

ADMISSION INSTRUCTIONS

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Introduction

The Bachelor of Applied Science in Interior Design 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, an essay of interest, and quality of design work.

Applicants are generally admitted for a spring or fall quarter start, although students may be admitted in other quarters subject to course offerings, available space in the course, and 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.

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 an Information Sessions which provide an overview of the BASID program.

- **Virtual Program Information Sessions** are held on the 2nd Wednesday of each month at 3pm.
- **In-Person Program Information Sessions** are held on the 4th Wednesday of each month at 3pm.

RSVP's are not required for virtual or in-person Program Information Sessions. To Access the Virtual Program Information Session or to RSVP ahead of time (optional), click [here](#).

If you are unable to attend one of these sessions, please contact us at (253)589-5567 or interior.design@cptc.edu to set up a time to review the program.

The BAS Interior Design program at CPTC is a hybrid program with most of the course content delivered online and minimal face-to-face time. The face-to-face meetings are typically held three Saturdays each quarter. It is important that students have regular access to a computer and internet. Software programs used include Autodesk AutoCAD and Revit, SketchUp, Adobe Creative Cloud, and Microsoft Office. Students will be provided with software licensing and install information as needed.

In addition, contact the Bachelor of Applied Science Navigator, Kristen Bate (kristen.bate@cptc.edu) if you need any assistance through the application process.

Admission Requirements and Selection Criteria

Academic Requirements for Admission to the Program

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

A minimum grade of 2.0 is required in all general education coursework.

- An earned Applied Associate degree in interior design or architecture, AAS-T, Direct Transfer Associate degree or equivalent from a regionally accredited institution with an overall minimum 2.3 GPA, **OR**
- An earned Applied Associate degree, AAS-T, Direct Transfer Associate degree or equivalent in an outside discipline from a regionally accredited institution with a minimum 2.3 GPA; enrollment in Interior Design technical bridge courses will be required during the first quarter of the program, **OR**
- An appropriate body of preparation as determined by the college, including completion of 90 college-level credits, employment, or other life experience that qualifies for credit for [prior learning](#) and meets the upper-division course prerequisites.
- A minimum grade of 2.0 is required in all general education coursework.
- 5 college-level credits in English Composition (ENGL& 101 or higher).
- 5 college-level credits in a transferable social science course.

Technical Bridge Courses

Once admitted to the program, the following courses or equivalent coursework must be completed before students can register for certain upper-level BAS-ID courses. Students are encouraged to take these courses prior to starting the upper-level (300- and 400-level) coursework:

- DSN 131 Design Communication II
- DSN 146 Concept Development and Ideation
- DSN 155 Design Communication III
- DSN 212 Lighting
- DSN 230 Materials, Furnishings, and Specifications II
- DSN 235 Interior Planning II

Junior Level Standing

Once admitted to the program, the following must be documented before students are considered to be at junior level standing (in addition to the required English Composition and Social Sciences coursework required for program admission):

- 5 credits in any transferable/common course numbered quantitative/symbolic reasoning course 100 level or above
- 5 credits in any transferable/common course humanities subject – CMST& 220 or ART& 100 recommended
- 5 credits in any transferable/common course numbered natural science course with a lab component. Recommended courses: BIOL& 160 (with lab), CHEM& 110 (with lab), CHEM& 121 (with lab), PHYS& 114 (with lab).

These requirements can be satisfied by coursework completed before or after admission to the BASID program, and may be taken before or concurrently with upper-level BAS classes.

Graduation Requirements

To successfully complete the degree, students must maintain a minimum grade of 2.0 in all coursework, including program courses, and general education courses.

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 other than Clover Park Technical College.
2. A formal resume (If you did not complete CPTC's Interior Design AAT or AAS-T *within the last 12 months*).
3. A 400-650-word admission essay describing the candidate's interest in the degree, his or her background and experience in the interior design and/or related industries, how completion of this degree meets his or her personal education and employment goals, his or her understanding of the commitment that will be required to complete the program, and any other information that may support entry to the program.
4. Current portfolio of design work up to 20 pages of interior design and/or related work (If you did not complete CPTC's Interior Design AAT or AAS-T *within the last 12 months*).

Applicant Essay Questions

The application essay is a key part of the selection process. Essays should exhibit effective communication skills and terminology consistent with work in Interior Design. 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.
- Be sure your name is on the essay.
- Your answers to all three questions should be 400-650 words in total.
- Be sure to proofread and edit your essay for accurate spelling, grammar and punctuation.

Applicant Portfolio

The submitted portfolio must be current, including any relevant work completed since graduating with your associate degree. Submission of a portfolio is not required if you have completed CPTC's Interior Design AAT or AAS-T *within the last 12 months*. The admissions committee will consider the following:

- Overall presentation of work
- Technical drawing skills
- Presentation drawings/renderings
- Use of technology/relevant software programs
- Space planning
- Use of materials and FF&E
- Concept/innovation
- Diversity of projects

Selection Criteria

Applicants will be selected by an admissions committee review based on the following criteria:

Application Requirements	Max. Pts	Notes
Cumulative College Level Associate Degree GPA	40	Multiply cumulative college-level GPA by 10 to determine total points (2.3 minimum GPA required)
Resume	20	Based on evaluation rubric
Essay	20	Based on evaluation rubric
Portfolio	80	Based on evaluation rubric
TOTAL	160	

Applicants can expect to hear back regarding their application in approximately 2-4 weeks after submission.

Apply

If you meet the entry requirements and are ready to apply, submit the BASID application along with any other required documents. The application can be found on the CPTC website at www.cptc.edu/programs/basid.

Applicants can expect to hear back regarding their application in approximately 2-4 weeks after submission.

**A paper copy of the BASID application is available upon request*

Important Dates

Program Start	Deadline(s)
Spring Quarter 2025	Priority Deadline: March 3, 2025 <i>After the priority deadline, applications will be accepted on a space available basis.</i> (see www.cptc.edu/fin-aid for financial aid application process due dates for the academic year)
Summer Quarter 2025	Priority Deadline: June 5, 2025 <i>After the priority deadline, applications will be accepted on a space available basis.</i> (see www.cptc.edu/fin-aid for financial aid application process due dates for the academic year)
Fall Quarter 2025	Priority Deadline: August 29, 2025 <i>After the priority deadline, applications will be accepted on a space available basis.</i> (see www.cptc.edu/fin-aid for financial aid application process due dates for the academic year)

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 call or email the Student Success Support Specialist (see below).

Student Success Support Specialist

Location: Building 17, Lakewood campus
Phone: 253-589-5534
Clara.meyer@cptc.edu

Financial Aid

www.cptc.edu/financial-aid
Location: Building 17, Lakewood campus
Phone: 253-589-5660

Veterans

www.cptc.edu/veterans
Location: Building 17, Lakewood campus
Phone: 253-589-5581
vaoffice@cptc.edu

Disabilities Accommodations

www.cptc.edu/disabilities
Location: Building 17, Lakewood campus
Phone: 253-589-5767

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