



# Pima Community College Transfer Student Guide

Desert Vista Campus  
Downtown Campus

Northwest Campus  
West Campus  
East Campus

*This document is ONLY intended for current Pima Community College students;  
Current UA students should speak with an Eller Academic Advisor about their options.*

## Important Information about Eller College Professional Admission

All students pursuing a Bachelor of Science in Business Administration (BSBA) through the Eller College of Management enter as Foundational Business Management (Main Campus) or Foundational Business Administration (Online Campus). They then apply for [Professional Admission](#) to continue in the Professional phase of the upper-division curriculum. The Professional Admission application may be completed concurrently while applying for transfer admission to the University of Arizona.

In preparation for [Professional Admission](#), the following foundation business courses are required:

|                                       | Pima Courses                                | UA Courses              | Completion at time of Professional Admissions Application                       |
|---------------------------------------|---------------------------------------------|-------------------------|---------------------------------------------------------------------------------|
| English Composition                   |                                             |                         |                                                                                 |
| 1. English Composition I              | <input type="checkbox"/> WRT 101            | WRIT 101                | At least 1 must be complete, the other can be in progress                       |
| 2. English Composition II             | <input type="checkbox"/> WRT 102            | WRIT 102                |                                                                                 |
| Business Math Sequence                |                                             |                         |                                                                                 |
| 1. Brief Calculus/Calculus I          | <input type="checkbox"/> MAT 212 or MAT 220 | MATH 116 or MATH 122A&B | At least 2 must be complete, the 3 <sup>rd</sup> can be complete or in progress |
| 2. Business Statistics                | <input type="checkbox"/> BUS 205            | BNAN 276                |                                                                                 |
| 3. Business Analytics*                | <input type="checkbox"/> BUS 277            | BNAN 277                |                                                                                 |
| Accounting                            |                                             |                         |                                                                                 |
| 1. Financial Accounting               | <input type="checkbox"/> ACC 211            | ACCT 200                | At least 1 must be complete, the other can be in progress                       |
| 2. Managerial Accounting              | <input type="checkbox"/> ACC 212            | ACCT 210                |                                                                                 |
| Economics                             |                                             |                         |                                                                                 |
| 1. Microeconomics                     | <input type="checkbox"/> ECN 201            | ECON 200                | Complete or in progress                                                         |
| 2. Macroeconomics                     | <input type="checkbox"/> ECN 202            |                         |                                                                                 |
| Management Information Systems        |                                             |                         |                                                                                 |
| 1. Computer Applications for Business | <input type="checkbox"/> CIS 120            | MIS 111 & MIS 112       | Complete or in progress                                                         |
| Business Communications <sup>+</sup>  |                                             |                         |                                                                                 |
| 1. Business Writing                   | <input type="checkbox"/> WRT 254            | BCOM 214                | Complete or in progress                                                         |

\*Students who are earning an ABUS: MAT 172\* (Finite Math) is an acceptable substitute for BNAN 277 – current UA students are not permitted to use MAT 172 for the Eller Undergraduate Programs Math sequencing.

<sup>+</sup>Business Communications: If a transfer student does not have an equivalent to BCOM 214 complete before earning Professional Admission, they will complete BCOM 315 in addition to BCOM 314R during the professional phase of Eller coursework.

This information is provided as a transfer guide and does not constitute as academic advising.

This is not intended for current University of Arizona students; please see an Eller Academic Advisor before enrolling in any non-UA coursework.

Learn more at: <https://eller.arizona.edu/programs/undergraduate>

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The Eller College suggests the following sequencing in preparation for Professional Admission:

| Semester 1                                                           | Semester 2                                                             | Semester 3                                                                                                      | Semester 4<br><i>Apply for Professional Admission</i>                                             |
|----------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| CIS 120<br>WRT 101<br>MAT 151, if needed<br><i>AGEC Requirements</i> | MAT 212<br>WRT 102<br>BUS 148 <sup>^</sup><br><i>AGEC Requirements</i> | ACC 211<br>ECN 201<br>BUS 205<br>BUS 220 <sup>**</sup><br><i>AGEC Requirements/Second Language<sup>++</sup></i> | WRT 254<br>BUS 277<br>ACC 212<br>ECN 202<br><i>AGEC Requirements/Second Language<sup>++</sup></i> |

<sup>^</sup> BUS 148 is not required for Professional Admission, however, it will satisfy the Eller-specific ethics graduation requirement.

