



**MAKING SUCCESS HAPPEN**

**APPLICATION FOR ADMISSION**

**SouthHills**  
School of Business & Technology

# SouthHills

School of Business & Technology

## STEP-BY-STEP APPLICATION CHECKLIST

### REQUIREMENTS

#### FOR ALL APPLICANTS:

- **Schedule an Appointment with an Admissions Representative for your Career Planning Session. Financial Aid Applicants: Please make your appointment with Financial Aid during this session.**
- **Submit Your Completed Application.**
- **Request Official High School Transcript or GED Certificate. Contact your high school to arrange for your Academic Transcript to be mailed directly to South Hills. GED scores must be requested in writing from the Department of Education (form available). If you have completed high school through 10th grade, your high school official transcript is also required.**
- **Request Official Post-Secondary Transcripts (if applicable). Contact the college, university, or institute to arrange**

- for your Academic Transcript to be mailed directly to South Hills. Request course descriptions for possible credit transfer.**
- **Complete the Entrance Assessment.**

#### ADDITIONAL REQUIREMENTS:

*Subject to change. Please check with your Admissions Representative.*

#### Diagnostic Medical Sonography:

- **Resume**
- **SAT scores**
- **DMS Faculty Interview**
- **Two Letters of Recommendation**

#### Graphic Arts

- **Submission of Artwork Samples**

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All of the above requirements must be fulfilled in order for an applicant's file to be considered for acceptance. At the time of acceptance, you will be mailed an Acceptance Letter along with an Enrollment Agreement for you to sign. A student is not considered "enrolled" at South Hills until we have received his/her Enrollment Agreement. Providing class space still remains, quick completion of these steps will help to guarantee your seat in the program of your choice.

- **Signed Enrollment Agreement returned.**
- **CJ, DMS, HIT, MOS, and MA Applicants are also required to pass a criminal background check and child abuse clearance after initial acceptance is made. Please ask your Admissions Representative for details.**

**Financial Aid Applicants:** Please set up an appointment with Financial Aid during your initial Career Planning Session to discuss your financial aid options. PHEAA Financial Aid Application Deadline: May 1 for returning students; August 1 for all others.

#### My Admissions Representative:

*On the Cover: LAKISIA DREW, 2010 Diagnostic Medical Sonography Graduate; Sonographer, The Johns Hopkins Hospital*

## SOUTH HILLS APPLICATION FOR ADMISSION

I hereby make application for enrollment at South Hills School of Business & Technology according to the regulations set forth in the school catalog. I wish to be enrolled for the program of instruction indicated below.

Check Location:

- State College
- Philipsburg
- Lewistown
- Altoona

PROGRAM

TERM BEGINNING

FULL NAME: Title (Mr/Ms)/First/Middle/Last

MAIDEN NAME

COUNTY

ADDRESS: Number and Street

City/State/Zip

SS#

EMAIL

TELEPHONE: Home/Cell

DATE OF BIRTH

EMPLOYER

WORK PHONE

Complete parent information if applicant is under 21:

FATHER'S NAME

DAYTIME PHONE

MOTHER'S NAME

DAYTIME PHONE

HIGH SCHOOL: Name of School/City/State

DATE OF GRADUATION

GUIDANCE COUNSELOR'S NAME

GED RECEIVED?

IF YES, DATE RECEIVED

Please list all colleges and trade schools attended—attendance at any post-secondary educational institution(s) (schools beyond high school, i.e. business school, college or trade school) must be indicated below and an official transcript should be sent to South Hills.

SCHOOL

YEARS ATTENDED

SCHOOL

YEARS ATTENDED

CHECK HERE IF YOU HAVE A BACHELOR'S DEGREE.

WILL YOU RECEIVE (POSSIBLE) AGENCY SPONSORSHIP?  YES  NO

IF SO, BY WHOM? Agency Name (Example OVR, TAA, WIA, DPW, VA)/Caseworker

HOW DID YOU HEAR ABOUT OUR SCHOOL?

I understand that a place in the above class will be held for me contingent upon the approval of my academic records, an interview, and space in the program.

SIGNATURE

DATE

[www.southhills.edu](http://www.southhills.edu)

