



# GRADUATE APPLICATION

Associate of Applied Science in Business Administration (AAS-T) #502P – 91 credits  
(Revised 4/22/24)

- Step 1. Meet with your academic advisor for initial review and signature.
- Step 2. **Submit within 30 days of Advisor signature** and with **\$10 application fee** to cashier's office for an unlimited number of applications during the academic year.
- Step 3. Make a copy for your records.
- Step 4. Expect an email verification that your listed plan meets official graduation requirements.

### STUDENT INFORMATION

SELECT THE QUARTER YOU PLAN TO COMPLETE THIS DEGREE:  Summer  Fall  Winter  Spring of Year \_\_\_\_

NAME AS YOU WISH IT TO APPEAR ON YOUR DEGREE - Last name must match your records: \_\_\_\_\_

STUDENT ID # \_\_\_\_\_

MAILING ADDRESS (Address, City, State, Zip): \_\_\_\_\_

REQUESTING HIGH SCHOOL DIPLOMA:  Yes  No PHI THETA KAPPA MEMBER  Yes  No

**INSTRUCTIONS: If you are using transferred credits toward degree requirements, list course name, number, and credit amount as it appears on your evaluated transcript. Place an asterisk (\*) beside each transferred course. List colleges/universities below and a photocopy of each evaluated transcript must be attached.**

COLLEGE/UNIVERSITY NAME	COLLEGE/UNIVERSITY NAME	COLLEGE/UNIVERSITY NAME

On the following list indicate the courses you have already completed by writing in the grade received. For courses you are currently enrolled in and the courses you anticipate enrolling in write in the abbreviation for the quarter, i.e., F, W, Sp, Su in the quarter column. If you have permission to substitute a course, write in the new class number beside the one listed. Your advisor must initial the changes. Students must earn a cumulative 2.00 GPA to obtain a degree.

### REQUIREMENTS FOR BUSINESS ADMINISTRATION

The AAS-T in Business Administration is specifically intended for students planning to earn a two-year degree in business and pursue the Bachelor of Applied Science degree in Business Management (BASM) at Yakima Valley College. The AAS-T in Business Administration includes all the business and general education courses required for a smooth transition into the BASM program. Academic advisors in Business Administration can provide information to develop the best plan for students. Note: The AAS-T degree requires a minimum GPA of 2.0 or higher.

DEPT & COURSE	CREDIT	GRADE	QTR	DEPT & COURSE	CREDIT	GRADE	QTR
ACCT& 201	5			BUS& 201	5		
ACCT& 202	5			CMST& 220	5		
ACCT& 203	5			ECON& 201	5		
BA 115	5			ECON& 202	5		
BA 138	5			ENGL& 101	5		
BA 180	5			IT 100	3		
BA 225	5			IT 221	5		
BA 270	3						
BUS& 101	5						

\_\_\_\_\_ **TOTAL BUSINESS ADMINISTRATION CREDITS**

### QUANTITATIVE – 5 credits required

2.00 GPA required in this distribution area.

DEPT & COURSE	CREDIT	GRADE	QTR	DEPT & COURSE	CREDIT	GRADE	QTR
MATH 111	5			MATH& 146	5		
MATH& 107	5			PHIL& 120	5		
MATH& 141	5						

\_\_\_\_\_ **TOTAL QUANTITATIVE CREDITS**

### NATURAL SCIENCES – 10 credits required

2.00 GPA required in this distribution area. 5 credits must be a lab course. \*\*Credit cannot be given for both AGSCI 101 and BIOL 107.

DEPT & COURSE	CREDIT	GRADE	QTR	DEPT & COURSE	CREDIT	GRADE	QTR

\_\_\_\_\_ **TOTAL NATURAL SCIENCES CREDITS**

\_\_\_\_\_ **TOTAL DEGREE CREDITS (minimum of 91 credits required with a minimum of 2.00 college level GPA)**

You must inform the Registration office and Academic Advisor of all changes you make in your projected schedule. Not following this plan may delay your graduation.

### ADVISOR AND STUDENT SIGNATURES

Printed Advisor Name	Date
Advisor Signature (Initial Review Completed) <b>X</b>	Date
Student Signature <b>X</b>	Date

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.

**DO NOT WRITE IN THIS SECTION - FOR OFFICE USE ONLY**

REQUESTING HIGH SCHOOL DIPLOMA \_\_\_\_\_ HIGH SCHOOL DIPLOMA POSTED \_\_\_\_\_ HIGH SCHOOL DIPLOMA MAILED  
SM5001 \_\_\_\_\_ SM6015 \_\_\_\_\_ FINAL GPA \_\_\_\_\_ SM6009 (POSTED TO TRANSCRIPT) \_\_\_\_\_  
DIPLOMA ORDERED \_\_\_\_\_ DIPLOMA PROOFED \_\_\_\_\_ DIPLOMA MAILED \_\_\_\_\_ EVALUATED BY: \_\_\_\_\_