



### Spring 2024 Timeline

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Please refer to the timeline below for the Advanced Standing process. Complete all steps in the order listed below to be eligible for admission. You may use the checklist provided on page 7 to track your progress.

Wednesday, February 7 <sup>th</sup> or Thursday, February 8 <sup>th</sup>	Attend Advanced Standing Orientation: <ul style="list-style-type: none"> <li>Learn more about the application process and the BA Economics upper-division coursework</li> </ul>
Thursday, February 8 <sup>th</sup> – Thursday, February 29 <sup>th</sup>	<b><u>ASAP: Complete the online application in eSMS:</u></b> <a href="https://eller.arizona.edu/programs/undergraduate/admissions/ba-economics">https://eller.arizona.edu/programs/undergraduate/admissions/ba-economics</a> <ul style="list-style-type: none"> <li>Click on the “Admission Portal” red button</li> <li>Fill out and submit application through the eSMS Admissions Portal (<i>may require authentication</i>)</li> <li>Schedule the mandatory Advanced Standing Academic Advising appointment after submitting online application</li> </ul>
Thursday, February 8 <sup>th</sup> – Thursday, February 29 <sup>th</sup>	Attend <b>Mandatory Academic Advising Appointment</b> to confirm eligibility <ul style="list-style-type: none"> <li>Schedule advising appointment <i>after</i> submitting application in eSMS</li> </ul>
Thursday, February 29 <sup>th</sup> by 12:00 PM - Noon  <i>New Transfer Students must also apply for admission to The University of Arizona by this time.</i>	<b><u>Online Application Deadline:</u></b> Complete online application* no later than Thursday, February 29 <sup>th</sup> 12:00pm-noon <b><u>Resume &amp; Cover Letter Deadline:</u></b> Upload Cover Letter and Resume to eSMS <b>Due no later than Thursday, February 29<sup>th</sup> by 12:00 pm (noon)</b>

### Prerequisites Required at the Time of Application

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- Minimum 2.0 GPA (based on 12 or more UA units) at the time of application. If student has attempted less than 12 UA units, a recalculated transfer institution GPA is used
- Minimum of 36 units completed at the time of application and 50 completed by the end of the application semester
- Grade of C or better in Calculus (MATH 113 or MATH 116 or MATH 122B or MATH 125) completed and Statistics (BNAD 276 or ECON/AREC 339) in progress/completed by the end of the application semester (grade of D or better)
- Grade of C or better in ECON 200 or ECON 201A/B
- Last course in the English sequence must be completed *prior* to the application semester
- BCOM 212 must be taken unless BCOM 214 has already been completed or is in-progress
- Remainder of Foundation courses must be successfully completed by the end of the application semester

## Criteria Required for Admission

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- Maintain a Cumulative GPA of a minimum of 2.0 at time of application
- Attend mandatory Advising Appointment
- Complete online application
- Create Cover Letter and Resume demonstrating leadership, work experience, community service, and involvement in extracurricular activities
- Submit Cover Letter and Resume to eSMS

## Important Points

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- Advanced Standing into the Bachelor of Arts in Economics within Eller College of Management is a selective process.
- A \$55 application fee will be charged to all students submitting an application. For current University of Arizona students, this fee is charged to the student's Bursars account. Students not yet admitted to the University must pay the \$55 application fee online once their eligibility is confirmed (more information shared in advising appointment).
- Students may only apply for Advanced Standing two times.
- Students who are on Academic Probation at the University of Arizona at the end of the application semester will lose their Advanced Standing. Students are not eligible to start their upper division major coursework while on Academic Probation.
- Late applications will not be accepted
- The Eller College of Management charges a differential tuition fee each semester for the professional program.

## Advanced Standing Application Periods

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Each semester will have two types of Advanced Standing Application Periods: *Priority Advanced Standing* and *Rolling Advanced Standing*.

