



## Undergraduate Secondary Admission Process

The University of Denver's Daniels College of Business requires a secondary admission process for students interested in pursuing a business major. For most students, the application process and admission decision will occur early in the Fall quarter of one's sophomore year. A small number of high-achieving students may be granted direct admission to Daniels when accepted to the University of Denver, and transfer students will apply to both the University and to Daniels concurrently.

The selection process is competitive, and admission is not guaranteed. Daniels looks for well-rounded students and embraces diversity and inclusive excellence to create a rich and engaged learning community. A holistic set of criteria will be used to evaluate each applicant in the categories of academic performance, University engagement, personal character, and future potential. Specifically, we seek energized, highly motivated and committed scholars interested in adding to the Daniels community in ways that will leave it a better place for those who follow.

The pages that follow outline the Daniels admission process and requirements. They also provide answers to frequently asked questions. Students needing special accommodations should contact University Disability Services ([dsp@du.edu](mailto:dsp@du.edu), 303.871.3939, [du.edu/studentlife/disability](http://du.edu/studentlife/disability)).

Please contact the Daniels Office of Undergraduate Programs located on the first floor in Margery Reed Hall for more information and useful resources that can help with the process (including a reference workbook, resume and cover letter templates, course planning grid, and contingency plans).

- Phone: 303.871.6910
- Email: [bus-advising@du.edu](mailto:bus-advising@du.edu)
- Web: [daniels.du.edu](http://daniels.du.edu)

# Daniels College of Business

## Undergraduate Admission Process

### REGULAR ADMISSION (FALL QUARTER, TYPICALLY SOPHOMORE YEAR)

#### Formal Application Requirements

- Complete an on-line application (available in Fall 2011).
- Submit a cover letter and professional resume. The cover letter should describe one's interest in business, choice of major, and career focus as well as one's involvement in the University of Denver community.
- Complete an on-campus professional interview.
- Must have sophomore standing or higher to apply.

#### Course Requirements and Suggested First-Year Schedule<sup>1</sup>

- Complete MATC 1200 Business Calculus (or MATH 1951 Calculus I), STAT 1300 Statistics I, STAT 1400 Statistics II, FSEM 1111 First-Year Seminar, WRIT 1122 Academic Writing, WRIT 1133 Writing and Research, and ECON 1020 Economics: Wealth and Poverty (or equivalents).

Fall Quarter (16 Credit-Hours)	Winter Quarter (16 Credit-Hours) <sup>2</sup>	Spring Quarter (16 Credit-Hours) <sup>2</sup>
<ul style="list-style-type: none"> <li>• MATC 1200 (or MATH 1951)<sup>3</sup></li> <li>• FSEM 1111</li> <li>• Foreign Language or Science</li> <li>• ECON 1020 or Common Curriculum Requirement</li> </ul>	<ul style="list-style-type: none"> <li>• WRIT 1122</li> <li>• STAT 1300</li> <li>• Foreign Language or Science</li> <li>• ECON 1020 or Common Curriculum Requirement</li> </ul>	<ul style="list-style-type: none"> <li>• WRIT 1133</li> <li>• STAT 1400</li> <li>• Foreign Language or Science</li> <li>• ECON 1020 or Common Curriculum Requirement</li> </ul>

<sup>1</sup>The schedule presented here is typical for most students. It illustrates the required courses and sequencing of these courses, but one's actual schedule and the number of credit-hours taken each term can vary as a result of individual circumstances (e.g., prior college credit earned, academic interests, enrollment in one of the University's learning communities, etc.). All students should meet with a Daniels academic adviser in Margery Reed Hall to develop a specific degree plan to reflect individual situations.

<sup>2</sup>Students interested in hospitality (HRTM) should also take HRTM 1100 Exploring the World of Hospitality (2 credit-hours) in Winter or Spring quarter for a total of 18 credit-hours.

<sup>3</sup>Students will be required to take a math placement exam prior to enrolling in MATC 1200 or MATH 1951. Students who do not pass this exam must first take MATH 1700 College Algebra (2 credit-hours), followed by MATC 1200 or MATH 1951. Prospective Finance majors must take MATH 1951.

#### Microsoft Office Certification

- Successfully complete (i.e., pass) the Microsoft Certified Application Specialist (MCAS) exams for Microsoft Excel 2007, Word 2007, and PowerPoint 2007 and submit copies of certifications. Please note: These exams are administered in conjunction with the STAT 1300 and STAT 1400 courses.

