

INSTRUCTIONS FOR DECLARING UPPER DIVISION IN INTERNATIONAL BUSINESS

1. Fill out the *Checklist for Declaration of Upper Division* form for all your business courses.
2. Fill out the *language form* for all your language courses.
3. Fill out the *Regional/Cultural Studies Emphasis* form for all your regional/cultural courses (applies to students entering the major under the 2004-2005 General Catalog or later).
4. If you have at least a 3.3 GPA and wish to declare upper division half-way through the semester: Fill out a *Mid-Semester Progress Report Card*. You will need to collect grades and signatures from **ALL COURSES** you are currently enrolled in. GPA is cumulative.
5. Print out your Degree Audit, which can be found under the Web Portal at www.sdsu.edu. The audit should have all the courses you have taken so far, including transfer courses.
6. Verify that you have filled out all the information properly, and then turn in your completed packet to the International Business Program Office, AL 208.