

Admissions Requirements and Procedures

Admission decisions are based on a careful evaluation of the applicant's academic record, completed application, portfolio (if applicable), and essay. Admitted students may begin either full-time or part-time study during the fall, spring, or summer semesters. Prospective applicants interested in learning more about Cogswell College are invited to visit the campus. Information regarding our programs or personal tours are available from the Admission Office.

APPLICATION DEADLINES

The College operates on a rolling admission policy.

APPLICATION PROCEDURE CHECKLIST

The following checklist should help you as you prepare your application.

Incoming Freshmen:

- Completed application form
- Typed essay
- Official high school transcripts
- Recommendation
- Portfolio (If applicable for your major)

Transfer Students:

- Completed application form
- Typed essay
- Recommendation
- Official transcripts from all colleges attended
- Copy of high school diploma or G.E.D.
- Portfolio (If applicable for your major)

ESSAY REQUIREMENT

An essay is required from all applicants. On a separate sheet of paper, type an essay describing yourself and reasons for applying to this program. Tell us how your education will relate to your career goals. (The essay must be approximately 2 double-spaced typed pages)

RECOMMENDATION REQUIREMENT

A Recommendation is required for all incoming students. Please refer to the Recommendation form provided.

TRANSCRIPT REQUIREMENT

Official transcripts must be submitted directly to the address on the back of the application.

Certificate

programs require proof of high school graduation, but do not require college transcripts. Transfer Students must submit:

- Copy of high school diploma or G.E.D.
 - Official transcripts from all colleges attended
 - Incoming Freshmen must submit:
 - Official transcripts from high school
- OR**
- Official G.E.D. test scores

FRESHMAN ENTRANCE REQUIREMENTS

Software, Computer and Digital Arts Engineering

Satisfactory completion of:

1. Three years of mathematics including algebra, geometry, and trigonometry
2. Three years of English including composition and literature
3. One year of a lab science
4. **A portfolio is not required for admission**

Minimum high school GPA of 2.7

Digital Art & Animation

Digital Audio Technology

Satisfactory completion of:

1. Three years of English including composition and literature
2. Two years of mathematics, including algebra and geometry
3. One year of a lab science

Minimum high school GPA of 2.7

TRANSFER ENTRANCE REQUIREMENTS

1. At least 12 credits of transferable coursework
2. Minimum college GPA of 2.5
3. Graduation from high school or G.E.D.

NOTIFICATION OF ADMISSION

Applicants will receive an acknowledgement of admission status (degree seeking or visitor) two weeks after the file is complete and processed.

Information regarding registration, advising, housing and orientation will be included with the notification.

TRANSFER STUDENTS

Applicants who have previously attended college must submit official transcripts to Cogswell College at the time of application. Official transcript evaluations will only be conducted after all of the transcripts have been received. Admission is contingent upon the receipt of all necessary documentation.

EXCEPTIONS

Students who do not satisfy the regular entrance requirements may be considered for admission by exception. Consideration is based upon the student's academic record, personal interview, and a recommendation by the Department Chair.

REQUIREMENTS FOR VISITOR STATUS

Students enrolled at Cogswell College who are not working toward completion of a degree program (non-degree seeking or auditor) are classified as visitors. Visitor students may register for classes by submitting the following:

- Completed application form
- \$30 application fee
- Typed essay
- Copy of high school diploma or G.E.D.
- Completed registration form
- The appropriate tuition
- A non-degree seeking visitor may change to degree-seeking status upon the completion of application requirements as listed previously.

REQUIREMENTS FOR RETURNING STUDENTS

A returning student is one who has not attended Cogswell for three consecutive semesters. When re-entering Cogswell, the returning student must reapply according to the following procedure:

- Submit a new Cogswell College application,
- an essay, and the
- \$55 application fee.
- Request any new or additional official college transcripts from each college previously attended.

FIRE SCIENCE - DEGREES AT A DISTANCE PROGRAM

The Degrees at a Distance Program (DDP, formerly OLFS) is an upper division program sponsored by the National Fire Academy. It gives fire service professionals the opportunity to earn a bachelor's degree in a fire-focused discipline through distance learning. An applicant must follow the transfer admission requirements listed above.

