

Eller College of Management
Professional Admission Application Packet
Online Undergraduate Program

Refer to the list below to track your progress through the Professional Admission process.

1) Learn More:	<p>Learn about the Eller Online Undergraduate program</p> <ul style="list-style-type: none"> • Go to https://ugrad.eller.arizona.edu/online • Learn about pre-requisite courses needed and eligibility requirements to apply • Review the Eller Online curriculum carousel for either the Business Administration major or Accounting major • Learn about professional development expectations for Eller Online students • Plan for the program costs and learn about financial aid resources
2) Apply:	<p>Complete the Eller Online professional admissions application through eSMS</p> <ul style="list-style-type: none"> • Go to https://admissions.esms.arizona.edu/ • Click on the “Apply Now” link • Fill out application through eSMS Admission (<i>may require authentication</i>) • Schedule an Academic Advising appointment with Eller Online Success Coach • Note: The \$55 Eller Professional Admissions application fee does not need to be paid at the time of application. This expense will be charged to your UA Bursar’s account at the beginning of your first term in Eller Online. <p>If not already a UA student, complete the UA Online application to be admitted to the UA</p> <ul style="list-style-type: none"> • Go to https://admissions.arizona.edu/OnlineApplication • Create a new account or log into an existing account • Have your official transcripts sent from ALL previously attended colleges or universities. Also send test credit (AP, IB, CLEP) transcripts, if applicable. • Pay \$65 UA Online Application Fee or apply for a fee waiver, if applicable
3) Advising:	<p>Attend Mandatory Academic Advising Appointment</p> <ul style="list-style-type: none"> • Schedule advising appointment after submitting online application • If a transfer student, email unofficial transcripts to Eller Online Success Coach before appointment
4) Interview:	<p>Professional Admissions Virtual Interview</p> <ul style="list-style-type: none"> • Complete virtual interview, online through Spark Hire link (link will be provided by Success Coach after your advising appointment) • Upload resume and cover letter through eSMS (must be uploaded by the time you complete your interview)

Prerequisites Required at the Time of Application

- At least one English course completed and the other in progress/completed
- At least two out of three Business Math courses completed and the third in progress/completed
- At least one Accounting course completed and the other in progress/completed
- Remainder of Foundation courses must be successfully completed by the end of the application semester
- Minimum 2.75 GPA (on 12 or more UA units) at the time of application. Recalculated GPA from transfer institutions will be used if student has attempted less than 12 UA units.

- Minimum of 36 units completed at the time of application and 50 completed by the end of the application semester

Criteria Considered for Admission

- Cumulative GPA
- GPA in Foundation courses (all attempts at Foundation courses will be considered)
- Cover Letter, Resume, and Interview demonstrating leadership, work experience, community service, and involvement in extra-curricular activities

Important Points

- Professional Admission in the Eller College of Management is a selective process
- A \$55 application fee will be charged to all students submitting an application. This fee will be charged to the student's Bursars account upon beginning the Online program.
- Students who are on Academic Probation at the University of Arizona at the end of the application semester will lose their Professional Admission. Students are not eligible to start the cohort while on probation at the UA

Frequently Asked Questions

Q: I don't have the required GPA. Can I still apply?

A: No, you are not eligible to apply. You can apply when you have the minimum required GPA at the time of application. Talk to the Eller Online Success Coach to determine necessary steps to increase your GPA or establish a UA GPA.

Q: I attended the UA quite a while ago and did poorly. I went to another institution where I took most of my Foundation courses and did very well. How will my UA GPA from years ago affect me?

A: Any student that has attempted 12 or more units at the UA must use their complete UA GPA regardless of when the UA GPA was established. You must have a minimum UA GPA of 2.75 to be eligible to apply. You will want to discuss your academic history with your advisor.

Q: What is this "cohort" I keep hearing about?

