ADMISSION GUIDE
Bachelor of Applied Science in Technology Development and Management
TMGT-BAS Spring 2018 Term 0540

Admissions Checklist

To be admitted to the Bachelor of Applied Science in Technology Development and Management degree program, you need:

- □ 60 credits of lower division college level coursework from a regionally accredited institution including:
  - 15 credits of transferrable general education courses
  - A cumulative 2.0 GPA or higher
  - ENC 1101 - Composition I or equivalent
  - College math completed - MAT 1100, MAT 1033, STA 2023, STA 2023H, or any MAC, MGF, MTG, or MAS math prefix – with grade C or higher
  - 21 Technical Credits from:
    - acceptable certificates
    - OR classes that begin with the prefixes CAP, CEN, CET*, CGS, CIS, CNT, COP, or CTS - with a grade C or higher (*with the exception of CET 1114)

- • If you are interested in pursuing the Software Development sub plan you must complete one of the following:
  - Computer Programming and Analysis AS degree (CWPA-AS)
  - Computer Programmer Certificate (CPS-CT)
  - Computer Programming Specialist Certificate (CMPRG-CT)
  - Permission of the Dean

- • If you are interested in pursuing the Data Analytics sub plan you must take STA 2023.

- □ If you are new to SPC: Complete the St. Petersburg College Admission Application and pay non-refundable fee.
  If you are returning to SPC (not enrolled in SPC courses within the last six semesters): Complete the online Readmission Application in MySPC. If you are a current SPC Student (enrolled within the last six semesters): Submit the application for the Bachelor of Applied Science in Technology Development and Management - log in to MySPC and at the bottom of the page, select Apply for a Bachelor’s Program.

- □ Submit official (sealed) high school transcript or GED transcript. (Transcripts that have been opened are not accepted.) If you have earned an associate, bachelor, or higher degree from a regionally accredited institution you are waivered from this requirement. If you have completed 2 years/credits of a foreign language in high school you will need to submit official high school transcripts.

- □ Submit official (sealed) transcripts from all regionally accredited colleges/universities currently or previously attended. (Transcripts that have been opened are not accepted.) 
  Note: Transcripts from schools outside the U.S. must be evaluated by a NACES approved agency.

- □ When you are offered admission you will be notified in your student email account in MySPC and your personal email. If offered admission, you will need to electronically submit the Intent to Participate online survey as soon as possible for your admissions to be completed and to be eligible to enroll in classes.

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If you are currently enrolled in your final admission requirement(s), you are encouraged to apply for this program before registration starts for the next semester. In doing so, you may be able to register for the following upper division courses: GEB 3213, MAN 3303 and ISM 3011. You do not need to wait for grades or degrees to post before you apply to this program. Your application will remain open until you have satisfied all admission requirements. Once completed, an offer of admission will be emailed to both your student email and personal email.

Admission Information

• All of you who qualify will be offered admission and eligibility to enroll in the program. The program is offered in 8-week sessions which are offered; August, October, January, March and May.

• If you have not fulfilled all admission requirements to this program, you will need to complete the missing requirements. You should check your To Do List and you will see what you are missing. Once all requirements are completed, you will be sent a letter of admission to your student email and personal email. You should submit the Intent to Participate online survey as soon as possible.

Program Information

• Courses are only offered in 8-week sessions.

• A recommended Academic Pathway has been created for the Technology Development and Management Program. (Note: please see tabs at the bottom of the spreadsheet for individual sub plans.)

• All program courses are 100% online*.
  o Occasionally courses may be offered in a blended format (combination online and face-to-face).
  o There is not a standard course-load for CCIT students. Your course-load is dependent upon your own situation (personal, work, etc.). The recommended course load is 2 courses (6 credits) each 8 week session for a total of 12 credits per semester. This is considered full time. It is not recommended to take more than two eight-week courses each 8 week module.
  o Enrollment in an online course must be completed by Sunday prior to the first week of the course.
  o *You may be required to attend a Capstone orientation and presentation. An online tool will be available for exceptions.
  o It is your responsibility to understand how your course load will affect your financial aid.

• You may attend full-time or part-time. Non-attendance for six or more semesters will require readmission into the program and may require a move to the newest catalog requirements.

• You should be able to dedicate a minimum of six to ten hours per week of study for each course you take in this program.

• This program requires a minimum grade of “C” in all courses, state-mandated prerequisites, and lower level technical credits. If you have not already earned an AA or higher degree you must meet SPC’s minimum grade requirements for your general education courses.

• The curriculum may change based on the semester you start this program. The current curriculum is listed here: http://webapps.spcollege.edu/courses/program/TMGT-BAS

• You need to be sure you are taking the correct courses required for your catalog based on the semester in which you started the program. If you have any questions please contact Administrative Specialist Terri Dobson at dobson.Terri@spcollege.edu or Academic Chair John Duff at duff.john@spcollege.edu.

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Capstone
- This program has a capstone course, ISM 4915 Senior Capstone Project.
  - This course provides you the opportunity to demonstrate that you have met the competencies of the program and can apply them in the real world. You will work in teams on a case study to solve a problem dealing with technology management issues of today.
  - You will be required to attend a Capstone orientation as well as the final Capstone presentation on campus. These meetings are held at the Clearwater campus or via an online tool.
  - The Capstone course is only taught in the fall or spring semesters, and must be taken in your last semester of the program.
  - All major core courses must be completed in order to be enrolled in capstone.
  - Enrollment process: You must be approved by the Dean or BAS Academic Chair and enrolled in the course by the Administrative Specialist Terri Dobson at Dobson_terri@spcollege.edu.

Foreign Language Requirements
A minimum of two consecutive years of a foreign language in high school OR two semesters of a foreign language at the college level must be completed in order to graduate from this program. If high school credits are being used to meet this requirement, you need to be sure your official high school transcripts have been submitted and that SPC transcripts reflect your foreign language has been met. Contact an advisor, if needed.

Transfer Credit
This program accepts a maximum of 33 upper division transfer credits from regionally accredited institutions with approval from the dean, depending on the course. Direct questions regarding transfer credit evaluation to transcript.evaluator@spcollege.edu

**You will need to send an email from your SPC email address and include the following information when contacting Admissions & Records:

- Student Name
- SPC Student ID Number
- Course prefix, number, title and term/year completed as it appears on your original transcript

It is your responsibility to make sure transfer coursework meets the course requirements for SPC.

Through the Experiential Learning Program (ELP) you can earn college credits based on the knowledge you have acquired through life experiences. The program is designed to help you demonstrate knowledge as it relates to a specific college-level course. Please visit: http://go.spcollege.edu/elp/ for information.

Alternate Satisfactions
Courses that transfer in as 1999, 2999, 3999, or 4999 count as electives and do not satisfy specific course requirements. You may request an Alternate Satisfaction for the specific course. If approved, the course may be used to meet the specific course requirement.
Ex: If an ethics course transfers in as “PHI 1999” it does not meet the requirement for ethics. An alternate satisfaction would need to be requested and approved for PHI 1600.

To initiate the Alternate Satisfaction request/review process:
You will need to submit an alternate satisfaction survey to the appropriate Dean. Please visit: https://web.spcollege.edu/survey/21215 to access the survey.

PLEASE NOTE, ALL INFORMATION IN THIS GUIDE IS SUBJECT TO CHANGE.