The seal of Valparaiso University is a circular emblem with a rope-like border. Inside the border, the words "VALPARAISO UNIVERSITY" are written in an arc at the top, and "1859" is at the bottom. In the center of the seal is a shield containing a lamp of knowledge with a flame. The shield is flanked by two figures, possibly representing wisdom and knowledge.

VALPARAISO UNIVERSITY

APPLICATION FOR ADMISSION TO THE COLLEGE OF ADULT SCHOLARS & CERTIFICATE PROGRAMS

Programs of the Division of Continuing Education

**Kretzmann Hall Room 116
1700 Chapel Drive
Valparaiso, Indiana 46383-6493**

**Telephone: 1.219.464.5313
Toll Free: 1.800.821.7685
Fax: 1.219.464.5381**

**Email: Continuing.Ed@valpo.edu
Website: www.valpo.edu/continuinged**

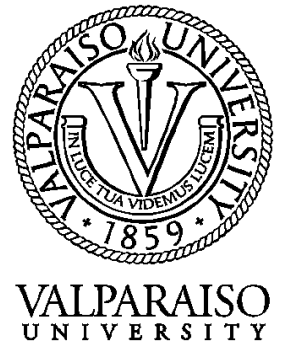
THE DIVISION OF CONTINUING EDUCATION

The Division of Continuing Education offers the opportunity to start or return to college to take courses for professional and personal development. The College of Adult Scholars is a special program administered by the Division of Continuing Education and is designed to serve the educational needs of residents of Northwest Indiana. This selective program is open to highly motivated part-time adult learners seeking a first degree and professionals wanting advanced training through certificates of specialization. Benefits include a special academic status at the University, a wide range of academic programs from which to choose, a simplified admission and registration procedure, selections from both day and evening courses, a competitive tuition rate, and an academic adviser specifically designated for adult students and professionals.

ELIGIBILITY

Part-time students (11 credits or fewer per semester) who meet any one of the following criteria are eligible to apply. These include persons who:

- *Are at least 24 years of age or have not attended college for 3 years*
- *Have a baccalaureate degree and are seeking a certificate or a second degree*
- *Enroll in a VU course offered through the College of Adult Scholars at an off-campus location*



APPLICATION PROCEDURE

✓ ***For applicants interested in starting or returning to college:***

Complete and sign this application and return with the \$30 application fee. Official copies of your high school transcript or GED and official transcripts of all college coursework must be submitted to the Office of Continuing Education. A meeting with an academic adviser is required.

✓ ***For applicants taking courses leading to a certificate or for professional development:***

Complete and sign this application and return with the \$30 application fee. Official copies of transcripts of prior college coursework must be submitted to the Office of Continuing Education. Applicants with fewer than 30 credits of college coursework must also submit official copies of their high school transcript. A meeting with an academic adviser is required for students working toward a certificate and recommended for those taking individual courses for professional development.

✓ ***For VU students changing from full-time to part-time status:***

Complete and sign this application. A brief meeting with an academic adviser is required.

✓ ***For applicants taking courses for personal enrichment:***

Complete and sign this application and return with the \$30 application fee. Official copies of high school and/or college transcripts must be submitted to the Office of Continuing Education.

For applicants interested in Financial Aid options:

Provide official copies of all prior college coursework. Applicants who have not earned an Associate's degree must also submit official copies of their high school transcript.

I. PERSONAL INFORMATION

First, Middle, Last	Former Name	Date of Birth (required) / /
Social Security Number	Home Phone (Circle one: Day or Evening)	Email Address
Address	City/State	Zip Code
Citizenship	Visa Status (if applicable)	Race/Ethnicity (optional)
Job Title	Company	Address
Work Phone Number	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure Will you receive employer reimbursement?	<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact you at work?

Have you ever been convicted of a felony? No Yes If yes, please explain fully on a separate sheet.
Note that some states have restrictions on licensing or professionally credentialing an individual with a criminal record.

II. EDUCATIONAL BACKGROUND

High School or GED	City/State	Year Graduated
--------------------	------------	----------------

Note: If you have not earned an Associate's degree or the equivalent, or if you plan to apply for financial aid through Valparaiso University, you must provide an official copy of your high school transcript.

College	City/State	Year Graduated	Credits or Degrees Earned
---------	------------	----------------	---------------------------

Note: Transcripts of all college work must be submitted before you will be allowed to register for any class at Valparaiso University.

III. ENROLLMENT

A. Intended Program of Study: (check only one) <input type="checkbox"/> Starting or continuing work on a degree (degree-seeking) <input type="checkbox"/> Certificate program or professional development <input type="checkbox"/> Non-degree, visiting (planning to transfer credit to another college) <input type="checkbox"/> Non-degree, personal enrichment	B. Planned term for first enrollment: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20 _____
C. Probable field of study? _____	

IV. SELECTION OF VALPARAISO UNIVERSITY

A. How did you learn about Valparaiso University? _____
B. What other universities have you considered? _____
C. Order the factor(s) (1 = most important) that affected your choice of school (rank all that apply). <input type="checkbox"/> Reputation <input type="checkbox"/> Accreditation <input type="checkbox"/> Program of Study <input type="checkbox"/> Financial <input type="checkbox"/> Location <input type="checkbox"/> Other (please specify) _____

V. READING, EDUCATION, AND PROFESSIONAL DEVELOPMENT

- A. Please describe some ways in which you have attempted to develop yourself personally and/or professionally over the past five years (e.g., list seminars or workshops attended, courses in which you have enrolled, civic organizations in which you participate, books you have read, educational trips you have taken, and so on).

- B. Provide a list of magazines that you subscribe to and/or read on a regular basis. Include newspapers, weekly and monthly magazines, journals, newsletters, and so on. In addition, or as an alternative, list two or three books (titles and authors) that you have read over the past 3 years.

VI. ESSAY

All applicants must submit a one-page personal statement (200 – 300 words) indicating their purpose for wanting to undertake study at Valparaiso University and how this study relates to professional and personal goals. The statement must be typed (word processed) double-spaced on a separate sheet and submitted with this application.

NOTE: This application for admission does not constitute entry into a degree program. Students wishing or needing to matriculate to degree-seeking status will be guided through this process after having successfully completed 12 credits of coursework.

“I submit this application as a true and complete statement of facts for your consideration.”

Signature of Applicant Required

Date

Valparaiso University admits students of any race, color, national, and ethnic origin, age, gender, disability, sexual orientation or (as qualified herein) religion, to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, gender, disability, sexual orientation or (or as qualified herein) religion in administration of its educational policies, admissions, policies, scholarship and loan programs, career services and placement, and athletic and other school-administered programs. Valparaiso University is an institution committed to its Lutheran traditions. The University reserves the right to promote the teachings of the church and to exercise preferences in admissions in favor of Lutherans.

Application Checklist:

- Completed and signed application.
- \$30.00 non-refundable application fee payable to Valparaiso University.
- A copy of your high school transcript or GED and/or previous college coursework as indicated above.
- Interview with counselor if required. Call 219.464.5313 for appointment.

OFFICE USE ONLY.

Fee Paid: _____ Transcripts: _____

Interview Recommendation and notes: _____

Admission Date: _____

Approval of Dean of Graduate Studies & Continuing Education: _____