



- ▶ ADMISSIONS PROCEDURES
- ▶ APPLICATION FORM
- ▶ FINANCIAL AID INFORMATION

Application Package

Applying for Admission to the Bachelor's Degree Program

In accordance with its mission, Springfield College's School of Human Services seeks applicants who are motivated to achieve social and economic justice and who embody the principles of Humanics, community partnership, and academic excellence.

HELP IS AVAILABLE

The campus recruitment and admissions staff at the campus you wish to attend can assist you at any step of the application process. You are encouraged to call with questions.

COMPLETE THE PAPERWORK

This booklet contains the forms you need to complete the first steps of the admission process.

Please submit official transcripts from all colleges and universities attended. The institution may send the transcript directly to the Springfield College campus you wish to attend. Be sure to give the institution the correct address listed on the application.

When requesting transcripts, enclose a check or money order in the amount indicated by your former college to cover processing. You may need to call the registrar's office of each institution to determine the costs, which may vary.

TRANSFER CREDITS

Transfer credits are accepted at the discretion of Springfield College. Up to 72 credits may be transferred into our undergraduate program from regionally accredited institutions of higher education. Credits earned at Springfield College may be accepted by other colleges at their discretion. Credit policies may vary at Springfield College campuses, in part because of differences among state laws regulating transfer credit.

DEADLINES

Classes begin in September, January, and May. The School's deadlines for submission of completed applications are:

September Term:	August 15
January Term:	December 15
May Term:	April 15

Note to financial aid applicants:

Applying after the deadline may mean reduced financial aid awards for that academic year.

FINANCIAL AID

Springfield College makes admissions decisions without regard to the student's ability to pay educational expenses. College grant funds are awarded primarily on the basis of financial need. State and federal funds are awarded and disbursed subject to the program regulations of the awarding agency. Eligibility based on financial need is determined by estimating cost of attendance and subtracting family contribution as calculated by federal, state, and college regulations. The College does not meet full need for all eligible students.

HOW TO APPLY

File a free application for Federal Student Aid (FAFSA) at: www.fafsa.ed.gov. An application for financial assistance must be completed for each academic year. Our school code is 002211.

For assistance through this process, contact the financial aid coordinator at your campus or Springfield College Office of Financial Aid at (413) 748-3112

Applying to the Bachelor's Degree Program

The program is intended to be completed in 16 to 24 months of full-time enrollment. Successful applicants to the bachelor's degree program must have a minimum of two years experience in human service work, paid or volunteer. Bachelor's degree applicants must be able to either: transfer in at least 30 credits from other regionally accredited colleges, or earn these credits through the School's experiential learning process.

Experiential learning process

You may be able to convert skills and knowledge previously gained from life and work experience into college credit. The School of Human Services (SHS) offers a process to validate college-level knowledge acquired through experiential learning. The School's Experiential Learning Committee oversees the process and monitors policies and procedures that are consistent with principles of good practice established by the Council on the Assessment of Experiential Learning (CAEL). You may choose to take the SHS portfolio course, in which you will learn to build a portfolio that demonstrates your college-level knowledge is equivalent to a specific college-level course. There is a one-time fee of \$250 for the evaluation of the experiential learning portfolio.

Graduation requirements

To be awarded a bachelor's degree, you must complete 120 semester hours of coursework, of which:

- A minimum of 48 credit hours must be earned at Springfield College School of Human Services
- A maximum of 72 credit hours may be earned through transfer credits and/or experiential learning

Admission requirements

- Completed application form
- High school diploma or equivalent
- Typed resume (indicating a minimum of two years experience in human service work, paid or volunteer)
- Official transcripts from all colleges attended
- Interview with a faculty or staff member
- Demonstrated commitment to community service
- Satisfactory writing sample
- \$10 application fee (check or money order made out to Springfield College/SHS)

Meet with us

Schedule an interview with the local admissions office. Interviews are designed to give you an opportunity to explain your professional and academic history and to discuss your future goals. For the interview to be most helpful, bring a copy of your resume, official transcripts, and documentation of licenses, certifications, and professional training.

