



UNIVERSITY OF MASSACHUSETTS AMHERST

CONTINUING AND PROFESSIONAL EDUCATION (CPE) 2017/2018

APPLICATION INSTRUCTIONS

PREVIOUSLY ENROLLED UMASS AMHERST DEGREE STUDENTS—do not use this application if applying to a degree program through Continuing & Professional Education, please use the **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, the University of Massachusetts Amherst (Continuing & Professional Education) is unable to accept new students residing in Alabama, and Arkansas.

BACHELOR'S DEGREE PROGRAM OFFERINGS

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, BACHELOR OF SCIENCE (BS)

A degree completion program offering a BS degree with a Hospitality and Tourism Management major.

You may double major between the BBA and BS degrees but not within BBA majors.

For more information on our programs please see:

www.isenberg.umass.edu/programs/undergraduate/online

Admission requirements for the Isenberg Undergraduate Online programs are:

- A minimum of 27 transferable semester credits of college coursework: and
- A GPA of 3.0 or higher.

Students with varying educational backgrounds are also considered. We appreciate that each individual is unique and we evaluate applicants on a number of criteria, including work experience, military experience and life circumstances.

www.isenberg.umass.edu/programs/undergraduate/about

ACCELERATED BACHELOR'S IN NURSING

A full-time, fast-paced 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. For more information, please visit the following:

www.umass.edu/nursing

Admission requirements for the Accelerated Bachelor's in Nursing are:

- Completion of a Bachelor's degree in a field other than nursing; and
- Completion of six prerequisite courses by January 15 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 from November 1 to January 15.

UNIVERSITY WITHOUT WALLS (UWW)

An undergraduate degree completion program designed for adult learners seeking their first bachelor's degree. Students design their own program of study, earn credit for learning from life and work experience and receive high-level advising. For more information please visit: www.umass.edu/uww.

Admission requirements for the UWW program are:

- A minimum of 12 transferable semester credits of college coursework, student with less than 27 transferable credits will be required to provide an official high school transcript.
- A minimum GPA of 2.0 on a 4.0 scale (grades of C or better), which does not guarantee admission. This minimum GPA requirement does not apply to former UMass Amherst students.

RN TO BS NURSING ONLINE AND FACE TO FACE TRACK

A program for registered nurses with associate's degrees or diplomas who wish to complete a bachelor of science degree in nursing. For more information about the RN to BS program, please visit the following website:

<http://www.umass.edu/nursing/academics/rn-bs-track>

Admission requirements for the RN program are:

- 60 non-nursing credits, including the following courses:
 - Nursing prerequisites (grade of C or better required) - abnormal psychology; anatomy and physiology I and II; life span development; microbiology; nutrition; and statistics
 - Additional General Education requirement courses - college writing; literature, fine arts or philosophy course; history course; social world course; physical science course. These courses must include one designated as a global diversity course and one U.S. diversity course.
- RN licensure; and
- A minimum GPA of 2.5 on a 4.0 scale.

ASSOCIATES DEGREE OFFERING

STOCKBRIDGE SCHOOL OF AGRICULTURE

SUSTAINABLE FOOD AND FARMING (AS)

A.S. 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.

For more information on our programs please see:

<https://stockbridge.cns.umass.edu/onlineustfarm>

Admission requirements for the Stockbridge Sustainable Food and Farming Associate's program are:

- If fewer than 24 semester credits of college coursework at the time of application, an official High school transcript or successful completion of a GED. Four years of high school math are expected, although exceptions may be made. Also, 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: students from Massachusetts with documented learning disabilities, veterans, students who graduated from high school five or more years ago.

APPLICATION MATERIALS REQUIRED FOR BACHELOR'S & ASSOCIATE'S DEGREE APPLICANTS

■ PREVIOUSLY ENROLLED UMASS AMHERST DEGREE STUDENTS –

Do not use this application if applying to a degree completion program through Continuing & Professional Education, please use the **Readmission Application**.

■ APPLICATION FORM WITH \$75 APPLICATION PROCESSING FEE

–Via check or money order, made payable to University of Massachusetts Amherst. The application processing fee is not refundable. (Massachusetts Community College GRADUATES are eligible for an application fee waiver and Veterans are eligible for an application waiver with the submission of a Joint Services Transcript (JST), DD214, or CCAF)

Students with a Bachelor's degree are **not** eligible for UWW, BBA, HTM, and BGS. The programs are only for first Bachelor's degrees only.

