Executive Accelerated Business Management Degree Application Instructions
Fall 2015 Priority Application and Prerequisite Deadline: May 20, 2015

Step 1: **Print the attached Executive Accelerated Business Management Degree File Review Form. Read the instructions and application requirements carefully.**

Step 2: **Complete the Admissions application process for acceptance to the Business Management Degree program General Management concentration.**

Step 3: **Review your GTC Transcript to confirm that all prerequisites are accurately reflected. To review & print your GTC academic transcript:**
- **Log on to www.gtc-web.org**
- **Click on "Student/Faculty Secure Area"**
- **User ID: Enter your student ID or social security number (without hyphens)**
- **PIN: Enter your birth date in 6-digit format (MMDDYY).**
- **Click on "Student Services and Financial Aid"**
- **Click on "Student Records"**
- **Click on "Academic Transcript"**
- **Click on "Submit"**

NOTE: If any pre-requisites have been taken at other institutions and are not reflected on your GTC transcript, please e-mail **TCEvaluation@GwinnettTech.edu** so that any missing prerequisite issues can be corrected well before the Fall 2015 application deadline.

Step 4: **Submit two essays (500 word maximum):**
- **Topic #1 Describe a time when you were faced with a challenge and how you responded.**
- **Topic #2 How do you plan to handle the additional demands on your time once enrolled?**

Step 5: **Submit two professional letters of recommendations. One must be from your current employer.**

Step 6: **Provide a resume indicating 3 or more years in a leadership position/role.**

Step 7: **Complete the Executive Accelerated Business Management Degree Review Form with all required information. Be sure to attach a copy of your current GTC transcript you have printed from www.gtc-web.org**

Step 8: **Submit completed application packet to the Business Sciences Enrollment Team in Building 100, no later than the Fall 2015 Priority Application deadline May 20, 2015. Incomplete application packets will not be accepted.**

Gwinnett Technical College
Executive Accelerated Business Management Degree
Competitive Selection File Review Request

Fall Semester 2015 Cohort
Priority Application and Prerequisite Deadline: May 20, 2015

Please complete the Competitive Selection File Review Request and attach all required documents. Neither the Competitive Selection File Review Request nor supporting documentation will be accepted after the application deadline. Documents must be submitted as a complete packet and may not be submitted individually.

Applicant Information		
Student ID #: ____ ____ ____ - ____ ____ - ____ ____ ____ ____	**Date Submitted:**	__ / __ / __
Full Name:		
Last	*First*	*M.I.*
Address:		
Street Address		*Apartment/Unit #*
City	*State*	*ZIP Code*
Home Phone: (_____) _____ - _____	**Cell Phone:** (_____) _____ - _____	
E-mail Address:		

	YES	NO	N/A
1. Have you submitted an official transcript to Admissions from all colleges previously attended?			
2. Have you attached two essays?			
3. Have you attached two professional letters of recommendations? One must be from your current employer?			
4. Have you attached your resume indicating 3 or more years in a leadership position/role?			

For staff use only

	Student has an active admissions file for Business Management General Management Degree.		All previous transcripts have been received.
	Student is in good academic standing.		Student has all required prerequisite courses with a minimum grade of "C".
	2 Essays are included.	Resume included.	2 Letters of recommendation are included.

Gwinnett Technical College

Executive Accelerated Business Management Degree Competitive Selection File Review Request

The Executive Accelerated Business Management Degree program requires the following courses to be completed by the application prerequisite deadline. Each course must be completed with a minimum grade of C. A student may retake a course, however only the **most recent attempt** will be considered for the prerequisite GPA calculation used for this initial screening process. The final selection process will include additional criteria such as, two essays, two letters of recommendation, an interview, resume, etc.

Please identify where and when each course was completed, and the letter grade attained. If you repeated a required course, please list information related to the **most recent attempt**. GTC must have an official transcript on file for each college previously attended. Please view your GTC academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with GTC.

Required Course	College Where Completed	Term Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A — Number of Credit Hours (Add hours from each class and enter total on line below)	Column B — Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	Letter Grade Point Key
ENGL 1101					3		A = 4
MATH 1111 or 1101 or 1113					3		B = 3
Area II Social/Behavioral Science course					3		C = 2
Area IV Humanities/Fine Arts course					3		D = 1
One Elective course from Area I, II, III, or IV					3		F = 0
				Total:			

Enter total from Column B	÷	Enter total from Column A	=	Cumulative GPA

☐ I understand this application, along with all course information and supporting documents must be received by the Enrollment Support Center in Building 100 by the application deadline.

☐ I have attached an unofficial copy of my Gwinnett Technical College transcript which I have printed from www.gtc-web.org and I have confirmed all courses and grades listed above are accurately reflected therein.

☐ I understand **FYES 1000** (unless exempt) must be completed with a "C" or higher to meet graduation requirements for the AAS Business Management degree. Students are encouraged to complete this course prior to program start.

☐ I understand completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the Executive Accelerated Business Management program, as there are a limited number of seats available for this accelerated program. I understand candidate selection is based on a competitive selection process.

Student Signature _____ Date _____