

# Admission and Registration

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## Admission

### Admission Policies of the School

Admission and readmission of undergraduate students to the University is the responsibility of the University director of admissions. Information about admission to the University is given in the [General Information Catalog](#).

Each year there are more qualified applicants to the McCombs School than can adequately be instructed by the faculty or accommodated within existing facilities. To provide students with the best educational experience possible, the school must limit undergraduate admission. Therefore, admission to the school is extremely competitive and admission requirements are more stringent than those of the University. As a result, a student may be admitted to the University but denied admission to the school. The student must be admitted to the school to pursue a degree program described in this catalog.

Admission to the school is granted for the fall semester only; summer session admission may be possible for freshmen. Students admitted for fall are expected to attend Orientation the summer before they enter the school.

### Freshman Admission Requirements for Texas Residents

To be considered for admission to the school, Texas-resident high school students must be granted regular admission to the University. However, because enrollment is limited by the availability of instructional resources, admission requirements for business degree programs are more restrictive than those of the University. High school rank, SAT Reasoning Test or American College Testing Program (ACT) scores, extracurricular activities, and essays are among the factors used in making admission decisions. A student who is admitted to the University but denied admission to the school may seek admission to another academic program at the University.

### Freshman Admission Requirements for Nonresidents

Because of enrollment restrictions dictated by the availability of faculty and facilities in the school and by the limitations on nonresident enrollment imposed by the Board of Regents, nonresident applicants may find the admission process extremely competitive.

### Application Procedures for Freshman Admission

Students may apply for admission through the Office of Admissions website, <http://admissions.utexas.edu/>. To be considered for admission to the McCombs School of Business, the student should specify business as his or her intended major. All application materials must be submitted to the Office of Admissions by the deadline to apply for admission to the University for the summer session or fall semester; these dates are given in the [General Information Catalog](#).

### Admission with Deficiencies

Students who were admitted to the University with deficiencies in high school units must remove them by the means prescribed in the [General Information Catalog](#). Credit used to remove a deficiency may not be

counted toward the degree. It may be earned on the pass/fail basis. Students may not declare a major until high school unit deficiencies have been removed.

## Foreign Language Proficiency

A student who transfers to the university must provide evidence that he or she has fulfilled the foreign language proficiency requirement for the Bachelor of Business Administration degree. Students may not declare a major until the foreign language proficiency requirement has been met.

### Admission-to-Major Requirements for Students Previously Enrolled in the School

A former student who was most recently enrolled in the McCombs School of Business and who is readmitted to the University reenters the major in which he or she was last enrolled. However, a former business student who has earned a Bachelor of Business Administration degree at the University is readmitted with the classification "non-degree seeking student."

A former student who was most recently classified as a pre-business student will be readmitted to the transitional student classification. The student may then apply for admission to a business major according to the procedures given in the section Internal Transfer.

## Transfer Admission

### Internal Transfer

Students enrolled in other programs at the University who wish to enter a degree program described in this catalog must submit an application for a change of major to the BBA Program Office by May 15 to be considered for admission in the following fall semester. The following minimum requirements for consideration are in addition to the requirements to transfer from one division to another that are given in the [General Information Catalog](#).

- Completion of 24 semester hours of coursework in residence on the letter-grade basis by the end of the preceding spring semester; these hours must count towards the BBA degree
- Completion of Mathematics 408Q or 408R when taken in residence, or Mathematics 408K and 408L, or Mathematics 408N and 408S, or Mathematics 408C and 408D, or the equivalent
- Completion of Economics 304K and 304L
- Students must meet the admission standards for foreign language proficiency, requiring two years of a single foreign language in high school or one year of a single foreign language in college
- A grade point average of at least 3.25 on University in-residence coursework

Students are strongly encouraged to complete Rhetoric and Writing 306 or its equivalent before starting classes in the McCombs School of Business.

An applicant's disciplinary record, as maintained by the Office of the Dean of Students, will be reviewed for academic dishonesty or other violations of University policy. Violations will be reported to the Admissions Committee and taken into account as part of the application process. Violations may exclude a student from admission depending on the nature and severity of the offense(s).

Admission is granted on a space-available basis and may not be possible if instructional resources are not compatible with enrollment demands.

### External Transfer

A student seeking to transfer to the McCombs School of Business from another university should list business as his or her intended major

on the admission application. Because students are not admitted to the school for the spring, application materials must be submitted to the Office of Admissions by the appropriate deadline for the student to be considered for admission in the following fall semester. The following minimum requirements for consideration are in addition to the requirements for transfer admission that are given in the *General Information Catalog*.

- a. Completion of Mathematics 408K and 408L, Mathematics 408N and 408S, Mathematics 408C and 408D, or Mathematics 403K and 403L, or the equivalent
- b. Completion of Economics 304K and 304L
- c. Students must meet the admission standards for foreign language proficiency, requiring two years of a single foreign language in high school or one year of a single foreign language in college
- d. A grade point average of at least 3.00 on transferable college credit

Students are strongly encouraged to complete Rhetoric and Writing 306 or its equivalent before starting classes in the McCombs School of Business.

Because of enrollment restrictions dictated by the availability of faculty and facilities in the school and by the limitations on nonresident enrollment imposed by the Board of Regents, an applicant may be denied admission to the McCombs School even though he or she meets University transfer requirements. Such an applicant may seek admission to another academic program at the University.

## Declaring a Major

Each student is admitted to the McCombs School with an unspecified major. The student may declare a specific business major when he or she has completed 30 semester hours of coursework, including:

- a. Economics 304K and 304L,
- b. Mathematics 408Q or 408R when taken in residence, or Mathematics 408D, or 408L, or 408S.
- c. Credit or registration for Business Administration 101H, 101S, or 101T,
- d. Credit or registration for Management 101H, 101S, or 101T,
- e. Fulfillment of the foreign language proficiency requirement for the Bachelor of Business Administration degree.

All students are required to declare a major before completing 75 semester hours. Students may declare their majors online at <https://utdirect.utexas.edu/business/bba/>. A student seeking admission to the integrated MPA or the Canfield Business Honors Program must complete a separate application; requirements for admission to these programs are given in the [Accounting](#) and [Canfield Business Honors Program](#) sections, respectively.

## Registration

The [General Information Catalog](#) gives information about registration, adding and dropping courses, transfer from one division of the University to another, and auditing a course. The [Course Schedule](#), published before registration each semester and summer session, includes registration instructions, advising locations, and the times, places, and instructors of classes. The [Course Schedule](#) and the [General Information Catalog](#) are published on the registrar's website, <http://registrar.utexas.edu/>. Registration information specific to BBA students can be found at <https://my.mcombs.utexas.edu/My/BBA/Registration>.