

University of Massachusetts Amherst

CONTINUING AND PROFESSIONAL EDUCATION (CPE) 2017/2018

ADMISSIONS APPLICATION

PLEASE PRINT CLEARLY and submit this application with the \$75.00 **NON-REFUNDABLE** application processing fee (see above for exceptions).

I. PERSONAL INFORMATION

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

Note: In order to receive a financial aid package, the Social Security number is required. The name on your Social Security card must be identical to the one on your admissions application and FAFSA form.

U.S. SOCIAL SECURITY NUMBER _____ SEX: Female Male
(REQUIRED)

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 _____

VETERAN Yes No Still on Active Duty

HOME ADDRESS _____
STREET CITY STATE ZIP + 4 DIGITS COUNTY

HOME PHONE () _____ - _____ WORK OR CELL PHONE () _____ - _____

EMAIL ADDRESS _____

Email is required for admission communications. Please set your spam filter to allow umass.edu emails.

PLACE OF EMPLOYMENT _____
COMPANY/ORGANIZATION CITY/STATE

OPTIONAL: The items in this gray background are optional. No information you provide will be used in a discriminatory manner.

1. Are you Hispanic/Latino (including Spain)? Yes, Hispanic or Latino No
2. Regardless of your answer to the prior question, please select one or more of the following that best describe you:
 American Indian or Alaska Native (including all Original Peoples of the Americas)
Are you enrolled? Yes No
 Asian (including Indian subcontinent and Philippines) Black or African American (including Africa and Caribbean)
 Native Hawaiian or Other Pacific Islander (Original Peoples) White (including Middle Eastern)
3. Please check this box if you wish to be identified as being of Cape Verdean background

II. ADMISSIONS INFORMATION

SEE ABOVE FOR PROGRAM DESCRIPTIONS AND ADMISSIONS REQUIREMENTS (Please select one)

- Isenberg Bachelor's in Business Administration Online (BBA)
Select one major: __Accounting __ Finance __ Management ____ Marketing ____ Operations and Information Mgmt
- Online Bachelor's Degree in Hospitality and Tourism Management (HTM)
- Accelerated Bachelor's Degree in Nursing
- RN to BS in Nursing
- UWW-University Without Walls Individualized Degree (BA or BS)
Your area of academic interest: (UWW only) _____
- Stockbridge School of Agriculture Sustainable Food and Farming Online (AS)

PLANNED ENTRANCE DATE

Priority for admission will be given to applicants who have met the application deadlines below.

SUMMER

Application deadlines:

- RN-BS - February 1
- Accelerated Bachelor's in Nursing - January 15
Accepting applications beginning November 1

FALL (BBA, HTM, UWW, STOCKBRIDGE only)

Application deadline:

- April 15

SPRING (BBA, HTM, UWW, RN-BS, STOCKBRIDGE only)

Application deadline:

- October 1

ADMISSIONS CATEGORIES

NOTE: Students with fewer than 12 completed semester credits of college coursework are not eligible for CPE degree programs.

- Transfer Applicant (12 or more completed semester credits of college coursework)
- Accelerated Bachelor's in Nursing Applicant
- Stockbridge Sustainable Food and Farming (AS)

III. ACADEMIC HISTORY

HIGH SCHOOL GRADUATION _____
NAME OF HIGH SCHOOL (OR GED) CITY/STATE GRADUATION YEAR

PREVIOUS **UMASS AMHERST** ENROLLMENT

- No previous UMass Amherst Enrollment
- Previously Enrolled as a UMass Amherst Non-Degree Student
- Previously Enrolled as a UMass Amherst Degree Student Students in this category should use the **CPE Readmission Application. Exception:** Stockbridge applicants see Note on page 2 of the Application Instructions.

Dates of Previous UMass Amherst Attendance _____
Previous Application to UMass Amherst: No Yes, for term/year _____

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 by U.S. postal mail directly from all colleges attended to CPE or electronically to admissions@cpe.umass.edu by eScrip-Safe or Parchment ONLY.

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

RN Nursing License? Yes No

Have any of your parents/grandparents received a bachelor's degree? Yes No

IV. ENGLISH LANGUAGE PROFICIENCY

IS ENGLISH YOUR FIRST LANGUAGE? Yes No

If no, applicants may submit exam scores from one of the following to demonstrate English language proficiency:

- SAT written score of 450 or higher; essay score of 7 or 8 Test date _____
- TOEFL score of 80 (internet-based) Test date _____ (scores accepted for 2 years only)
- IELTS score of 6.5 or higher Test date _____ (scores accepted for 2 years only)
- (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 B or better.

