

Online MBA Application Instructions

Applying to the Online MBA is a two-part process (two applications)

Part 1 – Complete the Application to the UTC Graduate School

1. Go to www.utc.edu/onlinemba and select Apply from the top toolbar and then 100% Online MBA.
2. In the box labeled “Part 1,” select the term button to which you want to apply (Spring, Summer, or Fall). Pay close attention to the related start dates to ensure you are applying to the correct term and year.
3. If you have never applied to UTC or have not applied from June 2016 to today, look for the “Create Account” box and complete the fields as follows to set up your account:
 - a. Username: enter a username of your choice
 - b. First Name – enter your full official first name
 - c. Last Name – enter your full official last name
 - d. Email – enter an email address that you use regularly – this is the email to which your admission status will be sent
 - e. Password – enter a password that you will remember
 - f. Re-enter Password
 - g. NOTE: Please keep a record of the Username and Password you have created for this application. You will need it later to complete Part II AND to check the status of your application in the future.
 - h. Click on “Create Account”
 - i. A message will display indicating that an email has been sent to the email address you provided.
4. Log into the email address that was used above when setting up your account.
 - a. Click on the “Verify Your Email” link within the email message that came from UTC Graduate School.
 - b. You will be taken back to the UTC Graduate School application login screen.
5. Next, in the box labeled “UTC Graduate School Application {term/year that you selected},” enter the Username and Password that you created above.
6. Complete all information required under each of the following tabs:
 - a. Contact Information – enter all required fields
 - b. Personal Information– enter all required fields
 - c. Educational Information
 - i. Enrollment Information Box:
 1. Planned Course of Study: for the Online MBA, select one of the following:
 - a. MBA Business Administration: Business Analytics (Online)
 - b. MBA Business Administration: General (Online)
 - c. MBA Business Administration: Healthcare Administration (Online)
 2. Part-time
 3. Type of Application: Graduate School
 - ii. Previous Education: enter your UTC ID if you attended UTC in the past either as an undergraduate or other level
 - iii. College or university attended: enter all other required fields for each institution attended. NOTE: You will be required to submit official transcripts for all institutions attended, even for transfer credits. These will appear on your conferring institutions

transcripts; ordering all transcripts now will ensure there are no delays in processing your application.

- d. Armed Forces – enter any required fields if this box displays.
- e. Prior Experiences – You may enter only your most recent job held. Later, in the MBA application, you will be asked for a complete resume listing all work experience; it can be uploaded as a Word or PDF file during Part II of the application.
- f. Supplemental Data – Enter all required fields. If you feel you meet the GMAT waiver requirements (refer to www.utc.edu/mba for the waiver requirements), you may leave these fields blank. You will be asked about the waiver later in the MBA Program Application Screens during Part 2 of the application. Your GMAT waiver eligibility will be confirmed using supporting documents. Please be sure to order all transcripts be sent to UTC and upload a complete resume during Part 2 of the application process.
- g. Additional Information – answer all required questions.
- h. Requirements – this is a checklist that will indicate if you have missed any required fields on the application. If any red X's display, please return to the appropriate tab and complete the information required. All lines should indicate green check marks.
- i. Charges and Additional Items
 - i. The application fee will appear.
 - ii. Under “Additional Items – Please Select 1,” click on the box next to either International Student Application OR Domestic Student (U.S. Citizen) – you MUST choose one.
- j. **Click on the Submit button at the bottom of the screen.** THIS IS VERY IMPORTANT. Your application will not be considered complete until you have done this. Once you have done this, you will see a box pop up that says “Notice” in the header and the message “Your Application Form has been submitted successfully.” Click “OK.”
- k. The next screen to appear is the payment screen.
 - i. Enter your credit card information
 - ii. Enter your Billing information
 - iii. Click on “Continue” once you have completed the payment information.
 - iv. NOTE: If you have paid an application fee to the UTC Graduate School in the past, you do not have to pay this fee again. Simply close this web browser window and proceed to Part 2 below to complete the MBA Application screens. *** A UTC undergraduate application fee does not qualify for a waiver of this fee; you must pay the Graduate Application fee one time regardless of whether you attended UTC as an undergraduate or not. ***

SPECIAL NOTES:

- Select Save as you complete each section.
- You may logout and return later to finish the application, but your application cannot be submitted and will not be considered complete until all required fields have been completed AND the Submit button has been selected after the final screen labeled Charges and Additional Items.

DOCUMENTS REQUIRED BY THE GRADUATE SCHOOL TO COMPLETE YOUR APPLICATION PART 1:

1. Official transcripts from all undergraduate and graduate institutions attended (if you attended UTC, you do not need to order those transcripts). **NOTE:** Transcripts should be either ordered electronically through <https://www.transcriptservices.org/transcript-ordering.php>, www.parchment.com (use bonny-clark@utc.edu if you must supply an email) OR transcripts should be mailed directly from the institution(s) to UTC Graduate School, attn: Bonny Clark, 615 McCallie Ave, Dept. 5305, Chattanooga TN 37403. Copies provided by the applicant will not be accepted.

