Planning Notes

1. Transfer to the business administration program at CWU with the Highline Community College Associate of Business Direct Transfer Agreement (DTA). You can meet preadmission requirements towards your bachelor’s degree while completing the requirements for the DTA.

2. This document does not substitute meeting with your advisor. See the current HCC catalog for complete degree requirements.

3. CWU Transfer Policies and Course Equivalencies can be found at www.cwu.edu/registrar/transfer-equivalencies-policies.

4. Students may transfer a maximum of 135 total credits from regionally accredited four-year universities, including a maximum of 105 credits from regionally accredited community colleges.

5. A cumulative grade point average of 2.5 in the preadmission requirement courses must be achieved with a minimum grade of “C-” (1.7) in each course. Also the applicant must have earned a minimum cumulative GPA of 2.50 in all collegiate study.

6. Work with a Highline Community College advisor to ensure proper course sequencing for the DTA and business administration major. Refer to the HCC Associate of Business - DTA planning sheet for course selection and GPA required for graduation.

7. Apply for admission to CWU at www.cwu.edu/admissions. Visit the CWU-Des Moines Center early in your academic career to find out if you are eligible for dual admission. Find application and guidelines at www.cwu.edu/admissions/dual-admission.

8. Submit official electronic transcripts to CWU-Ellensburg and a paper copy to CWU-Des Moines. Submit a final official transcript once your DTA is posted.
**CORE REQUIREMENTS**
- FIN 370 Introductory Financial Management 5
- MGT 382 Principles of Management 5
- MGT 489 Strategic Management 5
- MIS 386 Management Information Systems 5
- MKT 362 Essential Marketing Concepts 5
- SCM 310 Supply Chain Management 5

**COMMUNICATION REQUIREMENT**
Choose one of the following requirements:
- ADMG 385 Business Communications & Report Writing (5)
- COM 345 Business and Professional Speaking (4)
- ENG 310 Technical Writing (4)

**GENERAL BUSINESS SPECIALIZATION**
- ________________________________ 5
- ________________________________ 5
- ________________________________ 5
- ________________________________ 5
- ________________________________ 5

**TOTAL** 59-60

### Planning Notes
1. This document does not substitute meeting with your advisor. See the current CWU catalog for complete degree requirements.

2. Upon completion of the DTA and pre-admission requirements, apply to the major through the College of Business. Applications are available at the mandatory orientation.

3. Students must earn a minimum cumulative GPA of 2.25 in the 94-95 credit in-the-major coursework to be eligible for degree. The Department requires a minimum GPA 2.25 in the 59-60 credit upper-division component of the in-the-major total.

4. A minimum 180 quarter credits is required for graduation.

5. This curriculum is intended for the student who desires a broad-based “generalist” track within the Business Administration major or for the student who wishes to tailor a “unique” curriculum to his or her needs. A minimum of 25 upper division credits is required and at least 20 of 25 credits must be Business (BUS), Finance (FIN), Human Resource Management (HRM), Management (MGT), Marketing (MKT), Management Information Systems (MIS) courses, or Supply Chain Management (SCM). The remaining five credits may be accounting (ACCT) or economics (ECON). The student is limited to 10 credits from any one area and the specialization must include at least 10 credits of 400-level courses.