

MUSKINGUM

UNIVERSITY

Application Form

2015-2016



Application Instructions

THE PROCESS IN GENERAL

Admission to Muskingum University is made on a rolling basis. The Admission Committee will act on your application as soon as all materials are on file and will notify you of its decision within a few weeks. First-year applicants may apply after completion of the junior year in high school. Any student attending a post-secondary institution after high school graduation must apply as a transfer student.

NO APPLICATION FEE

In an effort to provide increased opportunity for admission and scholarship/financial aid consideration and to eliminate potential obstacles to the application process, Muskingum University does not charge an application fee.

STEPS TO FOLLOW

1. Complete and sign the application, or apply online at www.muskingum.edu/admission/.
2. Arrange to have your ACT or SAT results sent to the Office of Admission. Muskingum's codes are:
ACT: 3300; SAT: 1496.
3. Ask your high school counselor to complete the Secondary School Report Form, including your courses in progress. This form and an official high school transcript should be sent to the Office of Admission.
4. In addition, we strongly encourage you to submit:
A personal reference – comments from those who know you and your potential for success are useful to the Admission/Scholarship Committees.
A personal statement – demonstrate your ability to organize your thoughts and express yourself.
A recent photograph
5. Visit the campus. Arrangements for an interview, campus tour and meetings with faculty and students can be made by contacting the Office of Admission. Although a visit is optional, it is time well spent and highly recommended.

TRANSFER STUDENTS

In addition to the previous application steps, transfer students must submit official transcripts from each college or university attended. An evaluation of transfer credits is completed after the admission decision. For additional information regarding transferring to Muskingum, please call the Office of Admission.

STUDENTS WITH DISABILITIES

Applicants with disabilities as identified by the Americans with Disabilities Act (ADA) who are requesting auxiliary aids, services, and/or reasonable and appropriate accommodations are encouraged to identify their needs to the University ADA compliance office at 740-826-8280. A request should include a written diagnostic statement from a licensed professional which verifies the disability and is based on an appropriate evaluation completed within the past three years. The request should detail the necessary auxiliary aids, accommodations and services in reference to the diagnostic statement.

Muskingum University assumes the responsibility for making available to all legally qualified students with disabilities the reasonable and appropriate accommodations and auxiliary aids and services necessary for their unrestricted access to the learning environment and to demonstrate their academic achievement. Such reasonable accommodations are made at no expense to students with disabilities.

PLUS PROGRAM PARTICIPANTS

Muskingum University offers the PLUS Program for students with identified learning differences. Applicants with specific learning disabilities or ADHD who wish to apply for the PLUS Program should mark the designated box on the Application for Admission. Specific instructions for applying to the PLUS Program are available at www.muskingum.edu/plusapply.html.

SOURCES OF CONSUMER INFORMATION

Consumer information is available to current and prospective students in print (University Catalog, Graduate and Continuing Studies Catalog, The Student Handbook) and on the Muskingum University website (www.muskingum.edu). Information is available by request pertaining to undergraduate and graduate programs of study; accreditations; and costs, fees and refund policies. Information pertaining to the "Student Right to Know Act" (graduation/completion rates) and test results for Teacher Education students is available on the Muskingum website or in hard copy from the Registrar or Office of Admission. Muskingum University annually issues a report which provides statistics for the previous three years concerning reported crimes which have occurred on-campus (or off-campus as required), and includes policies related to campus security. This report is available at <http://ope.ed.gov/security/> or in hard copy upon request.

QUESTIONS?

For more information, contact:
Muskingum University
Office of Admission
163 Stormont Street
New Concord, Ohio 43762
Telephone 740-826-8137 or 800-752-6082

IMPORTANT DATES

September 1 – December 31, Senior Year: complete applications for admission. Secure high school transcripts and other requested information. Take the ACT or SAT. Attend on-campus programs. Apply for scholarships.

January 1 – March, Senior Year: in January, obtain federal financial aid forms from your high school counselor. Complete and submit FAFSA by March 1.

May 1, Tuition deposit due (deposits postmarked after May 1 are non-refundable).

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Office of Admission
163 Stormont St
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Phone: 740-826-8137
Toll Free: 800-752-6082
Fax: 740-826-8100
adminfo@muskingum.edu

APPLICATION FOR ADMISSION

Mr./Ms./Miss/Mrs. Last Name First Name Middle/Maiden Nickname

Mailing Address City State Zip County in State of Residence

Area Code+Cell Phone Parent Cell Home Phone

Student E-mail Social Security Number Birthdate

Have you ever been convicted of a felony? Yes No

Are you a U.S. Citizen? Yes No

Visa Status

Gender M F

The following items are optional. The information is used for reporting purposes.

Marital Status: Single Married Divorced Separated

Religious Preference: _____

Ethnicity/Race: Please only list if you are 25% or more of any race or ethnicity

Ethnicity: Hispanic Non-Hispanic

Race: White Asian Black or African American Two or more races
 American Indian/Alaska Native Hawaiian/Pacific Islander

Check one box only in each of the Ethnicity and Race sections.

