



Admission to Major Policies and Procedures

BACHELOR OF BUSINESS ADMINISTRATION

College of Business

University of North Alabama

UNA College of Business Student Services Office

March 2008

Applying for Admission to BBA

- ◆ Admission to the University of North Alabama is required prior to applying for admission to BBA major.
- ◆ Students may declare a College of Business BBA major at the time of admission to UNA.
- ◆ **Approval for Admission to the Major Program is a separate process.**

When to Apply for Admission to Major

- ◆ Students should apply for formal admission to the CoB major program:
 - After completing 45 semester hours.
 - No later than 30 days prior to planned registration for the junior year of CoB studies.

Coursework Requirements for Admission to BBA Major:

- ◆ Students must have a 2.0 GPA on all coursework attempted.
- ◆ Students must have completed 45 semester hours including completion or current enrollment in each of the following courses (or equivalent) before admission to the major is approved:

45 Semester Hours

Must Include:

- EN 111, EN 112, EN 231, and EN 232
- COM 201
- MA 112
- Science Requirement (4 hours)
- History Requirement (3 hours)
- EC 251 and EC 252
- QM 291
- AC 291 and AC 292
- BL 240
- CIS 125

Progress in BBA Major

- ◆ During the 1st 30 semester hours following approval for admission to the CoB major, students must complete:
 - All remaining general studies courses
 - All remaining sophomore level business courses
 - Science Requirement (2nd 4 hour course)
 - History Requirement (2nd course)
 - QM 292 and QM 295
 - Humanities Elective

How to Apply

- ◆ Submit a completed online ***Application for Admission to Major*** form to the College of Business Student Services Office.
- ◆ Application form is available via a "*Quick Link*" on the College of Business web site at:
<http://business.una.edu/siteg/undergraduate.php>

Transfer Students

Transfer students who meet the
**Coursework Requirements
for Admission to BBA Major**

when admitted to UNA

should submit a completed

Application for Admission to Major Form

promptly after being admitted
or at initial advising session.

What Happens If.....

I Am Not Approved for Admission to
the BBA Major Program?

Students who do not meet requirements for admission to the BBA major program will not be allowed to enroll in JR/SR level CoB courses until requirements are met.

What Happens If.....

I Am Approved for Admission to the BBA Major Program But Fail to Meet Course Requirements during 1st 30 hours Following Admission ?

You will not be eligible to register for 300/400 level College of Business courses.

What If.....

I Have Already Been Admitted to UNA and Have Already Begun My Coursework?

Students who were admitted to UNA & began coursework toward BBA **prior to** Fall 2008 may register for 300/400 level courses in the Jr. year while completing any of the 45 hr. requirements remaining.

More Questions?

- ◆ Contact the UNA College of Business Student Services Office at:
 - 256/765-5025
 - unabba@una.edu
 - Room 309 Raburn Hall
 - UNA Box 5013, Florence, AL 35632-0001

Checklist for BBA

- Apply for admission to UNA; Declare BBA Major.
- Complete ***Coursework Requirements for Admission to BBA Major*** during first 45 semester hours.
- Maintain 2.0 GPA or better on all coursework attempted.
- Apply for approval to BBA major no later than 30 days prior to registration for Jr. Yr.
- Complete courses required in "1st 30 hrs" following approval for admission to BBA.