BAS International Business and Trade Program
Application Procedures

1. Complete a State College of Florida admission application on-line at https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=scf. If previously or currently enrolled at State College of Florida (SCF), you must be academically and administratively in good standing and complete a change of major form http://scf.edu/content/PDF/student_services/educational_records/ChangeofMajor.pdf.

Admission to the Bachelor of Applied Sciences in International Business and Trade will include:
- A 2.0 GPA on a scale of 4.0
- Completion of 45 semester hours. Included in this must be ENC 1101 and MAT 1033 (or a course at that same or higher level).
- Successful completion of at least 50 percent of the prerequisite courses (with a grade of C or better).

2. Submit the Forms:
- CAPP/Degree Audit from your ‘SCF Connect’ account (instructions are at the bottom of page).
- Completed BAS International Business and Trade program application.

Return the completed application along with your CAPP/Degree Audit (by mail, fax, or in person) to:

State College of Florida, Manatee-Sarasota
Mara Casado/Dr. Amy Santos
BAS-IBT Program Co-Directors
P. O. Box 1849
Bradenton, FL 34207
Fax: 941.727.6019

International Business and Trade program has limited enrollment. Completion of all or part of the courses required for the degree does not guarantee acceptance into the desired program.

3. 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 International Business and Trade degree.

CAPP/Degree Audit (Click by Click Directions)
1. Go to www.scf.edu
2. Click on ‘SCF Connect’ – top right corner of page
3. Put in ‘User ID (email username)’ and ‘PIN (6 numbers)’
4. Hit ‘Enter’
5. Click the ‘Student’ tab
6. Scroll down to ‘Student Services Quick Links’
7. Click on ‘CAPP/Degree Audit’
8. Select a Term – choose the current term and click ‘submit’
9. Click on ‘What-If Analysis’ at the bottom of the page
10. Entry Term – choose the current term and click ‘continue’
11. Program – choose ‘BAS, International Bus & Trade’
12. Click ‘continue’
13. First Major – choose ‘BAS, International Bus & Trade’ and Department: None
14. Click ‘submit’
15. Click ‘Generate Request’
16. Print the results and submit with program- application
BAS International Business and Trade Program
Frequently Asked Questions

Q What is my first step?
A Complete a State College of Florida admission application online (if you have not done this already) at https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=scf.

Q I am a current SCF student. Do I need to apply online?
A No. You must complete the online program/major changes form and submit it. The form is located at http://scf.edu/content/PDF/student_services/educational_records/ChangeofMajor.pdf.

Q How will I know if you’ve received my program application?
A Once your program application is processed you will receive an email on your SCF student email account with additional information. Check your SCF email 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 International Business and Trade program?
A 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 still have courses left to complete my associate degree. Can I still apply?
A Yes, your program application will be considered as long as you have completed MAT 1033 or higher mathematics, ENC 1101, and at least 50 percent of the prerequisite courses.

Q I’m waiting for my official transcript to be evaluated – can I still apply?
A No. It typically takes at least 30 days for the SCF educational record to process official transcripts once they are received. You will need to plan accordingly.

Q I’ve submitted my official transcript, but I’m having problems printing a CAPP/Degree Audit, none of my courses appear. What should I do?
A If you previously attended SCF, you will be able to print a CAPP/Degree Audit. The CAPP/Degree Audit may not be complete 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.

Q What are the application deadlines?
A Students wishing to be considered for specified admissions term need to observe the following application deadline:

<table>
<thead>
<tr>
<th>Admission Term</th>
<th>Deadline Date</th>
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<tbody>
<tr>
<td>Summer</td>
<td>April 1</td>
</tr>
<tr>
<td>Fall</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1</td>
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Students who apply after the above dates will be considered on a space available basis, but only after all of the official transcripts have been received. Allow three weeks after official transcripts have been received to process the program application.
State College of Florida
BAS International Business and Trade Program Application

Directions: Attach CAPP/Degree Audit to this form. Applications will not be considered without it. You will need to order all official transcripts to be sent directly to: Educational Records, State College of Florida, S840 26th St. W., Bradenton, FL 34207.

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

Student ID # G00_________________ Term applied for:________________________ (Required) (semester/year)

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)

1. Have you ever been suspended, expelled, or required to withdraw from any educational institution for any reason?

☐ Yes ☐ No

2. 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

3. 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. International Business and Trade program has limited enrollment; completion of all or part of the courses required for the degree does not guarantee acceptance.

__________________________________________________ ___________________________________________
(Signature) (Date)

Return the completed application along with your CAPP/Degree Audit (by mail, fax, or in person) to:
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Bradenton, FL 34207
Fax: 941.727.6019

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.

Office Use Only
Recommendation on Application:
After a review of application and qualifications of applicant, I recommend acceptance into program for the term indicated below.

__________________________________________________ ___________________________________________
Program Director Approved Term Date

State College of Florida is an Equal Access / Equal Opportunity / Affirmative Action Institute

BAS-IBT/aj/05062014