

MOUNT ST. MARY'S COLLEGE

BUSINESS • COUNSELING PSYCHOLOGY • EDUCATION
HUMANITIES • NURSING • RELIGIOUS STUDIES



Graduate
PROGRAMS

APPLICATION CHECKLIST

APPLICATION FOR GRADUATE ADMISSION

LETTER OF RECOMMENDATION

TUITION AND FEES

ACADEMIC CALENDAR

MOUNT
ST. MARY'S
COLLEGE



APPLICATION FOR GRADUATE ADMISSION

Degree and/or credential program for which you are applying (*check all that apply*)

<input type="checkbox"/> M.B.A. MASTER OF BUSINESS ADMINISTRATION	EDUCATION PROGRAMS: <input type="checkbox"/> PRELIMINARY CREDENTIAL/MASTERS PROGRAMS <input type="checkbox"/> Elementary Teacher Preparation - Preliminary Credential/Masters <input type="checkbox"/> Secondary Teacher Preparation - Preliminary Credential/Masters <input type="checkbox"/> Special Education: Mild/Moderate Disabilities - Preliminary/Masters <input type="checkbox"/> CLEAR/LEVEL II PROGRAMS (also mark M.S. box if combining with a Masters degree) <input type="checkbox"/> Elementary Clear Credential Program <input type="checkbox"/> Secondary Clear Credential Program <input type="checkbox"/> Special Education: Mild/Moderate Disabilities - Professional Clear (Level II) <input type="checkbox"/> M.S. EDUCATION: INDIVIDUALLY DESIGNED PROGRAM (IDP) <input type="checkbox"/> M.S. EDUCATION: SPECIAL EDUCATION (LEVEL II) <input type="checkbox"/> M.S. EDUCATION: INSTRUCTIONAL LEADERSHIP <input type="checkbox"/> CERTIFICATE IN INSTRUCTIONAL LEADERSHIP
<input type="checkbox"/> M.S. COUNSELING PSYCHOLOGY <input type="checkbox"/> Marriage and Family Therapy (MFT) <input type="checkbox"/> General Counseling Psychology <input type="checkbox"/> Mental Health Administration	
<input type="checkbox"/> M.A. HUMANITIES	
<input type="checkbox"/> M.S. NURSING <input type="checkbox"/> Clinical Nurse Specialist <input type="checkbox"/> Leadership and Administration <input type="checkbox"/> Nursing Education <input type="checkbox"/> Post-MSN Clinical Nurse Specialist <input type="checkbox"/> ADN to MSN Program	
<input type="checkbox"/> M.A. RELIGIOUS STUDIES <input type="checkbox"/> Youth and Young Adult Ministry	

When do you plan to begin your studies? Fall 20_____ Spring 20_____ Summer 20_____

Name _____ Male Female
LAST FIRST MIDDLE

Other name(s) under which academic records may be found _____

Home Address _____
STREET CITY STATE ZIP CODE

Mailing Address _____
STREET CITY STATE ZIP CODE

Employer _____ Present Occupation _____

Business Address _____
STREET CITY STATE ZIP CODE

E-mail Address _____ Social Security Number _____

Telephone: Home (_____) _____ Work (_____) _____ Cell (_____) _____

Date of Birth _____ Country of Birth _____

Are you a citizen or permanent resident of the U.S.? Yes No If no, what country? _____

Are you currently or have you been previously registered at MSMC? Yes No

If yes, when? _____ Full-time Part-time Are you a reapplicant to the program? Yes No

How did you learn about the program at Mount St. Mary's College?

- Referral Online Search MSMC Alumni Print Ad Radio Ad Online Ad
 Direct Mail Graduate Fair/Event Other _____

Please list the other colleges/universities to which you've applied: _____

Have you ever been placed on probation or dismissed by any college/university? Yes No

Are you applying for a student loan or other form of financial aid? Yes No

APPLICATION FOR GRADUATE ADMISSION CONTINUED

OPTIONAL INFORMATION

The following information will not be used in the admission decision and will be used only for statistical purposes and planning.

Religious Preference _____ Marital Status _____ Veteran Status _____

Ethnic Background: Please check all that apply.

- African American Asian American Filipino Hispanic/Latino Native American/American Indian Pacific Islander
 Caucasian (non-Hispanic) International Other _____

EDUCATIONAL INFORMATION

Please list in chronological order **all** colleges/universities you have attended. **Official transcripts from each institution must be sent directly to the Graduate Admission Office.** Attach a separate sheet if needed.

COLLEGE/UNIVERSITY AND LOCATION	DATES OF ATTENDANCE	DEGREE OR CREDENTIAL (if any)	MAJOR

NURSING STUDENTS please include:

ADN OR BSN PROGRAM	DATE OF COMPLETION	CALIFORNIA RN LICENSE NUMBER	EXPIRATION DATE

My license is clear, current, and on active status without any restrictions. Yes No

PLEASE INDICATE YOUR HIGHEST TEST SCORES: (Note: the official score report must be sent to the Graduate Admission Office).

GRE Quantitative _____ GRE Verbal _____ GRE Analytical Writing _____

All Dates Taken _____

GMAT Quantitative _____ GMAT Verbal _____ GMAT Analytical Writing _____

All Dates Taken _____

TOEFL _____ All Dates Taken _____

PROFESSIONAL EXPERIENCE IN YOUR CHOSEN FIELD

Please list recent relevant positions (professional or volunteer). If you are a teacher, please state grade level and subject field taught. Attach a separate sheet if needed. If you are a nurse, please state your specialty area.