NOTE: Exemption from the ESL exam requirement is not automatic but is based on a complete review of the applicant's academic history. **Applicants whose exemption request is denied will be required to prove English proficiency with one of the above mentioned exams or their application will be withdrawn.**

V. FINANCIAL AID

WILL YOU BE APPLYING FOR FINANCIAL AID? Yes No **If yes, Social Security number is required above.**

- 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.

NOTE: Second bachelor's degree students qualify for loans only.

TUITION CREDITS

The following tuition credits are applicable to CPE courses:

- MA state and higher education employees, their spouses and dependents ([contact HR for more information](#)), and
- Co-op nursing credit (RN-BS only – contact 413-545-2703 for more information)

The following tuition credits are **NOT** applicable to CPE courses:

- Veterans*
- Native Americans
- Senior citizens
- Armed forces;
- Adopted child
- Foster child
- Massachusetts Rehabilitation Commission**
- Massachusetts Commission for the Blind**

* May be eligible for tuition assistance. Contact Veterans Services at (413) 545-5792 or vetbenefits@umass.edu

** May be eligible for tuition assistance if receiving benefits from these organizations. Contact organizations directly for more information.

VI. 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 found responsible for a disciplinary violation at any school or college you have attended, whether related to academic misconduct or behavioral misconduct, which resulted in your probation, suspension, removal, dismissal, or expulsion from the school? ___ Yes ___ No

If you have answered yes to the question above please provide a written description that includes the date of each incident, explains the circumstances, and reflects on what you learned from the experience.

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? ___ Yes ___ No
Students who, after reviewing the exceptions set forth below, respond "yes" to the criminal history question will be asked to provide information about the location and approximate date of each applicable incident and the circumstances. Students may also be required to produce additional information and be subject to a criminal record check. Applications which do not include a student's explanation and/or all additional requested information will be considered incomplete and treated accordingly.

(Note: You are not required to answer "yes" if the criminal adjudication or conviction: (1) has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential; or (2) was a first offense for misdemeanor drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace; or (3) was a misdemeanor where the conviction occurred more than five years prior to the date of this application, unless you were sentenced to imprisonment upon conviction of the misdemeanor or you have been convicted of another criminal offense within the five-year period.)

All applicants with a disciplinary/criminal history as noted above will be reviewed for admission by the University Admissions Committee. More information is available at www.umass.edu/admissions/transferforms.

Print Name _____

Signature of Applicant _____

APPLICATION MATERIALS CHECKLIST

See above for more information on materials

- Application form and \$75 **non-refundable** fee
- Official Transcripts from all colleges attended.
- Essay (not required for RN-BS program)
- Resume (not required for RN-BS program)
- Two professional letters of recommendation (nursing programs only)
- Photocopy of current RN licensure (RN-BS only)
- Documentation of English language proficiency (if English is not first language)
- Professional credit evaluation by approved agency (International transcripts only)
- Disciplinary/criminal history questions, see Section VI

The Admission Decision: Admission to UMass Amherst is determined in accordance with the minimum standards established by the Massachusetts Department of Higher Education (DHE). However, meeting the DHE's minimum standards does not guarantee admission, since the university considers a wide range of factors when making admission decisions. **All offers of admission are contingent upon completion of current coursework at a level consistent with admissions standards.**

MAIL ALL APPLICATION MATERIALS TO:

CPE ADMISSIONS
615 Goodell Bldg
UMass Amherst
140 Hicks Way
Amherst, MA 01003

admissions@cpe.umass.edu

413-545-3440

Fax: 413-577-3838



The University of Massachusetts Amherst prohibits discrimination on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, mental or physical disability, or veteran status, in any aspect of the admission or treatment of students or in employment.

The University provides information related to campus safety, equity in athletics, and additional federal public disclosure requirements at www.umass.edu/disclosure. This information is available upon request.



University of Massachusetts Amherst

CONTINUING AND PROFESSIONAL EDUCATION (CPE) 2017/2018

Application Instructions

PREVIOUSLY ENROLLED UMASS AMHERST DEGREE STUDENTS - Do **NOT** use this application, use the CPE Readmission Application.

State and federal laws require colleges and universities to be authorized to offer online degree programs in states other than their own. Due to these regulations, UMass Amherst CPE is unable to accept new students residing in **Alabama and Arkansas**.

PLEASE NOTE:

- Students who already have a Bachelor's degree are **NOT** eligible for admission to BBA, HTM or UWW programs.
- Students with fewer than 12 completed semester credits of college coursework are not eligible for CPE bachelor's degree programs.

