

## **ADMISSION INSTRUCTIONS**

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# Bachelor of Applied Science in Operations Management

## *Introduction*

The Bachelor of Applied Science in Operations Management program at Clover Park Technical College has admission requirements beyond those necessary for general admission to the college. The admission criteria include your academic record, personal characteristics, and potential to work in the Manufacturing Operations or Operations Management fields.

Applicants are generally admitted for a spring or fall quarter start, although students may be admitted in other quarters subject to the availability of spaces and at the discretion of program faculty.

Please follow all directions in this application carefully. Failure to comply with the process described in this document may result in disqualification from the admissions pool for this program.

# Bachelor of Applied Science in Operations Management

## *Is This Program Right for You?*

Before you start the application process, you should make sure that this is the right program for you. We strongly advise you to attend one of our Information Sessions which provide an overview of the BAS program. Sessions:

- Last one hour, and include time for questions.
- Do not require an RSVP.
- Are highly recommended for all applicants.

For a list of upcoming session dates, go to the BAS web page at:

[www.cptc.edu/programs/basopm](http://www.cptc.edu/programs/basopm)

For other questions, please contact: [bas-opm@cptc.edu](mailto:bas-opm@cptc.edu)

In addition, we strongly recommend that you contact the Admissions Specialist, Sheila Gomez, from your first interest in the program. She will be able to assist you through the application process.

# Bachelor of Applied Science in Operations Management

## *Admission Requirements and Selection Criteria*

### Academic Requirements for Admission to the Program

Admission to the program may occur when the following can be documented:

- Successful completion of an earned Applied Associate degree, AAS-T, Direct Transfer Associate degree or equivalent from an accredited institution in an appropriate manufacturing, management or operations-related field with an overall minimum 2.5 GPA in all college-level coursework.
- Intermediate Algebra or higher (minimum 2.5 GPA); or equivalent COMPASS math scores (within the past 2 years).
- 5 college-level credits in English Composition (ENGL& 101 or higher).
- 5 college-level credits in a Social Science.

A minimum grade of 2.5 is required in all college-level coursework.

### Academic Requirements for Admission to the Upper Division (Junior Year)

Once admitted to the program, the following must be documented before you can move on to the junior year of the program:

- 5 credits of MATH& 146 or higher-level statistics class
- 5 credits of a college-level math class other than MATH& 146 with Intermediate Algebra as a prerequisite – MATH& 141 Precalculus I or above preferred.
- 5 college-level credits in a Humanities subject – a speech class recommended
- 5 college-level credits in a Natural Science with a lab component – PHYS& 114, ENV& 101 or CHEM& 121 recommended.

A minimum grade of 2.5 is required in all college-level coursework. These requirements can be satisfied by coursework completed before admission to the BAS program, or during a “bridge” quarter included within the BAS program. The bridge quarter can include up to 20 credits as required.

If you have not completed all of these requirements, you must submit a plan detailing which classes you still need and where and when you will take them. This is documented on Part 1 of the Applicant Self-Reporting Form.

**IMPORTANT – You must submit this information at the time of application.**

**If this is not submitted, your admissions pack will not be considered.**

# Bachelor of Applied Science in Operations Management

## Other Admission Requirements

In addition to meeting the requirements listed on the previous page, you must also submit:

1. Official copies of your transcripts for all of the colleges you have attended.
2. A current resume.
3. A two-page, double-spaced essay describing your interest in the degree, how completion of this degree meets your personal education and employment goals, and any other information that may support your admission to this program.

## Applicant Essay Questions

The application essay is a key part of the selection process. Essays should exhibit effective communication skills consistent with work in Manufacturing Operations or Operations Management. Essay question responses are evaluated on content, clarity of message, grammar and spelling.

Essay Questions:

1. Describe your interest in the degree.
2. How does completion of this degree meet your personal education and employment goals?
3. What other information may support your admission to this program?

Your responses to the essay questions must:

- Be typed.
- Address all parts of each question.
- Be double-spaced between the lines.

Your answers to all three questions should not exceed two pages in total.

## Selection Criteria

Applicants will be selected by an admissions committee review based on the points assigned to each application element listed below.

Application Requirements	Max. Pts	Notes
Cumulative College Level Associate Degree GPA	40	Multiply cumulative college-level GPA by 10 to determine total points
Resume	20	Based on evaluation rubric
Essay	20	Based on evaluation rubric
<b>TOTAL</b>	<b>80</b>	

## Bachelor of Applied Science in Operations Management

### *Important Dates*

<b>Program Start</b>	<b>Deadline(s)</b>
Fall quarter, 2016	Priority Deadline: July 1, 2016  <i>After the priority deadline, applications will be accepted on a space available basis.</i> (The priority deadline for fall quarter financial aid is July 15, 2016)
Spring quarter, 2017	Priority Deadline: January 9, 2017  <i>After the priority deadline, applications will be accepted on a space available basis.</i> (The priority deadline for spring quarter financial aid is January 20, 2017)

# Bachelor of Applied Science in Operations Management

## Contact Information

The following contact details may be useful as you prepare your application. If you have any questions that have not been answered in these instructions, please contact [bas-opm@cptc.edu](mailto:bas-opm@cptc.edu) or call the Admissions Specialist (see below).

**Mailing Address for Applications** Clover Park Technical College  
4500 Steilacoom Blvd SW  
Lakewood WA 98499-4004  
Attn: Director of Admissions

*If mailed, applications must be postmarked on or before deadline.  
Consider a "Return Receipt Requested" form from your post office*

**Hand Deliver Applications To** Enrollment Services Office  
Location: Building 17 on the Lakewood campus

**Admissions Specialist,**

**Theresa Gonzales**

Hours:

- Mon., Tue. & Thurs. 8 a.m.-4:30 p.m.
- 1st, 3rd & 5th Wed. 8 a.m.-4:30 p.m.
- 2nd & 4th Wed. 9 a.m.-7 p.m.
- Fri. 9:30 a.m. - 3:30 p.m.

Location: Building 17 on the Lakewood campus  
(walk-ins available; appointments preferred)

Phone: 253-589-5569

[Theresa.gonzales@cptc.edu](mailto:Theresa.gonzales@cptc.edu)

**Financial Aid**

<http://www.cptc.edu/financial-aid>

Location: Building 17, first floor on the Lakewood campus

Phone: 253-589-5660

Fax: 253-589-5618

**Veterans**

<http://www.cptc.edu/veterans>

Hours:

- Monday-Thursday 7:30 a.m. - 4:30 p.m.
- Friday: 9 a.m.-4:30 p.m.

Location: Building 17, Room 250

VA Certifying Official

253-589-5581

[vaoffice@cptc.edu](mailto:vaoffice@cptc.edu)

**Disabilities Accommodations**

<http://www.cptc.edu/disabilities>

Phone: 253-589-5767

# Bachelor of Applied Science in Operations Management

1

Attend a program  
information session

2

Apply for admission

If your application is successful ...

3

Meet with a counselor/advisor  
for an education plan

4

Register for classes

5

Pay your tuition