Bachelor of Business Administration
Admission to Major Policy and Procedures

- Admission to the University of North Alabama is required before students may apply for admission to the College of Business major. **Students may declare a BBA major at the time of admission to the University; however, application for admission to the major program is a separate approval process.**

- Students must apply for formal admission to the College of Business major program after completing 45 semester hours of required coursework. A completed Application for Admission to Major form (available online) must be submitted as soon as the required 45 hours have been completed but no later than 30 days prior to planned registration for the junior year of College of Business studies.

- Students who are not approved for admission into the College of Business major will not be allowed to register for junior/senior level business courses without permission.

- Students majoring in a field outside the College of Business but who declare a business minor will be granted a variance from this policy and may enroll in junior/senior level courses after they have completed 45 semester hours, assuming they have met any course prerequisite requirements.

- *Students applying for the program must be sure the major submitted on the application matches their major in Portal.*

COURSEWORK REQUIREMENTS FOR ADMISSION TO BBA MAJOR:

1. Students must have a 2.0 grade point average (on a 4 point scale) on all coursework attempted.

2. Students must have completed 45 semester hours including completion or current enrollment in each of the following (or equivalent) before admission is granted:

☐CS 101 or CS 135**   ☐EN 111   ☐EN 112   ☐ 3-hour literature*   ☐COM 201 (or COM 211)

☐EC 251   ☐EC 252   ☐BL 240   ☐MA 110 or MA 112*   ☐3-hr History Requirement*

☐AC 291   ☐AC 292   ☐DA 291   ☐PHL 250   ☐4-hr Science Requirement*

Transfer students who meet the above requirements upon admission to the University of North Alabama should submit a completed Application for Admission to Major form after being admitted to UNA.

During the first 30 semester hours following approval for admission into the College of Business major, students must complete all remaining general studies courses and sophomore level business course requirements. Specifically, the following courses must be completed by the end of the first 30 hours of coursework following approval for admission into the major:

☐DA 292   ☐CIS 236   ☐Fine Arts Elective*

☐ History (2nd Course)*   ☐Science (2nd 4-hr Course)*

Students who fail to complete the above courses during the first 30 hours following admission into the major program will not be eligible to continue to register for 300/400 level College of Business courses without permission.

> Students who have been admitted to the University of North Alabama, have declared a specific BBA major, and meet the coursework requirements for admission to the BBA major should submit a completed Application for Admission to Major form available on the College of Business web site: http://www.una.edu/business/bba/

For additional information contact the UNA College of Business Advising Office (256) 765-5025
UNA Box 5013, Florence, AL 35632-0001 — Keller Hall room 143 — unabba@una.edu

*See BBA undergraduate checksheet for your catalog year for more information about course selection.
** BBA- Data Analytics & BBA- CIS majors take CS 135. All others take CS 101.