# Daniels College of Business

## Undergraduate Admission Process (continued)

### Timing and Deadlines

Applications will only be accepted once per year at the beginning of the Fall quarter. To be eligible to apply, students must have completed all coursework (i.e., the seven courses noted above) and achieved Microsoft Office certification for Excel, Word, and PowerPoint 2007 by the application deadline. Late or incomplete applications will not be considered; students will be required to wait until the next admission cycle.

	Fall 2011
Application, Cover Letter, and Resume	September 16
Microsoft Certification	September 16
Professional Interview	September 16 – 25
Decisions and Notification	October 12

### Selection Criteria

The requirements listed above do not guarantee admission to the Daniels College of Business. In addition to successful completion of the above requirements, selection will be competitive and based upon a whole-person assessment involving several factors. These include academic performance and promise, University/community involvement, quality of resume and cover letter, interview performance, student focus/intent, personal integrity, and overall well-roundedness. Students who are not admitted on their first attempt may apply one more time, provided their applications and credentials have changed substantially to warrant a second consideration.

### Questions and Assistance

For additional information regarding undergraduate business programs and the application procedures, please contact an academic adviser in the Daniels Office of Undergraduate Programs located on the first floor of Margery Reed Hall. Our career advising team will also be available to assist with developing cover letters and resumes as well as to provide interview tips and mock interview training. To set up an appointment, call 303.871.6910 or email [bus-advising@du.edu](mailto:bus-advising@du.edu). Students are also encouraged to utilize the resources in the University's Writing Center ([writing@du.edu](mailto:writing@du.edu), 303.871.7456, [du.edu/writing/wrc.htm](http://du.edu/writing/wrc.htm)) located in Penrose Library.

Informational sessions and workshops for resumes, cover letters, and interview preparations will be offered each academic quarter. Please consult our website ([daniels.du.edu](http://daniels.du.edu)) or contact a member of our advising team for a schedule.

### Other Options

Students are encouraged to pursue their passions. It is not necessary to major in business to get a foundation in business. Daniels offers minors in the following areas: Business, Statistics, Marketing, Legal Studies, and Tourism. When coupled with majors from other academic disciplines, students will be uniquely qualified to accomplish great things!

# Daniels College of Business

## Undergraduate Admission Process (continued)

### TRANSFER STUDENT ADMISSION

Students seeking to transfer to the University of Denver from other academic institutions to study some aspect of business should work directly with the University's Office of Undergraduate Admission ([admission@du.edu](mailto:admission@du.edu), 303.871.2036, [admission.du.edu](http://admission.du.edu)). Applications will be considered for simultaneous admission to both the University and to the Daniels College of Business if the prerequisite coursework (see below) has already been completed. Otherwise, students will be required to follow the secondary admission process for Daniels if admitted to the University. A holistic set of criteria will be used to evaluate each applicant in the categories of academic performance, courses taken, community engagement, personal character, future potential, and overall well-roundedness. To be competitive, one should have a proven academic record with a high GPA (3.3 or above).

#### Formal Application Requirements

- Completed Application
- Academic Transcripts
- Professional Resume
- Ammi Hyde Interview

#### Prerequisite Coursework

In order to be considered for simultaneous admission, students should have completed coursework in the following subject areas with grades of C or higher prior to transferring:

- Calculus
- Statistics
- Macro and Micro Economics
- Writing

#### Microsoft Office Certification

One of the degree requirements for graduation is Microsoft Office Certification. Students must successfully complete (i.e., pass) the Microsoft Certified Application Specialist (MCAS) exams for Microsoft Excel 2007, Word 2007, and PowerPoint 2007, which are administered in conjunction with our Statistics courses. Transfer students who have already completed Statistics will need to make arrangements to take these certification exams either before or after matriculation. Please note that there are fees associated with this certification. Contact the Daniels Office of Undergraduate Programs (303.871.6910 or email [bus-advising@du.edu](mailto:bus-advising@du.edu)) to obtain further information, enroll in training workshops, and schedule exam times.

# Daniels College of Business

## Undergraduate Admission Process (continued)

### FREQUENTLY ASKED QUESTIONS

#### **What majors does the Daniels College of Business offer?**

The Daniels College of Business currently offers 13 majors. Please consult the Daniels Web site for more information: [daniels.du.edu](http://daniels.du.edu).

- Accounting
- Business Information Technology
- Construction Management
- Economics
- Finance
- General Business
- Hotel, Restaurant and Tourism Management
- International Business
- Management
- Marketing
- Real Estate
- Real Estate and Construction Management
- Statistics

#### **Why does Daniels have a separate application process?**

Demand for business degrees is on the rise nationwide and at the University of Denver. It is necessary to have a secondary admission process to support academic quality, relatively small and engaged classes, strong student-faculty interactions, and high-touch experiences. This application process applies only to students seeking a business degree (BSBA or BSAcc). Students interested in pursuing a business minor are not required to complete an application. To cover all bases, students are advised to develop contingency plans (i.e., alternative programs of study for different majors outside of business in conjunction with a business minor) in the event that their initial plans do not come to fruition.