POSITION	DATES OF EMPLOYMENT	HOUR/WEEK	COMPANY/INSTITUTION

Have you ever been involved in any type of educational research? Please describe. _____

Please state the exact title of all credentials and licenses held (if applicable): _____

RECOMMENDATION FORMS

Please list the names and addresses of the individuals who will be completing the enclosed academic and interpersonal skills recommendation forms.

1. _____ (_____) _____
NAME TELEPHONE EMAIL

STREET CITY STATE ZIP CODE
2. _____ (_____) _____
NAME TELEPHONE EMAIL

STREET CITY STATE ZIP CODE

APPLICATION FOR GRADUATE ADMISSION CONTINUED

APPLICATION ESSAY

BUSINESS ADMINISTRATION

In a two-page, double spaced paper, please address the following:

When and how should personal or social values influence the decisions of business leaders? Please explain how personal or social values have influenced a business decision in which you were involved. Alternatively, evaluate a recent decision of a business leader and how it aligns with your own personal and social values.

COUNSELING PSYCHOLOGY

Please submit a statement that includes answers to the following questions. Please limit your statement to four, double-spaced pages.

1. Why are you seeking graduate education at this time? Describe your career goals and how they evolved. What significant experiences have you had in giving or receiving help that has directed you toward entering this field? Describe times in your life where you have solved problems or struggled with issues. What impact have these experiences had in shaping your value base?
2. What do you consider to be personal qualities that equip you for graduate education and for the profession of counseling? Discuss your experiences, feelings and ideas about working with populations and settings different from your own.
3. Describe your undergraduate/graduate academic experience and include a description of your academic strengths and weaknesses. Please explain any grade deficiencies and what you have done to improve them.
4. Graduate education often means a change in one's current lifestyle. Students often juggle classes, fieldwork, and work and home responsibilities. Do you anticipate any changes and how do you plan to prepare for them?

EDUCATION

Write a 2-3 page (double spaced) essay about a current problem or issue in education that is important to you. Describe the issue and a possible solution. Include information about your background, interests, and aspirations as they relate to the issue you are addressing.

HUMANITIES

Please type a statement of at least 200 words in response to the following questions.

1. Why are you pursuing graduate study and what are your areas of interest?
2. What do you ultimately hope to accomplish in your professional and personal life?

NURSING

Please type a statement of at least 200 words in response to the following questions.

1. Why are you pursuing graduate study and what are your areas of interest?
2. What are your short and long-term professional goals?

RELIGIOUS STUDIES

In a two-page, double spaced paper, please address the following:

Theology is the formal study of discourse on God and of God's relation to the world. Describe this discourse within your own cultural, historical and religious context.

SIGNATURE

Enrollment at Mount St. Mary's College signifies a student's willingness to conduct oneself in accordance with appropriate standards of personal behavior and to adhere to the academic policies and other regulations stated in the catalog. Please read and sign the following statement.

To the best of my knowledge, all information provided on this application is accurate.

Signature _____ Date _____

In a single packet, please submit your completed application, application essay and \$50 application fee to:



Mount St. Mary's College
Graduate Admission
10 Chester Place
Los Angeles, CA 90007

Please see the application checklist for information regarding other required documents and deadlines.

LETTER OF RECOMMENDATION

TO THE APPLICANT:

Please fill in your personal information and the program you are applying for below. Give this recommendation form to your professional/academic reference with a stamped envelope addressed to: **Graduate Admission, Mount St. Mary's College, 10 Chester Place, Los Angeles, CA 90007.**

Applicant _____ Intended Program of Study _____
Telephone (_____) _____ SSN _____ E-mail _____

APPLICANT: I understand that under provisions of the Family Education Rights and Privacy Act of 1974, I have access to my Letters of Recommendation. I understand that a waiver of access to my file is NOT required as a condition for admission, receipt of financial aid, or any other services or benefits.

I do do not waive my right of access to this recommendation.

Signature _____ Date _____

TO THE REFERENCE:

We appreciate your cooperation in serving as a reference for this student. Your observations of the applicant and perceptions about his/her abilities, motivation, and potential will help the Admissions Committee reach its decision. This reference must be in the applicant's file before we can make a decision, and we thank you in advance for your timely return of this form. *Please note: We cannot accept faxed documents.*

What is your relationship to the applicant? _____ How long have you known the applicant? _____

Please attach a typewritten letter that addresses your estimate of the applicant's character, personality, maturity, leadership skills, and potential for academic achievement and professional contributions?

Are you familiar with the standards and qualities of the Graduate Program at Mount St. Mary's College? Yes No

Signature _____ Date _____

Typed or Printed Name _____

Telephone (_____) _____ E-mail Address _____

Company/Institution _____ Position _____

Address _____
STREET CITY STATE ZIP CODE

PLEASE FILL OUT THE CHART ON THE FOLLOWING PAGE.

LETTER OF RECOMMENDATION CONTINUED

Your careful estimate of the applicant's qualifications is appreciated. Please check the response best describing the student's potential for success in the following categories.

	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR	UNABLE TO ASSES
CHARACTER AND PERSONALITY						
INITIATIVE/MOTIVATION						
LEADERSHIP						
INTEGRITY						
INTERPERSONAL ABILITY						
MATURITY						
ABILITY TO WORK WELL WITH OTHERS						
ACADEMIC/PROFESSIONAL ABILITY						
WRITTEN COMMUNICATION						
ORAL COMMUNICATION						
INTERPERSONAL COMMUNICATION						
CLINICAL/WORK PERFORMANCE						
COMMITMENT TO PROFESSION						
CREATIVITY						
FLEXIBILITY						
OVERALL ESTIMATE OF CANDIDATE'S POTENTIAL SUCCESS IN GRAD PROGRAM AT MSMC						

THANK YOU AGAIN FOR YOUR ASSISTANCE IN THIS PROCESS.