

September 2015

Dear Articulation Officers and Counselors,

As we begin another academic year, I want to provide you with important information regarding the admissions process for the Undergraduate Program at the Haas School of Business. I hope you find this letter helpful and ask that you pass the information along to any of your students interested in applying to the business major at UC Berkeley.

OUTREACH COORDINATOR

We are excited to announce the addition of Dolann Adams to our admissions team. Dolann is our Outreach Coordinator and is responsible for managing outreach efforts for our continuing UC Berkeley and transfer pools. She can be reached at Dolann@haas.berkeley.edu or 510-642-1421.

WHAT SHOULD YOUR STUDENTS DO IF THEY ARE INTERESTED IN APPLYING TO THE HAAS SCHOOL OF BUSINESS?

1. Get to know the business major

Encourage your students to take a look at the [Berkeley-Haas web site](#) and review our [admission](#) and [degree requirements](#) to determine if the major is right for them. Our web site also has important information about the application process and selection criteria.

2. Review the articulation agreement

California community college students interested in applying to the Haas Undergraduate Program must follow the most current Articulation Agreement between their school and UC Berkeley for the business administration major. This information can be found on [assist.org](#) by selecting the community college, then UC Berkeley, then the business administration major.

3. Ensure Eligibility

All applicants must meet the minimum eligibility requirements. This information is summarized on the [Berkeley-Haas web site](#) and the articulation agreement on [assist.org](#). Every year a significant number of our transfer applicants are denied because they fail to show planned completion of these requirements.

Here are a few of the most common reasons for ineligibility:

- **Failure to complete all requirements.** All required courses (100% of admission requirements) must be completed by the end of the spring term prior to starting at the Haas School of Business. If a student is missing 1 required course he or she will be considered ineligible for admission. Required courses cannot be taken during the summer term after the application is submitted.
- **IGETC:** IGETC is not sufficient to fulfill requirements for the business major. All applicants must meet the minimum eligibility requirements outlined in the articulation agreement on [assist.org](#).

- **5-year rule:** All **prerequisites** must be completed within 5 years prior to starting at the Haas School of Business. For example, students planning to start in Fall 2016 cannot use prerequisites taken prior to Fall 2011. Prerequisites taken prior to Fall 2011 must be repeated.
 - **Principles of Business:** Students must take the articulated principles of business course. Business law, business communications, intro to financial or managerial accounting will not fulfill the principles of business prerequisites.
 - **English Reading & Composition.** Students should complete the English Reading & Composition prerequisite at one school unless the R1A and R1B equivalents are clearly specified on the articulation agreement.
4. **Speak to a Haas Advisor**
We enjoy speaking with transfer students so please have your students either call or stop by our office for advising. **No appointment is necessary. All of our advising is done on a drop-in basis.** We are located in room S450 at the Haas School of Business and can be reached by phone at 510-642-1421. Our office hours are Monday, Wednesday – Friday 9:00am – 4:00pm and Tuesday 10am – 4:00pm. We are closed daily for lunch 12:30pm – 1:30pm.
5. **Complete the Application Process**
Students interested in applying to the business major at UC Berkeley must complete both phases of the application process.

Phase 1: Submit a complete [UC Application](#) by November 30th

Phase 2: Submit a complete Haas Supplement by January 31st. In addition to the UC Application, Haas Undergraduate Program applicants are required to submit a supplemental application by January 31st. Applicants will be sent an e-mail by UC Berkeley's Office of Undergraduate Admissions by the first week of January with information about the Supplement. The Supplement must be submitted on-line and includes the Haas self-reported academic record, an additional essay and a resume template.

Applicants who fail to submit a complete UC application **and** a complete Haas Supplement will be considered ineligible for admission.

UNDERSTANDING THE ADMISSIONS PROCESS

While most applicants offer promise for academic success, the admission committee selects individuals who also demonstrate excellence in non-academic areas. The goal of the admissions review is not only to evaluate an applicant's ability to handle the academic rigor, but also to identify those who demonstrate a solid fit with our program.

We will be conducting the following on-line sessions to educate prospective students about the Haas admissions process. Please widely distribute this information to all students interested in applying to the business major at UC Berkeley.

Get to Know the Haas Undergraduate Program – October 13th 4:00pm – 5:00pm

Are you interested in applying to the Haas School of Business but have questions about the business major or the admissions process? Join us for this webinar where we discuss the major, the admissions process and answer students most commonly asked questions about the business major.

To join go to:

<https://bluejeans.com/528230061/2304?g=mrxywylonzagezlsnswyzlzfzswi5i=>

Just want to dial in?

[+1 408 740 7256](tel:+14087407256)

[+1 888 240 2560](tel:+18882402560) (US Toll Free)

[+1 408 317 9253](tel:+14083179253) (Alternate Number)

Enter Meeting ID: 528230061

Drop-in Virtual Advising Appointments Oct 19th 9am – 3pm

Are you planning to apply to the Haas Undergraduate Program this year but have questions about the process or the requirements? Virtual appointment sign-ups will be available beginning October 9th.

What is a virtual appointment? A virtual appointment is conducted on-line and allows you to meet with an advisor via your desktop, laptop, iPad, iPhone, or iPod Touch. When you meet with an advisor virtually, you get the full advantage of a face-to-face meeting without the need to travel to campus.

Haas Supplement Q&A - January 20th 4:00pm- 5:00pm

In addition to the UC Application, applicants are required to submit a supplemental application by January 31st. Current applicants with questions about the Haas Supplement should join us during this live chat.

To join go to:

<https://bluejeans.com/508809772/2304?g=mrxywylonzagezlsnswyzlzfzswi5i=>

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Enter Meeting ID: 508809772

I hope you all have a great Fall term and if you have questions about this letter, please feel free to contact me at 510-642-1421 or blair@haas.berkeley.edu.

Thank you,

Sojourner Blair
Assistant Director of Admissions
Haas Undergraduate Program