



## 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 Sanders College of Business and Technology 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 Sanders College of Business and Technology 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 Sanders COBT studies.
- Students who are not approved for admission into the Sanders COBT major will not be allowed to register for junior/senior level business courses without permission.
- Students majoring in a field outside the Sanders COBT 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:
 

<input type="checkbox"/> <b>CS 101 (or</b>	<input type="checkbox"/> <b>EC 251</b>	<input type="checkbox"/> <b>EN 111</b>	<input type="checkbox"/> <b>DA 291</b>	<input type="checkbox"/> <b>3hr. History*</b>
<input type="checkbox"/> <b>CS 135</b>	<input type="checkbox"/> <b>EC 252</b>	<input type="checkbox"/> <b>EN 112</b>	<input type="checkbox"/> <b>CIS 148</b>	<input type="checkbox"/> <b>4hr. Science*</b>
<input type="checkbox"/> <b>for DA/CIS</b>	<input type="checkbox"/> <b>AC 292</b>	<input type="checkbox"/> <b>BL 240</b>	<input type="checkbox"/> <b>COM 201 or 211</b>	<input type="checkbox"/> <b>MA 110 or 112*</b>
<input type="checkbox"/> <b>Majors)</b>	<input type="checkbox"/> <b>AC 291</b>	<input type="checkbox"/> <b>MG 200</b>	<input type="checkbox"/> <b>3hr. Literature*</b>	

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 Sanders COBT 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:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>DA 292</b>                           | <input type="checkbox"/> <b>CIS 236</b>                               | <input type="checkbox"/> <b>Fine Arts Elective*</b> |
| <input type="checkbox"/> <b>History (2<sup>nd</sup> Course)*</b> | <input type="checkbox"/> <b>Science (2<sup>nd</sup> 4-hr Course)*</b> | <input type="checkbox"/> <b>PHL 250</b>             |

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 Sanders COBT 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 Sanders College of Business and Technology website: http://www.una.edu/business/bba/](http://www.una.edu/business/bba/)

For additional information contact the UNA Sanders College of Business and Technology Advising Office (256) 765-5819 UNA Box 5013, Florence, AL 35632-0001 — Keller Hall, Room 143 — [unabba@una.edu](mailto:unabba@una.edu)

\*See BBA undergraduate checksheet for your catalog year for more information about course selection.