

MOUNT ST. MARY'S COLLEGE

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



APPLICATION CHECKLIST

APPLICATION FOR GRADUATE ADMISSION

LETTER OF RECOMMENDATION

TUITION AND FEES

ACADEMIC CALENDAR

APPLICATION CHECK LIST

| | PRIORITY DATES FOR APPLICATION, FEE, AND SUPPORTING DOCUMENTS | MINIMUM COLLEGE GPA | OFFICIAL TEST SCORES AND WRITING PROMPTS | OTHER |
|-----------------------|---|---|--|---|
| BUSINESS | Fall - February 1 Spring - October 1 | 3.0 in last 60 semester units, or last 90 quarter units | Not required for those with at least a 3.0 GPA in last 60 semester or 90 quarter units. All others must submit GMAT test scores. | |
| COUNSELING PSYCHOLOGY | Fall - July 15 Spring - November 15 Summer - April 15 | 3.0 | Not required for those with 3.5 GPA and above. All others must submit GRE general test scores. | |
| EDUCATION | Fall - July 15 Spring - November 15 Summer - April 15 | 2.5 | Elementary and Secondary Teacher Prep./M.S. CBEST Official Passing Status Transcript. Official CSET transcript for at least one subtest | Copies of current credentials required; TB Clearance (dated within the past two years) and Entrance Affidavit required |
| | | | Professional Clear and Instructional Leadership CSET Official Passing status transcript or Documentation of subject matter competence | Copy of CA Preliminary credential; Verification of Employment in Education |
| HUMANITIES | Fall - July 15 Spring - November 15 Summer - April 15 | 3.0 | None | |
| NURSING | Fall - July 15 Spring - November 15 Summer - April 15 | 3.0 in last 60 semester units, or last 90 quarter units | Writing Prompt Determined By Department | Copy of CA RN License, CPR Card, Malpractice Insurance, Completion of a statistics course. Verification of Tuberculosis, MMR Immunity, Varisella Titer, Hepatitis-B, (drug screen, and background check.) |
| RELIGIOUS STUDIES | Fall - July 15 Spring - November 15 Summer - April 15 | 3.0 | Writing Prompt Determined By Department | |

ADDITIONAL REQUIREMENTS

In addition to the requirements above all applicants must provide:

- ☐ \$50 registration fee
- ☐ One copy of official transcripts must be **mailed directly to MSMC from all Colleges/Universities attended**
- ☐ Two Recommendation Forms (academic/professional)
- ☐ Admission Interview

International students must provide the following documents:

- ☐ Minimum 550 TOEFL; Official Transcript Evaluation Service Report and financial statement; medical certificate

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 | <input type="checkbox"/> M.A. RELIGIOUS STUDIES <input type="checkbox"/> Youth and Young Adult Ministry |
| <input type="checkbox"/> M.S. COUNSELING PSYCHOLOGY <input type="checkbox"/> Marriage and Family Therapy (MFT) <input type="checkbox"/> Certificate in Counseling the Spanish-Speaking Client <input type="checkbox"/> Certification in Pastoral Counseling | <input type="checkbox"/> ELEMENTARY TEACHER PREPARATION/MASTER PROGRAM <input type="checkbox"/> Weekend Format <input type="checkbox"/> Preliminary Program <input type="checkbox"/> Evening Format <input type="checkbox"/> Professional Program |
| <input type="checkbox"/> M.A. HUMANITIES | <input type="checkbox"/> SECONDARY TEACHER PREPARATION/MASTER PROGRAM <input type="checkbox"/> Weekend Format <input type="checkbox"/> Preliminary Program <input type="checkbox"/> Evening Format <input type="checkbox"/> Professional Program |
| <input type="checkbox"/> M.S. NURSING <input type="checkbox"/> Clinical Nurse Specialist <input type="checkbox"/> Community Health <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"/> SPECIAL EDUCATION: MILD/MODERATE DISABILITIES/MASTER PROGRAM <input type="checkbox"/> Preliminary Level I Education Program <input type="checkbox"/> Professional Level II Education Program |
| | <input type="checkbox"/> INSTRUCTIONAL LEADERSHIP: M.S. EDUCATION |

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 CODEMailing 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 ☐ NoIf 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? _____

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 ☐ NoAre 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

Your overall estimate of the success of this candidate in the Graduate Program at Mount St. Mary's College:

☐ Excellent ☐ Above average ☐ Average ☐ May encounter some difficulty ☐ Poor

Please feel free to attach any additional comments.