A: The cohort is a structured model for your upper division business core courses. Each cohort will be coordinated so you will have a more comprehensive business foundation. Furthermore, registration will no longer be a problem for students who follow the proper sequence since once admitted to the professional program they will automatically be registered into their required cohort classes. Refer to the Eller Online Undergraduate website for course sequencing details.

Q: What if I want to change my major after being admitted to the Online program?

A: Business Administration and Accounting are the two majors available through the online campus. Students are encouraged to select their major carefully. The Business Administration major is interdisciplinary and overlaps into all of Eller College's other professional majors. Once a student is admitted to the Eller Online Undergraduate program they are not permitted to swap between our other face-to-face programs.

Q: Do Eller Online students still complete an interview as part of the application process?

A: Yes! After meeting with the Eller Online Success Coach and confirming your eligibility for the program, you'll be connected to a site called Spark Hire, in which you will go through the process of a "virtual interview". You will create a resume and cover letter in preparation for the interview.

Professional Admission Interview Preparation

Professional Development Competencies Requirement

The Eller College of Management expects all students accepted into the upper-division cohort to demonstrate high professional competencies in a Cover Letter, Resume, and Professional Interview. Eller College Associates assess the Cover Letter, Resume, and Interview for each applicant as part of the overall interview experience. Students who do not demonstrate a standard competency level in each of the three areas will be required to meet with Success coach and revise.

Cover Letter (1 page)

Please write a Cover Letter for your Professional Admission 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 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 business and technology 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 are unique, help the reader understand your motivations and interests, and provide examples or evidence to support your assertions. Try to avoid generic statements. Instead, talk about yourself, your accomplishments thus far, and plans for the future. Show the interviewers that you are unique and give them insight into the real you.

A Cover Letter should also contain proper grammar and spelling and use clear and direct words. Cover Letters are usually three to four paragraphs in length, and no longer than 1 page, in 10-12 size font.

Signing your Cover Letter – choose one of the options below

- Use a free online e-signature site (i.e. DocuSign) to create an electronic signature
- Sign your name on a blank sheet of paper, scan your signature, save the image as a jpeg, and then insert the signature into your Cover Letter (best to save it as a PDF)
- Print out your Cover Letter, sign it, and rescan the entire letter (best to save it as a PDF and not as a JPEG)
- Type your name in cursive font (not ideal, but it will suffice for Professional Admission purposes)

Please upload your Cover Letter and Resume as PDFs into your eSMS admissions portal—this ensures that the formatting will not get messed up if your documents were reformatted on a different system.

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: What major you're applying for, the reason why you selected this major, and how the selected major relates to your future career aspirations.

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 what you are applying for. 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 following once again:

- *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.*

The CLOSING PARAGRAPH should:

Give some compelling yet specific reasons why you should be part of 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.*

Sincerely,

Your Signature

Your Typewritten Name (You should leave 4 spaces between your closing and your typewritten name.)

Resume

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. You must communicate what skills you have to offer and not just what you have done. For Professional Admission and Eller College recruiting events, you should develop a **no more than 2-page**, chronological format Resume.

We have included sample resume 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. Chronological Resumes should be written for the situation and the needs of the audience.

Chronological Resume Suggestions:

- Your Resume should be neat and error free – No spelling, grammar or typographical mistakes
- Limit your Resume to **one** 8 ½" x 11" page
- DO NOT use a MS Word template to create your Resume; if you use Resume builder tool, 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 ½ inch on the left
- Consistent use of punctuation, i.e. periods at the end of all bullets or none
- Use clear, simple and positive wording
- Use bullet points—skills and information should be highlighted and easy to spot, 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 the month and year when you are including dates in your experience section; use consistent format
- Always include your degree and current major under your education section (i.e. Bachelor of Science in Business Administration, Major: Pre-Business)
- Include your GPA on your Resume if it is a 3.0 or above for your major and/or cumulative GPA
- Do not put personal statistics (age, weight, marital status, etc.) on your 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 Completed
Created	Participated	Supervised	Received extensive training in....
Developed	Planned	Supported	Responsible for marketing and selling...
Directed	Proved	Trained	Increased sales by...

