

Application FOR ADMISSION

We're Here for You!

We want to assist you in any way we can with the application and enrollment process and will process your materials as quickly as possible (it generally requires at least one week from receipt of an application for it to be processed, assuming all required documentation has been received). If you have any questions, please don't hesitate to call or e-mail us and we will be happy to provide whatever information you need.

More details about the Adult Studies Program can be found at www.wvc.edu/asp.



INSTRUCTIONS

Please read all instructions before completing your application to Virginia Wesleyan College for the Adult Studies Program, as different sections are to be completed depending upon your status:

Legal Names – When completing your application, please be sure to use your **FULL LEGAL NAME**.

Your legal name, as defined by law, is your first name, middle name and last name as shown on your birth certificate.

For women, your last name would be your maiden name if you are unmarried or your married last name.

If you use a hyphenated maiden-married last name, you must have changed it to this format at the time of your marriage or later (by submitting an Application for *Adult Name Change* to the circuit court in your city of residence). You will need to provide your court order if you are using a hyphenated name.

If your personal preference has been to use your first name, maiden name (in place of your middle name) and married name, **this is not your legal name – you must use your middle name as indicated on your birth certificate.**

Our application will ask you to provide your first name, middle name, maiden name and last name so that we will have all of this information. We also provide you with the opportunity to provide us with your preferred name for our records.

Follow the instructions that pertain to you:

DEGREE SEEKING: You are working towards a degree

- Submit transcripts from ALL previous college/universities directly to VWC
- Complete sections **A, C, D, E, F, and G**
- Make an appointment with a VWC Adult Studies advisor (757.455.3263)

READMIT: You have been previously enrolled at VWC

- Submit transcripts of institutions you have attended since leaving VWC
- Resubmit all transcripts of institutions if you have not been enrolled at VWC within the last 5 years.
- Complete sections **A, B, C, D, E, and G**
- Make an appointment with your VWC advisor (757.455.3263)

NON-DEGREE: You are taking classes for credit to fulfill personal enrichment or professional development

- **UNCLASSIFIED:** You are taking classes for credit but not degree seeking
- **AUDIT:** You are taking classes for personal enrichment without earning academic credit

Complete sections **A, D, E and G**

APPLICATION FOR ADMISSION

Section A

GENERAL INFORMATION

I plan to begin courses in:	<i>Year</i>	My status will be: (<i>check ALL that apply</i>)	If readmit, indicate previous status:
<input type="checkbox"/> Fall Semester	_____	<input type="checkbox"/> Freshman	<input type="checkbox"/> Degree Seeking
<input type="checkbox"/> Spring Semester	_____	<input type="checkbox"/> Transfer	<input type="checkbox"/> Unclassified
<input type="checkbox"/> Summer Session	_____	<input type="checkbox"/> Readmit	<input type="checkbox"/> Audit
<input type="checkbox"/> Winter Session	_____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
			<input type="checkbox"/> Day Program
			<input type="checkbox"/> Adult Studies Program
			<i>Dates last attended:</i> (month/year)
			____/____ to ____/____

Your **Social Security Number**

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Title _____ Legal Name _____
Last First Middle

Maiden Name _____

Other Name(s) on transcript(s) _____

Address _____
Street Apartment/Building #

City State Zip Code Country

Telephone *Home* (____) _____ *Work* (____) _____ *Cell* (____) _____Email Address *Home* _____ *Work* _____In case of an emergency, call _____ (____) _____
Name Relationship Phone

State of Legal Residence _____ Date of Birth ____ / ____ / _____

Birthplace _____ City State Country U.S. Citizen Yes No

If not a U.S. citizen, of which country are you legally a citizen? _____

If applicable, current visa type in the U.S. _____ Numbers of years residing in the U.S. _____

Native language _____ Other languages you speak _____

*Depending on your fluency in English, the "Test of English as a Foreign Language" may be necessary.*Active Duty Yes No If yes, what branch _____Military Veteran Yes No Date of Discharge ____ / ____ / _____Are you eligible to receive military educational benefits? Yes No Which type/chapter? _____Have you ever applied for veteran educational benefits? Yes NoAre there any special accommodations you require because of medical or physical need? Yes No

If yes, please explain _____

Which academic major do you intend to pursue? _____ Do you intend to use Financial Aid? Yes NoHave you ever been convicted of a felony? Yes No If yes, provide date and type of offense: _____

*The following questions are optional.
The information is helpful in data
gathering for institutional research
purposes, but is not required for the
completion of your application.*

Gender _____ Marital Status _____

Religious Preference/Membership _____

Do you consider yourself to be Hispanic or Latino? Yes No

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

- American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White

Section B

APPLICATION FOR READMISSION

Previous Student status: Degree-Seeking: Academic Major _____

Non degree-seeking: _____ Audit _____ Unclassified

Students who left Virginia Wesleyan College under suspension must apply for readmission to the Committee on Academic Standing. Please indicate any information that you feel will be of value to the committee as they consider your request for readmission.

