



BBA Programs – Accredited by AACSB International
www.uhv.edu/bus

Students find the convenience of our online, day and evening classes perfect for their busy lives. Students can complete a BBA degree in their choice of academic concentration: Accounting, Finance, General Business, Healthcare Administration, Management, or Marketing.

Semester durations and modes of delivery are as follows:

Semester	Start Date	End Date	Weeks	Mode of Delivery
Fall 2011	August 22	December 9	16	Online or Face-to-Face
Spring 2012	January 17	May 11	16	Online or Face-to-Face
Summer 2012	TBA	TBA	8-10	Online or Face-to-Face

Face to face courses are offered at UH-Victoria, UHS Sugar Land, and UHS Cinco Ranch. Summer classes meet twice per week.

Please browse our web site at www.uhv.edu/bus where you will find transfer plans, course descriptions, syllabi, newsletters and many other interesting facts about our programs.

Requirements for Undergraduate Admission:

For students seeking admission who have a U.S. high school diploma or GED education, or less than 12 semester credit hours of college credit. (Must reside at the Victoria campus):

- To be eligible for regular admission to UH-Victoria, a student must have graduated or will graduate from a U.S. high school or earned a GED certificate and meet 2 of the following 3 requirements:
 - Rank in the top 50% of the graduating senior class. *Per HB588.
 - Overall high school grade point average of 2.0 on a 4.0 scale under the “recommended” or “advanced” high school program, or a curriculum that is equivalent in content and rigor as the recommended or advanced program. Note: Students who pass the GED exam will be recognized as satisfying the 2.0 grade point average requirement.
 - Minimum score of 18 on the Enhanced American College Test (ACT) or a minimum score of 860 on the Scholastic Assessment Test (SAT) Reasoning Tests [critical reading and math sections].
- Students who fail to meet minimum admissions requirements will be individually reviewed and considered for advised admission.
- A permanent resident alien who has completed two or more years in, and graduated from, a U.S. high school is required to meet the admission requirements established for U.S. citizens.

For students seeking admission who have earned more than 12 semester credit hours of college credit:

- The student must have earned at least a 2.0 (A-4.0) grade point average on college coursework, must have passed all parts (reading, writing and mathematics) of the TASP/THEA exam, or shown college readiness according to the provisions of the Texas Success Initiative. UHV must have official transcripts on file from all previously attended colleges prior to admission.

How to Apply for Undergraduate Admission:

1. Submit the online application:
 - Complete the Apply Texas common application online by selecting the "Apply UHV Admission" link at www.uhv.edu. ***There is no application fee.***
2. Submit required transcripts:
 - If you're a first-time college student, you must submit an official high school or home school transcript (or official copy of GED certificate) which shows the class rank, grade point average, and date of graduation. Seniors may submit applications and transcripts during the fall and spring semester of their senior year showing the current grade point average and class ranking; however, your school must send an official final transcript as soon as possible after graduation. The home school transcript should show the high school courses completed and in progress, explanation of grades, grade point average, and any honors. The transcript should also include the signature of the principal.
 - If you have attended college elsewhere before transferring to UHV, you must send official, sealed transcripts from EACH college/university attended sent directly to UHV. This also applied to students concurrently enrolled in a secondary school while attending a college/university.
 - Transcripts can be sent to: **University of Houston-Victoria, OAR, 3007 N. Ben Wilson, Victoria TX 77901.**
3. Submit required test scores:
 - ACT or SAT scores must be sent directly from the CollegeBoard or ACT, or on an official high school transcript.
 - Proof that the Texas Success Initiative (TSI) requirement has been met. This can be satisfied by submitting official THEA, TASP, ASSET, COMPASS, SAT, ACT, or ACCUPLACER scores that satisfy this requirement, or provide proof of a valid exemption from the TSI requirement. All students must satisfy the TSI requirement prior to participation in orientation or registration.
 - i. If you are transferring from another college, you can submit THEA scores by completing the "Permission to release THEA scores" form (formerly TASP) and scores will be sent directly from National Evaluation Systems, Inc. to UH-Victoria; or, the scores/TSI completion must appear on an official transcript being sent from a college formerly attended.

International Students: A completed application and all supporting documents must be received by the following deadlines:

- Fall Admission consideration: June 1
- Spring Admission consideration: October 1
- Summer Admission consideration: March 1

International applicants require a TOEFL (Test of English as a Foreign Language) score of 550 or better (213 computer based) and must have an official, sealed (*in a sealed envelope issued by the registrar*) copy of their diploma and marksheets mailed to UHV's Office of Admissions/Records. Temporary admission is not available for international students. *Additional fees apply to visa-holding students.*

International transcripts will be evaluated for US equivalency, including course-by-course analysis of credit, course grade, and overall grade point average.

Please visit UHV's "International Student" website at <http://www.uhv.edu/oar/international.aspx> for more information.

