First Day of Class: Proof of BUS 302 Course Prerequisites
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Course: *BUS 302*
Title: *The Gateway Experience* (3 units)

"Quality is the result of a carefully constructed cultural environment. It has to be the fabric of the organization, not part of the fabric."
---*Philip Crosby (1926-2001)*

Purpose

The purpose of this document is to guide students in the process of providing written proof of successful completion of all nine BUS 302 course prerequisites on the *first day of class*. Failure to provide proof will result in the student being withdrawn administratively from BUS 302 by the College of Business and Economics Associate Dean's Office. In case it is not clear, the term "administrative withdrawal" means "dropped unilaterally" (that is, without your consent) from class.

If you know that you do not meet all of the prerequisites, you should drop BUS 302 immediately. You can drop a class yourself via the CSUN Portal.

If this document is unclear, please contact the instructor.

Rationale

The rationale for providing proof of prerequisites on the first day is as follows:

1. The College of Business and Economics offers rigorous academic programs (and therefore knows that successful completion of course prerequisites is crucial to continued academic success and professional careers),

2. the demand for College of Business and Economics programs is strong among students (and therefore the College cannot permit an ineligible student to enroll in a class and take up a valuable seat),

3. the College of Business and Economics is accredited at the highest level in the nation (and therefore requires due diligence in all component details, including the verification of successful completion of course prerequisites), and

4. neither the College of Business and Economics nor the University can currently automate the verification of course prerequisites, especially prerequisites taken at other institutions by transfer students (which are at least 65% of the total number of students in the College), in an automated manner (and therefore each student is

required to absorb some of the responsibility for manually-generating the necessary printed documents).

Enumerated Prerequisites

There is one very important task that you need to complete *prior to the first day of class*. The College of Business and Economics requires that each student show written proof to the instructor on the first day of class that she or he has successfully passed all nine of the lower-division prerequisites for BUS 302. As listed in the 2008-2010 CSUN catalog, those nine courses are as follows:

COMP 100 "Computers: Their Impact and Use"
ENGL 205 "Business Communication in its Rhetorical Contents" (formerly BUS 205)
ECON 160 "Principles of Microeconomics"
ECON 161 "Principles of Macroeconomics"
MATH 103* "Mathematical Methods for Business"
SOM 120 "Basic Business Statistics" (or MATH 140 "Introductory Statistics")
ACCT 220 "Introduction to Financial Accounting"
ACCT 230 "Introduction to Managerial [Accounting]"
BLAW 280 "Business Law"

The Bus 302 prerequisites are listed on page 135 of the 2008-2010 CSUN Catalog or equivalently, approximately 3/4 of the way down the following web page:

http://www.csun.edu/catalog/collegeofbusinessandeconomics.html

* MATH 102 is an acceptable equivalent for MATH 103 *if and only if the course was completed during Summer, 2008 or earlier*.

The Process of Obtaining Proof

A printout of a current CSUN Degree Progress Report (DPR) can be used for courses completed at CSUN. The DPR is available via the CSUN Portal at:

http://www.csun.edu/

A printout of a current Unofficial Transcript from a Community College can be used for courses completed elsewhere and course credit transfers to CSUN automatically. Each Community College has a unique procedure for obtaining an Unofficial Transcript.

A printout from the ASSIST web site can be used for courses that have been completed elsewhere and course credit requires a special "articulation agreement" between CSUN and the other campus. ASSIST is available at:

http://www.assist.org/

Deliverable to the Instructor on the First Day of Class

At the beginning of the first day of class, the instructor will collect a document set from each student. This document set will consist of one or more documents—a DPR, an Unofficial Transcript, and/or an ASSIST printout. The specific requirements for the document set are as follows (use only a blue pen):

1. ensure that the documents are clear and readable,

2. underline your last name on the first page of each document,

3. circle each one of the nine course prerequisites, including the passing grade, and

4. staple the document set together in the upper-left hand corner.

The instructor will then verify the prerequisites in the document set. For evening courses, this task should be completed by the end of the first day of class. For day and afternoon courses, this task should be completed by the beginning of the next class session.

The process of initiating the administrative withdrawal for each student who is missing one or more prerequisites will begin immediately after the prerequisite verification process.

The prerequisite verification process will go quickly if all students follow the instructions.

Thank you in advance for your cooperation.