How to Complete the UW-System E-Application

Tips for Prospective
Online BBA Students

Purpose of this Document

There are a number of frequently asked questions that prospective Online BBA students have about the application process and how to complete the UW-System E-Application. This document is intended to answer those questions.

General Information

The primary source for information about applying to UW-Whitewater is www.uww.edu/admissions. Refer to that website for application checklists, deadlines, and frequently asked questions. If that website does not answer your questions, please contact the Online BBA Coordinator at onlinebba@uww.edu.

UW-Whitewater offers eight online options: Economics, Finance, General Business, General Business with a Safety & Risk Management Emphasis, General Management, Marketing, Marketing with a Digital Market Emphasis, and Marketing with a Professional Sales Emphasis.

Student Classifications

You can apply to UW-Whitewater's Online BBA program as a New Freshman, Transfer, Reentry, Transfer Reentry, or Special Full Credentialed student. See below for an explanation of each.

> **New Freshman** — a student that has never attended a post-secondary institution.
>
> **Transfer** — a student that has previously enrolled in college-level coursework POST high school graduation. This does NOT include a high school student that took college-level courses during high school.
>
> **Reentry** — a student who was previously enrolled at UW-Whitewater.
>
> **Transfer Reentry** — a student who previously enrolled at UW-Whitewater, left, and completed coursework at another institution.
>
> **Special Full Credentialed** — a student who previously earned a bachelor's degree and would like to enroll in courses and pursue another degree.

If you are not sure which classification you fit into, please contact the Online BBA Coordinator at onlinebba@uww.edu. If you are an international student, please refer to the international admissions information at https://www.uww.edu/international/future.

Completing the E-Application

1. Go to https://apply.wisconsin.edu/
2. Register as a New User to create an account
3. Login to your account
4. Select "Create Application"
5. Complete the "Create Application – Initial Questions" Section
    a. Your answers in this section will determine which application you will complete
    b. Illustrations and more detailed instructions available on pages 4-6
6. Complete ALL sections of the undergrad application selected for you
    a. Each section must have a green (valid) checkmark next to it prior to submitting the application
    b. Illustrations and more detailed instructions available on pages 7-9
7. Submit the application and pay applicable fees
8. Have ACT/SAT scores sent to UW-Whitewater – ***Required of New Freshman Applicants ONLY; however, transfer students may submit ACT scores if desired as the scores may be used for English placement.***
9. Have Advanced Placement (AP) scores sent to UW-Whitewater – ***Needed from all students who desire credit for AP coursework***
10. Submit final high school transcripts/GED/HSED*
11. Submit official transcripts from ALL colleges or universities previously attended*
12. Submit copy of DD214 or military SMART/JST/CCAF transcript if applicable*

* *All transcripts must be official, come directly from the issuing institution, and should not be submitted until your E-Application has been submitted. You are responsible for contacting your previous institutions and requesting the transcripts. Transcripts can be sent to uwwadmit@uww.edu or UW-Whitewater, Admissions Office, 800 West Main Street, Whitewater, WI 53190. If you are a reentry student, you do not need to submit transcripts. If you are a transfer reentry student, you only need to submit transcripts from institutions attended since you attended UW-Whitewater.*

If you are an international student, please refer to the admissions information at https://www.uww.edu/international/future.

UW-Whitewater will not review an application until it is complete. A completed application requires submission of the E-Application, payment of applicable fees, and submission of all required scores and transcripts. Application reviews typically take 4-6 weeks. The priority application date for fall semesters is May 1 for new freshman and July 1 for transfer students. The priority application date for spring semesters is December 1. Applications are accepted after these dates; however, consideration and course availability cannot be guaranteed. UW-Whitewater reviews applications as they are submitted, so the earlier you apply, the better.

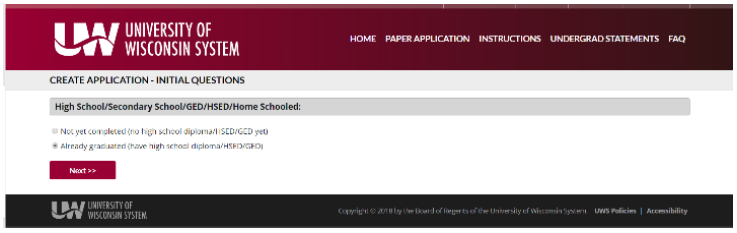
Sections of the E-Application

There are two sections of the E-Application that often create questions. Those are the "Create Applications – Initial Questions" section and the "UW-Whitewater" section in the undergrad application. **Please review ALL of the instructions, but pay close attention to the "Intended Major or Field of Study – Select Program" section on page 8.**

Create Applications – Initial Questions

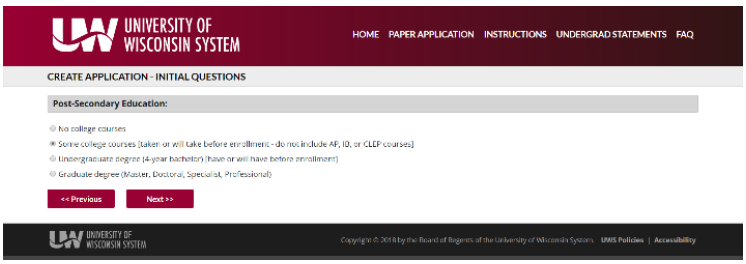
Answers to questions in this section determine which undergrad application you will complete.

