

BACHELOR OF SCIENCE IN BUILDING PERFORMANCE (BSBP)

PROGRAM ADMISSIONS CHECKLIST

Follow each of these steps in order to make sure you have completed the application process thoroughly and accurately. Please be sure that you have read the entire checklist to ensure your eligibility. Applicants who submit incomplete applications or who are missing any required documents by the due date will be ineligible for BSBP Program admission.

- 1. I have submitted a complete College of the Canyons application to Admissions & Records.
- 2. I have received, set up, and can access the following College of the Canyons account information:
 - Student Identification (ID) number from Admissions & Records
 - MyCanyons account
 - @my.canyons.edu email address
- 3. I have requested the following documents be sent to Admissions & Records. ***It is my responsibility to ensure all transcripts are received by Admissions & Records no later than September 30, 2024.***
 - Required for all applicants:
 - Current official transcripts from **all** colleges attended (except College of the Canyons). Transcripts must include all coursework regardless if BSBP prerequisite or not, including from accredited, non-accredited and technical schools.
 - Make sure that all submitted transcripts are current and include cumulative overall college GPA. For any coursework still in progress, an updated final copy of your official transcript, showing all completed coursework, is required to be received in Admissions & Records no later than **September 30th** as confirmation prior to final admission into the BSBP Program.
 - If applicable:
 - For transcripts from other countries, an official sealed foreign transcript evaluation from an NACES approved agency (or Education Evaluation Services for Architects (EESA) for coursework related to Architecture) is required.
 - Official military transcripts.
 - Official College Board AP/IB Transcripts – ALL SUBJECTS (only if received a 3 or higher) ***Since Advanced Placement is given college credit, it is considered a college transcript.***
- 4. I have previously applied to the College of the Canyons BSBP Program (in a previous application period)
 - NO (proceed to #5).
 - YES, make sure all updated, official sealed transcripts have been received in Admissions & Records before you continue.
- 5. I have read and understood the BSBP Program requirements, policies and standards as identified in the [BSBP Student Handbook](#). I have confirmed that my preliminary official sealed transcripts have been received in Admissions & Records and that I have all of the necessary information and required documents, including [Portfolio and Application Essay](#), completed for submittal as part of my online BSBP Program Application. Incomplete BSBP applications will not be processed and will be deemed ineligible for the current application cycle.
- 6. Submit an online [BSBP Program Application](#) **between the dates of July 1–September 30, 2024**
****Note that the online BSBP Program Application form must be completed in a single session; you cannot save the form and return to it at a later date to submit your application. Please have all of your required documentation and attachments ready for submittal on the form (.pdf format only). Only one application submission allowed per application cycle. Submitted applications will be evaluated based on transcripts provided to Admissions & Records prior to BSBP application review by the program admissions review committee.**
- 7. I have received a confirmation email of my BSBP application submission (sent to @my.canyons.edu email)
 - NO, if you do not receive within 24 hours of submission contact the BSBP Program Coordinator at Building.Performance@canyons.edu
 - YES, review and save for your records

All BSBP applicants will receive notice of acceptance or nonacceptance by **November 1, 2024** and info on next steps. All BSBP application correspondence will be sent only to your Canyons student email (@my.canyons.edu). Please make sure to check your Canyons student email often as correspondence can be time sensitive.