

Application FOR ADMISSION

We're Here for You!

We want to assist you in any way we can with the application and enrollment process and will process your materials as quickly as possible (it generally requires at least one week from receipt of an application for it to be processed, assuming all required documentation has been received). If you have any questions, please don't hesitate to call or e-mail us and we will be happy to provide whatever information you need.

More details about the Adult Studies Program can be found at www.wvc.edu/asp.



INSTRUCTIONS

Please read all instructions before completing your application to Virginia Wesleyan College for the Adult Studies Program, as different sections are to be completed depending upon your status:

- 1) **All** applicants should complete sections A, C, E, F and H. If a question is not pertinent to you, write “NA” in the space provided.
- 2) If you are planning to be a *degree-seeking student in the Adult Studies Program*, section G should also be completed. In addition, please request and have your official high school and previous college transcripts submitted directly to the Adult Studies Office. An appointment with an Adult Studies adviser is also required and may be made by calling 757.455.3263.
- 3) Anyone seeking to be *readmitted* to the College should also complete section B. **Readmit status** applies to someone who has previously taken either day or evening classes at VWC, but has been out for one semester or more, excluding summer session.
 - Those seeking readmission should also request and have submitted official transcripts from any colleges you have attended since you were last enrolled at Virginia Wesleyan College, and make an appointment with your ASP adviser by calling 757.455.3263. Note: If you have not been enrolled at VWC for more than five years, you will need to resubmit official copies of all transcripts from previous colleges and your high school (the College does not retain transcripts beyond five years of your last year attended).
- 4) Anyone seeking admission to the *Alternative Certification for Teachers (ACT) Program* should also complete section D. This program is designed for those who have earned a baccalaureate degree and seek to become qualified for teacher certification. In addition, you should request official copies of college transcripts to be submitted directly to Virginia Wesleyan College – Adult Studies Program and make an appointment with an ASP adviser by calling 757.455.3263.
- 5) If you will be a *non-degree seeker (as either “Unclassified” or “Audit” student)* there are no other sections to complete.
 - If you are seeking **Unclassified status** (i.e., to take classes for credit to fulfill personal enrichment or professional development goals but *not* to pursue a degree at VWC), it is *still* necessary to make an appointment with an ASP adviser.
 - If you wish to be admitted as an **Audit student** (i.e., someone taking classes for personal enrichment without earning academic credit) it is *not* necessary to meet with an ASP adviser. Note: *Students who enroll in courses on an audit basis do not earn a grade, and audited courses cannot be changed to credit status at a later date.*
- 6) **Legal Names** – When completing your application, please be sure to use your full *legal* name.
Your legal name, as defined by law, is your first name, middle name and last name as shown on your birth certificate. For women, your last name would be your maiden name if you are unmarried or your married last name. If you use a hyphenated maiden-married last name, you must have changed it to this format at the time of your marriage or later using an Application for Adult Name Change submitted to the circuit court in your city of residence. You will need to provide your court order if you are using a hyphenated name. If your personal preference has been to use your first name, maiden name (in place of your middle name) and married name, this is not your legal name – you must use your middle name as indicated on your birth certificate. Our application will ask you to provide your first name, middle name, maiden name and last name so that we will have all of this information. We also provide you with the opportunity to provide us with your preferred name for our records.

APPLICATION FOR ADMISSION

Section A

GENERAL INFORMATION

To begin courses in:

- Fall Semester _____
- Spring Semester _____
- Summer Semester _____
- Winter Semester _____

Year

Check ALL that apply

- Freshman Degree Seeking
- Transfer ACT
- Readmit Unclassified
- Full-Time Audit
- Part-Time

If readmit indicate previous status:

- Day Program
- Adult Studies Program
- Dates: _____ to _____

Legal Name _____
 Last First Middle

Maiden Name

Other Name(s) on transcript(s)

Address _____
 Street City State Zip Code Country

Telephone (Home) (____) _____ Social Security Number

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(Work) (____) _____ E-mail Address (Home) _____

(Cell) (____) _____ (Work) _____

In case of an emergency, call _____
 Name / Relationship Phone

State of Legal Residence _____ Date of Birth ____ / ____ / _____

Birthplace _____ U.S. Citizen Yes No
 City State Country

If not a U.S. citizen, of what country are you legally a citizen? _____

If applicable, current visa status in the U.S. _____ Number of years residing in the U.S. _____

Native language _____ Other languages you speak _____

Depending on your fluency in English, the "Test of English as a Foreign Language" may be necessary.

Military Veteran Yes No Date of Discharge ____ / ____ / _____

Are you eligible to receive military educational benefits? Yes No Which type/chapter? _____

Have you ever applied for veteran educational benefits? Yes No

Are there any medical provisions of which we should be aware? Yes No

If yes, please explain _____

Which academic major do you intend to pursue? _____ Do you intend to use Financial Aid? Yes No

Have you ever been convicted of a felony? Yes No

If yes, provide date and type of offense _____

The following questions are optional. The information is helpful in data gathering for institutional research purposes, but is not required for the completion of your application.

Gender _____ Marital Status _____

Heritage Hispanic Black, Non-Hispanic Native American

Asian/Pacific Islander White, Non-Hispanic Other

Religious Preference/Membership _____

Section B

APPLICATION FOR READMISSION

Previous Student status: [] Degree-Seeking: Academic Major _____
[] Non degree-seeking: _____ Audit _____ Unclassified

Students who left Virginia Wesleyan College under suspension must apply for readmission to the Committee on Academic Standing. Please indicate any information that you feel will be of value to the committee as they consider your request for readmission.

