



- ▶ ADMISSIONS PROCEDURES
- ▶ 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 15 <sup>th</sup>
January Term:	December 15 <sup>th</sup>
May Term:	April 15 <sup>th</sup>

### 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



# Master's Program Application

## OFFICE USE ONLY

Fee Received \_\_\_\_\_ Site Code \_\_\_\_\_  
ID # \_\_\_\_\_

### APPLICATION FOR ADMISSION TO MASTER OF SCIENCE IN HUMAN SERVICES

#### I. GENERAL INFORMATION

Application Date: \_\_\_\_\_

Name:

\_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Please indicate any other last names used: \_\_\_\_\_

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

Please indicate your choice of concentration: (program options vary at each campus)

Organizational Management Leadership  Community Counseling Psychology  Mental Health Counseling

U.S. Citizen:  Yes  No

Social Security Number: \_\_\_\_\_

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

Permanent U.S. resident:  Yes  No

Alien Registration Number: \_\_\_\_\_

How did you hear about the program? \_\_\_\_\_

#### 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

### III. PRIOR EDUCATION

Undergraduate College or University: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Major Field: \_\_\_\_\_ Degree: \_\_\_\_\_

Graduate College or University: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Major Field: \_\_\_\_\_ Degree: \_\_\_\_\_

Please list other collegiate institutions attended and dates of attendance:

College: \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ Date: \_\_\_\_\_

### IV. PERSONAL STATEMENT

We want to learn more about your background experiences and future goals to ensure that our Masters degree program best meets your personal, professional and learning needs. In two to three typed double-spaced pages, please answer ONE of the following questions.

A. What are your personal, professional and learning goals, and how might the Masters degree program help you achieve these goals?

B. Describe a single work experience which has had a significant impact on how you think about yourself and human services.

In what ways has this experience influenced what you hope to gain from the Masters degree program?

C. What lessons have you learned from your life and work experiences? How do these lessons shape your learning goals for the Masters degree program?

### V. LETTER OF REFERENCE

Please include a **professional** letter of reference that speaks directly to the question you have answered in your personal statement.

### VI. 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 graduate 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 \$40 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:

**HOUSTON CAMPUS**  
Springfield College  
2122 E. Governor's Circle  
Houston, Texas 77092  
(800) 727-0004  
Fax: (413) 748-3557  
mmartinez@spfldcol.edu

**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

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

**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

**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

**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

**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

**LOS ANGELES CAMPUS**  
Springfield College  
111 North La Brea Avenue  
Inglewood, CA 90301  
(310) 673-5607 or (888) 316-5111  
Fax: (310) 673-8308  
hssinglewood@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

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

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