

ADMISSION INSTRUCTIONS

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Bachelor of Applied Science in Interior Design

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, quality of work, and potential to work in the Interior Design field.

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.

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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 BASID program. Sessions:

- Last 30-60 minutes (depending on number of attendees and questions).
- Do not require an RSVP.
- Are highly recommended for all applicants.

Information sessions are currently held every second and fourth Wednesday of the month at 3 PM at our Lakewood campus in Building 19 Room 210. 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.

For other questions, please contact interior.design@cptc.edu.

In addition, we strongly recommend that you contact the Associate Dean for Student Success, Cindy Mowry (cindy.mowry@cptc.edu) from your first interest in the program. She will be able to assist you through the application process.

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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 in interior design or related field (such as architecture) from a regionally accredited institution with an overall minimum 2.3 GPA.

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 of any transferrable/common social science course (such as psychology, sociology, history, or political science) numbered 100-level or above.

Academic Requirements for Admission to the 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 another higher-level statistics class
- 5 credits (transferrable/common course) in humanities (a communications or art course is recommended).
- 10 credits (transferrable/common course) in a natural science (one must be with a lab component)
- 5 credits in any transferrable/common course numbered general education courses 100-level or above: English Composition, Social Science, Humanities, or Natural Science

These requirements can be satisfied by coursework completed before or after admission to the BASID 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 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 current resume.
3. A 400-650 word essay describing your interest in the degree, background and experience in the interior design industry, 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. Current portfolio of design work up to 20 pages. This may be submitted as an unreturnable hard copy or PDF on a thumb drive or via email (cindy.mowry@cptc.edu).

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Applicant Essay Questions

The application essay is a key part of the selection process. Essays should exhibit effective communication skills 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 proof read 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. If you are applying to begin the BASID program in the quarter immediately after graduating with your associate degree or do not yet have industry experience, your portfolio should include your best work completed while in school. 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

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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.

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Important Dates

| Program Start | Deadline(s) |
|------------------------|--|
| Fall quarter 2019 | Priority Deadline: August 23, 2019 <i>After the priority deadline, applications will be accepted on a space available basis. (The priority deadline for fall quarter financial aid is August 30, 2019.)</i> |
| Spring quarter 2020 | Priority Deadline: March 2, 2020 <i>After the priority deadline, applications will be accepted on a space available basis. (The priority deadline for spring quarter financial aid is March 4, 2020.)</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 contact interior.design@cptc.edu or call or email the Director of Enrollment Services (see below).

Mailing Address for Applications

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

Hand Deliver Applications to Associate Dean for Student Success, Cindy Mowry

Enrollment Services Office
Location: Building 17 on the Lakewood campus
Hours:

- Mon., Tue. & Thurs. 8 a.m.-5:00 p.m.
- 1st, 3rd & 5th Wed. 8 a.m.-5:00 p.m.
- 2nd & 4th Wed. 9 a.m.-6 p.m.
- Fri. 9:30 a.m. – 5:00 p.m.

(walk-ins available; appointments preferred)

Phone: 253.589.5570

cindy.mowry@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>

Location: Building 17, Room 250

Hours:

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

VA Certifying Official 253-589-5581

vaoffice@cptc.edu

Disabilities Accommodations

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

Phone: 253-589-5767

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