



# UNIVERSITY OF MASSACHUSETTS AMHERST

## CONTINUING AND PROFESSIONAL EDUCATION (CPE)

# 2009/2010

### APPLICATION FOR UNDERGRADUATE DEGREE PROGRAMS

PLEASE PRINT CLEARLY AND SUBMIT THIS APPLICATION WITH THE \$50.00 APPLICATION FEE.

## I. PERSONAL INFORMATION

NAME \_\_\_\_\_  
LAST/FAMILY FIRST MIDDLE PREVIOUS NAME/S (IF APPLICABLE)

Note: In order to receive a financial aid package, the name on your Social Security card must be identical to the one on your admissions application.

U.S. SOCIAL SECURITY NUMBER \_\_\_\_\_ SEX:  Female  Male

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
MONTH/DAY/YEAR

CITIZENSHIP:  U.S.  Immigrant/Permanent Resident/Refugee  Other \_\_\_\_\_

Alien Registration No. \_\_\_\_\_ Date Issued \_\_\_\_\_ (Enclose copies of both sides of Alien Registration Card)

INTERNATIONAL STUDENT:  F Visa  J Visa  Visa Not Yet Obtained  Other \_\_\_\_\_

RACE/ETHNICITY Choose which group best describes you (optional):

- Black Non-Hispanic
- Hispanic
- White Non-Hispanic
- Cape Verdean
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Other: please specify \_\_\_\_\_

VETERAN (enclose copy of DD214 or 2586):  Yes  No  Still on Active Duty

HOME ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP + 4 DIGITS

HOME PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_ WORK OR CELL PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_  
COMPANY/ORGANIZATION CITY/STATE

## II. ADMISSIONS INFORMATION

SEE APPLICATION INSTRUCTIONS FOR PROGRAM DESCRIPTIONS AND ADMISSIONS REQUIREMENTS.

- Online Bachelor's Degree in Business Administration (BBA)  
Select a major:  Management  Marketing
- Online Bachelor's Degree in Hospitality and Tourism Management (HTM)
- RN to BS in Nursing
- Bachelor of General Studies (BGS)
- University Without Walls Individualized Degrees (BA or BS)  
Your area of academic interest: \_\_\_\_\_
- School of Education/University Without Walls Educator Licensure Degree Program (BA)  
Enrollment will be:  Full-time (12 or more semester credits)  Part-time

**PLANNED ENTRANCE DATE**

- June 2010 (RN only) - February 1 Application Deadline
- September 2009 (BBA, HTM, BGS, and UWW only) - May 15 Application Deadline
- January 2010 (BBA, HTM, BGS, and UWW only) - October 1 Application Deadline

**ADMISSIONS CATEGORIES**

Students with fewer than 12 completed semester credits of college coursework are not eligible for Continuing and Professional Education (CPE) degree programs.

- Transfer Applicant (12 or more completed semester credits of college coursework)
- Readmit Applicant (formerly a bachelor's degree student at UMass Amherst or CPE)
- Currently enrolled UMass Amherst bachelor's degree student
- Post-baccalaureate Second Bachelor's Degree Applicant (RN and HTM bachelor's degree programs only)

**III. ACADEMIC HISTORY**

**HIGH SCHOOL GRADUATION**

NAME OF HIGH SCHOOL (OR GED)

CITY/STATE

GRADUATION YEAR

**PREVIOUS UMASS AMHERST INFORMATION**

- No previous UMass Amherst Enrollment
- Previously Enrolled as a UMass Amherst Special Student
- Previously Enrolled as a UMass Amherst Degree Student
- Previously Enrolled as a UMass Amherst Non-Degree Student

Dates of Previous UMass Amherst Attendance \_\_\_\_\_

**OTHER COLLEGE INFORMATION**

Students must list all previous college enrollment, whether or not transfer credit is desired. Please list schools chronologically, beginning with current or most recently attended institution. Failure to disclose information may result in the denial of admission or retroactive administrative withdrawal from the university without refund or course credits. Official transcripts must be submitted from all colleges attended.

College/University	City/State	# Credits	Dates Attended	Degree Earned

**CURRENT COURSEWORK:** Check here if not currently enrolled:

List the courses in which you are currently enrolled or which you plan to complete prior to enrollment here:

Course Title	School	Term/Semester	# Credits

**PREVIOUS APPLICATION TO UMASS AMHERST:**  No  Yes, for term/year \_\_\_\_\_

**HAVE ANY OF YOUR PARENTS/GRANDPARENTS RECEIVED A BACHELOR'S DEGREE?**  Yes  No

## IV. ENGLISH LANGUAGE PROFICIENCY

IS ENGLISH THE FIRST LANGUAGE YOU SPOKE?  Yes  No

If no, please indicate which exam you will use to demonstrate English language proficiency:

- SAT verbal score of 400 or higher – Test date \_\_\_\_\_
- TOEFL score of 550 (standard), 213 (computer-based), or 80 (internet-based) - Test date \_\_\_\_\_
- (Applicants from Puerto Rico) PAA English score of 600 or higher – Test date \_\_\_\_\_
- Request ESL exam exemption based upon completion of two non-ESL English composition courses with grades of B or better **and** additional coursework in the humanities and social sciences with above-average grades. Please note that exemption from the ESL exam requirement is not automatic but is based on a complete review of the applicant's academic history.

