



Bachelor of Applied Science in Organizational Management Application

Program Description The Bachelor of Applied Science in Organizational Management (BAS-OM) prepares students for management positions in a variety of professions. The Organizational Management program provides a career and educational pathway for students with a two-year degree, either an Associate of Arts or an Associate of Science. Students will be exposed to the most current business management theories and practices in core business management fields. Concentrations in Management, Human Resource Management, Information Technology Management, and Public Safety Management are offered. Prospective students are encouraged to consult a Business Programs academic advisor for additional information.

Admission Requirements

1. **Complete a Santa Fe Application** for admission or readmission online at www.sfccollege.edu if you are not a current student at Santa Fe College.
2. **Arrange for official transcripts** from high school and any other colleges or universities you have attended to be sent to the Office of Admissions. College transcripts must be sent to the Records Office. Transcripts are required at least one month prior to the start of the term. Unofficial transcripts may only be used for advising.
3. **Have earned an Associate of Science, an Associate of Arts**, or equivalent from a regionally accredited educational institution. You will not be able to register for classes until you have the degree in hand.
4. Once you have been admitted to the college, go to **Advisement > Change Degree in eSantaFe** and change your degree for the semester you plan on entering the program to BAS 5500, 5501, 5502, 5503 depending on your interests. Please select a reason and click update. You can only change your degree 1 semester prior to your starting semester.
5. **Have an all College Cumulative GPA of 2.5** or higher

To be submitted via email to mark.house@sfccollege.edu or as a hardcopy to Mark House A- 31E

6. **Submit a completed BAS-OM application** (Page 2 of this application).
7. **Submit Statement of Intent:** Essay addressing your professional career goals (approx. 500 words)
8. **Submit a Current Resume:** Include complete work history and volunteer experience
9. **AFTER YOU HAVE SUBMITTED YOUR APPLICATION - Complete the Business Entrance Assessment (BEAST):** Have the attached BEAST permission form signed by Catherine Lawton in C-106 and contact the Santa Fe College Assessment Center to take the exam. (352) 395-5791, Room G-25. There is no fee for this exam.

Additional Information

1. While no prerequisites are required for admission, the following courses are **recommended prior to enrollment**
 - ACG 2001 Principles of Accounting 1 and ACG 2011 Principles of Accounting 2 (or ACG 2021 Financial Accounting)
 - ECO 2023 Microeconomics
 - ENC 2210 Technical Writing
2. **Foreign Language Competency:** Individuals who have not completed their foreign language requirement prior to enrolling at Santa Fe College must complete two semesters of college-level sequential foreign language study before finishing the BAS-OM program.

Return completed BAS-OM application, statement of intent, and resume to:	Program Advisor	Application Deadlines
<i>Business Programs</i> Santa Fe College Attn: Mark House; A-031E 3000 NW 83 rd St Gainesville, FL 32606 or email the completed forms to: mark.house@sfccollege.edu	Catherine Lawton - Academic Advisor, Business Programs: Room C-106 (352) 395-5136 catherine.lawton@sfccollege.edu	Fall – July 15 Spring – Nov 15 Summer – Apr 1 Allow 2 – 3 weeks for processing

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Please circle the term you applying for: (circle one)	Fall	Spring	Summer	Year:
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Student Contact Information

Santa Fe ID #	Last Name	First Name	MI
Street Address or PO Box			Apartment #
City	County	State	Zip
Home Phone	Cell Phone	Email Address	

Student Background Information – requested for statistical purposes

Date of Birth	US Citizen? Y / N
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Education

Name of high school from which you received diploma or issuer of high school equivalency diploma:

High School or Issuer	City	State	Graduation

Colleges, Universities, Technical Schools that you have attended:

School Name & Location	Date of Attendance	Major	Degree

Please circle the program you are applying to:	5500 Management	5501 Human Resources Management
	5502 Information Technology Management	5503 Public Safety Management

Any fraudulent information provided will be grounds for actions including, but not limited to, denial of admission to Santa Fe College.

Student Agreement

Signature	Date

Commitment to Equal Access and Equal Opportunity

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public.

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to Jasmine Gibbs, Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollge.edu.

Business Entrance Assessment (BEAST)

Instructions

Thank you for applying to the Organizational Program at Santa Fe College. As part of your application, you will need to complete the Business Entrance Assessment. This assessment is to help us understand your strengths and weaknesses as a student.

Please take this paper to the program advisor, Catherine Lawton in C-106, for her signature. After the form is signed, you can contact the Placement and Assessment Center located in G-25 to set up an appointment with the center or walk in as your schedule allows. The center is open from 8AM – 6PM Monday through Thursday and 8AM to 2PM on Fridays. Their contact number is: 352-395-5791

You will need a photo ID (Driver's license or SF Student ID card) and your Santa Fe ID number.

- Inform the attendant that you need to take the Business Entrance Assessment (BEAST) for the Organizational Management program.
- You do not need any materials for the assessment, although you can have a piece of scrap paper if you like.
- There is no fee for the assessment.
- There are two parts to the assessment, a verbal section and a math section. You will need to complete both.
- Plan on having 2 hours to complete the assessment, although the typical completion time is shorter. You don't want to rush through the assessment.
- Once you are seated for the assessment:
 - Open a web browser (Firefox or Chrome)
 - Go to www.sfcollege.edu
 - In the top left corner, click on Canvas and sign in with your Santa Fe Id and Password.
 - Select the Organizational Management Students Shell.
 - Select the Business Entrance Assessment (BEAST).
 - Read through the instructions and select a section to start.
 - The attendant for the testing center will enter the password and you can begin the assessment.
 - Remember to complete the second section.
 - When you have completed both sections notify the attendant.
- Your scores will be available to the OM program advisors and staff. If you like you can send an email to Catherine.lawton@sfcollege.edu to let her know you have completed the assessment.

Name _____

Advisor's Signature _____

Santa Fe ID # _____