

Seattle Central College

BAS in Allied Health: Healthcare Services Management

Application Packet

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BAS in Allied Health: Healthcare Services Management Program Introduction and Applicant Information

Thank you for your interest in joining the Healthcare Services Management program. This program is designed for individuals with a background in an allied health discipline who already hold an associate degree. The program requires at least 180 credits (including credits from the associate degree) for completion and can be attended on a part- or full-time basis. The program grants the Bachelor of Applied Science in Allied Health degree with an emphasis in the healthcare services management discipline. The program's goal is to add to your prior education and skills in order to advance your career in this area, as well as providing the tools and mindset needed to continue your education beyond the BAS degree.

Accreditation:

Seattle Central College is fully accredited by the Northwest Commission on Colleges and Universities (<http://www.nwccu.org/>) to offer degrees at the associate as well as baccalaureate level.

When to Apply:

We accept and review applications for admission into the program the following or a subsequent quarter on an ongoing basis. Applicants may have up to 15 credits of prerequisites in process at the time of application, but all entrance requirements must be complete before the student can begin the program.

Background Check:

Healthcare employers perform background checks on all new employees. In order to be qualified for employment in healthcare, a student's record needs to be free of any disqualifying offenses or convictions. All students are responsible for ensuring their backgrounds meet the qualifications to work in healthcare.

Anti-Discrimination Policy and Disability Services:

The Seattle College District does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, Vietnam-era or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. For more information about accommodations, please visit our website: <http://www.seattlecentral.edu/disability-support/>

Questions:

For questions regarding the application process or program, please contact the Student Development Specialist for BAS in Allied Health programs, Hannah Markwardt, at hannah.markwardt@seattlecolleges.edu.

Step 1: Pre-Application

1. Apply to Seattle Central College [online](#) if you've never taken classes here before (or if it's been more than five years since you have). This is how you'll get your Seattle Central student ID (SID) number.
2. Complete the campus "[START](#)" orientation to get your Seattle Central PIN.
3. Verify you meet the entrance requirements for the program:

Entrance Requirements:

- At least one (1) year of full-time healthcare work experience (or the equivalent) within the past five (5) years
 - An associate's degree from a regionally accredited college or university with at least a 2.5 overall GPA
 - Acceptable degrees include the following: AAS-T or AAS degree in an allied health field or approved business field, AA, AS, AB, BA, or BS degree
 - Completion of ENGL& 101 with at least a 2.0
 - Math eligibility demonstrated in one of the following ways:
 - Completion of MATH& 146 or another approved statistics class with a grade of at least 2.0 in the past 5 years, or
 - Current eligibility for MATH& 146 or 136
4. Transfer in all relevant course work from other schools. This process takes up to 8 weeks to complete and should be started as early as possible.

First, have official transcripts from all schools where you took relevant coursework sent to Seattle Central College's Admissions Office (BE1104). Then, complete an "[Incoming Transcript Evaluation Request Form: Professional Technical Programs](#)." Be sure to select "Allied Health -- BAS: Healthcare Services Management" as your program of study. Turn this form in to the Registration Office (BE1104).

Your evaluation results will be mailed to you on the "Application for Credit by Direct Transfer Form" from the registrar's office. Include a copy of this results form -- as well as unofficial copies of all your transcripts -- in your application packet.

5. Prepare a resume listing all relevant healthcare training, education, and experience.
6. Consider the financial logistics of returning to school:
 - Note the upper division [tuition rates](#) for community colleges.
 - Look into [Financial Aid](#) and [Workforce](#) funding.
7. Email the Student Development Specialist, Hannah Markwardt, for program information and academic planning: hannah.markwardt@seattlecolleges.edu

Step 2: Student Information

BAS IN ALLIED HEALTH: HEALTHCARE SERVICES MANAGEMENT APPLICATION FORM

How/where did you hear about our program?