#### **When I applied to the University of Denver, I indicated that I wanted to study business as my major. Since I was admitted to the University, does that mean that I am automatically admitted to and enrolled in the Daniels College of Business?**

No. With few exceptions, all first-year students entering the University of Denver with an interest in pursuing a business degree must go through a secondary admission process to gain entry into the Daniels College of Business. After being admitted to Daniels, students will declare one of 13 business majors. External transfer students apply to both the University and to Daniels simultaneously.

#### **What if I don't apply to Daniels during my sophomore year? Am I still eligible to apply?**

Yes. Students may apply to Daniels after their sophomore year. However, students must realize that decisions to change majors after sophomore year may impact their graduation date, depending upon what courses have already been taken. Please consult an academic adviser in the Daniels Office of Undergraduate Programs in Margery Reed Hall ([bus-advising@du.edu](mailto:bus-advising@du.edu), 303.871.6910) to review and discuss specific cases.

# Daniels College of Business

## Undergraduate Admission Process (continued)

### FREQUENTLY ASKED QUESTIONS

#### **Will I be able to complete my business degree requirements in four years?**

Yes. The undergraduate business curriculum at Daniels is a highly-structured program designed to be completed, along with the University's Common Curriculum Requirements, within a four-year period. Because of the very specific requirements and the lock-step nature of the curriculum, students must pay close attention to the timing, sequencing, and selection of courses as well as to the admission requirements and deadlines. Please consult an academic adviser in the Daniels Office of Undergraduate Programs in Margery Reed Hall ([bus-advising@du.edu](mailto:bus-advising@du.edu), 303.871.6910) to map out a program of study and academic progress. Normal progression through the curriculum requires satisfactorily completing all coursework and satisfying a series of checkpoints. For all required business courses, students must earn a grade of C-minus or higher to fulfill degree requirements.

#### **When and how many times may I apply to Daniels?**

Applications will be accepted once per year during the beginning of Fall quarter. Students may apply up to two times.

#### **What if I am a transfer student?**

Transfer students apply concurrently to both the University and to Daniels through the University of Denver's Office of Undergraduate Admission. Transfer students who meet the admission requirements for both the University and Daniels will be considered for direct admission and be asked to declare a specific business major upon matriculation. If the minimum requirements (e.g., requisite coursework, minimum GPA, etc.) have not been met at the time of application, students will still be considered for admission to the University but will be required to complete a secondary admission process for Daniels if accepted. Please refer to the Transfer Student Admission guidelines or contact the Office of Undergraduate Admission ([admission@du.edu](mailto:admission@du.edu), 303.871.2036) for further information.

#### **What if I am in the DU Honors Program?**

The Daniels secondary admission process applies to all students interested in pursuing a business degree. It is possible that some Honors students will be granted direct admission to Daniels when accepted to the University; otherwise, Honors students must follow the Daniels secondary admission process.

# Daniels College of Business

## Undergraduate Admission Process (continued)

### FREQUENTLY ASKED QUESTIONS

#### **What courses do I need to take in order to be eligible to apply?**

Before students can apply to Daniels, they must successfully complete MATC 1200 Business Calculus (or MATH 1951 Calculus I), STAT 1300 Statistics, STAT 1400 Statistics II, FSEM 1111 First-Year Seminar, WRIT 1122 Academic Writing, WRIT 1133 Writing and Research, and ECON 1020 Economics: Wealth and Poverty (or equivalents). Also, students must successfully complete the Microsoft Office certification and have sophomore standing or higher. Once all of these requirements have been met, students will be eligible to apply to Daniels. For students interested in studying finance, please note that MATH 1951 is required in lieu of MATC 1200.

#### **May I take business courses prior to or without having to apply for admission to Daniels?**

Yes. There are some business courses that students can take without being enrolled as a business major in Daniels, provided that all pre-requisites have been met or that instructor permission has been granted. Students may take STAT 1300 Statistics I, STAT 1400 Statistics II, MGMT 2000 Foundations of Business and Management, LGST 2000 Foundations of Business Law, and some introductory courses offered by the School of Hotel, Restaurant and Tourism Management and the Franklin L. Burns School of Real Estate and Construction Management. Students may also pursue one of five business minor programs (Business, Statistics, Marketing, Legal Studies, and Tourism) without having to apply for admission to Daniels. Please consult an academic adviser in the Daniels Office of Undergraduate Programs in Margery Reed Hall ([bus-advising@du.edu](mailto:bus-advising@du.edu), 303.871.6910) for further information.

