PROGRAM APPLICATION INSTRUCTIONS

Application form(s)

- Applicants who have not attended Peninsula College in the last three years, or those who attended other colleges, need to reapply/apply to the College. The 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. Those who have attended Peninsula College within the last three years need not submit this general application form.

Your Student Identification (SID) number is generated by submitting the Peninsula College Application for Admission. If you have attended PC and do not know your SID number, please call Enrollment Services at (360) 452-9277. The information will be mailed to you.

- To be considered for the Bachelor of Applied Science in Applied Management, ALL APPLICANTS MUST SUBMIT an official BAS Applied Management Application for Admission. The application may be downloaded at www.pc.ctc.edu/bas. You also may request a hard copy of the application by contacting the BAS Director of Student Services & Workforce at (360) 417-5683.

Application deadline

Applications for admission to the BAS Applied Management class entering in September 2007 are currently being accepted.

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. Forty applicants will be accepted into the first class entering Fall 2007.

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. Official transcripts from all regionally accredited colleges attended, demonstrating completion of an AAS, AAS-T, AA-Transfer, or AS-Transfer degree and all other college credits earned. Submit transcript(s) to Enrollment Services, Peninsula College, 1502 E. Lauridsen Boulevard, Port Angeles, WA 98362.
   NOTE: If degree or credits were earned at Peninsula College, you do not need to request a transcript.

2. You must submit a Transcript Evaluation Request for all transcripts, including those from Peninsula College. This request, and only this request, will initiate the required evaluation of your credits. 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. Peninsula College Application for Admission (if you have not attended PC in the last three years).


5. 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. A typed personal statement. [See instructions on Application for Admission]

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.

☐ Completed BAS Applied Management Application for Admission.
$50 nonrefundable application fee.

Two letters of recommendation:

a) two workplace or

b) one workplace and one education.

Personal statement.

Mail your completed application* packet 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. Please contact Dr. Vicki DeLorey (see below) with questions.

Admission to program
Applicants will be notified of their admission status approximately one week following their interview.

Financial aid
Financial aid is available for those who qualify. Instructions and deadlines for applying for financial aid at Peninsula College for the 2007-2008 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 www.pc.ctc.edu. Go to “Academics” and click on the BAS Applied Management Program.

Campus contact:
Dr. Vicki DeLorey, Director of BAS Student Services & Workforce
360.417.5683
vickid@pcadmin.ctc.edu.

*Applications MUST be submitted in hard copy.