



BACHELOR OF APPLIED SCIENCE–APPLIED MANAGEMENT (BAS) INSTRUCTIONS FOR 2009 BAS APPLICATION

Application form(s)

- To be considered for the Bachelor of Applied Science in Applied Management, ALL APPLICANTS MUST SUBMIT an official BAS Application for Admission. The application may be downloaded at <http://pc.ctc.edu/academics/bas/default.asp>. You also may request a hard copy of the application and instructions by contacting the BAS Program Director at (360) 417-5683.
- Applicants who have not attended Peninsula College in the last three years, or those who attended other colleges, must reapply/apply to the College. See below for instructions.

Application deadline

Applications for admission to the BAS Applied Management class entering in September 2009 are currently being accepted and will be taken until classes start.

Application fee

A nonrefundable application fee of \$50 is assessed to pay for the review of your application materials, transcript evaluation, and computer application proficiency assessments. A check or money order payable to Peninsula College must accompany your application. Do not send cash.

Admission criteria

While admission to the program is competitive, all interested and qualified individuals are encouraged to apply. Thirty-five applicants will be accepted into the class entering Fall 2009.

To be considered for admission, applicants must...

- have completed any **Math** class at the 100 level with MATH 099 (Intermediate Algebra) as a prerequisite and earned a grade point of 2.0 or better (5 quarter credits)
- have completed **ENGL 101 (i.e., English Composition I)** or the equivalent and earned a grade point of 2.0 or better. (5 quarter credits)

- have completed a **Social Science** course at the 100 or 200 level (e.g., Anthropology, Economics, History, Political Science, Psychology, Social Science) (5 quarter credits)
- have completed a **General Education** course at the 100 or 200 level (e.g., Social Science, Natural Science, Humanities) (5 quarter credits)
- demonstrate basic skills in Excel, Word, PowerPoint and the use of an email program.

All applicants must have:

AAS or AAS-T degree (grade point average of 2.0 or better)

OR

AA or AS degree (grade point average of 2.0 or better) *PLUS* two years of work experience.

All applicants must submit the following documents:

1. TRANSCRIPTS

Request official transcripts from all accredited colleges attended (other than Peninsula College*), to verify your completion of an AAS, AAS-T, AA-Transfer, or AS-Transfer degree and all other college credits earned. (* If degree or credits were earned solely at Peninsula College, you do not need to request it, since it is already here.)

Have your other school(s) send an official transcript to Enrollment Services, Peninsula College, 1502 E. Lauridsen Boulevard, Port Angeles, WA 98362.

2. TRANSCRIPT EVALUATION REQUEST FORM:

Submit a Transcript Evaluation Request form to Peninsula College's Enrollment Services/Admissions Dept. to have all your transcripts evaluated, including those from Peninsula College. The evaluation form can be accessed at <http://www.pc.ctc.edu/document/tranevaluation06.pdf> or picked up in Student Services, Building D on the Port Angeles campus. This form must be submitted in hard copy.

3. PC APPLICATION

(Those who have attended Peninsula College within the last three years need not submit this general application form.)

Peninsula College Application for Admission can be completed and submitted online at <https://admissions.ctc.edu/applicant/welcome.cfm>. An application also may be picked up on campus in Building D, Student Services.

4. BAS APPLICATION

Bachelor of Applied Science in Applied Management application.

5. REFERENCES

Send in two letters of recommendation from someone who personally knows your work, such as your current or past supervisor or an instructor, discussing your contributions to your work place and how he or she believes you will benefit from completion of the BAS in Applied Management program. Letters should be submitted on organization letterhead.

If you are applying to this program with an AA or AS degree, your work reference needs to address your two years of work experience in the letter.

6. PERSONAL STATEMENT

Your Personal Statement is an important part of your application for admission to the BAS Applied Management program. It provides an opportunity for you to share aspects of your life that may not be apparent from your application form, transcripts, assessments, and letters of recommendation.

Directions:

Submit a typed personal statement responding to each of the three topics listed below. The total length of your statement – combined for all three topics – should not be more than two double-spaced pages. Please use plain paper.

Personal Statement Topics:

1. Describe any personal or economic hardships or barriers you've had to overcome and explain how you overcame them. Be specific about when you encountered these hardships, how long they lasted and what you learned about yourself as a result.
2. Describe an accomplishment of which you're most proud. Your example may be taken from employment, community service, student organizations, or similar situations. Please be specific.
3. Describe how the BAS in Applied Management will help you accomplish your career goals.

Application checklist

Official Transcripts indicating earned AAS, AAS-T, or AA-Transfer or AS-Transfer degree, including applicable prerequisite courses.

Transcript Evaluation Request.

Completed Peninsula College Application for Admission (if you haven't attended PC within past three years.)

Completed BAS Application for Admission.

\$50 nonrefundable application fee.

Two letters of recommendation:

- a) two workplace or
- b) one workplace and one education.

Personal statement.

Mail or drop off your completed application packet (hard copy and check for fee) to:

Enrollment Services
Peninsula College
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362 U.S.A.

After you apply

The applicant is responsible for making certain the application is complete.
Applicants will be contacted to schedule for an interview.
Please contact Dr. Vicki DeLorey (see below) with questions.

Admission to program

Approximately one week following the applicant's interview they will receive notification of their admission status in the mail.

Financial aid

Financial aid is available for those who qualify. Instructions and deadlines for applying for financial aid at Peninsula College for the 2009-2010 year are posted on the Financial Aid Office website at:

www.pc.ctc.edu/prospective/financialaid/default.asp

Questions should be directed to the Financial Aid Office at (360) 417-6390 or via e-mail at financialaid@pcadmin.ctc.edu.

Additional questions?

Please visit the Bachelor of Applied Science in Applied Management page on the Peninsula College website at <http://pc.ctc.edu/academics/bas/default.asp>

BAS program contacts:

Dr. Vicki DeLorey
BAS Program Director
360.417.5683
vickid@pcadmin.ctc.edu

Lila Morris
BAS Program Assistant
360.417.7982
lilam@pcadmin.ctc.edu

STATEMENT

“Peninsula College does not discriminate and is in compliance with all Washington state and federal laws and regulations concerning employment and admissions to programs and activities per Peninsula College Board Policy #501 and Title 132A of the Washington Administrative Code.”

11/5/08 lm