



**Applied Baccalaureate Degree Program Bachelor of
Applied Science in
Global Trade & Logistics**

2016-2017-Application Packet

The priority application deadline for Fall 2016 admission is June 30, 2016.

Priority application for Winter 2017 is November 10, 2016.

Priority application for Spring 2017 is February 28, 2017.

Priority application for Summer 2017 is May 30, 2017.

Applications received after that date will be reviewed on a case-by-case basis.

Contact Name: Tanya Powers, Baccalaureate and Workforce
Education Director

Phone: (206) 592-3662

Email: tpowers@highline.edu

Online: www.highline.edu/bas

About the Admissions Process

Thank you for considering Highline and beginning your journey towards your Applied Bachelor's! Admission to the BAS Program is a two-step process. This means that students must be admitted to both the college and the BAS program. Students will receive an email and letter of admission from Enrollment Services as well as a separate letter of admission from the BAS Program. Students must be admitted to both in order to matriculate into the BAS Program.

The Highline Admissions Process is as follows:

1. Apply - For Admission & Financial Aid

- Apply for admission in person (Bldg. 6) or online at admissions.highline.edu or locate your or locate your student identification number at <https://secure.highline.edu/wts/student/>.
- Submit BAS application to Tanya Powers in Building 9-1 or email appliedbachelors@highline.edu.
- BAS application fee <fee code A3> can be paid in person, by check or credit card. Please contact Highline's [Cashier](#) to make this payment. The cashier's window is located downstairs in Building 6. The phone number is (206) 592-3126 and the email is cashier@highline.edu.
- Complete your FAFSA on-line at www.fafsa.ed.gov and turn in your data sheet (<https://financialaid.highline.edu/>) to Financial Aid in Building 6.
- Check your new student email at <http://myinfo.highline.edu/MyInfo/Activate.php>. Communication (including determination decisions) will be sent to your Highline email. Please be sure your contact information (address and phone number) are current in our system.

2. Connect - With a Faculty Adviser or the Baccalaureate Director

- Review your transcript and learn more about the BAS Program with a Faculty Adviser or Baccalaureate Director.
- Students must meet with a faculty advisor or Baccalaureate Director prior to registration.
- Visit the Financial Aid Department and submit necessary documents (Building 6-2nd Floor).

3. Register for Classes

- Returning Highline students can register in person or online at <https://sec.highline.edu/wts/student/main.asp>
- New Highline students must register in person with the Baccalaureate Director or a Faculty Advisor.
- Pay tuition and fees, purchase your books, and ... Begin!

BAS Admissions Entry Requirements

Admission into the BAS program is competitive. Meeting the minimum entrance requirements does not guarantee admission as the number of qualified applicants may exceed the number of available enrollment spaces. In order to be placed into the admissions pool, applicants must meet the following requirements:

Admissions Requirements

1. Have an AAS-AAS-T Degree.
2. Have an AA-Transfer or AS-Transfer Degree.
3. Be within 30 credits of an AAS, AAS-T, AA or AS degree.

Academic Requirements

- Global Trade and Logistics: A cumulative GPA of 2.25 or better
- Official transcripts from an accredited college or university

\$43.90 non-refundable admissions fee <A3> paid to the cashier in Building 6-1st Floor.

Submit Application Materials

Incomplete applications will not be processed. All materials (see checklist on page 3) must be submitted together for consideration and mailed or delivered in person to:

Admissions/BAS Program
Highline College
PO Box 98000 MS9-1
Des Moines, WA 98198

BAS Application Checklist

Please use this check list to assemble your application packet:

Apply for Admission/Get your Student Identification (SID) Number

- Complete the [online admission application](https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppWelcome.aspx) (<https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppWelcome.aspx>)
- *New students will receive a Welcome email/letter from Enrollment Services with their SID information after they have applied to the College*

\$43.90 non-refundable admission fee

- Payment can be mailed or made in-person at the Cashier's Office, Building 6 – Cashier.

BAS Application form – See page 4 of this application packet

Unofficial transcripts from all previous colleges attended

- *Note: Upon acceptance you will need to provide official transcripts. Opened official transcripts will not be accepted. Official transcripts do not need to be ordered for coursework completed at Highline College. Your evaluation request and transcript must be received; not necessarily evaluated, by the deadline. Submissions become Highline records and will not be returned. Each application requires an application fee. Those that do not meet the requirements by the deadline will be considered ineligible. To be considered for any other deadline, a new application (and fee) are required. It can take up to 8 weeks to have a transcript evaluated. Submit evaluation requests to Registration & Records as soon as possible; they need not accompany your application.*

Review Your Financial Aid Eligibility

- Submit an application for Financial Aid at www.fafsa.ed.gov. Highline's school code is 003781.
- Submit your data sheet to Highline's Financial Aid office. (Building 6-2nd floor)
- Once completed, please check your financial aid portal for any other requested documents at <http://financialaid.highline.edu/portal.php>.
- Pay special attention to the Financial Aid [Satisfactory Progress Policy](#). Your Financial Aid depends on it.
- For questions, contact the Financial Aid office at (206)592-3358 at financialaid@highline.edu.

Advising

- Please meet with a faculty advisor for advising and graduation planning. Global Trade and Logistics classes may have prerequisites.



Bachelor of Applied Sciences (BAS) in Global Trade and Logistics

Questions? Tanya Powers, tpowers@highline.edu, (206) 592-3662 Visit us online at www.highline.edu/bas

BAS Application Form

Please type or print in blue or black ink

| | |
|--|--------------------------------------|
| Office Use Only | Application Date: |
| <input type="checkbox"/> New applicant | <input type="checkbox"/> Reapplicant |

| | | | |
|---|------------------------|--|--------------------------|
| Full legal name (last, first, middle) | | Student Identification Number (SID) If Known | |
| Mailing address (number, street, apt. #) | | City | State |
| | | Zip | |
| Primary phone number | Alternate phone number | State of Legal Residence | |
| Highline Email Address: _____@students.highline.edu | | Year and quarter you plan to start: | Alternate email address: |

EDUCATIONAL BACKGROUND:

Have you completed a 2 year degree? Yes No

If YES:
 Date graduated: _____ Type of Degree & Program: _____ GPA: _____ From what college: _____

If NO:
 When will you graduate: _____ Type of Degree & Program: _____ GPA: _____ From what college: _____

Courses currently taking: _____

Please list colleges attended, dates of attendance, degrees/certificates earned.

| Name of college/university | Location | Dates of attendance | Degree/Certificate earned |
|----------------------------|----------|---------------------|---------------------------|
| | | | |
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WORK EXPERIENCE:

Please list current and other recent jobs. Include volunteer positions if desired. This section has no impact on admissions decisions, but will help us determine if you are eligible for non-traditional credit or prior learning assessment (PLA). Contact Jennifer Johnston to learn [more-jjohnston@highline.edu](mailto:jjohnston@highline.edu).

| Name of company | Location | Employment Dates | Job Title | Full/Part time? |
|-----------------|----------|------------------|-----------|-----------------|
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INDUSTRY CREDENTIALS:

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Statement of Understanding: To the best of my knowledge all statements made and documentation submitted related to this application are true and complete. I understand that acceptance to Highline does not guarantee acceptance into this specific program. I have familiarized myself with the program requirements, timeline and schedule. I know that this document is not a contract and that college regulations or program requirements are subject to change. I recognize that, depending on the composition and evaluation of my previous credits, graduation requirements may necessitate additional coursework.

Signature _____ Date _____

| Notes Received | Entered | Reviewed | Applicant Notified | Determination |
|----------------|---------|----------|--------------------|---------------|
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