The BBA Program:

Students must complete a minimum of 120 semester credit hours to complete the BBA program, broken down as follows:

- University core lower-division (1000 and 2000 level) – 42-44 hours
- Business major lower-division (1000 and 2000 level) – 18-26 hours
- Business major upper-division (3000 and 4000 level) – 40 hours
- Academic concentration (3000 and 4000 level) – 18-21 hours

Please note that in order to comply with Texas CPA requirements, the Accounting concentration is not available online.

Lower-level (1000 and 2000 level) coursework is available in Victoria only. Students attending Cinco Ranch or Sugar Land must first complete all lower-division coursework at a community college or other four-year institution.

Course Load: BBA students' course load status by semester/term and classification is defined in the following table:

Semester or Term Minimum Semester Hour Requirement for:			
	Full-Time Status	Half-Time Status	Maximum Load
Fall or Spring Semester	12	6	19
5-Week Term	4	2	7
8 or 10-Week Term	8	4	13

Transfer Regulations: Information as to how specific courses may be applied toward the BBA degree can be retrieved online at <http://www.uhv.edu/bus/gen/transfer.asp>. Also, students who have completed coursework in Texas may refer to the Texas Common Course Numbering System Matrix online at <http://www.tccns.org/tccns/default.asp?DB=2006&mode=SBI> for information on how their completed course translates to the common course numbering system reflected on the draft degree plan enclosed in this packet. *Degree plans and evaluation of transfer credit are not done by advising personnel until a student has been admitted to the BBA program.*

Information Contacts:

Academic Advising (Business):

Prospective students should email busadvisor@uhv.edu with questions about transferring to UHV. Admitted students will be assigned an academic advisor who will evaluate transcripts for appropriate transfer credit, and draw up the student's official degree plan for signatures.

Undergraduate Admissions:

admissionsandregistration@uhv.edu or call Student Solutions at 1-800-687-3738

Financial Aid:

finaid@uhv.edu or call Student Solutions at 1-800-687-3738

Tuition and Fees (2011-2012):

Undergraduate tuition and fees are \$210.48 per credit hour (\$631.44 per 3-credit course) for Texas residents, and \$523.48 per credit hour (\$1,570.44 per 3-credit course for non-Texas residents. For more information, please contact:

Office of Business Services
(361) 570-4824 or billing@uhv.edu

**UNIVERSITY OF HOUSTON-VICTORIA
SCHOOL OF BUSINESS ADMINISTRATION
BACHELOR OF BUSINESS ADMINISTRATION DEGREE PLAN DRAFT**

