FREQUENTLY ASKED QUESTIONS
Bachelor of Business Administration (BBA) Degree

1. Is it possible to take classes in the evening?
   Most courses are normally held during the day. However, Outreach College (956-8400) has fall, winter, spring, and summer accelerated evening sessions which offer primarily General Education Courses and upper-division courses. Outreach College tuition can be found at www.outreach.hawaii.edu.

2. Can I take my business courses for credit/no credit (CR/NC)?
   All BBA degree-seeking candidates must take all the general education courses, business core courses, courses in the major and upper division electives for a letter grade unless it is offered mandatory CR/NC (i.e. BUS 395).

3. Does the college provide internship opportunities?
   Yes, Shidler College of Business has an internship program which can provide academic credits. Internships are structured so that students can apply their classroom knowledge to a practical work setting. Students should visit the Office of Internships and Career Development in BusAd G-104 for more information. Register at https://shidler-hawaii-csm.symplicity.com/students/
   Note: students may not use internship credit as credit toward their major. However, up to three credits may be used as general upper-division elective credit. Students may also check with the Career Center in QLCSS 212 for internship opportunities or visit http://manoa.hawaii.edu/careercenter/nextEpisode

4. Does Shidler College of Business award any scholarships?
   There are many scholarships/awards available to classified Shidler College of Business students. Scholarships opportunities are announced in the Shidler Undergraduate E-Newsletter or students can visit the Shidler scholarship website at: www.shidler.hawaii.edu/scholarships
   Applications and information are made available for pick-up in BusAd B101 during the application period. For all UH scholarship opportunities, students can check their STAR scholarship tab.

5. Can I take business courses at any accredited University of Hawaii System Community College or School (e.g. Kapiolani Community College, Maui College, UH Hilo, etc.) and transfer them to Shidler College of Business?
   Most 100 and 200-level courses will transfer from the various accredited Hawaii institutions. Note: No more than two upper division (300-400-level) business courses will transfer to your BBA degree program from non-AACSB accredited institutions.

   Students can refer to the following for guidance:
   UH Manoa Articulation and Transfer Guide: www.hawaii.edu/gened/articulation.htm
   UH System Course Transfer Database: www.hawaii.edu/transferdatabase/li/?s

6. How do I petition for course equivalency from another institution?
   You will need to obtain a copy of the syllabus for the course you took at the other institution and attach it to a program petition, which is available in BusAd B101 or at www.shidler.hawaii.edu/forms. This may require you to contact your prior university and the department the course was classified under. Upon submittal, your petition and syllabus is sent to the appropriate department for review. The Department Chair will approve or deny your request, and you are notified via email of your results.

Revised: 09/17/13
7. How does advising work now that I am admitted into Shidler College of Business?

Academic advisors at Shidler College of Business Office of Student Academic Services assist students with program planning and course selection, learning university policies and procedures, fulfilling graduation requirements in a timely manner, explaining transfer credits and study abroad information and other educational opportunities, resources and options. Students should consult their advisors on a regular basis to monitor their academic status and progress toward degree completion. To schedule an appointment with your academic advisor, call (808) 956-8215.

Note: in their first semester, all Shidler College of Business students are required to attend a Mandatory Advising session which will cover all graduation requirements and Shidler College of Business resources.

8. How do I declare my major?

When you were admitted into Shidler College of Business, if you filled out the "College and Curriculum Transfer Request" form attached to the application with your desired major, you have already declared your major (except for International Business). If not, then you were accepted as a General Business student, and can declare your major by completing the "Business Major Declaration" form, available at www.shidler.hawaii.edu/forms. Your new major will appear on STAR approximately 3 weeks after you submit your form.

Please note that International Business is strictly offered as a double major. To declare International Business as a major, you must meet a 3.0 GPA requirement. Refer to the section on double/triple majors in this handbook or meet with your academic advisor for clarification.

9. How do I find out about the different important dates?

The UHM Registrar’s Office sends out this information electronically to your hawaii.edu e-mail address or you can download it from the UHM Registration Home Page www.hawaii.edu/myuh/manoa. You may also see reminders posted in the Shidler College of Business E-Newsletters. It is important to keep your contact information updated on your MyUH portal. This is the official method of communication used by the university and you are responsible for reading this information.

10. How do I drop my business class?

All Shidler College of Business 300-400 level business courses have an “earlier” drop deadline from the rest of the university. The drop deadline is posted on the UHM Registration Home page www.hawaii.edu/myuh/manoa.

Prior to the start of the semester, you can go on-line to withdraw from your course. Once the semester begins, you will need to withdraw in-person using a drop form. Download the drop form available at http://www.hawaii.edu/myuh/manoa/pdfs/Drop_Form.pdf and obtain all the signatures (e.g. professor, academic advisor, Financial Aid Office, etc...). Then turn in your completed form to the Records Office in QLCSS Room 010. It is highly recommended that you check your registration to ensure that your course was dropped.

11. Can I repeat a course that I failed?

A business course passed with a C- or better fulfills the business course requirement. If required for your degree, you many need to repeat a course in which you received a grade of C- or lower. Effective Fall 2012, a new Grade Replacement Policy for UH Manoa allows students to retake a failed course in which the grade from the previous semester will be replaced by the new grade. The new grade assigned for the repeated course is permanently recorded on the student’s transcript and the previous grade remains on the student’s transcript but is no longer factored into the grade point average (GPA). Pre-business students should consult with the Shidler Admissions Advisor to determine how failing grades impact on their admission into Shidler College of Business. Business students should consult with their academic advisor if they have questions regarding their GPA.

For more commonly asked questions, visit: http://studentaffairs.manoa.hawaii.edu/help/faq/