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 ensure you have read the entire checklist to confirm your eligibility to apply. Applicants who submit incomplete applications or who are missing required documents by the application deadline will be ineligible for admission that cycle.

☐ 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 by the application deadline identified below.***

Required for all applicants:

- Current official transcripts from ***all*** colleges attended (except College of the Canyons). Transcripts must include all coursework completed 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 the beginning of the Fall semester prior to beginning 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 and IB grant college credit, this 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* ***by the March 31, 2027 Priority Deadline.*** Applications will be accepted after this date on a rolling basis until August 9, 2027 should any open seats be available.

**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 so please have all of your required documentation and attachments ready (.pdf format only) for submittal of the form. Only one application submission is 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

BSBP applications submitted prior to the Priority Deadline will receive notice of admissions status by ***April 21, 2027.*** 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.