Signature _____ Date _____

Typed or Printed Name _____

Telephone (_____) _____ E-mail Address _____

Company/Institution _____ Position _____

Address _____
STREET CITY STATE ZIP CODE

THANK YOU AGAIN FOR YOUR ASSISTANCE IN THIS PROCESS.

For Nursing References only, please fill out chart on the following page.



LETTER OF RECOMMENDATION CONTINUED

FOR NURSING REFERENCES ONLY:

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 PERFORMANCE | | | | | | |
| COMMITMENT TO NURSING PROFESSION | | | | | | |
| CREATIVITY | | | | | | |
| FLEXIBILITY | | | | | | |

TUITION AND FEES

2008-2009

TUITION AND FEES

Tuition: **Psychology, Education, Humanities, Nursing, Religious Studies programs**

| | |
|---|--------------------|
| Per unit | \$708 |
| Tuition: MBA program* | \$29,970 |
| Includes costs for trip abroad, fees, parking (does not include cost of foundation courses nor does it include cost of books) | |
| Application Fee | \$50 |
| Administrative Services Fee | \$100 per semester |
| Parking Fee | \$165 per year |
| Late Registration Fee | \$40 |
| Late Clearance Fee | \$100 |
| Average Cost of Books per 3-Unit Course | \$75-\$125 |

*For those accepted to the MBA program, there is a \$300 non-refundable tuition deposit due upon admission. The tuition deposit will be applied toward the tuition bill.

PAYMENT AND REFUND POLICY

All fees are due and payable at the time of registration. A reduction in fees is applicable when a student withdraws from the College or has a unit reduction according to the following scale:

| | |
|---|------|
| On or before the first day of class (minus a \$25 Administrative Fee) | 100% |
| From the second day of class through the first 10% of the semester | 90% |
| Between the end of the first 10% and 25% of the semester | 50% |
| Between the end the first 25% and 50% of the semester | 25% |
| After 50% of the semester is over | 0% |

FINANCING YOUR EDUCATION

Mount St. Mary's College offers all the usual forms of financial assistance common to accredited institutions of higher education. Applicants who are interested in financial aid should contact the Office of Student Financing at (213) 477-2562 as early as possible.

Please note: To receive financial aid, graduate students must be admitted into their program and enrolled in at least three units per semester (six units for credential-only programs).

DEFERRED PAYMENTS

Students have the option to defer their tuition payment over a period of four equal installments during the course of a semester. After the 25% required deposit has been paid, deferred payment arrangements may be made with the Business Office at the time of registration. The current semester's tuition must be paid in full before a student will be permitted to enroll in any future semester.

ACADEMIC CALENDAR

As with other academic programs at Mount St. Mary's College, graduate education classes operate on a semester system, with three full semesters a year—fall, spring, and summer. Fall classes begin in late August and end in December; spring classes begin in mid January and end in April; and the summer session begins in May and ends in early August.

EVENING FORMAT

Graduate education classes in the evening format meet one night a week from 5:30 to 8:30 pm. Classes are offered Monday through Thursday. For each class, you come to campus one evening a week. For example, if you choose to take two classes, you will come to campus two evenings a week.

WEEKEND FORMAT

The Weekend format is an innovative approach to adult learning that provides you an alternative way of being a graduate student while balancing your work schedule. It redistributes the weekly coursework for a traditional fifteen-week semester into six intensive weekends of class instruction. The weekends are non-consecutive and are scheduled two to three weeks apart. You will spend the same time in class and receive the same outstanding quality of instruction as those in Mount St. Mary's evening graduate programs. Each weekend of instruction in the Weekend format is the equivalent of more than two weeks of coursework in a traditional evening format. You must prepare for this intensive learning experience well in advance of the actual two days spent on campus. To provide ample study time, the Weekend format offers you at least two and often three weeks for you to organize and balance career and family responsibilities. Although it is not an accelerated program, the Weekend format will allow you to complete the coursework and supervised teaching required for a teacher preparation program in six semesters.

TIMETABLE FOR WEEKEND CLASSES

On instructional weekends, you may enroll in two courses and attend classes all day Saturday and Sunday from 8:00 a.m. until 4:30 p.m. Each course meets for seven-and-one-half, non-consecutive hours on the weekend. Classes alternate throughout the weekend. If you do not wish to be full time, you can register for only one course.