

# Bachelor of Business Administration (BBA)

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## Mailing Address:

Office of Undergraduate Admissions, MC 018  
University of Illinois Chicago  
Suite 1100 Student Services Building  
1200 West Harrison Street  
Chicago, IL 60607-7161

## Contact Information:

Campus Location: 1111 University Hall (UH): Academic Services, 110  
Douglas Hall (DH): Business Career Center  
(312) 996-2700 (Academic Services), (312) 996-5139 (Business Career  
Center), (844) 819-5615 (toll-free)

[bba@uic.edu](mailto:bba@uic.edu)

Undergraduate Programs: [business.uic.edu/undergraduate-programs/  
online-bachelor-business-administration](https://business.uic.edu/undergraduate-programs/online-bachelor-business-administration)

## Administration:

Dean, Sandy J. Wayne  
Undergraduate Programs: Assistant Dean, Elizabeth Sady (On Campus  
Program); Assistant Dean, Angela Prazza Winters (Online Program)

## Program Codes:

2PFL0079BBAU (online)  
20FL5993BBA (on-campus)

## Introduction

The Bachelor of Business Administration (BBA) Degree Completion program offers a challenging variety of courses intended to give students a well-rounded background in all aspects of operating a business. The program helps students develop critical-thinking, problem-solving, leadership, and other skills that will serve them on the job today as well as become a foundation for lifelong learning. The courses are offered in an eight-week format (two courses per session when available) and regular (one course per session) track.

These business courses help equip students to adapt to the constantly changing business world, including the globalization of the economy. They give students credentials that can serve as a launching pad for a variety of business operation and leadership positions, as well as an advanced degree in business.

The College of Business Administration provides leadership in the creation and transmission of knowledge as one of the largest and best undergraduate business programs in the Chicago area. This outstanding education is enhanced through high-quality graduate programs, academically challenging and innovative theoretical and applied research, active professional development programs, and an array of research and outreach centers.

## Accreditation

The College of Business Administration is accredited by AACSB International—The Association to Advance Collegiate Schools of Business. AACSB International accreditation represents the highest standard of achievement for business schools worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous

improvement through a rigorous and comprehensive peer review. AACSB accreditation is the hallmark of excellence in management education.

## Admission

[BBA application deadlines and complete admissions information](#) can be found on the CBA website. Interested students should fill out the form found on the college website to arrange for a review of their transcripts and to determine where they stand with respect to the admission requirements and prerequisites, which are described below.

## Admission Requirements

The Bachelor of Business Administration degree completion program from the College of Business Administration at the University of Illinois Chicago covers the final 60 semester hours required to receive the bachelor's degree. Students meet the admission requirements for the BBA degree completion program if they have:

- Completed at least 60 hours of prerequisite postsecondary coursework (see description of prerequisites on the degree page). A grade of C or better is required in the core requirements (English, mathematics, and economics), as well as any business core courses taken prior to enrollment.
- Maintained a cumulative GPA of 2.50/4.00 in all postsecondary coursework

## Students should submit the following to support their request for admission:

- A completed application
- Official transcripts from all prior postsecondary institutions attended, including prior attendance at any campus of the University of Illinois

Records are considered official if they meet one of the following criteria:

- The issuing institution sends them electronically to [bba@uic.edu](mailto:bba@uic.edu).
- They are certified as true copies by an official of the educational institution, an embassy official, or an appropriate government official.
- They have been received in an envelope sealed by the issuing institution or from an authorized email address.

## International Students

The college considers an international student to be any student who does not have American citizenship or permanent residency status. In addition to the materials requested above and TOEFL scores, international applicants must also submit:

- A list of all subjects/courses studied each year
- Grades or examination results received, including maximum and minimum grades obtainable
- Certified/attested English translation of all credentials
- Degrees, certificates, and diplomas awarded accompanied by leaving results
- Official syllabus in English describing fully all coursework attempted

The above items should be mailed to:  
Office of Undergraduate Admissions, MC 018  
University of Illinois Chicago  
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1200 West Harrison Street  
Chicago, IL 60607-7161

## Academic Advising Services

BBA students will have a designated advisor for their program to ensure academic success. Advising will be delivered in a variety of online methods and also using the existing student advising program. Advisors will work with students to customize their schedule if life events, or other circumstances, prevent them from following the prescribed order.

## Business Career Center Services

The Business Career Center offers students help with anything from general career advice to exploring specific career paths. Students can schedule a one-on-one meeting with a career advisor by signing up through [UIC Careers](#).

## Textbooks and Course Packets

Textbooks are available through the UIC Bookstore Online or other vendors including eBook options. Textbooks and materials for each term are available in the Student Resource Center several weeks prior to each start.

## Library Services

The University of Illinois Chicago provides easy access to library resources online, including electronic reserves and materials necessary to complete course-related research. Assistance will be available by email, phone, or the "Ask the Librarian" feature. Online tutorials, guides, and other forms of assistance will help students gain familiarity with the library resources most appropriate for a program.

- [Bachelor of Business Administration \(On-Campus\)](#)
- [Bachelor of Business Administration \(Online\)](#)