2. Order GMAT or GRE scores from a test taken in the last five years - Overall score of 450 or higher on the GMAT (average accepted score is 500) OR GRE scores of 146 on the Verbal section and 144 on the Quantitative section. Scores should be reported to the University of Tennessee-Chattanooga (institutional code 1831). For the GMAT, visit www.mba.com. Or, for the GRE, visit www.ets.org/gre. NOTE: Applicants to the MBA can be considered for a GMAT/GRE waiver who meet one of the following criteria. Meeting the below criteria does not guarantee a GMAT/GRE waiver. To be considered, applicants must have earned: (1) previous graduate degree or higher with a 3.0 cumulative GPA or higher; OR, (2) 3.25 cumulative undergraduate GPA plus 5 years of professional work experience; OR, (3) UTC undergraduate Business major or other AACSB university Business major with a 3.0 cumulative GPA and 3.2 cumulative GPA within AACSB business major (defined as upper level courses in business). Applicants must also select the appropriate waiver option when completing the online application Part 2 (below).

Part II – Complete the Application to the MBA Program

1. Go to www.utc.edu/onlinemba and select Apply from the top toolbar and then 100% Online MBA.
2. In the box labeled “Part 2,” select the term button to which you want to apply (Spring, Summer, or Fall). Pay close attention to the related start dates to ensure you are applying to the correct term and year. **This must match the term you selected above in Part 1.**
3. In the box labeled “Sign In,” enter the Username and Password that you created when you completed the UTC Graduate School application above in Part 1. Once entered, click “Sign In.”
4. The Admission Overview page will appear with several other tabs.
5. Please read through the Admission Overview page noting that you should have already complete Part 1 of the application process, the Graduate School Application. You may log out at any time to collect the information you need for the application and return again at a later time to complete. Once “Submit” has been selected on the last tab, the application will be submitted and it cannot be edited or changed. Your application will not be available for an admission decision until Part 2 is completed and the “Submit” button has been chosen on the final tab of the application. Items needed:
 - Resume with entire work experience – this file will be uploaded under the Requirements tab.
 - You will be asked several questions about why you are seeking an MBA. The questions are listed later in this document.
6. On the Student Information tab, complete any required fields that have not been automatically populated from your Graduate School application.
 - Under “I am requesting a GMAT/GRE waiver based on meeting at least one of the following criteria:” select the appropriate answer. You MUST meet the requirements listed. No exceptions are made for the GMAT waiver. If you do not meet the GMAT waiver requirements, choose “I do not meet any of the above criteria.” If your GPA was close to the cutoff, but you are unsure, you may select the GMAT waiver, but the GPA will be confirmed and you may have to take the GMAT if you do not meet the minimum required cumulative GPA.
7. On the Work Experience tab, enter your current employer and select the “Current Employer” button for your current position only. Make sure your resume, uploaded later in this application, includes all past work experience.
8. On the Objectives & Background tab, complete each box, addressing each question specifically and keeping your responses concise and relevant. Click “Next” to proceed once these have been answered.
 - What (1) personal qualities AND (2) past experiences (work, school or volunteer) do you feel will make you a successful student in the MBA program?

- Whether applying to the 100% Online MBA or Flexible MBA program (mix of face-to-face & online course delivery options), please describe any previous experiences with online education such as the number of undergraduate courses taken online or any professional development completed online.
 - Additional questions asked of everyone seeking a GMAT waiver: The GMAT & GRE are designed to assess proficiency in (1) quantitative preparedness and (2) critical thinking. Please provide specific evidence that demonstrates your proficiency in these areas so that a decision can be made whether to waive the GMAT/GRE requirement for you. Examples demonstrating your applied quantitative and analytical skills can be from your prior academic work (undergraduate and/or graduate), work experience, professional certifications, extracurricular activities, etc.
9. At the bottom of the Requirements tab, in the box labeled “Resume,” click on “Attach file” then “Choose File” and select your resume file to upload. Then click on “Upload Selected File.” Your resume file should now be listed in the box. You may upload a Word or PDF file. This is required.
 10. On the Requirements tab, all items should have a green check next to them. If they do not, return to the appropriate area and complete any missing information. Otherwise, click “Continue.”
 11. If all requirements have been met, a “Submit” button will now appear at the bottom of the screen. Click “Submit” to submit your MBA application. A message that your application form has been submitted successfully should appear. Click “OK.”
 12. If you need to return at a later date to complete any of the missing information, click Save and then Logout without clicking Submit. NOTE: You MUST click Submit to submit your application for review. Unless Submit is selected, your application will not be considered complete and submitted for consideration. You will find the Submit button at the bottom of the “Requirements” tab.
 13. You will be taken back to the Application Self Service Center at this point. This is also the screen that you will see if you log back in to Check Status of your application. You may click on Applications to view all applications you have submitted. You should see two applications: One labeled Business GR Academic Program and one labeled Graduate for the Graduate School.
 - You may click on the Summary button below the Business application to view the status of your MBA application. This is where you can upload your resume if you did not do so the first time or if it was not receipted.
 14. You may click on the Summary button below the Graduate application to view the status of your Graduate School application. This is where you can:
 - View the status of transcript receipt
 - View the status of GRE or GMAT test score receipt
 - Make your application fee payment if you did not do so when initially applying

To check the status of your application at a later date (once you have logged out), use this link to the Self Service Center and the login/password you set up at the beginning of these instructions:
<https://utc.hobsonsradius.com/ssc/zx671mkk0x6G0x670cc00l.ssc>