



CENTRAL WASHINGTON UNIVERSITY

Your future is Central.

Program Application Instructions for ADMG Specialization:

Application Documents

- Prior to applying to CWU it is important to first complete the **major application** and submit with your unofficial transcripts and employer verification materials to the program coordinator. The major application may be downloaded at <http://www.cwu.edu/~itam/bas>.
- Once the BAS-ITAM coordinator has contacted you regarding your major application and unofficial transcripts your next step is to submit the official CWU application found online at <https://www.applyweb.com/apply/cwu/index.html>. This application requires a \$50 nonrefundable application fee and the submission of your official transcripts to CWU.
- Your CWU student number is assigned once you apply online. Once you are officially admitted to CWU, set up an advising appointment with the BAS-ITAM program coordinator to plan your CWU experience.

Application Deadline:

- Applications for admission to the BAS-ITAM ADMG Specialization program are being accepted for the 2008-2009 and 2009-2010 school year.

Admission Criteria:

- All interested applicants are encouraged to submit the major application form to the program coordinator. The program coordinator will evaluate your major application and unofficial transcripts to verify you meet the minimum criteria. Once your materials have been evaluated, the program coordinator will contact you to discuss eligibility for the program and any other pre-admission information. Even if you have not met all the pre-admission requirements you are strongly encouraged to apply.

Minimum Criteria:

- Completion of an AA (AAS-T, AAS, ATA) degree from a community or technical college.
- Have a cumulative GPA of 2.3 or higher.
- Completion of the CWU basic skills Requirements (includes English 101, English 102, one math equivalent course, and one reasoning equivalent course).

**Bachelor of Applied Science
Information Technology and
Administrative Management (ITAM)**



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Application Checklist:

Major application, unofficial transcripts, and employer verification materials submitted to the center BAS-ITAM coordinator.

Des Moines:

Shani Watkins
CWU- BAS-ITAM Program Coordinator
2400 S. 240th Street
Des Moines, WA 98198-1007

Lynnwood/Everett:

Shani Watkins
CWU- BAS-ITAM Program Coordinator
20000 68th Avenue West
Lynnwood, WA 98036

Confirmation email received from the program coordinator reviewing next steps and readiness for CWU admission process.

Completed online application for admission to Central Washington University.

Submission of \$50 nonrefundable application fee.

Submission of all official transcripts to CWU.

Admission to BAS-ITAM Program:

- Once you have been officially admitted to CWU, contact the program coordinator to be enrolled in the ADMG major. You will meet with the coordinator to develop your academic program.

Financial Aid:

- Financial aid is available to those students who qualify. For more information about financial aid awards and deadlines, please review the financial aid website at: http://www.cwu.edu/centers/finaid_westside.html, or contact Deanna Thompson the assistant director for financial aid at Thompson@cwu.edu.

Questions?

- Please contact Shani Watkins, the BAS-ITAM Coordinator at:
206-439-3800 ext 3850 (Des Moines) 425-640-1574 ext 3794 (Lynnwood/Everett)
watkinssh@cwu.edu

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