Have you been enrolled in one or more classes, (even if not completed) at any other college(s) since leaving Virginia Wesleyan?

Yes No

If yes, an official transcript of all coursework taken must be forwarded to The Adult Studies Program before your application can be fully processed.

OFFICE USE

\$ _____ T _____ A _____ H _____

Section C

PREVIOUS EDUCATION

All transcripts must be sent directly to Virginia Wesleyan College, Adult Studies Office. ALL students are required to have a transcript of their high school record sent from the school guidance office. The transcript form used by that school will be satisfactory. Transfer students must arrange for official transcript of ALL previous college work.

Failure to report all institutions attended constitutes fraud and is grounds for denial of admission.

HIGH SCHOOL *Please give the name and address of the last high school attended:*

School _____

Address _____

City/State/Zip _____ Date of Graduation ____/____/____
(Month /Year)

COLLEGE/HIGHER EDUCATION

Have you been enrolled in one or more classes, (even if not completed) at any other higher education institutions(s)?

Yes No If yes, where and when?

Name of Institution	State	Dates Attended (Month /Year)
_____	_____	____/____ to ____/____
_____	_____	____/____ to ____/____
_____	_____	____/____ to ____/____

(Attach an additional page, if needed)

Section D

EMPLOYMENT INFORMATION

Are you currently employed? Yes No Employers Main Phone (_____) _____

Name of employer _____

Address _____
Street City State Zip

Position _____

Will your employer pay full or partial tuition? Yes (_____%) No

IF YES, PLEASE ATTACH A COPY OF TUITION PAYMENT POLICY FOR OUR RECORDS.

EMPLOYMENT HISTORY

Please focus on experience relevant to your academic goals and include any volunteer experience as well as paid employment.

Employer	Position Held	Employment Dates	
		START DATE	END DATE
_____	_____	____/____	to ____/____
_____	_____	____/____	to ____/____
_____	_____	____/____	to ____/____

VOLUNTEER EXPERIENCE

Section E

ADDITIONAL INFORMATION

How did you first learn about the Virginia Wesleyan College Adult Studies Program?

Website Radio Newspaper Friend Information Session Work

Other _____ Current student (name) _____

Do you currently have a family member attending Virginia Wesleyan College? Yes No

If yes, (name) _____

Has a family member ever attended Virginia Wesleyan College? Yes No

If yes, (name) _____

Who will be responsible for payment of educational costs? Self Employer Other _____

Name _____ Relationship _____

Address _____
Street City State Zip

Telephone (Home) (____) _____ (Work) (____) _____

Section F

ESSAY

Please attach a separate sheet in response to **ONE** of the following choices in a well-organized, detailed full-page essay (single-spaced) of two or more paragraphs.

BE SURE TO INDICATE YOUR NAME AND SOCIAL SECURITY NUMBER ON THE PAGE AND ATTACH TO APPLICATION.

Choose **ONE** of the following:

1. Why is now the right time for you to pursue a college degree and why is Virginia Wesleyan your choice to attend?
2. What are likely to be the biggest challenges you will face as you pursue your studies, and how do you intend to overcome them?
3. Persistence is one of the most critical factors in determining whether or not a person succeeds in earning a college degree. What examples in your life can you cite that demonstrate your determination to reach a goal, and how would you describe your motivation to be a successful adult studies student?
4. Describe why you have selected your particular major and how a college degree from Virginia Wesleyan will be of value to you in meeting your personal or career goals.

Section G

AGREEMENT

Please sign the agreement below:

In signing this application, I am certifying that all the information I have provided is accurate and correct to the best of my knowledge. I am stating that I agree to accept the regulations set forth in the catalog and student handbook of Virginia Wesleyan College and to uphold the honor code if I enroll at VWC.

I also hereby grant permission for the staff of the College to review my previous academic records and my academic progress while at VWC as needed. Further, I understand that any information supplied in support of this application will be treated as confidential by the College and will not be divulged to any party except as permitted by law. Information contained on this application will be provided to Virginia State Agencies by law.

Signed _____ Date _____

In its active commitment to build a diverse community, Virginia Wesleyan College rejects discrimination on the basis of race, religion, color, creed, gender, national or ethnic origin, age, marital status, covered veteran status, handicap, sexual orientation, or any other legally protected status in admission, employment, or access to programs and activities.

OFFICE USE

APPLICATION

RECEIVED DATE: _____ STAFF SIGNATURE _____

*At Virginia Wesleyan College, we pledge
to make service friendly and considerate,
prompt and efficient, clear and flexible.*