### **Priority Advanced Standing Application Period:**

- The Priority Advanced Standing Application Period will end before Priority Registration for classes begins, ensuring students the ability to register for upper division ECON courses during their Priority Registration for classes
- All students who apply and meet the deadlines during this Priority Advanced Standing Application Period will be automatically enrolled in ECON 361 for the semester in which they will start their upper division BA Economics coursework.
- Students must successfully meet all deadlines in order to be eligible to take advantage of the benefits of the Priority Advanced Standing Application Period

### **Rolling Advanced Standing Application Period:**

- The Rolling Advanced Standing Application Period will open after the Priority Registration ends
- Students who apply during the Rolling Advanced Standing Application Period will NOT be able to register for upper division ECON courses during their Priority Registration for classes, as the Rolling Advanced Standing Application will not open until after this time
- Students who apply during the Rolling Advanced Standing Application Period will NOT be guaranteed a seat in ECON 361, and will instead need to register themselves into this course upon admission to the BA Economics major
- The Rolling Advanced Standing Period will open on April 22<sup>nd</sup>, 2024 and stay open until August 16<sup>th</sup>, 2024.

## Advanced Standing Application Preparation

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### Cover Letter (1 page)

Please write a Cover Letter for your Advanced Standing application. In a typical job application, you would write the letter based on the position description as an introduction to your Resume. Below is a statement that equates to a job description for the Eller College professional program. Please use this “position” description when developing your Cover Letter:

The Eller College of Management is seeking talented, highly motivated, and hardworking individuals committed to excellence and sound ethical behavior. Candidates should demonstrate critical thinking and communication skills, work well in collaborative environments, articulate the importance of Economics in today’s global marketplace, and understand their career goals and professional development needs. Candidates should use personal examples from a variety of experiences to highlight their unique contribution to the professional program cohort.

You should write about your accomplishments, goals, and strengths as a candidate for the Eller College professional program. The best letters have an individual feel and provide examples or evidence of the authors’ claims. Try to avoid generic statements. Instead, talk about yourself, your accomplishments thus far, and plans for the future. Show that you are unique and give them insight into the real you.

Concentrate on and use proper grammar and spelling and use clear, direct language. Avoid too many “I” statements. Cover Letters are usually three to four short paragraphs in length, and no longer than 1 page, in 10-12 size font.

See Template on page 4 to develop and structure your Cover Letter.

**The templates provided are guidelines for formatting only, the Cover Letter and Resume content must be your own work.**

**Your Name\***

(\*not usually a part of a cover letter but *needed* for application purposes)

Your Present Address  
City, State, and Zip Code

Date

Eller College Admissions Committee  
McClelland Hall 204  
1130 E. Helen St.  
Tucson, Arizona 85721-0108

Dear Eller College Admissions Committee:

The **OPENING PARAGRAPH** should explain: State that you are applying for the Economics Major, why you chose this major, and how this major relates to your future career aspirations, and what path do you wish to follow with an Economics major.

The **MIDDLE PARAGRAPH(s)** should: Highlight a specific instance from your co-curricular activities, work experience, and/or accomplishments. You should highlight transferrable skills from a specific experience and explain how those are applicable to pursuing a degree in Economics. Consider the following:

- *What have you learned in through the experience you've highlighted?*
- *What transferrable skills have you gained from this experience?*
- *Summarize and relate how the experience and skills you outline above apply to your major/ being admitted to Eller.*

Paragraph 2 (Optional): Be sure to diversify this experience and set of skills from the one outlined above in Paragraph 1. Choose a different experience and skill set. Consider the same type of content noted above.

The **CLOSING PARAGRAPH** should: Give some compelling yet specific reasons why you should be part of the BA Economics major through the Eller College. Consider the following:

- *What can you contribute to this community? What makes you who you are?*
- *Sum up how you will be an effective member of the Eller College.*
- *End with a sentence of thanks. Ex. "Thank you for taking the time to review my letter."*

Sincerely,

Your Typewritten Name Here

**Other considerations for your Cover Letter**

Make reference to experiences on your resume, but do not simply repeat information; fill in between the lines of the resume in order to help the reader assess your skills and abilities related to their individual needs. This is the perfect time to make the interviewer want to read your resume!