- College Website
- Facebook/Social Media
- Advisor in the Advising Center
- Student Development Specialist
- Current student or graduate of the program
- Hospital or Health Care Facility
- School Catalog
- Family & Friends
- Other: _____

Name _____ Date _____

SID. _____ - _____ - _____

Address _____

City _____ State _____ Zip code _____

Phone 1 (____) _____ Phone 2 (____) _____

E-mail _____

A non-refundable application fee of \$35.00 must be paid before you can apply for the BAS in Allied Health: Healthcare Services Management program (include your receipt with your application). The application fee must be paid at the Seattle Central College Cashier's Office, located in room BE 1104. Please present your application form to the cashier with your payment. Payment can be made by cash, check, money order, VISA, MasterCard, or Discover. You must then submit your application form and receipt, showing the paid \$35.00 application fee as part of your application packet.

Cashier Note: Fee code: **AH**

Cashier: Please validate here

Step 3: Allied Health Background

Applicants must have a minimum of one (1) year of full-time experience (or equivalent) in healthcare within the last five (5) years. Work experience must be in approved by the program as applicable.

Complete all fields of the following table so we may confirm your experience with your employer/supervisor. Please tell your employer/supervisor to be expecting a representative from the Allied Health Division to contact him or her to confirm the given information.

If you must combine multiple jobs to meet this requirement, please complete a separate table for each job.

Applicant's Name	
Applicant's Job Title with this employer	
Name of facility/hospital	
Name of department/unit	
Start and End Date of Employment (Month & Year)	Start Date (month & year): End Date (month & year or "current"):
Estimated weekly hours in this job	
Employer/Supervisor's Name	
Employer/Supervisor's Work Email	
Employer/Supervisor's Phone Number (incl. extension if applicable)	

Step 4: Application Essay

Write an essay of no more than 600 words describing your interest in healthcare services management. Tell us:

- why you chose (and stay in) healthcare as a career,
- your reasons for wanting to transition your career to healthcare services management,
- your career goals,
- your graduate school goals (if applicable), and
- how the Healthcare Services Management program will impact your future.

Step 5: Application Submission

Please submit your completed application packet in person to the staff in the Allied Health Division office in room 202 of the Health Education Center at the Pacific Tower or by mail to:

Seattle Central College
Healthcare Services Management Program
1200 12th Ave S, HEC 202
Seattle, WA 98144

Review Process:

We intend to accept students for program entry quarterly (fall, winter, and spring).

Applicants who do not get accepted initially will be considered for subsequent quarters for the remainder of the academic year. Please stay in contact with the BAS in Allied Health Student Development Specialist via email at hannah.markwardt@seattlecolleges.edu if interested in remaining an active applicant.

Only complete applications will be considered in the review process. Please make sure you provide all documentation requested.

All applicants will be notified of their acceptance status via email.

Name: _____ Date: _____ SID: _____

APPLICATION CHECKLIST
Healthcare Services Management

STEP 1:

- Apply to Seattle Central College and get your SID.
- Complete START Orientation and get your PIN.
- Verify you meet the entry requirements for the program:
 - At least one year of healthcare work experience (demonstrated in Step 3)
 - An associate's degree from a regionally accredited institution with at least a 2.5 overall GPA
 - Completion of ENGL& 101 with at least a 2.0
 - Eligibility for MATH& 146 or 136 (or completion of an approved statistics class with at least a 2.0)
- Include credit transfer results ["Application for Credit by Direct Transfer Form (Results)"].
- Include unofficial transcripts from all institutions where relevant courses have been taken, including Seattle Central College if applicable.
- Include a resume listing all relevant healthcare training, education, and experience.
- Consider the financial logistics of returning to school.
- Email the Student Development Specialist for program information and academic planning.

STEP 2:

- Fill out the student information section completely.
- Get application validated (stamped) by Cashier.
- Include copy of receipt from Cashier.

STEP 3:

- Complete all table fields.

STEP 4:

- Include completed application essay.

STEP 5:

- Submit application packet, **including this checklist.**