ADMISSION INSTRUCTIONS

Introduction ........................................................................................................................................... 3
Is This Program Right for You? ............................................................................................................. 4
Admission Requirements and Selection Criteria .................................................................................... 5
    Academic Requirements for Admission to the Program ............................................................... 5
    Academic Requirements for Admission to the Upper Division (Junior Year) ............................. 5
    Other Admission Requirements ..................................................................................................... 6
Applicant Essay Questions ..................................................................................................................... 6
Selection Criteria ................................................................................................................................... 6
Important Dates ....................................................................................................................................... 7
Contact Information ............................................................................................................................... 8
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
Introduction

The Bachelor of Applied Science in Manufacturing Operations (BASMO) 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 field.

Applicants are generally admitted for a Fall or Spring 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.
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 BASMO 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 BASMO web page at:

www.cptc.edu/programs/basmo

An online version is also available. For this, or for other questions, please contact basmo@cptc.edu

In addition, we strongly recommend that you contact the Advising and Counseling Office from your first interest in the program. They will be able to assist you through the application process.
Bachelor of Applied Science in Manufacturing Operations

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, ENVS& 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 BASMO program, or during a “bridge” quarter included within the BASMO 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.
Other Admission Requirements
In addition to meeting the requirements listed on the previous page, you must also submit:

1. Two letters of recommendation attesting to your ability to succeed at the baccalaureate level. It is recommended that, if possible, one should be from a college faculty member, and one should be from a supervisor.
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.
4. Payment of $20 non-refundable application fee.

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. 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.

<table>
<thead>
<tr>
<th>Application Requirements</th>
<th>Max. Pts</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative College Level Associate Degree GPA</td>
<td>40</td>
<td>Multiply cumulative college-level GPA by 10 to determine total points</td>
</tr>
<tr>
<td>Resume</td>
<td>20</td>
<td>Based on evaluation rubric</td>
</tr>
<tr>
<td>Essay</td>
<td>20</td>
<td>Based on evaluation rubric</td>
</tr>
<tr>
<td>Recommendations</td>
<td>20</td>
<td>10 points for each recommendation, based on evaluation rubric</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
### Important Dates

<table>
<thead>
<tr>
<th>Program Start</th>
<th>Deadline(s)</th>
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<tbody>
<tr>
<td>Spring 2015</td>
<td>Last Date for Financial Aid Applications: Jan 23</td>
</tr>
<tr>
<td></td>
<td>Application Deadline: March 13</td>
</tr>
<tr>
<td></td>
<td>Quarter Starts: April 1</td>
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<tr>
<td>Fall 2015</td>
<td>Last Date for Financial Aid Applications: July 15</td>
</tr>
<tr>
<td></td>
<td>Application Deadline: Sept 4</td>
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<tr>
<td></td>
<td>Quarter Starts: Sept 21</td>
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Bachelor of Applied Science in Manufacturing Operations

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 basmo@cptc.edu or call the Advising and Counseling Office (see below).

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

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 11 on the Lakewood campus

Advising and Counseling Office
http://www.cptc.edu/advising
Hours:
- Mon., Tue. & Thurs. 8 a.m.-5 p.m.
- 1st, 3rd & 5th Wed. 8 a.m.-5 p.m.
- 2nd & 4th Wed. 8 a.m.-7 p.m.
- Fri. 9:30 a.m. - 4:30 p.m.
Location: Building 12 on the Lakewood campus

Financial Aid
http://www.cptc.edu/financial-aid
Location: Building 11 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 11 on the Lakewood campus

VA Certifying Official
253-589-5581
vaoffice@cptc.edu

Disabilities Accommodations
http://www.cptc.edu/disabilities
Phone: 253-589-5767

Campus Maps: http://www.cptc.edu/maps