		Hrs. req'd	Hrs. Earned	Remarks
General University Requirements Core Curriculum Requirements	ENGL 1301 - Rhetoric and Composition	3		
	ENGL 1302 - Composition, Research & Literature	3		
	HIST 1301 - History of the United States thru 1877	3		
	HIST 1302 - History of the United States from 1877	3		
	GOVT 2301 - American Government (Fed & State Const)	3		
	GOVT 2302 - American Government (Fed & State Topics)	3		
	Natural Science	4		choose from biology, chemistry, geology, physics, or
	Natural Science	4		bio/physical science
	Social/Behavioral Science	3		sociology or psychology recommended
	Visual/Performing Art	3		choose from art, drama, music
	Humanities	3		
Speech	3		SPCH 1315 or SPCH 1321	
Computer Literacy/Proficiency	3		BCIS 1305, COSC 1301, ITSC 1325 or higher	
LD Major Requirements	MATH 1324 - Finite Mathematics	3		
	MATH 1325 - Elements of Calculus for Business	3		
	ACCT 2401 - Principles of Accounting I	3		
	ACCT 2402 - Principles of Accounting II	3		
	ECON 2301 - Economics (Macro)	3		
	ECON 2302 - Economics (Micro)	3		
	UH-Victoria Courses	Hrs. req'd	Hrs. Earned	Remarks
UD Major Requirements	ENGL 3430 - Professional Writing	4		9 sh LD English
	QMSC 3311 - Statistics for Business and Economics	3		MATH 1324/MATH 1325
	MKTG 3311 - Principles of Marketing	3		
	MGMT 3311 - Principles of Management	3		
	COSC 3325 - Information Systems in Organizations	3		computer literacy/proficiency credit from above
	FINC 3311 - Business Finance	3		ACCT 2401/ACCT 2402/QMSC 3311
	MGMT 3312 - Legal Environment of Business	3		
	ECON 3315 - Managerial Economics	3		ECON 2301/ECON 2302/QMSC 3311/COSC 3325
	MGMT 4322 - Strategy & Business Environment	3		MGMT 3311/ENGL 3430
	ACCT 3332 - Financial Statement Analysis	3		ACCT 2401/ACCT 2402
	QMSC 3321 - Quantitative Decision Making	3		QMSC 3311/COSC 3325
MGMT 4314 - Leadership	3		MGMT 3311	
MGMT 4340 - Strategic Management	3		all core completed; one may be taken concurrently	
Required Academic Concentration Areas (Choose One)	Accounting Concentration			
	ACCT 3311 - Costs/Budgets	3		ACCT 2401/ACCT 2402
	ACCT 3312 - Intermediate Accounting I	3		ACCT 3332
	ACCT 3313 - Intermediate Accounting II	3		ACCT 3332
	ACCT 4311 - Principles of Federal Income Taxation	3		ACCT 2401/ACCT 2402
	ACCT 4320 - Accounting Information Systems	3		ACCT 3332
	ACCT 4321 - Auditing	3		ACCT 3312 or ACCT 3313
	ACCT 4331 - Advanced Accounting	3		ACCT 3312 and ACCT 3313
	Finance Concentration			
	FINC 3321 - Capital Markets	3		FINC 3311
	FINC 4320 - Investment Principles	3		FINC 3311
	FINC 4352 - Intermediate Financial Management	3		FINC 3311
	FINC 4369 - Cases in Finance	3		FINC 3321, FINC 4320, and FINC 4352
	6 sh from FINC 4353; FINC 4325; FINC 4354; FINC 4355; FINC 4356; FINC 4358	6		FINC 3311
	General Business Concentration			
	21 sh of business courses beyond the core requirements from at least 3 of the following areas: ACCT, FINC, HCAD, IBUS, MGMT, MKTG (no more than 9 hours in one area)	21		Check catalog
	Healthcare Administration Concentration			
	HCAD 4353 - Human Resources Management	3		MGMT 3311
	HCAD 4355 - Organizational Change	3		MGMT 3311
	HCAD 4351 - Quality Assessment for Patient Care Improvement or HCAD 4361 - Healthcare Delivery Systems & Organization	3		
	HCAD 4352 - Healthcare Information Systems Mgt. or HCAD 4362 - Healthcare Informatics	3		
	HCAD 4354 - Economics of Healthcare or HCAD 4364 Healthcare Finance	3		
	HCAD 4356 - Strategic Healthcare Mgt. & Planning or HCAD 4366 - Professional Role, Policy and Ethics	3		
	Management Concentration			
	MGMT 4320 - Organizational Behavior	3		MGMT 3311
	MGMT 4303 - Entrepreneurship	3		MGMT 4320
	MGMT 4311 - Human Resources Management	3		MGMT 4320
MGMT 4316 - International Management	3		MGMT 4320	
MGMT 4325 - Organizational Change	3		MGMT 4320	
MGMT UD Elective	3		MGMT 4320	
MGMT UD Elective, MKTG UD Elective, PSYC 3310, or HUMA 4322	3		Check catalog	
Marketing Concentration				
MKTG 4311 - Buyer Behavior	3		MKTG 3311	
MKTG 4313 - Marketing Research	3		MKTG 3311/QMSC 3311	
MKTG 4340 - Marketing Management	3		MKTG 3311	
12 sh of UD MKTG Electives	12			
Free elective hours as needed to meet minimum hour requirement	0-3			
Total semester hours (sh) required		120		

SETTING UP YOUR STUDENT EMAIL

1. Type www.uhv.edu into your browser.
2. Go to Current Students > eMail
 - a. Follow the instructions to set up your student email account.

CHECKING APPLICATION STATUS IN MyUHV

1. Type www.uhv.edu into your browser.
2. Go to Current Students > MyUHV > Log In
 - a. Your *username* is your UHV student ID number. The first time you log in, select “Request New Password”.
 - b. The system will email your initial password to the UHV email account set-up above.
 - c. Once you have your log in information for MyUHV and have logged in, you can track your application status, add/drop courses during registration periods, pay tuition/fees, request transcripts, check your grades, and more.

ONLINE COURSE REGISTRATION

1. Type www.uhv.edu into your browser.
2. Go to Current Students > Student Resources > Course Offerings. This link allows you to search the current semester schedule for available courses. Remember, you will need the *section number* to register.
3. You can search for classes by career (i.e. undergraduate or graduate) and by discipline (i.e. ACCT for Accounting, etc.).
 - a. For face-to-face courses, be sure you select the correct campus based on the “location”. For courses at the UH-Victoria “location”, make sure you select the correct “instruction mode” (i.e. face-to-face or internet). All online courses will be listed at the UH-Victoria “location”.
 - b. Be sure you meet **all prerequisites** before registering for a course. Just because you were able to register for the course does not mean you meet the prerequisites. Course descriptions and prerequisites can be found online at http://www.uhv.edu/catalog/course_descriptions.asp.
4. Once you have selected your courses and verified prerequisites, continue on to register using the five-digit section number.
5. Type www.uhv.edu into your browser.
6. Go to Current Students > MyUHV > Log In
7. In PeopleSoft, go to UHV Self-Service > Enrollment > Enrollment: Add Courses
8. Verify your personal information and select “continue”. Be sure your address and phone numbers are current, since this is how we contact you.
9. Verify the semester you are registering for and select “continue”. Complete three steps to complete the registration process.
10. Enter the five-digit section number for the course you want to add/drop and select “Add/Drop”. Repeat until all of the courses you want to add/drop are on your schedule. *Be sure you meet course prerequisites.*
11. Once you have registered for your courses, select “Go to Student Schedule”, verify the class, time and location are correct and print your schedule.
12. When you are finished registering, select “LOGOUT”.