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- ▶ APPLICATION FORMS
- ▶ FINANCIAL AID INFORMATION

Application Package

Applying for admission

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 coordinator of admission 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/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. 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

The school's deadlines for submission of complete applications are:

September Term: August 15th

January Term: December 15th

May Term: April 15th

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 for 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

Financial aid forms and information are sent to all applicants for admission. An application for financial assistance must be completed for each academic year. **For help, contact the campus staff or the Office of Financial Aid, (413) 748-3108.**

Applying to the bachelor's program

The program is intended to be completed in 16-to-24-months of full-time enrollment. Bachelor's degree applicants must be able to either: transfer in at least 30 credits from other accredited colleges, or achieve these credits through the school's prior learning process.

Prior learning process

The skills and knowledge gained from life and work experience can sometimes be converted into college credit. The amount of prior learning credit permitted varies by state. To obtain this credit, you will develop a personal portfolio that demonstrates your knowledge is equivalent to a specific college-level course. Procedures for developing the portfolio are taught in a Springfield College course. There is a one-time fee of \$250 for a prior learning assessment.

Graduation requirements

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

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

Admission requirements

- Completed application form
- High school diploma or equivalent
- Resume
- Transcripts from all colleges attended
- Interview with a faculty or staff member
- Demonstrated commitment to community service
- Satisfactory writing sample
- \$10 application fee

Meet with us

Set up an interview and writing assessment session 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 all certificates of training.

Schedule a writing assessment session with the local admissions office. Because the program is

writing-intensive, all applicants are required to take a writing assessment as part of the application process. Writing ability is one of the factors considered in the admissions decision. Other types of assessment may be offered to assist you and your advisor with planning a course of study.

References

You may submit a reference from your work, community service, or educational experience.

YOUR APPLICATION CHECKLIST

- Read application and instructions carefully.
- Complete the correct application form.
- Sign it.
- Attach documents (resume, personal statement, references).
- Enclose the application fee.
- Mail the application to the campus you wish to attend.
- Arrange for transcripts to be sent to the campus.
- Make an appointment for the campus interview.

Applying to the master's program

Admission requirements

- Completed application form
- Typed personal statement
- Resume
- Professional letter of reference that relates to the personal statement
- Bachelor's degree from a regionally accredited institution
- Transcripts from all colleges attended
- 5 years of experience in human service work, paid or volunteer
- Interview with a faculty or staff member
- Demonstrated commitment to community service
- \$40 application fee



Bachelor's Program Application

APPLICATION FOR ADMISSION TO
BACHELOR OF SCIENCE IN HUMAN SERVICES

OFFICE USE ONLY

Fee Received _____ Site Code _____
ID # _____

I. GENERAL INFORMATION

Application Date: _____

Name:

LAST FIRST MIDDLE INITIAL

Mailing Address:

STREET P.O. BOX APARTMENT NUMBER

CITY/TOWN STATE ZIP

Telephone:

() ()
HOME BUSINESS

()
FAX E-MAIL

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

Degree Status: Part-Time Full-Time Concentration (if any) _____

U.S. Citizen: Yes No

Social Security Number: _____

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

Alien Registration Number: _____

II. The School of Human Services is committed to a culturally diverse education. To help us fulfill this commitment, we ask that you provide the information below. This section is optional and will be used for statistical purposes only. Information provided in this section has no bearing on admission.

Ethnic Background (optional): Native American Black/African American Mexican American Puerto Rican Asian
 Latino/Hispanic American White/Caucasian Other – Specify: _____

Gender: Male Female

Birth date: _____ Place of birth: _____

Languages: Spoken: _____ Written: _____

Please indicate any family members who have completed college:

Father Mother Grandparent Spouse Child Brother/Sister None Other

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. You may attach a recent résumé. 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/Diploma required with application):

LOCATION (CITY,STATE) COMPLETION DATE

2. College(s) or university(ies) previously attended (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:

VII. REFERENCE

Please give contact information for one reference from your work, community service, or education experience. You may include additional letters of reference if you wish.

NAME RELATION TO YOU

STREET ADDRESS HOME TELEPHONE

CITY STATE ZIP

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: _____

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

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.

THIS APPLICATION IS INCOMPLETE UNLESS SIGNED.

SCHOOL OF HUMAN SERVICES CAMPUS ADDRESSES:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> SAN DIEGO CAMPUS
Springfield College
5348 University Avenue, Suite 110
San Diego, CA 92105
(619) 582-4002 or (877) 271-7155
Fax: (619) 582-4548
shssandiego@spfldcol.edu | <input type="checkbox"/> HOUSTON CAMPUS
Springfield College
2122 E. Governor's Circle
Houston, Texas 77092
(800) 727-0004
Fax: (413) 748-3557
mmartinez@spfldcol.edu | <input type="checkbox"/> BOSTON CAMPUS
Springfield College
The Schrafft Center
529 Main Street, Suite 1M4
Boston, MA 02129
(617) 242-3361 Fax: (617) 242-3025
shsboston@spfldcol.edu | <input type="checkbox"/> CHARLESTON CAMPUS
Springfield College
4390 Belle Oaks Drive, Suite 200
North Charleston, SC 29405
(843) 554-7244
Fax: (843) 554-7723
shscharleston@spfldcol.edu |
| <input type="checkbox"/> SAN DIEGO CAMPUS
Springfield College
5348 University Avenue, Suite 110
San Diego, CA 92105
(619) 582-4002 or (877) 271-7155
Fax: (619) 582-4548
shssandiego@spfldcol.edu | <input type="checkbox"/> 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 | <input type="checkbox"/> 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 | <input type="checkbox"/> 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
shstjohnsbury@spfldcol.edu |
| <input type="checkbox"/> LOS ANGELES CAMPUS
Springfield College
111 North La Brea Avenue
Inglewood, CA 90301
(310) 673-5607 or (888) 316-5111
Fax: (310) 673-8308
shsinglewood@spfldcol.edu | <input type="checkbox"/> 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 | <input type="checkbox"/> MANCHESTER CAMPUS
Springfield College
500 Commercial Street
Manchester, NH 03101
(603) 666-5700 or (800) 727-0504
Fax: (603) 666-5705
shsmanchester@spfldcol.edu | <input type="checkbox"/> MILWAUKEE CAMPUS
Springfield College
744 North 4th Street, Suite 300
Milwaukee, WI 53203
(414) 276-2300
Fax: (414) 277-8370
shsmilwaukee@spfldcol.edu |