



# 2018 Business Administration Application Process

Business Administration Associate of Applied Science Degree  
 Business Administration- Accounting Option Associate of Applied Science Degree  
 Business Administration- Technical Specialty Option Associate of Applied Science Degree  
 Business Administration Certificate

- Submit the following:
  - ✓ Application for Admission – Available online at [www.statetechmo.edu/apply/](http://www.statetechmo.edu/apply/) (no application fee).
  - ✓ Education Record – Submit all that apply:
    - High school students will be given tentative admission based on a 6<sup>th</sup> or 7<sup>th</sup> semester transcript. An official eight semester transcript from an accredited high school must be submitted after high school graduation directly from your high school to the Office of Admissions.
    - Official passing high school equivalency test (HiSET or GED) score report - Missouri HiSET or GED Score reports will be obtained by the Office of Admissions. Faxed copies are not accepted. High school equivalency graduates outside of Missouri should request that the State Department of Education in the capital city of the state in which they tested send an official copy of their score report to the Office of Admissions; or
    - A home-school transcript; or
    - Official college transcript(s) with 24 or more semester credits from an accredited higher education institution. If the applicant has earned less than 24 college semester credits, submit both the official college transcript and an official high school transcript or official passing high school equivalency test (HiSET or GED) score report or home-school transcripts.
  - ✓ Test Scores – Submit all ACT, ACCUPLACER, and/or COMPASS test scores.
    - Test scores are used for program admittance and course placement.
    - Results of these tests must be less than five years old.
    - Test scores may be waived with approved transfer credit.
    - The ACCUPLACER test is offered on the State Technical College of Missouri campus for a nominal fee. To prepare for the test, visit <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer>. Contact the Office of Admissions to schedule a test appointment.
    - Check [www.actstudent.org](http://www.actstudent.org) for ACT test locations, fees, and details for registering for the test. State Tech is a testing location and our test code is 5105.
- College Admission Criteria
  - For consideration for admission to the college, an applicant must meet the following minimum requirements:

<i>Minimum scores for college admission</i>		
<b>ACT</b>	<u>Math</u> 15	<u>Reading</u> 15
<b>ACCUPLACER</b>	<u>Elementary Algebra</u> 34	<u>Reading Comp.</u> 54
<b>COMPASS</b>	<u>Algebra</u> 18	<u>Reading</u> 70

- Program Admission Criteria
  - Applicants with the following test scores and a GPA of 3.0 will be automatically admitted to the program:

<i>Minimum scores for automatic admission to the program with a GPA of 3.0</i>			
<b>ACT</b>	<u>Math</u> 18	<u>Reading</u> 18	<u>English</u> 18
<b>ACCUPLACER</b>	<u>Elementary Algebra</u> 63	<u>Reading Comp.</u> 81	<u>Sentence Skills</u> 85
<b>COMPASS</b>	<u>Algebra</u> 18	<u>Reading</u> 81	<u>Writing</u> 70

- Applicants whose scores fall below the automatic admission minimums will require further review. State Tech will identify variations in tests scores, in addition to success in college coursework, applicable experience and attendance. Applicants are encouraged to retest using any of the above listed tests, or State Tech's internal placement tests.

Mail to: State Technical College of Missouri  
 Office of Admissions  
 One Technology Drive  
 Linn, MO 65051

Phone: 573-897-500 or 1-800-743-8324  
 Fax: 573-897-5026  
 Email: [admissions@statetechmo.edu](mailto:admissions@statetechmo.edu)