



## Enrollment Procedures

### Bachelor of Business Administration Management Concentration UT Arlington/Fort Worth Center

- 1. Request a preliminary evaluation of your college credits (optional-not required).** This is an unofficial evaluation of courses for the BBA-Management degree. Use the Evaluation Request Form included in the information packet to make your request.
- 2. Apply for admission online through the UT Arlington website:** [www.uta.edu/admissions](http://www.uta.edu/admissions). Questions should be directed to andra Donaldson at 817.272.6287 or email [admissions@uta.edu](mailto:admissions@uta.edu) or [sandrad@uta.edu](mailto:sandrad@uta.edu).
- 3. Obtain information about financial aid and scholarships.** Associate Recognition Scholarships may be available for full or part-time students holding an Associates Degree from Tarrant County College with a cumulative grade point average (GPA) of 3.0. Questions will be answered at 817.272.3561 or email [fao@uta.edu](mailto:fao@uta.edu).
- 4. Request a degree plan from the College of Business Administration.** Once you receive a letter from UT Arlington stating that you have been admitted to the university, use the Degree plan Request Form included in the information packet to make your request. (You may not request a degree plan prior to admission because transcripts must first be evaluated by the admissions office. This is an official evaluation of courses for the BBA-Management degree.)
- 5. Request registration release.** To be released for registration, contact College of Business Administration Undergraduate Advising office at 817.272.3368. Please have your student identification number available.
- 6. Register for classes.** You can register online through MyMav at [www.uta.edu](http://www.uta.edu). The schedule of classes to be held on the TCC NE campus and the downtown Santa Fe Station will be available on the UT Arlington/Fort Worth website at [www.uta.edu/fortworth](http://www.uta.edu/fortworth).
- 7. Obtain textbooks from the UT Arlington bookstore.**

*Questions: Contact College of Business Undergraduate Advising at 817.272.3368.*