Schedule a writing assessment session with the local admissions office. Because the program is writing-intensive, all applicants are required to develop a writing sample as part of the application process. The writing assessment may be used to assist you and your advisor with planning a course of study.

YOUR APPLICATION CHECKLIST

- Read application and instructions carefully.
- Complete the bachelor's degree application form.
- Sign and date the application form.
- Submit copy of high school diploma or its equivalent.
- Submit a typed, recent résumé.
- Enclose the application fee.
- Mail or hand-deliver the application to the campus you wish to attend.
- Arrange for official transcripts to be sent to the campus.
- Make an appointment for the admissions interview.



Bachelor's Program Application

OFFICE USE ONLY	
Fee Received _____	Site Code _____
ID # _____	

APPLICATION FOR ADMISSION TO
BACHELOR OF SCIENCE IN HUMAN SERVICES

Application Date: _____

I. GENERAL INFORMATION

Name:

LAST FIRST MIDDLE INITIAL

Mailing Address:

STREET P.O. BOX APARTMENT NUMBER

CITY/TOWN STATE ZIP

Telephone:

() ()

HOME BUSINESS

()

CELL PHONE E-MAIL

Intended Term of Entry: May/Year _____ September/Year _____ January/Year _____

Please indicate your choice of concentration. Program options vary at each campus (optional) :

Addiction Studies Community Youth Development and Leadership Criminal Justice Early Childhood Education Education

U.S. Citizen: Yes No

Social Security Number: _____

If not a U.S. citizen, please indicate country of present citizenship: _____

Alien Registration Number: _____

II. Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college and university communities to describe the racial and ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions.

Do you consider yourself to be Hispanic/Latino?

Yes
 No

In addition, select one or more of the following racial categories to describe yourself.

American Indian or Alaska native Asian
 Black or African American Native Hawaiian or Pacific Islander
 White Other _____

Gender: Male Female

Date of Birth: _____ Place of Birth: _____

Languages: Spoken: _____ Written: _____

Please indicate any family members who have completed college:

Father Mother Grandparent Spouse Child Brother/Sister None

Your annual household income:

Below \$20,000 \$21,000 – 25,000 \$26,000 – 30,000
 \$31,000 – 35,000 \$36,000 – 40,000 Over \$40,000

Number of people in the household: _____

III. FULL EMPLOYMENT HISTORY Please be as complete as possible and start with current employment. Your employment history is an essential part of your education expertise. *Use additional paper if necessary.*

1. EMPLOYER:

RESPONSIBILITIES:

EMPLOYER NAME

ADDRESS

JOB TITLE

FROM

TO

Employment Status:

Full time

Part time

2. EMPLOYER:

RESPONSIBILITIES:

EMPLOYER NAME

ADDRESS

JOB TITLE

FROM

TO

Employment Status:

Full time

Part time

Military Experience

Yes _____

No _____

Branch _____

IV. COMMUNITY SERVICE/VOLUNTEER WORK This may include, but is not limited to, involvement with such activities as hospice work, youth groups, shelters, self-help groups, and religious groups or organizations. *Use additional paper if necessary.*

1. ORGANIZATION:

RESPONSIBILITIES:

ORGANIZATION NAME

ADDRESS

JOB TITLE

FROM

TO

2. ORGANIZATION:

RESPONSIBILITIES:

ORGANIZATION NAME

ADDRESS

JOB TITLE

FROM

TO

V. PRIOR EDUCATION

1. High school or GED program (copy of GED or diploma required with application):

LOCATION (CITY, STATE) COMPLETION DATE

2. College(s) or university(ies) previously attended where credits were earned.

(Use attachments as needed. Original transcripts must be submitted with application):