#### **What grade-point average (GPA) do I need to have to be admitted?**

Academic achievement is a key criterion for admission but just one of several factors taken into consideration. The specific GPA threshold will vary from year to year based upon the applicant pool. Students should have a minimum GPA of 3.3 to apply, but to be competitive, the admission committee recommends a much higher GPA. GPA alone does not guarantee admission. While grades are important, successful students will also bring other attributes and qualifications to the table, including the ability to balance academics with engagement in the University community, well-roundness, strong ethical character, and the ability to present oneself in a professional manner. To be competitive, one should have a proven academic record at the University of Denver (or at another academic institution, if transferring) with a high GPA (above 3.3). The admission committee will consider a student's overall GPA as well as the GPA for seven "pre-business" courses (MATC 1200 or MATH 1951, STAT 1300, STAT 1400, FSEM 1111, WRIT 1122, WRIT 1133, and ECON 1020). Since Daniels is seeking to admit only the very best, students must excel in all that they do.

# Daniels College of Business

## Undergraduate Admission Process (continued)

### FREQUENTLY ASKED QUESTIONS

#### How do I schedule my professional interview?

Every applicant must complete a professional interview as part of the admission process. Please contact the Office of Undergraduate Programs (303.871.6910, [bus-advising@du.edu](mailto:bus-advising@du.edu)) to schedule an on-campus interview. More information about the interview process and format can be found at [daniels.du.edu](http://daniels.du.edu).

Transfer students should contact the Office of Undergraduate Admission ([admission@du.edu](mailto:admission@du.edu), 303.871.2036) to schedule an Ammi Hyde Interview. More information about the Ammi Hyde Interview can be found at [admission.du.edu/admissions/apply/hyde.asp](http://admission.du.edu/admissions/apply/hyde.asp).

#### Where can I get help with developing my resume, writing my cover letter, or preparing for my interview?

Resume, cover letter, and interviewing workshops are available quarterly. Please consult our Web site ([daniels.du.edu](http://daniels.du.edu)) for a schedule. Career advisers are available to assist with the design and development of resumes and cover letters and to conduct mock interviews. Email [bus-advising@du.edu](mailto:bus-advising@du.edu) or call 303.871.6910 for an appointment. The Career Center provides complimentary access to Optimal Resume, an online resume builder and resource to help design and develop customized, professional resumes. To access this resource and create a personal account, please visit [du.optimalresume.com](http://du.optimalresume.com). The student access code is DUCAREERCENTER. Resume and cover letter templates can also be found in Microsoft Word or downloaded from the Internet. Finally, there are a number of self-help resources available on the Internet and in reference sections of major bookstores for designing and writing resumes and cover letters and for preparing for interviews.

#### How many students will be admitted during each admission cycle?

The exact number of accepted students will depend upon space availability and the quality of the applicant pool. Generally, we expect to admit approximately 350 students per year.

#### How and when will I be notified of my admission status?

Admission decisions for all completed applications will be made in mid-October of each year, just prior to Winter quarter registration. Being mindful of the environment and Daniels' commitment to sustainability, notifications will be sent electronically to students' DU email accounts.

# Daniels College of Business

## Undergraduate Admission Process (continued)

### FREQUENTLY ASKED QUESTIONS

#### **If I don't get accepted, will the "pre-business" courses I took count towards graduation?**

Yes. Courses in which satisfactory grades have been earned can count towards one's graduation requirements. Some courses (e.g., MATC 1200 Business Calculus and ECON 1020 Economics: Wealth and Poverty) can be applied to the University's Common Curriculum Requirements. Other courses can be put towards elective credits or used to fulfill a business minor, as appropriate.

#### **What should I do if I am not accepted?**

Unfortunately, not all students who apply will be accepted. Students may apply for admission to Daniels up to two times. Those not accepted on their first attempt are invited to apply again the following year, assuming there have been significant improvements in one's credentials and academic achievement. Students are also encouraged to pursue other majors at the University of Denver in conjunction with one of five business minor programs or the dual degree program with a non-business undergraduate degree and a business graduate degree. For assistance with questions and selecting majors in other academic units outside of Daniels, please contact the Center for Academic and Career Development located in Suite 30 of the Driscoll Student Center ([advising@du.edu](mailto:advising@du.edu), 303.871.2455).