

APPLICATION FOR ADMISSION

**BACHELOR OF SCIENCE  
IN BUSINESS ADMINISTRATION  
DEGREE PROGRAM**

Division of Business and Economics  
300 Campus Drive  
Parkersburg, WV 26104-8647  
(304) 424-8289



# Application For Admission

**Welcome! Thank you for selecting West Virginia University at Parkersburg to pursue your bachelor's degree in business. In order to make your admission and completion of the degree as smooth as possible, we ask that you review the program information in the WVU Parkersburg catalog, instructions, information on this form, and complete and submit the application form as soon as possible.**

## PROGRAM INFORMATION:

1. **Eligibility:** In order to be considered for admission to the BSBA degree you must have completed at least 58 semester credit hours of college courses with a grade point average of 2.0.
2. **Jackson County Center Students:** The BSBA program offers selected courses at the Jackson County Center. However, not all courses in the program will be available at JCC. In applying to the program, we want you to be aware that in order to complete the degree some courses will need to be taken at the main campus in Parkersburg.
3. **To Avoid Registration Delays:** Make sure you submit your completed application in advance of registration. Most 300 and 400 level business courses are restricted to business majors. Thus, you need to be officially listed as a student in the program to register.
4. **Time to complete the program is not guaranteed.** Completion of the program is based on decisions students make in course selection, course load, withdrawal and semester. Plan your schedule and meetings with your program advisor in advance. Not all courses are offered every semester and space is limited. Early planning and registration will help ensure the best chance for you to get the course you need each term and progress through the degree program.

## APPLICATION INSTRUCTIONS:

1. **Complete** Parts I and II of the application. Part III is optional and is used for internal program and institutional statistics.
2. **Attach** the Course Listing Form for the Option you have selected: **Accounting, General Business** or **Computer Information Systems**. (Color coded copies are available from Division and JCC offices.)
3. **Attach** Transcripts for all work completed at WVU Parkersburg and other colleges and universities.
4. **Make an advance appointment** with your WVU at Parkersburg faculty advisor to review and approve your application. If you do not have an advisor, please contact the Division Secretary who will assign an advisor to you.

# APPLICATION FOR ADMISSION TO BSBA PROGRAM

## Part I: TO BE COMPLETED BY STUDENT (Please Print)

Date of Application \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

NAME \_\_\_\_\_ SSN \_\_\_\_\_

STREET \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

Email \_\_\_\_\_

Degree Option:

ACCOUNTING       GENERAL BUSINESS       COMPUTER INFORMATION SYSTEMS

College Credits Transferred (Please list all colleges/universities, city and state, from whom you are transferring credits to the WVU Parkersburg program. You do not need to list WVU at Parkersburg.)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
I have read and understand the program requirements for the Bachelor of Science in Business Administration degree program as published in the West Virginia University Parkersburg Catalog and the program information provided on the application form. I request admission to the BSBA degree program in the option selected.

## Part II: APPROVALS-- To be completed by Advisor and Division Office Only

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student GPA \_\_\_\_\_ Total Credit Hours Completed \_\_\_\_\_

The above student is recommended for admission to the WVU at Parkersburg, BSBA program

Signatures:

Faculty Advisor \_\_\_\_\_ Date: \_\_\_\_\_

Division Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

**Part 3: STUDENT INFORMATION TO BE COMPLETED BY STUDENT (Optional)**

Completion of this section is optional and intended to provide the program with statistical background on its students for program assessment and state reporting purposes.

1. Gender a. \_\_\_\_\_ Male b. \_\_\_\_\_ Female
2. Year of Birth: \_\_\_\_\_
3. Minority Status (specify) \_\_\_\_\_
4. Marital Status a. \_\_\_\_\_ Single b. \_\_\_\_\_ Married c. \_\_\_\_\_ Divorced
5. Employment: a. \_\_\_\_\_ Full Time b. \_\_\_\_\_ Part-Time c. \_\_\_\_\_ Not Employed
6. Approximate Hours Worked per Week \_\_\_\_\_ Hours
7. Employer \_\_\_\_\_  
City, State \_\_\_\_\_  
Job Title \_\_\_\_\_
8. Are You Receiving Financial Aid? a. \_\_\_\_\_ Yes b. \_\_\_\_\_ No
9. If "Yes," please list type of financial aid received  
\_\_\_\_\_
10. Did you transfer to WVU Parkersburg from another college a. \_\_\_\_\_ Yes b. \_\_\_\_\_ No
11. Do you own or have access to Internet and a personal computer (PC)?  
a. \_\_\_\_\_ Home b. \_\_\_\_\_ Work c. \_\_\_\_\_ Both
12. Reason for pursuing degree at WVU Parkersburg.
  - a. Qualify For Entry Level Job
  - b. Qualify For Promotion In Existing Job
  - c. Qualify to go on to graduate school
  - d. Maintain and Improve Skills In Existing Job
  - e. Transfer to another university
  - f. Other \_\_\_\_\_

To be completed and mailed to the: Division of Business and Economics Division  
300 Campus Drive  
Parkersburg, WV 26104-8647