

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, personal characteristics, and potential to work in the Operations Management.

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 BAS-OPM 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 105. If you are unable to attend one of these sessions, please contact us at bas-opm@cptc.edu to set up a time to review the program.

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 from an accredited institution with an overall minimum 2.3 GPA in all college-level coursework.
- 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/common social science course.

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 another higher-level statistics class.
- 5 credits of a college-level math class **other than** MATH& 146 (MATH& 107 or higher is best with MATH& 141 preferred).
- 5 college-level credits in humanities (CMST& 220 recommended)
- 5 credits of Natural Science class with non-lab science or math 100-level or above
- 5 credits in Natural Science class 100-level or above with lab science
- 5 credits in any transferrable/common course numbered general education courses 100-level or above: 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 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 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.

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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 Manufacturing Operations or Operations Management. 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 two-pages
- Be sure your name is on the essay.
- Be sure to proof read and edit your essay for accurate spelling, grammar and punctuation.

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
TOTAL	80	

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

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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 bas-opm@cptc.edu or call or email the Associate Dean of Student Success (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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