

**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, an essay of interest, and quality of design work. Applicants are generally admitted for a spring or fall quarter start, although students may be admitted in other quarters subject to course offerings, available space in the course, and 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.

## Bachelor of Applied Science in Interior Design

### 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.

- **Virtual Program Information Sessions** are held on the 2<sup>nd</sup> Wednesday of each month at 3pm.
- **In-Person Program Information Sessions** are held on the 4<sup>th</sup> Wednesday of each month at 3pm.

**RSVP's are not required for virtual or in-person Program Information Sessions. To Access the Virtual Program Information Session or to RSVP ahead of time (optional), click [here](#).**

If you are unable to attend one of these sessions, please contact us at (253)589-5567 or [interior.design@cptc.edu](mailto:interior.design@cptc.edu) to set up a time to review the program.

The BAS Interior Design program at CPTC is a hybrid program with most of the course content delivered online and minimal face-to-face time. The face-to-face meetings are typically held three Saturdays each quarter. It is important that students have regular access to a computer and internet. Software programs used include Autodesk AutoCAD and Revit, SketchUp, Adobe Creative Cloud, and Microsoft Office. Students will be provided with software licensing and install information as needed. If necessary, CPTC's library computer lab has computers available with these software programs installed. The library and computer lab are typically open five days per week during the times indicated on the library website and are subject to change.

In addition, contact the Bachelor of Applied Science Navigator, Kristen Bate ([kristen.bate@cptc.edu](mailto:kristen.bate@cptc.edu)) if you need any assistance through the application process.

# Bachelor of Applied Science in Interior Design

## 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 (transferrable/common course) in quantitative reasoning.
- 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)
- 10 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 (If you did not complete CPTC's Interior Design AAT or AAS-T *within the last 12 months*).
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 (If you did not complete CPTC's Interior Design AAT or AAS-T *within the last 12 months*). This may be submitted as an unreturnable hard copy or PDF on a thumb drive or email to [mckenzee.murphy@cptc.edu](mailto:mckenzee.murphy@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 and terminology 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 proofread 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. Submission of a portfolio is not required if you have completed CPTC's Interior Design AAT or AAS-T *within the last 12 months*. 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
<b>TOTAL</b>	<b>160</b>	

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

## Apply

If you meet the entry requirements and are ready to apply, submit the BASID application along with any other required documents. The application can be found here: [BASID Application](#)

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

*\*A paper copy of the BASID application is available upon request.*

# Bachelor of Applied Science in Interior Design

## Important Dates

<b>Program Start</b>	<b>Deadline(s)</b>
Spring Quarter 2024	<b>Priority Deadline: March 4, 2024</b>  <i>After the priority deadline, applications will be accepted on a space available basis.</i> (see <a href="http://www.cptc.edu/fin-aid">www.cptc.edu/fin-aid</a> for financial aid application process due dates for the 2024-2025 academic year)
Summer Quarter 2024	<b>Priority Deadline: June 25, 2024</b>  <i>After the priority deadline, applications will be accepted on a space available basis.</i> (see <a href="http://www.cptc.edu/fin-aid">www.cptc.edu/fin-aid</a> for financial aid application process due dates for the 2024-2025 academic year)
Fall Quarter 2024	<b>Priority Deadline: August 26, 2024</b>  <i>After the priority deadline, applications will be accepted on a space available basis.</i> (see <a href="http://www.cptc.edu/fin-aid">www.cptc.edu/fin-aid</a> for financial aid application process due dates for the 2024-2025 academic year)

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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](mailto:interior.design@cptc.edu) or call or email the Manager of Student Enrollment (see below).

**Manager of Student Enrollment,  
McKenzie Murphy** Enrollment Services Office  
Location: Building 17, Lakewood campus  
Phone: 253-589-5830  
[McKenzie.Murphy@cptc.edu](mailto:McKenzie.Murphy@cptc.edu)

**Financial Aid** <http://www.cptc.edu/financial-aid>  
Location: Building 17, Lakewood campus  
Phone: 253-589-5660

**Veterans** <http://www.cptc.edu/veterans>  
Location: Building 17, Lakewood campus  
Phone: 253-589-5581  
[vaoffice@cptc.edu](mailto:vaoffice@cptc.edu)

**Disabilities Accommodations** <http://www.cptc.edu/disabilities>  
Location: Building 17, Lakewood campus  
Phone: 253-589-5767



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