ISENBERG SCHOOL OF MANAGEMENT ONLINE PROGRAMS

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

A degree completion program offering a BBA degree with a major in Accounting, Finance, Management, Marketing, or Operations & Information Management.

HOSPITALITY AND TOURISM MANAGEMENT (BBS)

A degree completion program offering a Bachelor of Science degree with a Hospitality and Tourism Management major.

NOTE: You may double major between BBA and HTM degree but not within BBA majors.

Admission Requirements:

- Minimum of 27 transferable semester credits of college coursework; and
- GPA of 3.0 or higher

We appreciate that each individual is unique and we evaluate applicants on a number of criteria, including work experience, military experience and life circumstances.

For more information, visit: www.isenberg.umass.edu/programs/undergraduate/online

COLLEGE OF NURSING PROGRAMS

ACCELERATED BACHELOR'S IN NURSING

A full-time, fast-paced, on-campus program designed for individuals with a non-nursing bachelor's degree who are interested in pursuing professional nursing.

Completion of the 57-credit program prepares graduates to take the NCLEX(R) licensure exam for entry-level professional practice.

Admission Requirements:

- Completion of a Bachelor's degree in a field other than nursing; and
- Completion of 6 prerequisite courses with 3.0 or higher GPA (and no course grade lower than a "C")—human nutrition, medical microbiology, anatomy and physiology (two semesters with labs), statistics, and human growth and development throughout the lifespan.

Applications accepted Nov. 1 to Jan. 15 for summer admission.

STOCKBRIDGE SCHOOL OF AGRICULTURE PROGRAM

SUSTAINABLE FOOD AND FARMING ONLINE, (AS)

Associate of Science degree program designed for those who wish to practice agriculture but are not ready or able to make a commitment to working toward a B.S. degree on campus.

Students acquire a basic knowledge of both plant and soil sciences along with training in specific agricultural techniques.

The major offers flexibility in designing a personal program of study, allowing students to focus on agricultural production and marketing, agricultural education, and/or public policy and community development.

Admission Requirements:

- If fewer than 27 semester credits of college coursework at the time of application:
 - an official high school transcript; or
 - Completion of GED
- Four years of high school math are expected, although exceptions may be made.
- Official SAT OR ACT scores sent directly to UMass Amherst from a testing agency—unless the student has a waiver (Waivers are granted upon request to: 1) students from Massachusetts with documented learning disabilities; 2) veterans; 3) students who graduated from high school five or more years ago).

NOTE: If you have an unfinished UMass Amherst Bachelor's degree or have completed an Associate's or Bachelor's degree at UMass Amherst, you need to apply for this program using the [CPE Admissions Application](http://www.umass.edu/cpe/admissions). For more information, visit: <http://stockbridge.cpe.umass.edu/onlineasufarm>

APPLICATION MATERIALS REQUIRED

1) APPLICATION FORM WITH \$75 PROCESSING FEE

- Check or money order payable to UMass Amherst; Cash not accepted
- Application processing fee is not refundable.
- (Massachusetts Community College GRADUATES are eligible for an application fee waiver (**excludes Second Bachelor's in Nursing program**))
- Current military personnel and veterans are eligible for an application waiver with the submission of a Joint Services Transcript (JST), DD214, or CCAF
- Wire transfer payments from non-U.S. bank accounts may be made online through Flywire.

2) OFFICIAL TRANSCRIPTS

Applicants must submit official transcripts from all colleges at which they have enrolled in credit coursework, regardless of whether or not transfer credit is desired. *The maximum transfer credit is 75 semester credits.*

- Transcripts are considered official if mailed directly or sent electronically **by institution's Registrar** to

admissions@cpe.umass.edu (Hard copies of transcript may be needed if electronic transcript is illegible or not from a reputable organization). Official transcripts should be mailed to CPE Admissions to the address shown on page 3.

- **Paper or electronic transcripts sent from students are not considered official.**
- **Photocopies not acceptable.**
- Students applying with fewer than 27 completed college credits must additionally submit a high school transcript with graduation notation (or GED scores). Other applicants may also be asked to submit these items as part of the admissions review.

Failure to disclose information about colleges attended on the application form may result in the denial of admission or retroactive administrative withdrawal from the university without refund or course credits.

3) ESSAY (NOT required for RN-BS program)

UWW—In about 100 words, please describe how your past experiences have led you to apply to UWW now and, in about a 100 words, please tell us more about what you're interested in studying and why this area is of interest to you.

BBA and HTM: (2-3 pages) Personal statement discussing how your experiences led to your decision to apply for a UMass Amherst degree program. You are encouraged 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.