A. _____
NAME OF COLLEGE/UNIVERSITY CITY AND STATE

DATES OF ATTENDANCE: FROM TO NUMBER OF CREDITS EARNED

B. _____
NAME OF COLLEGE/UNIVERSITY CITY AND STATE

DATES OF ATTENDANCE: FROM TO NUMBER OF CREDITS EARNED

C. _____
NAME OF COLLEGE/UNIVERSITY CITY AND STATE

DATES OF ATTENDANCE: FROM TO NUMBER OF CREDITS EARNED

3. Certifications/Licensures: _____

VI. ABOUT YOUR APPLICATION

Have you previously applied to the School of Human Services? Yes No

If yes, which campus? _____

How did you learn about the School of Human Services? Please be specific:

VIII. CERTIFICATION

By my signature below, I certify that the information contained in this application is true and complete, to the best of my knowledge. As a prospective undergraduate student, I consent to the usage of any photographic likeness of, video footage of, or statement by me in the event Springfield College should wish to use them in any publication or advertisement.

Falsification of any information on this application and its supporting credentials may make the candidate ineligible for admission or subject to later separation if enrollment is affected.

Applicant's Signature: _____ Date: _____

THIS APPLICATION IS INCOMPLETE UNLESS SIGNED.

A \$10 nonrefundable application fee must accompany this application. Please make check or money order payable to Springfield College/SHS.

Return application and have official transcripts sent to the campus you wish to attend. Please note that transfer credits are accepted at the discretion of Springfield College and credits earned in this program will be accepted by other colleges at their discretion. Credit transfer policies may vary.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Springfield College posts campus crime statistics for its School of Human Services campuses at <http://www.springfieldcollege.edu/homepage/dept.nsf/SHSCampusSecurityReport> and for its campus in Springfield, Mass., at <http://www.springfieldcollege.edu/home.nsf/AnnualCampusSecurityReport>.

**SCHOOL OF HUMAN SERVICES
CAMPUS ADDRESSES:**

HOUSTON CAMPUS
Springfield College
2122 East Governors Circle
Houston, TX 77092
(713) 681-1120 or (866) 252-8801
Fax: (713) 682-2366
shshouston@spfldcol.edu

SPRINGFIELD CAMPUS
School of Human Services
263 Alden Street
Springfield, MA 01109
(413) 748-3204 or (800) 727-0004
Fax: (413) 748-3236
shspringfield@spfldcol.edu

WILMINGTON CAMPUS
Springfield College
1007 Orange Street, Suite 500
Wilmington, DE 19801
(302) 658-5720 or (800) 506-9270
Fax: (302) 658-5756
shswilmington@spfldcol.edu

BOSTON CAMPUS
Springfield College
The Schrafft Center
529 Main Street, Suite 1M4
Boston, MA 02129
(617) 242-3361 or (866) 272-9056
Fax: (617) 242-3025
shsboston@spfldcol.edu

MANCHESTER CAMPUS
Springfield College
500 Commercial Street
Manchester, NH 03101
(603) 666-5700 or (800) 727-0504
Fax: (603) 666-5705
shsmanchester@spfldcol.edu

ST. JOHNSBURY CAMPUS
Springfield College
347 Emerson Falls Road, Suite 2
St. Johnsbury, VT 05819
(802) 748-5402 or (800) 441-1812
Fax: (802) 748-5719
shsstjohnsbury@spfldcol.edu

CHARLESTON CAMPUS
Springfield College
4390 Belle Oaks Drive, Suite 200
North Charleston, SC 29405
(843) 554-7244 or (866) 272-6004
Fax: (843) 554-7723
shscharleston@spfldcol.edu

MILWAUKEE CAMPUS
Springfield College
744 North 4th Street, Suite 300
Milwaukee, WI 53203
(414) 276-2300 or (866) 271-2983
Fax: (414) 277-8370
shsmilwaukee@spfldcol.edu

TAMPA BAY CAMPUS
Springfield College
225 West Busch Boulevard
Tampa, FL 33612
(813) 936-2800 or (800) 724-2778
Fax: (813) 933-1980
shstampa@spfldcol.edu