Be specific, but concise; the cover letter should never be longer than 1 page, and it's okay if it doesn't fill the page.

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## Resume (1 page in length)

A professional, high-quality Resume is a necessary step for your career. A good Resume cannot be written in just a few minutes: it requires thought and analysis. The Resume is a summary of your experiences, not your full-length biography. It is not simply a list of jobs held and duties performed. You must create a Resume that emphasizes your accomplishments and achievements. Communicate what skills you have to offer, not just what you have done. For Professional Admission and Eller College recruiting events, you should develop a one-page, chronological format Resume.

**We have included a sample resume (page 6) that you are welcome to use as a guide as you develop your own personal resume.** The chronological Resume presents experience and education in reverse time order (most recent experience first). The format utilizes visuals, such as underlining, bolding, italics and bullets to make items stand out. Resumes should be written for the situation and the needs of the audience.

### Resume Suggestions:

- Resume should be neat and error free – no spelling, grammar or typographical mistakes
- Limit Resume to **one** 8 1/2" x 11" page printed with a laser printer on high-quality, neutral color paper
- **DO NOT** use a MS Word template to create your Resume; if you use UA Resume Builder, download your Resume into Word to format correctly
- Use 10-12-point font (9-point font *minimum*); Times New Roman or similar font preferred
- Use even margins, minimum of 1/2 inch on all sides
- Consistent use of punctuation, i.e. periods at the end of all bullets or none
- Use clear, simple, positive wording
- Use bullet points—skills and information should be easily identifiable, not buried in lengthy paragraphs
- Limit use of abbreviations/acronyms
- Use "action" words and action-verb phrases
- Omit all pronouns and unnecessary articles such as "a," "an," "the"
- Avoid the use of pronouns ("I" and "me")
- Use consistent tense throughout (present tense for current positions; past tense for previous work)
- Use conventional abbreviations and capitalization for Resumes
- Include month and year when you are including dates in your experience section; use consistent format
- Always include degree and current major under the Education section:

### **The University of Arizona, Eller College of Management**

#### *Bachelor of Arts in Economics*

- **Major:** Pre-Economics/Foundational Economics
- **GPA:** 3.3
  
- Encouraged to include cumulative GPA if 3.0 or above
- Do not include personal statistics (age, weight, marital status, etc.) on Resume

### Action Words and Phrases:

Administered	Established	Provided	Assisted in the coordination of...
Analyzed	Increased	Recommended	Compiled data for...
Approved	Implemented	Reduced	Handled sales volume of...
Coordinated	Increased	Reorganize	Improved...resulting in...
Conducted	Managed	Responsible	Initiated and implemented new...
Created	Participated	Supervised	Received extensive training in...
Developed	Planned	Supported	Responsible for marketing and selling...
Directed	Proved	Trained	Increased sales by...

# Wilbur Wildcat

800 E. Wildcat Way #124, Tucson, AZ 85719  
520-555-2505 | WilburWildcat@email.arizona.edu | Linked/in/Wilbur-Wildcat

## EDUCATION

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### The University of Arizona, Eller College of Management

Tucson, AZ

*Bachelor of Arts in Economics*

Expected May 2020

- **Major:** Pre-Economics/Foundational Economics
- **GPA:** 3.5
- **Honors/Awards:** Traditions of Excellence Scholarship Award, Minority Student Achievement Scholarship Award, Hughes Employees Association – Tucson Scholarship

## PROFESSIONAL & LEADERSHIP EXPERIENCE

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### The University of Arizona Department of Residence Life

Tucson, AZ

*Resident Assistant at Coronado Hall*

August 2017 – Present

- Supervise 35 students by promoting safety and security within the residence hall
- Motivate students to connect with others and challenge them to seek learning opportunities
- Facilitate intentional learning opportunities for students to grow and develop

### USA Baseball – Executive Office

Los Angeles, CA

*Junior Olympic Intern / Coordinator*

June 2017 – August 2017

- Coordinated baseball tournaments for 64 teams to select national athlete representatives
- Trained and supervised 15 volunteers and assigned projects based on their interpersonal skills
- Directed day-to-day office operations while executive staff were out of town