<sup>\*\*</sup> This is not a required course for Professional Admission, but may be required for those completing an ABUS/AGEC.

<sup>++</sup> UA General Education (including Second Language) requirements will be satisfied for students who earned an AGEC.

Work with [Eller Academic Advisors](#) to determine the best sequencing for your academic plan.

### Eller College Professional Admission Application Process

All students who meet the Professional Admissions eligibility requirements are guaranteed admission to the Business Management Professional major (Main Campus). All other [BSBA majors](#) are competitive and selective through the Professional Admissions application process.

To be eligible, students must meet all requirements by the [application deadline](#). The Professional Admission process occurs twice each year; students intending to start the professional coursework in Fall must apply for Professional Admission in January-February, while students intending to start the professional coursework in Spring will apply in August-September. Professional Admission application deadlines are strictly enforced and can be found on the [Eller website](#).

To be a competitive applicant for Eller Professional Admissions, applicants should focus on strong overall academic performance, coupled with extracurricular or professional leadership opportunities. The Eller Professional Admission application considers the following selection criteria:

- **Grade Point Average**
  - Applicants must have a minimum cumulative GPA of at least **2.75** on 12 or more completed/graded UA units.
  - If an applicant has fewer than 12 units at UA, Eller calculates cumulative transferrable GPA using **all attempted college-level coursework from all previous institutions** attended. (i.e. if a transferable course did not transfer to UA due to a grade of D or F, it will still be figured into the Eller cumulative GPA; W grades are not included in GPA calculation).
- **Foundation Coursework**
  - Foundation Business courses must be completed or the terminal course in each sequence may be in-progress while applying for Professional Admission. All foundational business classes must be completed with a transferable grade (C or higher) by the end of the regular semester in which the student is applying for Professional Admission.
  - Eller considers all graded attempts at foundation courses, including repeated courses.
  - Note: Students may NOT complete required courses during the summer or winter following their application to be eligible to apply – you must wait to apply in the next application cycle.

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- Applicants must have completed a minimum of 36 units of work acceptable to the University of Arizona and be on track to complete 50 units by the end of the semester in which they apply.
- **Interview**
  - Applicants must submit a [professional resume and cover letter](#) to be evaluated by interviewers.
  - Interviews are conducted by business professionals (Eller alum or community members). The interview consists of a brief introduction, discussion of an ethics case, and behavioral questions related to the Eller College of Management learning outcomes.

**To retain Professional Admission, by the end of the application semester, applicants must:**

- Students must be admitted to the University of Arizona to effectively be enrolled into their upper-division coursework by the start of the intended semester.
- Earn a C grade or higher for all in-progress transfer foundation business courses.
- Maintain Academic Eligibility with a cumulative GPA of a 2.0 or higher.

**After being admitted to the upper-division professional phase through the Professional Admission process, [each major](#) is designed to be completed in 4 traditional semesters.**

**Checklist for Eller Professional Admission:**

- ☐ Apply to University of Arizona:
  - [Learn how to apply and begin your application for UA admission as a transfer student.](#)
- ☐ Prepare to apply through the Eller Professional Admission when you meet eligibility requirements, paying attention to dates and deadlines listed on the [Professional Admissions website](#).
- ☐ Attend required Professional Admission Orientation and Transfer Session. Information can be found on the [Professional Admissions website](#).
- ☐ Submit Professional Admission application through [eSMS Professional Admission portal](#).
  - If you have already established a UA NetID, please use these credentials to login.
  - If you have not yet established a UA NetID, you will be able to create an eSMS account with an email address and password.
  - Students can return to the Professional Admission portal before the deadline to submit the Resume and Cover Letter.
- ☐ After submitting an application for Professional Admission, schedule a mandatory Professional Admission Academic Advising appointment and provide the Eller Advisor with a copy of unofficial transcripts.
  - Communicate if you have been awarded an [ABUS](#) and/or an [AGEC](#).
- ☐ Prepare for the professional development portion of the Professional Admission process:
  - Submit [Cover Letter and Resume](#) through eSMS Professional Admission portal.
  - Participate in an [Interview](#).
- ☐ Await notification of Major and cohort assignment.
  - Acceptance information will be sent via email to the email on file through the eSMS Professional Admission portal.
- ☐ [Send official transcripts](#) to University of Arizona at the end of your final semester at Pima Community College.