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**UNIVERSITY of MINNESOTA**  
**Carlson School of Management**  
 Undergraduate Program Transfer Guide

**School of Management Contact:**

<p><b>Advising Office</b>          2-190 Hanson Hall          1925 Fourth Street South          Minneapolis, MN 55455          612-624-3313          carlson.umn.edu/ug</p>	<p><b>Walk-in Advising</b>          Monday, Tuesday, Thursday, Friday          8 a.m. to 12 p.m. and 1 to 4:30 p.m.          Wednesdays          1 to 4:30 p.m.</p>
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Congratulations on your decision to work towards admission to the University of Minnesota's Carlson School of Management! We are eager to make your transfer to the Carlson School a smooth one so we have developed this transfer guide to help you plan your pre-management coursework. **Please read carefully and stay in touch by visiting our web site on a regular basis.**

Many questions about requirements for admission to the Carlson School are answered in this guide. However, if you have additional questions, please call or come in to speak with one of our walk-in advisors who are available each weekday in the Undergraduate Program office.

**ADMISSION REQUIREMENTS**

Applications for transfer admission are accepted at the sophomore and junior level. Transfer admissions is competitive and is based on a holistic review of the applicant's background and accomplishments as presented in the application materials. Admission consideration factors include, but are not limited to:

- Academic performance
- Progress in tool courses (see below; strong preference is given to applicants who have completed/will complete all tool courses by the end of spring semester 2010)
- Leadership, service, work experience and other "outside of the classroom" experience (as assessed by the application addendum)
- Writing skills (as assessed by the personal essay)
- High school academic performance and ACT/SAT scores for students with less than one year of college work

**Applications are accepted for fall admission only. The deadline to apply is March 1<sup>st</sup>.** An application will only be reviewed if **ALL** application materials are received by the March 1<sup>st</sup> deadline. To be considered for admission, students should meet the following criteria:

<p>Completion of 30 credits</p> <p>Completion of the following three "tool" courses, with a grade of C- or higher:</p> <ul style="list-style-type: none"> <li>• Microeconomics - <b>ECON 2206</b> in lieu of (Econ 1101, 1104, or ApEc 1101)</li> <li>• Macroeconomics - <b>ECON 2205</b> in lieu of (Econ 1102, 1105, or ApEc 1102)</li> <li>• Calculus - <b>Math 1310 or 1400</b> in lieu of (Math 1142 or 1271)</li> </ul>
<p><b>Junior-level applicants</b> may also wish to complete the following prior to admission in order to remain in a four-year graduation plan:</p> <ul style="list-style-type: none"> <li>• Business Statistics - <b>Math 1110</b> in lieu of (OMS 2550)</li> <li>• Financial Accounting - <b>BUS 1125</b> in lieu of (Acct 2050)</li> <li>• Fundamentals of Management – <b>BUS 2244</b> in lieu of (Mgmt 3001)</li> </ul>

\*For a listing of equivalent "tool" courses at other colleges, please visit our website at: [carlsonschool.umn.edu/transferguide](http://carlsonschool.umn.edu/transferguide)

\*Students may apply without completing the liberal education requirements but will be held to completing those requirements for graduation

**TO APPLY – CURRENT UNIVERSITY OF MINNESOTA STUDENTS (INCLUDING COORDINATE CAMPUSES)**

	<b>Find it at:</b>
Complete the <i>U of M Change of College</i> form	-onestop.umn.edu/forms -Onestop Service Centers -2-190 Hanson Hall
Complete the <i>Carlson School Application Addendum</i>	-carlsonschool.umn.edu/transfers -2-190 Hanson Hall
Submit <b>ALL</b> application materials to a Onestop Service Center. ALL application materials must be RECEIVED by the <b>March 1<sup>st</sup></b> application deadline for your application to be considered.	

**TO APPLY – STUDENTS FROM OUTSIDE THE UNIVERSITY OF MINNESOTA**

	<b>Find it at:</b>
Complete the <i>U of M Transfer Application</i> and all related steps listed at admissions.tc.umn.edu	-admissions.tc.umn.edu -240 Williamson Hall
Complete the <i>Carlson School Application Addendum</i>	-carlsonschool.umn.edu/transfers -2-190 Hanson Hall
Submit <b>ALL</b> application materials to the University of Minnesota Office of Admissions, 240 Williamson Hall, 231 Pillsbury Drive SE, Minneapolis, MN 55455. ALL application materials must be RECEIVED by the <b>March 1<sup>st</sup></b> application deadline to be considered.	

**IMPORTANT NOTES**

- Students **should not** complete the following courses prior to transfer: Finance Fundamentals, Principles of Marketing, Operations Management, and Business Strategy. Students will be completing an Immersion-Core as part of the degree program that includes all four of these courses in one semester.
- International Experience Requirement: Effective Fall 2008, all incoming students will be required to participate in an international experience as part of their degree requirements.
- Students transferring in at the junior level will be required to take BA 3000 Career Skills the summer prior to enrollment in the program. For additional information, visit carlsonschool.umn.edu/transfers.
- Minnesota Transfer Curriculum: The MnTC will meet the University’s liberal education requirements (but not the Writing Intensive requirements). Consult with a counselor at your current institution with questions regarding the MnTC.
- Writing Intensive Requirement: All students who transfer to the University of Minnesota are held to the Writing Intensive requirement. For additional information, please visit admissions.tc.umn.edu/AdmissionInfo/trans\_evaluation.html#meet.
- Elective Credits and Business Coursework Beyond “Tool Courses”: We recommend that elective credits be chosen from liberal arts coursework. Business coursework beyond the “Tool” and “Intro to Business” courses from two-year colleges generally do not transfer. Final determination of transferability is made by the University of Minnesota Office of Admissions after admissions decisions are made.

**NOTE:** This information should be used with the catalog of the intended transfer college, not in place of it. Changes in requirements occur periodically, so check with both the transfer college and the Anoka-Ramsey Career Center at least once a year for updated information.