WHO IS ELIGIBLE FOR DDP AS A DEGREE-SEEKING STUDENT?

It is preferred that new applicants hold an A.S. in Fire Science, but not necessary. However, degrees are not transferred, only credits. You may take lower division requirements while working toward your B.S. degree. However, you must have completed at least 12 units of the lower division fire science requirement of 21 units and the lower division English composition course before beginning upper division courses.

Portfolio Requirements – Digital Art & Animation and Digital Audio Technology

Please refer to the portfolio tip sheet for more information

Application for Admission

Name: Last			First			MI		
Current Mailing Address:								
City				State/Province			Postal Code	
Email Address				Social Security Number				
Home Phone			Cell Phone			Other Phone		
Birth Date ____/____/____			Have you previously attended Cogswell? <input type="checkbox"/> Yes <input type="checkbox"/> No			Dates: ____/____/____ to ____/____/____		
How did you hear about Cogswell? (Please be specific.)								
Country of Citizenship								
If not a US citizen, do you have Permanent Resident Status (green card)? <input type="checkbox"/> Yes <input type="checkbox"/> No				Alien Registration Number				

Semester Applying For:										
<input type="checkbox"/> Fall			<input type="checkbox"/> Spring			<input type="checkbox"/> Summer			Year: _____	
Intended Program of Study:										
<input type="checkbox"/> Digital Art and Animation:			Concentration:			<input type="checkbox"/> Animation <input type="checkbox"/> Game <input type="checkbox"/> Modeling <input type="checkbox"/> Ent. Design				
<input type="checkbox"/> Digital Audio Technology:			Concentration:			<input type="checkbox"/> Audio Production <input type="checkbox"/> Audio Engineering <input type="checkbox"/> Sound Work				
<input type="checkbox"/> Fire Science:			Concentration:			<input type="checkbox"/> Fire Administration <input type="checkbox"/> Fire Prevention/Tech				
<input type="checkbox"/> Computer Engineering										
<input type="checkbox"/> Software Engineering										
<input type="checkbox"/> Digital Arts Engineering										
What is your intended enrollment?					Check one:					
<input type="checkbox"/> Full Time (12-16 units)			<input type="checkbox"/> Part Time (fewer than 12)		<input type="checkbox"/> Freshman		<input type="checkbox"/> Transfer		<input type="checkbox"/> Visitor	
Are you a returning student? <input type="checkbox"/> Yes <input type="checkbox"/> No										

Educational Background:			High School			Dates Attended			GED Attained ____/____/____		
College			City and State			Dates Attended			Degree		
College			City and State			Dates Attended			Degree		
College			City and State			Dates Attended			Degree		

Extra Curricular Activities (Attach additional sheets if necessary):	
Activity/Club	Years Involved
Activity/Club	Years involved
Activity/Club	Years involved
Honors/Awards/Certificates	Date Received
Honors/Awards/Certificates	Date Received
Honors/Awards/Certificates	Date Received

Optional Information:
Your answer to the following will help the College provide demographic data about Cogswell's student body to Federal and State agencies. Your response, though optional, is appreciated and will have no effect on the College's evaluation of your applications.

Gender: Male Female

Please indicate which of the following ethnic categories most accurately applies to you:

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Non-resident Alien
<input type="checkbox"/> Asian	<input type="checkbox"/> White	<input type="checkbox"/> Race and Ethnicity Unknown
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Hispanics of any Race	<input type="checkbox"/> Two or More Races

Please read and sign the following:
I agree, if accepted, to abide by the rules and regulations of Cogswell Polytechnical College. To the best of my knowledge, the information I have submitted here is complete and correct.

Signature Date

Signature of parent or guardian if under the age of 18 Date

Please return completed application to:

Office of Admissions
Cogswell Polytechnical College
1175 Bordeaux Drive
Sunnyvale, CA 94089

Phone: 800-264-7955 x155
Fax: 408-747-0764
www.cogswell.edu
admissions@cogswell.edu