BAS-Health Services Administration Program Application Procedures

1. Complete a State College of Florida Admission Application on-line at www.scf.edu/Admissions. If previously or currently enrolled at State College of Florida (SCF), you must be academically and administratively in good standing.

Admission to the Bachelor of Applied Sciences in Health Services Administration will include:

- A 2.0 GPA on a scale of 4.0
- Earned a minimum of an Associate of Science/Associate of Applied Science in a health related field, or an Associate of Arts* from a regionally accredited education institution.
- Completed College Level Academic Skills (CLAS) or equivalent, unless exempt.
- Successfully completed the prerequisite courses with a grade of C or better.

2. Complete the Classes - Complete these prerequisite courses:
   - ACG 2021C - Principles of Financial Accounting
   - ACG 2071 - Principles of Managerial Accounting
   - ECO 2023 - Microeconomics
   - CGS 1000 - Computer Information Systems
   - STA 2023 - Elementary Statistics

   *a student with an Associate of Arts degree will be required to take the following courses if not part of the original degree:
   - HSC 2531 - Understanding Medical Language
   - BSC 2085C - Anatomy & Physiology I with lab
   - PHI 2600 - Applied Ethics

3. Submit the Forms:
   - [ ] SCF unofficial transcript from your ‘SCF Connect’ account.
   - [ ] Completed BAS-Health Services Administration Program Application.

Return the completed application along with your SCF unofficial transcript (by mail, fax or in person) to:

State College of Florida
BAS-HSA – LWR campus
7131 Professional Parkway East
Sarasota, FL 34240
Fax: 941.316.1034

All Health Profession programs are limited enrollment programs. Completion of all or part of the courses required for the degree does not guarantee acceptance into the desired program.

4. Continue to take the additional general academic requirements:
   - [ ] Complete A.A. general education requirements.
   - [ ] Foreign Language - Completion of the Foreign Language requirement is needed for the awarding of the Bachelor of Applied Science in Health Services Administration degree.
BAS-Health Services Administration Application Frequently Asked Questions

Admission priority is given to applicants who have completed the most hours toward the degree (prerequisites and general academic requirements).

Q  How will I know if you’ve received my application?
A  Once your application is processed you will receive an email on your SCF student e-mail account with additional information. Check your SCF e-mail account throughout the semester for additional information and program updates.

Q  How will I know if I’ve been accepted to the Bachelor of Applied Science in Health Services Administration program?
A  On or about August 1st you will receive an email, on your student email account, informing you of your admission status. This email will also relate to you additional specific instructions regarding orientation and registration.

Q  I’m currently completing prerequisite courses this semester, but will have them complete before the term in which I am seeking admission, can I still apply?
A  Yes, your application will be considered if you are currently in progress with prerequisite coursework and your grade(s) posts, with a grade of ‘C’ or better, prior to the term in which you are seeking admission. However, a student with coursework completed at the time of application may be given admission priority if qualified applicants exceed seats in the program.

Q  I’m waiting for my transcript to be evaluated – can I still apply?
A  No. You must provide a SCF unofficial transcript showing completion of the prerequisites courses with your application. It typically takes at least 30 days for the SCF Educational Record’s office to process official transcripts once they are received. You will need to plan accordingly.

Q  I’ve submitted my transcripts, but I’m having problems printing a SCF unofficial transcript, none of my classes appear. What should I do?
A  You will not be able to print a SCF unofficial transcript until ALL official transcripts from other colleges/universities are processed by the SCF Educational Record’s office. Plan ahead, as this can take up to 30 days.
State College of Florida
FALL 2011 BAS-Health Services Administration Program Application

Directions: Print a SCF unofficial transcript from your ‘SCF Connect’ account to attach to this form. Applications will not be considered without SCF unofficial transcript.

Note: You must apply to State College of Florida prior to completing this application.

Student ID # G00________________ Professional Health Care License # __________________________________ (Required)

Name: (Last) (First) (Middle Initial) (Previous Name(s))

Address: (Street) (Apt. No.)

(City) (State) (Zip)

Telephone: ____________________ SCF student E-mail: _____________________@student.scf.edu (Area Code) (Number) (Required)

Have you ever been suspended, expelled, or required to withdraw from any educational institution for any reason? ☐ Yes ☐ No

Have you ever plead guilty or were found to be guilty by a judge or jury to charges that you committed a crime other than minor traffic offenses? This includes any 1) plea of “no contest” or “nolo contendere”; 2) juvenile offense; or 3) any conviction that you are now currently appealing. ☐ Yes ☐ No

I have completed all prerequisite courses with grades of ‘C’ or better ☐ Yes ☐ No

I have completed the following degree: ☐ A.A.S ☐ A.S. ☐ A.A.

From (name of institution): ____________________________________________

My degree was in: ____________________________________________________

I certify that all of the information contained in this application is true and correct. Further, I understand that it is my responsibility to provide all the necessary documentation required to process this application. All nursing programs are limited enrollment programs; completion of all or part of the courses required for the degree does not guarantee acceptance.

_________________________________________________ ____________________________________
(Signature) (Date)

Return this completed form along with your SCF unofficial transcript (by mail, fax or in person) to:

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BAS-HSA – LWR campus
7131 Professional Parkway East
Sarasota, FL 34240
Fax: 941.316.1034

Once your application is processed you will receive an e-mail on your SCF student e-mail account (username@student.scf.edu) with additional information.

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