YOUR FAMILY

Information for:

Information for:

Last First M.I.

Last First M.I.

Address (if different than yours)

Address (if different than yours)

City State Zip

City State Zip

E-mail

E-mail

Employer Position/Title

Employer Position/Title

College Degree(s)

College Degree(s)

If you don't live with both parents, with whom do you make your permanent home? _____

Parent situation(s): _____

Ages of brothers: _____ Ages of Sisters: _____

Family members who have attended Muskingum Relationship

ENROLLMENT INFORMATION

Freshman Full Time

Transfer Part Time

Start Term

Academic Interest(s)

Will Enroll as Load

Please check if you are applying for the PLUS Program for students with learning disabilities.

On Campus

Off Campus

Commuter

Housing Status

Yes

No

Do you intend to apply for Financial Aid?

When did you or will you take the ACT/SAT? _____

Month/Year: _____

How did you become interested in Muskingum University? _____

Have you visited the campus? Yes No

If so, when: _____

Please list other colleges/universities to which you're applying: _____

HIGH SCHOOLS & INSTITUTIONS YOU'VE ATTENDED

Name of High School	CEEB Code	City/State/Zip	Graduation Year
High School Counselor	Phone	<input type="checkbox"/> I authorize my high school counselor to release my academic records to Muskingum University to complete my application.	
Name of College/University	CEEB Code	City/State/Zip	Start-End Date
Name of College/University	CEEB Code	City/State/Zip	Start-End Date

EXTRACURRICULAR ACTIVITIES

Check years you participated. Indicate positions of leadership you held or any special recognition you've earned.

Organizations

Organizations	9	10	11	12	Type of Involvement/Position/Special Recognition	Plan to participate in college?
Honor Society						
Choir						
Class Officer						
Student Council						
Band/Orchestra						
Newspaper/Yearbook						
Theater						
Debate						
Other						

Athletics

Sport	9	10	11	12	Varsity Letters	Captain	Position/Special Recognition	Plan to participate in college?

Community Service & Leadership

Service/Leadership Roles	9	10	11	12	E.g., church activities, social work, volunteerism, Eagle Scout, Youth Leader, FCA. Include honors, awards, positions held.	Plan to participate in college?

Work Experience

Type of Work	Employer	Hours/Week	Dates (from-to)
Type of Work	Employer	Hours/Week	Dates (from-to)

PERSONAL STATEMENT AND SIGNATURE

We strongly encourage you to submit a Personal Statement and send it to the Office of Admission.

I certify that the statements made in this application and all related forms are correct and complete. I understand that withholding information or giving false information may make me ineligible for admission or may later subject me to dismissal. I also understand the University reserves the right to withdraw an offer of admission if additional information subsequently comes to its attention which, if known at the time the offer was extended, might have changed the acceptance decision.

Your Signature (Required)	Date	Parent or Legal Guardian if under 18 years of age
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SECONDARY SCHOOL REPORT FORM

APPLICANT INFORMATION

To be filled out by Guidance Counselor – please print

Mr./Ms./Miss/Mrs. Last Name First Name Middle
Address City State Zip

SCHOOL INFORMATION

School Name ACT/College Board School Code
Guidance Counselor Name Guidance Counselor Phone Number Guidance Counselor Email Address
School Street Address City State Zip Code

Public School Non-Public School Accredited by: State Regional Crediting Assn.

Any information below that is listed on the transcript does not need to be filled out.

STUDENT ACADEMIC INFORMATION

Please indicate which curriculum the student has completed: College Prep/Rigorous College Prep/General General Modified
Unweighted GPA: _____ Student Ranks: _____ in a class of _____ after _____ semesters.

*Please indicate if GPA listed above or on transcript is weighted.

TEST RESULTS

Please enclose recent psychological tests with subscores for students applying to the PLUS Program.

For Ohio Counselors Only: This student is exempt from passing or has passed all sections of the Ohio Graduation Test and is eligible to receive a high school diploma. Yes No

ACT	ENGLISH	MATH	READING	SC REASONING	COMP	DATE
ACT	ENGLISH	MATH	READING	SC REASONING	COMP	DATE
SAT	VERBAL	MATH	WRITING			DATE

COURSES IN PROGRESS – Senior year courses must be listed here or found on transcript for application to be reviewed.

SEVENTH SEMESTER:	COMPLETION DATE
EIGHTH SEMESTER:	COMPLETION DATE

RECOMMENDATION

We would greatly appreciate any other pertinent information you may be able to provide regarding the applicant. Please include any such remarks on the back of this form or as an attachment.

Would you recommend this student for admission to Muskingum University? Yes No With Reservations

School policy precludes making a recommendation

SIGNATURE

NAME TITLE DATE

MUSKINGUM

U N I V E R S I T Y

Office of Admission

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Email: adminfo@muskingum.edu

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