## V. FINANCIAL AID

WILL YOU BE APPLYING FOR FINANCIAL AID?  Yes  No

If yes, your name and Social Security number must be identical on your admissions application, FAFSA, and Social Security card. Using different versions of your name may delay the processing of your financial aid. Applicants must submit the Free Application for Federal Student Aid (FAFSA) by the application deadline date for the semester for which they plan to enroll. (RN applicants must also complete the summer financial aid application.)

FAFSA - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### TUITION WAIVERS

Tuition waivers are good for 50% of the course fee for full-time employees and 25% of the course fee for part-time employees. Waivers do not apply to any other fees. Tuition waivers must be provided at the time of registration. Waivers will not be accepted retroactively. If using a tuition waiver, you may not register online for your courses.

The following tuition waivers are applicable to Continuing and Professional Education courses: (1) MA state employees and their spouses and dependents, and (2) MA higher education employees and their spouses and dependents; and (3) Co-op nursing waivers are good for 50% off one RN-BS course (for the RN-BS program only).

The following tuition waivers are not applicable to Continuing and Professional Education courses: However, these waivers may be used for university - scheduled courses. (1) veterans\*; (2) Native Americans; (3) senior citizens; (4) armed forces; (5) adopted child; (6) foster child; (7) Massachusetts Rehabilitation Commission\*\*; (8) Massachusetts Commission for the Blind\*\*.

\* Students with this status may be eligible for tuition assistance. Please contact UMass Amherst Veterans Affairs at (413) 545-2684 or [vetaffairs@stuaf.umass.edu](mailto:vetaffairs@stuaf.umass.edu)

\*\* Students may be eligible for tuition assistance if receiving benefits from these organizations. Please contact them directly for more information.

## VI. ESSAY

ALL CPE APPLICANTS ARE REQUIRED TO SUBMIT AN ESSAY.

- BBA, HTM, BGS, and UWW topic: A 2-3 page personal statement discussing how your experiences led to your decision to apply for a UMass Amherst degree program. We encourage you to describe your educational goals, including the focus of your academic interests, as well as how you think UMass Amherst can help you meet these goals.
- RN topic: (one page) The UMass Amherst School of Nursing Vision Statement states, "The School of Nursing is a force for innovation, learning, and discovery in preparing culturally proficient nurses for leadership in health for a global society." Our emphasis on cultural proficiency for leadership is consistent with health-based research, such as that reported by the Institute of Medicine, in which culturally competent health care provision and diversity among health care providers are identified as factors that favorably improve access to health care and health outcomes. Tell us how your background and experience will fit these ideals.

## VII. SIGNATURE

THE UNIVERSITY RESERVES THE RIGHT TO WITHDRAW WITHOUT NOTICE ANY APPLICATION NOT COMPLETED AND RECEIVED BY THE APPLICATION DEADLINE. ALL MATERIALS SUBMITTED BECOME THE PROPERTY OF THE UNIVERSITY.

HAVE YOU EVER BEEN PLACED ON PROBATION, SUSPENDED, OR REFUSED READMISSION TO ANY OTHER COLLEGE OR SCHOOL?  Yes  No

If yes, please enclose an explanation on a separate sheet. If the reason was other than academic, the institution's Dean of Students must also submit a letter of explanation. Your application will be considered incomplete without this information.

By my signature, I certify that the information I have provided about my academic and personal history is accurate and complete. Failure to disclose any required information could result in the denial of admission or retroactive administrative withdrawal from the university without refund or course credits. I understand that it is my responsibility to submit a completed application by the stated deadline. Failure to do so may result in my application being withdrawn without review.

Print Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

## APPLICATION CHECKLIST

- Application form (all CPE degree programs)
- \$50 application fee via check or money order, made payable to UMass Amherst (all CPE degree programs)
- Official transcripts from all colleges attended, mailed directly to UMass Amherst or submitted in a sealed envelope with your application (all CPE degree programs)
- If English is not the first language spoken, documentation of English language proficiency
- Essay (see Application Instructions for essay topics)
- Resume (Required for UWW, BBA, HTM, and BGS)
- Two professional letters of recommendation (RN only)\*
- Photocopy of current RN licensure (RN only)\*
- International Students (on-campus programs only) – Sponsor Statement and Bank Statement (see Application Instructions for more information)
- Probation Question, Section VII

\* RN-BS references must be submitted on the RN-BS reference form, which is included in the RN-BS Required Supplement Materials handout.

## SEND APPLICATION AND ALL APPLICATION MATERIALS TO THE FOLLOWING ADDRESS:

CONTINUING AND PROFESSIONAL EDUCATION  
ADMISSIONS OFFICE  
UNIVERSITY OF MASSACHUSETTS AMHERST  
100 VENTURE WAY, SUITE 201  
HADLEY, MA 01035-9430



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