Question 1



Select the option that applies to you

Question 2



Select the option that applies to you:

No college courses – select this option if you have never taken a college course

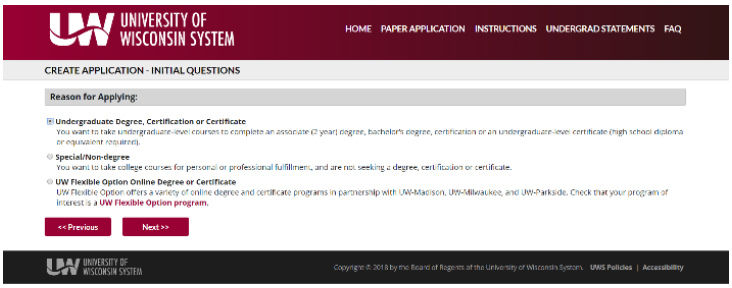
Some college courses – select this option if you have taken college courses and/or completed an associate's degree but have not completed a four-year degree

Undergraduate degree – select this option if you have a four-year degree

Graduate degree – select this option if you have completed any of the listed graduate degrees

Note: If you selected "not yet completed high school" in Question 1, you will only see the first two options

Question 3

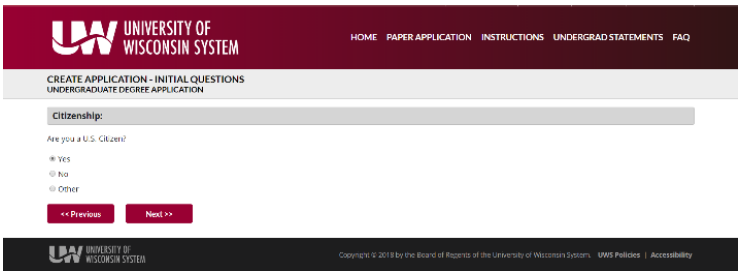


Select the option that applies to you:

If you intend to apply to the Online BBA, you will be completing a bachelor's degree. So, you should select the first option in the list.

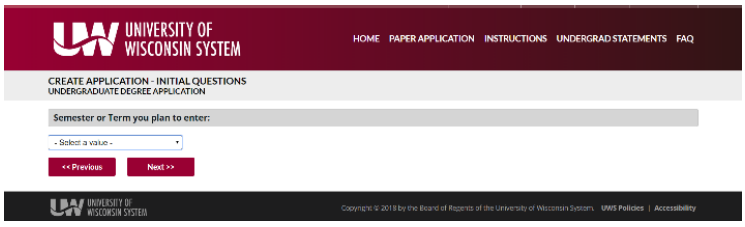
Special/Non-degree is only for people taking courses without intending to earn a degree. UW Flexible Option is not offered through UW-Whitewater.

Question 4



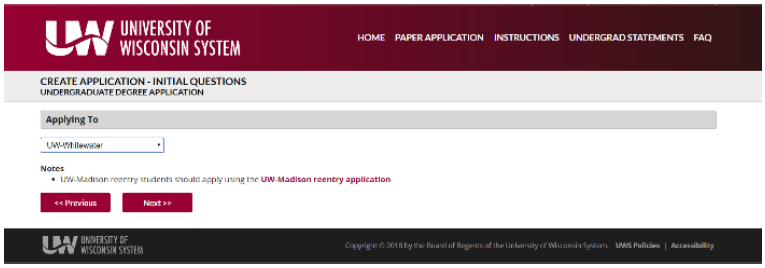
Select the option that applies to you

Question 5



Select the semester that you intend to start taking classes

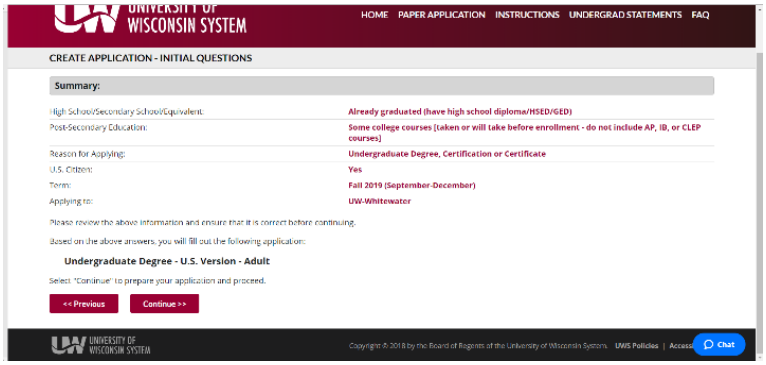
Question 6



Select UW-Whitewater from the list

Note: UW-Whitewater may appear in the middle of the list because four-year schools are listed first and then two-year schools