Three horizontal lines for providing information.

OFFICE USE

Three horizontal lines for office use.

HAVE YOU ATTENDED ANY OTHER COLLEGE(S) SINCE LEAVING VIRGINIA WESLEYAN?

[] Yes [] No (If yes, complete section C of application) If yes, an official transcript of all coursework taken must be forwarded to The Adult Studies Program before your application can be fully processed.

Section C

PREVIOUS EDUCATION

All transcripts must be sent directly to Virginia Wesleyan College, Adult Studies Office. First-time college students are required to have a transcript of their high school record sent from the school guidance office. The form used by that school will be satisfactory. Transfer students must arrange for official transcript of ALL previous college work.

NOTE: Failure to report all institutions attended constitutes fraud and is grounds for denial of admission.

Please give the name and address of the last high school attended: Date of Graduation _____

School _____

Address _____

City/State/Zip _____

Have you ever attended classes at any other higher education institution(s)? [] Yes [] No

If yes, where and when?

Table with 3 columns: Institution, State, Dates Attended. Includes four rows of horizontal lines for data entry.

(Attach an additional page, if needed)

APPLICATION FOR ALTERNATIVE CERTIFICATION FOR TEACHERS PROGRAM (ACT)

The ACT program has three tracks. Please select track and subject area:

TRACK I: For prospective teachers desiring initial licensure

- Elementary (PreK-6)
 Secondary (6-12), subject _____
 Art Music (Choral/Vocal) Foreign Language (K-12) Special Ed (K-12)

TRACK II: For teachers having a provisional license and needing courses identified as needed by the Virginia Department of Education (VDOE)

- Elementary (PreK-6)
 Secondary (6-12), subject _____
 Art Music (Choral/Vocal) Foreign Language (K-12) Special Ed (K-12)

TRACK III: For teachers taking courses for endorsement purposes, license renewal, or for personal interest

Classroom aides can also take courses in this track. Others interested in education can only take one education course in this track with permission of the Director of the College's Education Department.

- Elementary (PreK-6)
 Secondary (6-12), subject _____
 Art Music (Choral/Vocal) Foreign Language (K-12) Special Ed (K-12)
 Professional Development Studies: (*indicate*) _____
 Personal interest

How did you first learn about the ACT program? _____

Have you ever had a teaching license revoked? Yes No

If yes, provide date and reason _____

Are you currently teaching? Yes No

If yes, list school and school division _____

FIRST-TIME APPLICANTS FOR TRACK I

Please complete the following essay question - essay must be typed on separate sheet(s) and attached to the application:

Discuss your reason for seeking teacher certification and your long-range goals. Indicate ways in which your background and experience can contribute to these goals.

Section E

EMPLOYMENT INFORMATION

Are you currently employed? Yes No

Name of employer _____

Address _____
Street Address City State Zip

Position _____

Will your employer pay full or partial tuition? Yes (____%) No

If YES, please attach a copy of tuition payment policy for our records.

Employment History

Please focus on experience relevant to your academic goals and include any volunteer experience as well as paid employment.

Employer

Position Held

Employment Dates
START DATE END DATE

Volunteer Experience

Section F

ADDITIONAL INFORMATION

Who will be responsible for payment of educational costs, if other than the applicant?

Name _____ Relationship _____

Address _____
Street Address City State Zip

Telephone (Home) (____) _____ (Work) (____) _____

How did you first learn about the Virginia Wesleyan College Adult Studies Program?

Web site Radio Newspaper A Friend Open House At Work

Current student (name) _____

Other: _____

Section G

ESSAY

Please attach a separate sheet in response to **ONE** of the following choices in a well-organized, detailed full-page essay (single-spaced) of two or more paragraphs.

Be sure to indicate your name and social security number on the page and attach to application.

Choose ONE of the following:

1. Describe what challenges you expect as an Adult Studies student at Virginia Wesleyan College, and how you plan to handle them.
2. Explain why a college education is important to you, and why Virginia Wesleyan College is a good fit for you.
3. If you could help shape a change in American society/culture to improve our nation, what would you do; why?
4. Choose one of your extracurricular, community or work activities and explain why it has been of value to you.

Section H

AGREEMENT

Please sign the agreement below and attach your check for the application fee (\$25) or readmission fee (\$15).

In signing this application, I am certifying that all the information I have provided is accurate and correct to the best of my knowledge. I am stating that I agree to accept the regulations set forth in the catalog and student handbook of Virginia Wesleyan College and to uphold the honor code if I enroll at VWC. I also hereby grant permission for the staff of the College to review my previous academic records and my academic progress while at VWC as needed. Further, I understand that any information supplied in support of this application will be treated as confidential by the College and will not be divulged to any party except as permitted by law. Information contained on this application will be provided to Virginia State Agencies by law.

Signed _____ Date _____

In its active commitment to build a diverse community, Virginia Wesleyan College rejects discrimination on the basis of race, religion, color, creed, gender, national or ethnic origin, age, marital status, covered veteran status, handicap, sexual orientation, or any other legally protected status in admission, employment, or access to programs and activities.

OFFICE USE

APPLICATION RECEIVED DATE: _____

FEE PAID: Yes No

STAFF SIGNATURE: _____

\$ _____ T _____ A _____ H _____



Adult Studies Program

1584 Wesleyan Drive, Norfolk, VA 23502

757.455.3263

E-mail: asp@vwc.edu

www.vwc.edu/asp