### Management Information Systems Association (MISA)

Tucson, AZ

*Active Member*

August 2016 – August 2017

- Attended weekly meetings to learn about careers in information technology
- Networked with IT professionals and upper classmen to further knowledge and understanding
- Served on the event planning committee, planned 13 events that built community among members

### Canyon Ranch Health Resort and Spa

Tucson, AZ

*Server, Dining Room*

August 2016 – December 2016

- Maintained extensive menu knowledge associated with Canyon Ranch Health and Fitness plans
- Trusted to open and close the restaurant and prepare daily sales logs for over \$2,000 per shift
- Responsible for training 15 new employees and demonstrating best practices

### 53<sup>rd</sup> Annual Excellence in Finance Brunch

Tucson, AZ

*Attendee*

July 2016

- Selected from outstanding sophomore and freshman students to attend intimate networking opportunity
- Built relationships with professionals and graduating students, gaining exposure to various financial career paths

## ACTIVITIES, SKILLS & INTERESTS

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**Activities:** Coronado Residence Hall Government Representative, Eller Make a Difference Day

**Skills:** Proficient in Microsoft Office Products (Word, Excel, PowerPoint), Fluent in Spanish (reading, writing, speaking)

**Interests:** Multi-cultural inclusion, Baseball, International travel

## ADVANCED STANDING CHECKLIST AND REMINDERS

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Please use the following checklist to prepare for the Eller Priority Advanced Standing Application process:

- Attend **Advanced Standing Orientations** on **Wednesday, February 7th or Thursday, February 8th**
- Read **Advanced Standing packet and website** (<https://ugrad.eller.arizona.edu/admissions/ba-economics-advanced-standing>)
- Explore **BA Economics curriculum** (<https://ugrad.eller.arizona.edu/academics/ba-economics-majors/economics-major>)
- Fill out and submit Advanced Standing application online** through eSMS Admission Portal ASAP (direct link: <https://admissions.esms.arizona.edu/>)
  - You may return to the application at a later time to upload Cover Letter and Resume; but **you must first submit the application in order to schedule the required academic advising appointment**
  - *Note: You may need to authenticate through the eSMS Admissions portal to complete the application*
- After submitting the only application, **schedule first available academic advising appointment through eSMS ASAP** and no later than **Thursday, February 29<sup>th</sup>**
  - Incoming Transfers need to bring unofficial copies of all transcripts to appointment
  - If you do not attend the appointment, you will not be considered for Priority Advanced Standing
- Update Career Profile** through eSMS Profile indicating career interests
- Develop **Cover Letter and Resume** with help from the following:
  - BA Economics Career Coach
  - Eller Professional Development Associates (PDAs)
    - Drop-in Mon-Thur 10am-3pm in 3<sup>rd</sup> floor PDC of McClelland Hall
  - Friends, family, and associates
- Complete Online Application through eSMS** no later than **noon (12 pm) on Thursday, February 29<sup>th</sup>**
- Upload Cover Letter and Resume to eSMS** no later than **noon (12 pm) on Thursday, February 29<sup>th</sup>**
  - Documents can also be uploaded through eSMS Student Portal (<https://student.esms.arizona.edu>)
- Await Advanced Standing confirmation email** sent around 5:00 pm on **Friday, March 1<sup>st</sup>**
  
- REMINDER: Students who successfully apply and complete all aspects of the Priority Advanced Standing Application process, will have guaranteed enrollment in ECON 361 for the Fall 2024 semester.
- The Advanced Standing application will re-open at the conclusion of priority registration on Monday, April 22<sup>nd</sup>, 2024. Students will continue to be admitted through the end of the summer: the application will close on Friday, August 16<sup>th</sup>, 2024. During this Rolling Advanced Standing Application period, students will NOT be guaranteed a seat in ECON 361, nor will they be able to register for upper division ECON courses during their Priority Registration period.
- Once students are officially declared as Advanced Standing in BA ECON, students will be allowed to enroll themselves in ECON elective courses.