- **OFFICIAL TRANSCRIPTS** – Students with fewer than 12 completed semester credits of college coursework are not eligible for Continuing and Professional Education (CPE) bachelor's degree programs. 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. Transcripts are considered official if mailed directly from colleges to Continuing and Professional Education or sent electronically to admissions@cpe.umass.edu. Hard copies of transcript may be needed if electronic transcript is illegible or not from a reputable organization. Transcripts sent from students are not considered official. **Photocopies and student printed copies are not acceptable.** The maximum transfer credit is 75 semester credits.

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.**

■ IF ENGLISH IS NOT THE FIRST LANGUAGE SPOKEN, DOCUMENTATION OF ENGLISH LANGUAGE PROFICIENCY –

Applicants may submit exam scores from one of the following:

(1) SAT written score of 450 or higher; 7/8 essay score (2) TOEFL score of 80 (internet-based); (3) Prueba de Aptitud Academica (PAA) English score of 600 or higher; (4) 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.**

■ ESSAY – (no essay required for the Online RN-BS nursing program)

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

- **BBA, and HTM:** 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.

- **Accelerated Bachelor's in Nursing Program Topic:** (250 words) What led you to the decision to apply to the UMass Accelerated Bachelor's in Nursing program and what qualifications and traits do you possess that would help you to be successful? How would completing this program meet your professional goals?

- **Sustainable Food and Farming** in 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.

- **RESUME** – (Chronological resume required for BBA, HTM, BGS, 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.

- **TWO PROFESSIONAL LETTERS OF RECOMMENDATION – Recommendations are required for nursing programs only.** Please see www.umasslearn.net/nursingref for more information.

- **PHOTOCOPY OF CURRENT RN LICENSURE** – Required for RN program only.

- **SPONSOR STATEMENT AND BANK STATEMENT** – International students on F and J visas who will be enrolled in on-campus programs are required to submit (1) a Sponsor Statement (promise to pay) and (2) a Bank Statement (verification of funds available). International students enrolled in online programs are not required to submit the Sponsor Statement or Bank Statement. The Sponsor Statement form may be printed online at: www.umass.edu/ipo/sites/default/files/Grad_Sponsor_Statement_14-15.pdf. International Students on F and J visas are not eligible for January admissions to on-campus programs unless they are currently studying in the U.S.

■ **INTERNATIONAL TRANSCRIPTS** – If transcripts are available in English, the applicant should request them in English. Translated transcripts must include the signature and title of the translator. Applicants may not translate their own documents. The University of Massachusetts Amherst Translation Center offers translations for a fee, if needed.
<http://www.umasstranslation.com/services/>

Please note each American institution has different transfer credit policies. University of Massachusetts Amherst Admissions Office will accurately reflect UMass Amherst transfer credit policies. **For more information, see the “Information Sheet for International Students” link on the following:**
www.umasslearn.net/images/stories/pdf/information_for_international_students.pdf

FOR MORE INFORMATION

CONTACT THE CONTINUING AND PROFESSIONAL EDUCATION
ADMISSIONS OFFICE AT
(413) 545-3440
FAX (413) 577-3838
ADMISSIONS@CPE.UMASS.EDU
GOODELL BLDG., ROOM 615
UNIVERSITY OF MASSACHUSETTS AMHERST
140 HICKS WAY
AMHERST, MA 01003-9272



UNIVERSITY OF MASSACHUSETTS AMHERST



CONTINUING AND PROFESSIONAL EDUCATION (CPE) 2017/2018

APPLICATION FOR UNDERGRADUATE DEGREE PROGRAMS

PLEASE PRINT CLEARLY AND SUBMIT THIS APPLICATION WITH THE \$75.00 **NON-REFUNDABLE** APPLICATION PROCESSING FEE. (Massachusetts Community College GRADUATES are eligible for an application fee waiver. THIS EXCLUDES APPLICANTS TO THE 2ND BACHELOR'S PROGRAM IN NURSING. Currently Military personnel and Veterans are eligible for an application waiver with the submission of a Joint Services Transcript, CCAF or DD214).

I. PERSONAL INFORMATION

NAME _____

LAST/FAMILY

FIRST

MIDDLE

PREVIOUS NAME/S (IF APPLICABLE)

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

U.S. SOCIAL SECURITY NUMBER _____
(SSN) (REQUIRED)

YOU MAY BE ELIGIBLE TO CLAIM AN EDUCATION TAX CREDIT. UMass must request your correct SSN or tax id #. The law requires that you furnish us with this information so that it may be included on an information return (1098-T) that we file with the IRS and give to you.

SEX Female Male

DATE OF BIRTH _____

MONTH/DAY/YEAR

PLACE OF BIRTH _____

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 _____

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

VETERAN Yes No Still on Active Duty

HOME ADDRESS _____

STREET

CITY

STATE

ZIP + 4 DIGITS

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, the University of Massachusetts Amherst (Continuing & Professional Education) is unable to accept new students residing in Alabama, and Arkansas.

