

Business Management Graduation, ATA Degree, & Certification Application Instructions

All Business Management students should contact the Olympic College Advising Center to complete the ACCUPLACER and make an appointment with a Business Management Vocational Advisor. Assistance is available for quarterly scheduling, educational plan development and general program information. This handout is designed for the specific needs of Business Management advisees preparing to graduate in the current quarter. Students will be notified to pick up diplomas or have them mailed once a mailing fee is paid.

To acquire Business Management (ATA) Degree Application Forms: Go to the link below and click on Certificate Application. Once on that page click on Associate in Technical Arts.

<http://www.olympic.edu/Students/GettingStarted/recregforms.htm>

To acquire Business Management Certification Application Forms: Go to

<https://www.olympic.edu/sites/default/files/files/CertificateApplication.pdf>

ATA Degree and Certification Applications are also available from Registration & Records.

For a listing of the current Business Management (ATA) Degree and Certification options go to:

<http://www.olympic.edu/search/google/business%20management%20degrees%20and%20certificates?query=business%20management%20degrees%20and%20certificates&cx=011789353283158514110%3At2lw5legipk&cof=FORID%3A11&sitesearch=>

Complete the following steps to apply for the Associates of Technical Arts (ATA) Degree OR Program Certificate.

1. Determine the catalog year under which you plan to graduate. Obtain a copy of the (ATA) degree or individual Certificate requirements you are applying for. Print out a copy and include it with the Business Management (ATA) or Certificate application you are applying for. Catalog Year [_____] Date Completed: _____

Students can use any of the degree requirements from the last 8 catalogs, as long as they were enrolled during that year. For example: if you entered OC during the 2010-11 school year, you will need to acquire a copy of the degree or certificate as it is listed in the 2010-11 catalog. The OC website contains current and past catalog information. Take care to not print out only the pages you need when printing from online catalogs.

2. Obtain an unofficial copy of your transcript (not a Degree Audit). Be sure to include courses you are currently enrolled in. Date Completed: _____

A copy of your transcript can be obtained through the Oasis Link on the OC website.

3. Submit the following documentation in a large envelope for Professor Johnson:

- a completed ATA and/or Certificate Application form(s),
- a copy of your transcript – including current courses
- a copy of the (ATA) or Certificate you are applying for - identify catalog year
- a copy of this completed instruction handout,
- a completed Survey of Graduating Students, and
- a letter size self-addressed stamped envelope.

A copy of a previously approved **Evaluation of Transcript Credits and/or a Substitution/Waiver Form** should be included with the application documentation for students who are applying credits earned from coursework completed at other institutions, or have had coursework substituted or waived. Review the [Advising FAQs](#) document for additional information concerning degree or program completion, located in a Menu Tab on the opening page at: <http://faculty.olympic.edu/hjohnson/>

4. Where to turn in your application and supporting documentation:

Once you have compiled the required documentation, turn your envelope in to the Business & Technology (B&T) Office (T-103) for Professor Johnson, or slip it under her office door (Bus 212). Additionally send an email to hjohnson@olympic.edu, to notify the professor you have dropped off the documentation. Date Completed: _____

Be sure all information submitted contains readable, current contact info, and the best time you can be reached by phone. Professor Johnson may not be available to process applications during finals week, school breaks, or summer term. Students are advised to seek assistance at the Advising Center, if an emergency exists.

5. Retrieving your application.

Once signed and approved your application form will be forwarded to Registration & Records. Students applying for the **Business Management (ATA)** degree or a Program **Certificate** should allow at least 5 business days, from Professor Johnson's acknowledgement to receiving the documents, before making payment to the Cashier in Registration & Records. Degrees cannot be awarded without your payment. The B& T Office retains only copies of the forms.

6. Use the search feature on the OC Website to find the Academic Calendar for application form deadlines.

7. The OC Bookstore should be contacted for Graduation Gown and Commencement information. Go to the OC Bookstore website in early May or contact them through <http://www.olympic.edu/current-students/graduation/graduation-regalia> for more information.

List the required degree coursework you have completed in the table below. List courses in the order in which they appear in the catalog under which you plan to graduate. Do not list courses in the order they were completed on your transcript. Courses listed for degree/certificate application must be 100 level or above. Date completed _____

List Required Courses..... (# Title)	Cr.	Additional BMGMT Coursework (# Title).....	Cr.	Elective Coursework.... (# Title)	Cr.
Total Credits		Total Credits		Total Credits	

Total Degree/Certificate Credits Required: _____

Courses In Progress:

Previous Olympic College coursework credits don't expire however, only degrees and certificates listed in the last eight catalogs can be applied for – if student attended that year.

Degree & Certificate GPA's must meet an overall 2.0 GPA.

Individual coursework must have earned a (.7) or above.

“P” grades are limited. (Passing with no identified GPA)

Student Name: _____

Student ID: _____

Degree/Certificate Title: _____

Date Submitted to Program Advisor: _____

Olympic College

Survey of Graduating Students

Name (Optional) _____

Email (Optional) _____

Year/quarter graduating _____

1. Please check the degree you will earn.

- | | |
|---|---|
| <input type="checkbox"/> ATA Accounting | <input type="checkbox"/> ATA Legal Office Professional |
| <input type="checkbox"/> ATA Business Management | <input type="checkbox"/> AAS Medical Assisting |
| <input type="checkbox"/> ATA Business Technology | <input type="checkbox"/> AAS Org. Leadership/Resource Mgmt. |
| <input type="checkbox"/> AAS Computer Information Systems | <input type="checkbox"/> ATA Industrial Trades Technician |
| <input type="checkbox"/> ATA Cosmetology | <input type="checkbox"/> ATA Technical Design |
| <input type="checkbox"/> ATA Culinary Arts | <input type="checkbox"/> ATA Welding |
| <input type="checkbox"/> ATA Electronics | |
| <input type="checkbox"/> AA Business and Economics | <input type="checkbox"/> Other |
-

2. What was the first quarter and year you enrolled at OC? _____

3. Do you plan to continue your education immediately following graduation?

Yes _____ No _____

If yes, which school do you plan to attend?

Which degree or certificate do you plan to pursue?

4. Do you currently have a job? Yes _____ No _____

If yes, please list employer and position.

Are you seeking employment? Yes _____ No _____

If yes, what is your desired position?

For the following questions, please check the response that best describes your experience.

5. How well do you feel your degree has prepared you for employment in your field?

Extremely well prepared Prepared Somewhat prepared

Slightly prepared Not prepared

Comments:

6. How would you describe the learning environment in your program?

Extremely helpful and supportive Helpful and supportive

Somewhat helpful and supportive

Slightly helpful and supportive Not helpful and not supportive

Comments:

7. How would you describe the advising you received?

Extremely helpful Helpful Somewhat helpful Slightly helpful Not helpful

Comments:

8. If you participated in work-based learning (Internship, Cooperative Work Experience, Practicum, Clinical etc), how would you rate your experience?

Extremely helpful Helpful Somewhat helpful Slightly helpful Not helpful

Comments:

9. What was the most valuable aspect of your OC experience?

10. What should OC change to provide a better learning experience for students?

11. Other Comments

Thank you so much!