

**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 and potential to work in the Operations Management field.

Applicants are generally admitted for a 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. It is strongly advised that you attend a Program Information Sessions held by the instructor, which provides an overview of the BAS-OPM program.

- **Virtual Program Information Sessions** are held on the 2<sup>nd</sup> Wednesday of each month at 3pm.
- **In-Person Program Information Sessions** are held on the 4<sup>th</sup> 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 the program instructor, [Tarlochan.Mann@cptc.edu](mailto:Tarlochan.Mann@cptc.edu) to set up a time to review the program.

CPTC's Bachelor of Applied Science in Operations Management (BAS-OPM) degree has been designed to meet the needs of students who want to move into supervisory and management roles in industry.

In the BAS-OPM program, students will learn about operations management tools and techniques, develop core business skills, and apply them to solve problems in industry. Focused-study courses and individual and group capstones help develop the critical thinking skills required for a successful career in an operations management role.

This degree has been designed to meet the educational needs of working adults. It is based on a combination of web-based instruction with study groups meeting at times convenient to students.

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

# Bachelor of Applied Science in Operations Management

## Admission Requirements

### 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 a regionally accredited institution with an overall minimum 2.3 GPA. 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 transferrable social science course.

### Admission to the Junior Year

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

- 5 credits of MATH& 146 or another higher-level statistics class.
- 5 credits in a humanities subject – CMST&220 recommended
- 10 credits in natural sciences with at least one science course with a lab component. Recommended courses: CHEM& 110 (with lab), CHEM& 121 (with lab), PHYS& 114 (with lab), and another transferable science or transferable math course other than MATH& 146.
- 5 credits in any college-level lower division General Education courses: English Composition, Social Science, Humanities, or Natural Science

These requirements can be satisfied by coursework completed before or after admission to the BAS-OPM program and may be taken 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 “bridge” quarter courses, program courses, and general education courses.

### Other Admission Requirements

In addition to meeting the requirements listed previously listed, you must also submit:

1. Official copies of your transcripts for all of the colleges you have attended other than Clover Park Technical College.

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## Apply

If you meet the entry requirements and are ready to apply, submit the BAS-OPM application along with any other required documents. The application can be found on the CPTC website at [www.cptc.edu/programs/basopm](http://www.cptc.edu/programs/basopm).

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

*\*A paper copy of the BAS-OPM application is available upon request.*

## Important Dates

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

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## 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](mailto:Clara.meyer@cptc.edu)

### **Financial Aid**

[www.cptc.edu/financial-aid](http://www.cptc.edu/financial-aid)  
Location: Building 17, Lakewood campus  
Phone: 253-589-5660

### **Veterans**

[www.cptc.edu/veterans](http://www.cptc.edu/veterans)  
Location: Building 17, Lakewood campus  
Phone: 253-589-5581  
[vaoffice@cptc.edu](mailto:vaoffice@cptc.edu)

### **Disabilities Accommodations**

[www.cptc.edu/disabilities](http://www.cptc.edu/disabilities)  
Location: Building 17, Lakewood campus  
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