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

II. ADMISSIONS INFORMATION

SEE APPLICATION INSTRUCTIONS FOR PROGRAM DESCRIPTIONS AND ADMISSIONS REQUIREMENTS

Isenberg Bachelor's Degree in Business Administration Online (BBA)

Select one major: ___Accounting___ Finance ___ Management

___ Marketing ___ Operations and Information Management

Online Bachelor's Degree in Hospitality and Tourism Management (HTM)

College of Nursing

___ Online RN to BS in Nursing ___ Face to Face RN to BS in Nursing

Accelerated Bachelor's 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

- SUMMER:** (RN-BS) - PRIORITY February 1 Application Deadline.
(Second Bachelor's in Nursing) PRIORITY January 15 Application Deadline
(applications accepted November 1-January 15 for Second Bachelor's in Nursing program)
- FALL:** (BBA, HTM, UWW, STOCKBRIDGE (AS) only) – April 15 PRIORITY Application Deadline .
- SPRING:** (BBA, HTM, UWW, RN-BS and STOCKBRIDGE (AS) only) – October 1 PRIORITY Application Deadline
(applications may be accepted until October 15 if space is available)

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)
 - Accelerated Bachelor's in Nursing Applicant - nursing program only
 - Stockbridge Sustainable Food and Farming (AS) Students with fewer than 27 semester credits of college coursework at the time of application must submit an official high school transcript

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 Special Student
- Previously Enrolled as a UMass Amherst Degree Student**
students in this category should not use this application. Stockbridge applicants see page 2 of the Application Instructions (except those applying to the Second Bachelor's in Nursing program)
Please use the **Readmission Application** .
- Previously Enrolled as a UMass Amherst Non-Degree Student

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. Official transcripts must be submitted directly from all colleges attended to CPE. PHOTOCOPIES AND STUDENT PRINTED COPIES ARE NOT ACCEPTABLE. Transcripts sent by students are considered unofficial.**

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

RN Nursing License? Yes No

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

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, 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 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. **Please be advised, 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. 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.) Please note that second bachelor's degree students qualify for loans only.

FAFSA - 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. Waivers should be presented at the time of registration or sent to the Bursar's Office, ATTN: CPE, 215 Whitmore, Amherst, MA 01003 prior to registration.

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@stua.umass.edu

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

VI. ESSAY

(no essay required for the Online RN-BS nursing program)

- **UWW** - In about 100 words, please describe how your past experiences have led you to apply to UWW now and in about 100 words, please tell us more about what you're interested in studying at UWW and why this area is of interest to you.
- **BBA and HTM**: 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.
- **Accelerated Bachelor's in Nursing topic**: (250 words) What led you to the decision to apply to the UMass Accelerated Bachelor's in Nursing program and what qualifications and traits do you possess that would help you to be successful? How would completing this program meet your professional goals?
- **Stockbridge Sustainable Food and Farming (AS)**: In 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?

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, dismissed, or refused readmission to any other college/university? ____ 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 CHECKLIST

- Application form (all CPE degree programs)
- \$75 NON-REFUNDABLE application processing fee via check or money order, made payable to UMass Amherst (all CPE degree programs) (Massachusetts Community College GRADUATES are eligible for an application waiver. Current Military personnel and Veterans are eligible for an application waiver with the submission of a Joint Service Transcript or CCAF).
- Official Transcripts from all colleges attended, sent by U.S. postal mail directly from colleges to CPE or **electronically by third party such as e-SCRIP-SAFE or PARCHMENT to admissions@cpe.umass.edu. PHOTOCOPIES AND STUDENT PRINTED COPIES ARE NOT ACCEPTABLE. Transcripts sent by students are considered unofficial.**
- International transcripts only - Official translated transcript by professional organization with translator signature and title.
- 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, BGS, Accelerated Bachelor's in Nursing, AS Stockbridge)
- Two professional letters of recommendation (nursing programs only). **See www.umasslearn.net/nursingref.**
- Photocopy of current RN licensure (**RN only**)
- International Students (on-campus programs only) – Sponsor Statement and Bank Statement (see Application Instructions for more information)
- Disciplinary/criminal history questions, Question, Section VII

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.**

SEND APPLICATION AND ALL APPLICATION MATERIALS TO THE FOLLOWING ADDRESS:

CONTINUING AND PROFESSIONAL EDUCATION ADMISSIONS
6TH FLOOR, GOODELL BLDG.
UNIVERSITY OF MASSACHUSETTS AMHERST
140 HICKS WAY
AMHERST, MA 01003-9272



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.