



2017 Business Administration Application Requirements

Program Options:

- **Associate of Applied Science Degree**
 - **General Option**
 - **Accounting Option**
 - **Technical Specialty Option (available to currently enrolled students only)**
- **Certificate**
 - **Business Administration**

This program makes admission decisions on a first-come/first-served basis until the program is filled to capacity. It is to your advantage to complete the application process early.

1. **Application for Admission**, available online at www.statetechmo.edu (no application fee).
2. **Education Record*** - Submit all that apply to you:
 - High school students will be given tentative admission based on a sixth or seventh semester transcript. An official eight-semester transcript from an accredited high school must be submitted after high school graduation and be mailed directly from your high school to the Office of Admissions. The final, original transcript must be in a sealed, unopened envelope (not faxed) and should include the date of graduation, final GPA, school seal, and signature of school official.
OR
 - Official passing high school equivalency test (HiSET or GED) score report - Missouri HiSET or GED score reports will be obtained online 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
 - Transfer Student - 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 transcript.

*Applicants who do not have an Education Record should contact the Office of Admissions.

3. **Test Scores:** Submit either ACT, ACCUPLACER, and/or COMPASS test scores.

- Test scores are used for course placement and program admittance.
- **Associate of Applied Science Degree Requirements:**

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	15	16	17
ACCUPLACER	34	77	71
COMPASS	18	55	75

- **Certificate Requirements:**

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	15	0-15	15
ACCUPLACER	34	54	54
COMPASS	18	0-54	70

- Results from these test 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 for ACT test locations, fees, and details for registering for the test. State Tech is a testing location and our test code is 5105.

Reminder: Apply for scholarships - details at www.statetechmo.edu/scholarship-guidelines/ - Application Deadlines Vary!

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

Fax: 573-897-5026
Phone: 573-897-5000 or 1-800-743-8324
Email: admissions@statetechmo.edu

Note: Completing all application requirements does not guarantee admission into a program.