Wilbur Wildcat

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520-621-2505 | wilburwildcat@email.arizona.edu | Linked/in/Wilbur-Wildcat

EDUCATION

University of Arizona **Tucson, AZ**
Bachelor of Science in Business Administration – GPA: 3.82 (Expected) August 2022

Pima Community College **Tucson, AZ**
Associate of Business Administration – GPA: 3.7 May 2020

WORK & LEADERSHIP EXPERIENCE

Honeywell Aerospace **Tucson, AZ**
Engineering Technician Level 2 July 2016 – July 2017

- Collaborated with engineers to develop, construct and test aviation systems and components.
- Produced maintenance manuals that increased efficiency and streamlined the repair process by 20%.
- Managed a quick response repair team that improved supply chain logistics and eliminated waste.

L3 Communications **Bagram, Afghanistan**
Field Service Representative Aug 2013 – May 2016

- Utilized critical thinking skills to identify defective components and prevent future deficiencies.
- Led two aircraft maintenance quality control inspection teams which reduced error rates by 14%.
- Restructured troubleshooting procedures which returned damaged aircraft 3 days ahead of schedule.

State Farm Insurance **Tucson, AZ**
Independent Agent Jan 2012 – July 2013

- Refined marketing strategies to compete with other individuals and companies that sell insurance.
- Examined policies and recommended investment and estate planning techniques to preserve wealth.
- Designed individualized risk management plans to protect personal assets from the unexpected.

Tierra Antigua Realty **Tucson, AZ**
Real Estate Agent July 2009 – July 2012

- Negotiated with escrow companies, lenders and home inspectors on the behalf of clients.
- Created home buying workshops that provided money saving tips and guidance to home owners.
- Formulated unique marketing strategies to sell homes 30 days under the national average.

United States Air Force **Tucson, AZ**
Staff Sergeant Jan 2001 – July 2009

- Organized and managed 120-day inspections for 76 aircraft while maintaining a 97% pass rate.
- Implemented a precious metal recovery program saving over 50K annually in production costs.
- Developed comprehensive training programs for new electricians that increased productivity by 15%.

SKILLS, ACTIVITIES

Certifications & Training: Fiber Optics Certification, FCC Radio Operators License

Activities: Tau Sigma Honor Society

Interview

The Professional Admission interview is a 5-question **virtual** interview through the platform Spark Hire. There are several components of the interview which include the One-Minute Introduction, the Values Case, and a series of behavioral based questions related to the Eller College learning outcomes.

One Minute Introduction or Elevator Pitch (“Tell me about yourself”)

An elevator pitch is a brief statement to quickly and simply tell someone about how your interests and experiences have led you to this point, and about your future goals. You should *not* read or memorize your introduction. Rather, be mentally prepared to talk naturally about your experiences and goals.

To begin building your Elevator Pitch consider the following:

Past:

- *Your name? Where are you from? Why did you come to the University of Arizona/Eller?*
- *How have your background & experiences prepared you for Eller/the major you are applying for? Or how have they inspired interest in Eller/the major you’re applying for?*
- *What skills have you learned through your background and experiences?*

Present:

- *What are you involved with outside of class? (Work, Clubs, Volunteer Organizations, etc.)*
- *What are 2-3 relevant accomplishments?*

Future:

- *What do you want to do after college?*
- *How do they match with your top interests and motivators?*

Behavioral Interview Questions

The behavioral Interview Questions are built around topics related to the Eller College’s learning outcomes. Students are encouraged to answer using the STAR method of interviewing, in which they focus on the Situation, Task, Actions, and Results.

Values Case

During the Professional Admission Interview, you will be expected to reflect upon and articulate your thoughts on the following values case. As you prepare for this portion of the interview, we value the interactive exchange of ideas, and encourage you to discuss this situation with friends and family as you explore how you would approach the situation. Students will be expected to demonstrate their thinking process during the interview.

