcob/undergradadvising.html>.

3. The **Required Courses to Declare a Major** are:

ACC 211	Accounting I	BUS 265	Legal Environment of Business
ACC 212	Accounting II	CIS 250	Adv. Microcomputer Applications
ECO 215	Microeconomics	BUS 305	Information Systems and Technology
ECO 216	Macroeconomics	MGT 300	Management Theory and Practice
EH 101	English Composition I	MKT 320	Principles of Marketing
EH 102	English Composition II	FIN 315	Business Finance
MA 120	Calculus and Its Applications	MGT 305	Organizational Communication
BUS 245	Applied Business Statistics I	MGT 325	Operations Management
BUS 255	Applied Business Statistics II		

All of the courses listed above must be completed with a grade of C or higher before you can **Declare A Major**. You also must have a 2.0 overall GPA to declare a major. After completing the Required Courses, you must fill out a Declaration of Major Form in the Office of Student Services, MCOB 110. You will then be assigned a faculty adviser in your major. You are **not required** to have a minor.

4. The Official Advising Periods for you to meet with your faculty adviser are in October and March.
5. If any substitutions are made in your program by the Dean, please have a form signed and turned in to the Office of Student Services (MCOB 110) to be placed in your file.
6. At the end of the Junior year, students planning to use the **Career Services Center** to find employment, should sign up for the **Orientation Seminar** at their location in the Meisler Hall (Suite 2100). The staff assists students in filling out resumes and information packets, which prospective employers use during on-campus job interviews set up by the Career Services Center.
7. Complete the **Petition for Graduation** in the USA Registrar's Office (Meisler Hall Suite 1100) at least 6 months prior to graduation. The petition must be before the appropriate deadline date, and there is a \$50 fee due at the time you petition. A reapplication for graduation must be completed if it has been two semesters since the original semester that you petitioned; there is a \$25 fee.

Final Deadlines to Petition are as follows:

Summer Semester, 2011	February 11, 2011
Fall Semester, 2011	June 3, 2011
Spring Semester, 2012	September 9, 2011
Summer Semester, 2012	February 10, 2012

8. **Basic requirements for graduation:**

- a. Completion of all major requirements
- b. Completion of all general, University and MCOB required and elective courses
- c. Completion of a minimum of 128 semester hours.
- d. Fulfill USA residency requirements (Complete 11 MCOB courses at USA. All must be 3 semester hrs and 300-400 level.)
- e. Maintain a minimum 2.0 overall Grade Point Average at USA
- f. Maintain a 2.0 Grade Point Average in the **9 courses in your major area**
- g. Fulfill USA Writing Requirement: Pass EH 101 and 102. In addition, pass **2 Writing courses** designated with a "**W**" at USA. If you complete MGT 305 (Org. Comm) and MGT 485 (Business Policy in a Global Economy) **at USA**, then you have fulfilled the **W** requirement.

9. **Graduation ceremonies** are held each May and December for all students who have completed graduation requirements. Students officially graduate at the end of the graduating semester, and diplomas are mailed out several weeks later.