Accelerated Bachelor's in Nursing Program Topic (250 words) Describe what led you to the decision to apply to the Accelerated Bachelor's in Nursing program, what qualifications and traits you possess that would help you to be successful and how completing this program would meet your professional goals.

Sustainable Food and Farming (250 words or less) Please tell us what led you to the decision to apply to the UMass Stockbridge Sustainable Food and Farming Associate's degree program. Include qualifications and traits you possess that would help you be successful, and how completing the program would help you meet your personal and/or professional goals.

4) RESUME (NOT required for RN-BS program)

- Chronological resume required for BBA, HTM, AS
- Stockbridge, and 2nd Bachelor's in Nursing.
- UWW only requires up to five professional or volunteer positions held or activities in which you have engaged, fewer will be accepted.

5) TWO PROFESSIONAL LETTERS OF RECOMMENDATION (Nursing programs only)

For more information, visit: www.umasslearn.net/nursingref

6) PHOTOCOPY OF CURRENT RN LICENSURE (RN-BS only)

APPLICATION MATERIALS REQUIRED (continued)

7) DOCUMENTATION OF ENGLISH LANGUAGE PROFICIENCY (IF ENGLISH IS NOT YOUR FIRST LANGUAGE)

See IV. English Language Proficiency section below for more information. Applicants may submit exam scores from one of the following:

- SAT written score of 450 or higher; 7/8 essay score
- TOEFL score of 80 (internet-based);
- Prueba de Aptitud Académica (PAA) English score of 600 or higher;
- IELTS score of 6.5 or higher. TOEFL/IELT scores only accepted for 2 years after test date.

Applicants may also request an ESL exam exemption if they have completed two non-ESL English composition courses with grades of B or better and additional coursework in the humanities and social sciences with B or better 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.

International Students on F and J visas are not eligible for January admission to on-campus programs unless they are currently studying in the U.S.

9) INTERNATIONAL TRANSCRIPTS

If transcripts are available in English, the applicant should request them in English.

Transcripts in other languages must be accompanied by an official translation with the signature and title of the translator. The UMass Amherst Translation Center offers translations for a fee, if needed.

Applicants may not translate their own documents. Visit www.umasstranslation.com for more information.

Applicants submitting international college transcripts are also required to provide a transcript evaluation from a UMass Amherst-approved professional organization.

Please note that these evaluations are recommendations and each American institution has different transfer credit policies. For more information, visit:

http://www.umasslearn.net/images/stories/pdf/information_for_international_students.pdf

FOR MORE INFORMATION, CONTACT:

CPE Admissions
615 Goodell
UMass Amherst
140 Hicks Way
Amherst, MA 01003
(413) 545-3440
Fax: (413) 577-2186
admissions@cpe.umass.edu

CONTACT INFORMATION

Academic Offices for Undergraduate Programs Administered by CPE (413 area code)

Program	Phone	Email	Website
University Without Walls (UWW)	545-1378	uww@uww.umass.edu	www.umass.edu/uww
BBA Online	577-2760	ugradonline@isenberg.umass.edu	www.isenberg.umass.edu/online/undergrad
HTM Online	577-2760	ugradonline@isenberg.umass.edu	www.isenberg.umass.edu/programs/depts/htm
Nursing (RN-BS)	577-2322	crnendzai@nursing.umass.edu	www.umass.edu/nursing/academic-programs/rn-bs
Nursing (Accelerated Bachelor's)	545-5133	montgomery@nursing.umass.edu	www.umass.edu/nursing/academic-programs/accelerated-bs-nursing
Sustainable Food and Farming	545-2222	rciulla@umass.edu	https://stockbridge.cns.umass.edu/onlinesustfarm

Administrative Services (413 area code)

Administrative Office	Phone	Email	Website
Bursar (Bills/Fees)	545-2368	cpebursar@admin.umass.edu	www.umass.edu/bursar
CPE Admissions	545-3440	admissions@cpe.umass.edu	www.umasslearn.net/admissions
CPE Records & Registration	545-3653/800-922-8211	regoff@cpe.umass.edu	www.umasslearn.net/registration/info/how-to-enroll
Disability Services	545-0892		www.umass.edu/disability
Financial Aid Services	545-0801	finalg@finald.umass.edu	www.umass.edu/umfa
Health Services (UHS)	577-5000		www.umass.edu/uhs
Housing	545-2100		www.umass.edu/living
Off-Campus Student Center	577-1005		
University Switchboard	545-0111		
Veterans Services	545-0939	vetbenefits@umass.edu	www.umass.edu/veterans