Audit Dilemma

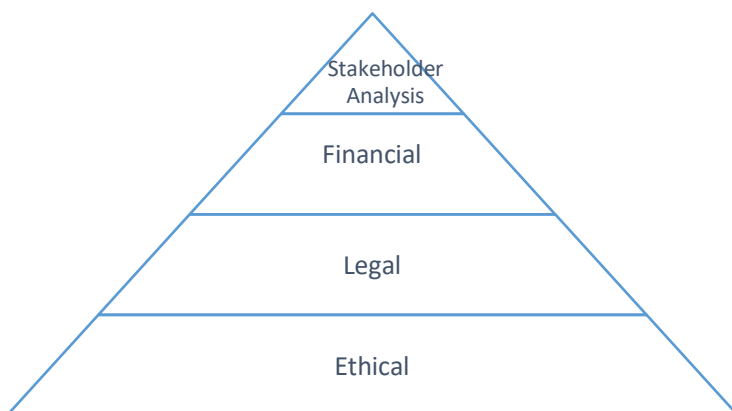
You recently graduated from Eller and started work as an Auditor for a public accounting firm. You have been assigned to assist with the audit of a credit card company – your firm’s largest and most profitable client. Your manager has several years of experience with this client, is deemed to be your firm’s expert on their business and is rumored to be influential on promotion decisions within your firm.

One step of your audit is to evaluate the physical security of the company’s IT equipment. During your evaluation, you notice that access to the server room (where customer data is stored) is unrestricted and unsupervised. Later in the week you notice an employee enter the server room, but you suspect that employee should not have access to enter the server room alone. You note this in your audit and bring it up to your manager as a risk that an unauthorized person could gain access to the server room and steal customer data. Your manager, however, states that this is not a big deal because no one has ever stolen data before, and the company is profitable and has a great reputation in the industry.

Based on your training, you believe this should be reported in the audit, but your manager is signaling you to ignore it. However, this is your first audit assignment; you want to make a good impression with your manager and don’t want to jeopardize your firm’s relationship with its best client.

Ethical Decision-Making Framework

Resolving ethical dilemmas requires sound decision-making. To minimize the subjective nature of decision-making, the following objective framework should prove helpful when confronted by a personal or professional ethical dilemma. Remember, this requires time and thought, but the more the framework is applied, the better one will become in their ethical decision-making.



1. **Identify all stakeholders.** Identify who will be benefited or harmed by certain decisions or outcomes.
2. **Review the financial implications.** Review the long-term and short-term financial implications of a potential problem and solution.
3. **Consider the law.** Consider existing laws, pending litigation, and regulations that could impact the outcome of a situation.
4. **Apply ethical thought.** Apply an ethical school of thought to guide decision-making including, but not limited to a results-based (e.g., the ends justify the means) or duty based (e.g., the means justify the ends) approach.

This model was developed by Dr. Paul Melendez, Department of Management and Organizations, The University of Arizona. August 2004.

Eller Professional Admissions Checklist

Please use the following checklist to prepare for the Eller Professional Admission process:

- Fill out and submit Professional Admission application online through eSMS as soon as possible
 - You can 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 will need to authenticate through the eSMS Admissions portal ASAP*
- After submitting online application, schedule an academic advising appointment through eSMS (Note: Incoming Transfer students should bring unofficial copies of all transcripts to this appointment)
- Develop your Cover Letter and Resume, utilizing resources from this packet
- Prepare for your interview
 - Consisting mostly of “Behavioral Interview Questions”
 - Practice your One Minute Introduction
 - Read and discuss the Values Case, and be prepared to discuss your decision making process in the interview.
 - Select appropriate Professional Business Attire for interview
- Professional Admission decision will be contingent upon completion of your resume, cover letter, interview, and Eller Online Orientation course.

Additional Resources

Eller Professional Development Center
McClelland Hall Room 203
<https://pdc.eller.arizona.edu/>

UA Career Services Center
Student Union Memorial Center-4th Floor
<http://career.arizona.edu/student>