Summary

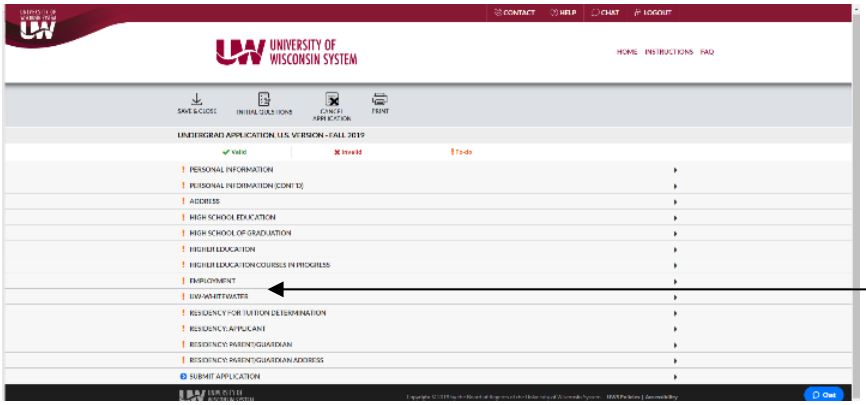


This screen provides you with a summary of your answers to the previous questions. If changes need to be made, click on the "Previous" button. If everything is accurate, click "Continue" – begin completing the Undergrad Application

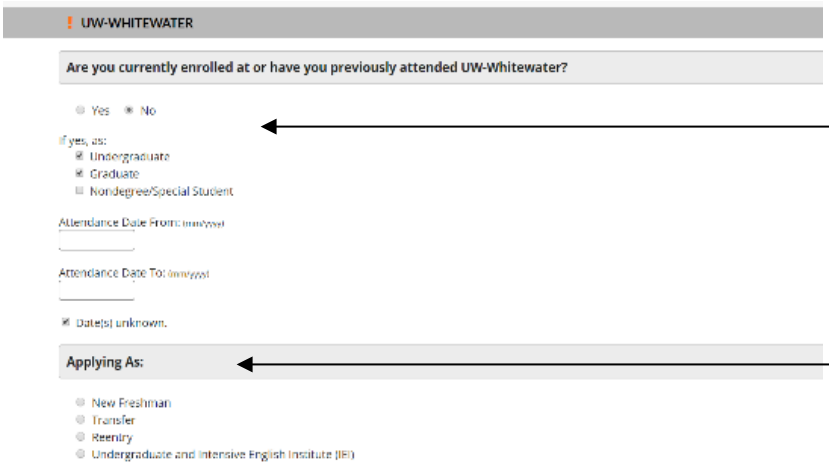
Undergrad Application

Complete ALL sections of the Undergrad Application. A green (valid) checkmark will appear next to each section to indicate completion. The following illustrates the UW-Whitewater section. If you have difficulty with any of the other sections, please contact the Online BBA Coordinator at onlinebba@uww.edu.

Undergrad Application Main Screen



UW-Whitewater Section – click on the link to complete this section



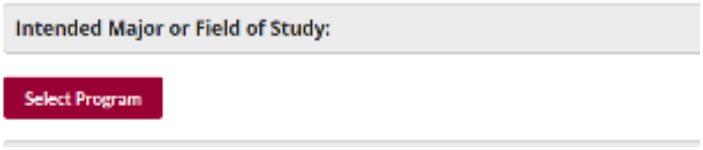
Select the options that apply to you

Select the option that applies to you:

New Freshman – select this if you have never taken college courses POST high school

Transfer – select this if you have taken college courses and/or have completed an associate's degree

Reentry – select this option if you have ever attended UW-Whitewater



Click on "Select Program" – the list below will be generated.

