Congratulations! You have qualified to certify or are near certifying into WSU’s Carson College of Business.

Certification is an important milestone on your way to degree completion. Just as WSU’s [AACSB Accreditation](#) demonstrates that WSU continues to meet rigorous quality standards in worldwide business education, the certification qualifications you’ve met are the foundation of what will provide you a greater return on your business education investment.

Your academic advisor is your partner to ensure your continued success in this program. Before your certification can be approved, please read the following, and verify that you understand the information when you submit your application for certification.

**Your Responsibilities as a Global Campus Certified Business Major:**

- You must maintain a 2.5 business GPA or better each semester until you graduate. If your GPA drops below the minimum, you will have one semester to increase it, or you will be decertified and asked to choose a degree outside the Carson College of Business.

- It is absolutely critical that you check your WSU email several times a week, or set up email forwarding from your WSU email to the email you frequently check. Be sure to read all emails sent from your academic advisor and WSU Global Campus, so you do not miss important deadlines and announcements. If you are not receiving emails from Global Campus, such as the Global Campus student newsletter, please check that you have your WSU email account activated, or email forwarding set up correctly.

- Seek advising as soon as you receive advising announcements. If you delay your advising and are unable to enroll in upper division courses, you could be at risk for extending your time to degree completion. If the class you need is full, priority is given to graduating seniors, and permission to enroll is granted on a first come, first served basis.

- It is your responsibility to register in myWSU as soon as you are allowed to, and add yourself to waitlisted courses. If you have registration holds, it is your responsibility to take the necessary steps to have your holds removed *before your registration date in myWSU*. Seats cannot be held for students who have registration holds.
Use your Advisement Report in myWSU to track your progress each semester. It is your official record which is used to clear you for graduation, and it is imperative that you know and understand how to use this important tool. You can access your Advisement Report in myWSU at any time.

Understand that upper division business courses are currently offered once a year on a schedule. You can access the current rotation for your major in Blackboard Learn:

- In My Courses, select your advisor’s course, which should be listed as Advising by \[your advisor’s name\].
- In the Advising Modules, select Major Specific Information.
- Links to current course rotations are listed below each Carson College of Business major.

Understand that most upper division business courses are offered in the seven week format. This means they are offered during the 1st seven weeks of the semester, or during the 2nd seven weeks of the semester. Work closely with your academic advisor to map out your plan to degree completion. Students interested in completing their Business Administration degree in less than two years (full-time enrollment) may not be able to do so, due to course rotation and prerequisites.

Upon certification and as a member of the Carson College community, you pledge to pursue the highest standards of ethical and moral conduct, as stated in the College’s Code of Ethics.

Understand that you must also complete the Carson College of Business International Learning Requirement. Talk with your advisor about this graduation requirement.

Please keep this information for your records. If you have any questions about certification, contact your academic advisor.