Business

- Accounting [COBE] * Major
- Business Analysis [COBE] * Field of Study
- Business Application Development [COBE] * Field of Study
- Digital Marketing [COBE] * Field of Study
- Digital Marketing Online [COBE] * Field of Study
- Entrepreneurship [COBE] * Major
- Finance [COBE] * Major
- Finance Online [COBE] * Field of Study
- Financial Planning [COBE] * Field of Study
- General Business [COBE] * Major
- General Business Online [COBE] * Field of Study
- General Management [COBE] * Major
- General Management Emphasis [COBE] * Field of Study
- General Management Online [COBE] * Field of Study
- Healthcare Management [COBE] * Field of Study
- Human Resource Management [COBE] * Major
- Information Technology [COBE] * Major
- Insurance [COBE] * Field of Study
- Integrated Science-Business [COBE] * Major
- Integrated Science-Business [COLS] * Field of Study
- International Business [COBE] * Major
- Managing Sports Programs Emphasis [COBE] * Field of Study
- Marketing [COBE] * Major
- Marketing Online [COBE] * Field of Study
- Operations Management – Project Management Emphasis [COBE] * Field of Study
- Professional Selling Emphasis [COBE] * Field of Study
- Professional Selling Online [COBE] * Field of Study
- Project Management [COBE] * Field of Study
- Real Estate [COBE] * Field of Study
- Retail Management [COBE] * Field of Study
- Safety and Risk Management Online [COBE]* Field of Study
- Supply Chain & Operations Management [COBE] * Major
- Water Emphasis [COBE] * Field of Study
- Water Emphasis [COLS] * Field of Study

VERY IMPORTANT!

The majors list can be confusing. Be sure that you are selecting the major of your choice with the designation "online". The Economics Online major is listed under the Social Sciences heading (see page 9 for graphic). Scroll down the list to find that option.

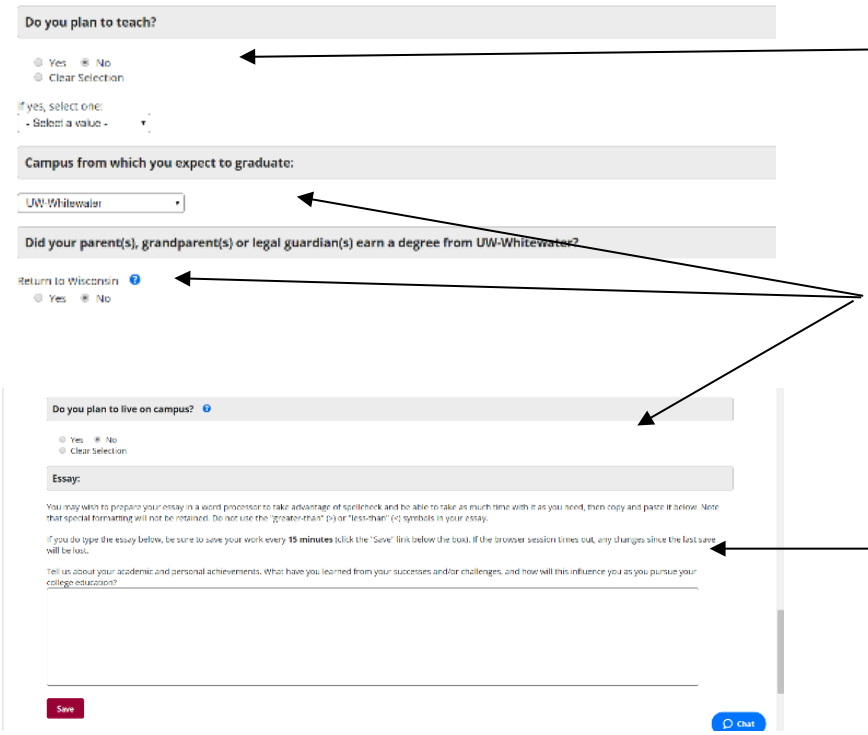
Digital Marketing Online is the Marketing major with the Digital Marketing emphasis.

Professional Selling Online is the Marketing major with the Professional Selling emphasis.

Safety and Risk Management Online is the General Business Major with the Safety and Risk Management Emphasis

Social Sciences

- Criminology [COLS] * Major
- Economics BBA [COBE] * Field of Study
- Economics BBA – Online [COBE] * Field of Study
- General Geography [COLS] * Field of Study
- Geography [COLS] * Major
- List continues . . .



There is no teaching option in the Online BBA, so select "No"

Select as it applies to you.

Write your essay based on the prompt provided

Once you complete the UW-Whitewater section and ALL other sections of the Undergrad Application, do not forget to also:

- Submit the application and pay applicable fees
- Have ACT/SAT scores sent to UW-Whitewater – ***Applies to New Freshman Applicants ONLY; however, transfer students may also submit***
- Have Advanced Placement (AP) scores sent to UW-Whitewater – **if you want AP credits counted**
- Submit final high school transcripts/GED/HSED*
- Submit official transcripts from ALL colleges or universities previously attended*
- Submit copy of DD214 or military SMART/CCAF/JST transcript if applicable*

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UW-Whitewater is not able to see your application until it has been submitted. If you encounter difficulties while completing the E-Application, use the help features (Contact, Help, and Chat) in the upper-right corner of your screen.