University of Massachusetts Amherst
CONTINUING AND PROFESSIONAL EDUCATION (CPE) 2017/2018
Application Instructions

PREVIOUSLY ENROLLED UMASS AMHERST DEGREE STUDENTS - Do NOT use this application, use the CPE Readmission Application.

State and federal laws require colleges and universities to be authorized to offer online degree programs in states other than their own. Due to these regulations, UMass Amherst CPE is unable to accept new students residing in Alabama and Arkansas.

PLEASE NOTE:
- Students who already have a Bachelor’s degree are NOT eligible for admission to BBA, HTM or UWW programs.
- Students with fewer than 12 completed semester credits of college coursework are not eligible for CPE bachelor’s degree programs.

ISENBERG SCHOOL OF MANAGEMENT ONLINE PROGRAMS

BACHELOR OF BUSINESS ADMINISTRATION (BBA)
A degree completion program offering a BBA degree with a major in Accounting, Finance, Management, Marketing, or Operations & Information Management.

HOSPITALITY AND TOURISM MANAGEMENT, (BS)
A degree completion program offering a Bachelor of Science degree with a Hospitality and Tourism Management major.

NOTE: You may double major between BBA and HTM degree but not within BBA majors.

Admission Requirements:
- Minimum of 27 transferable semester credits of college coursework: and
- GPA of 3.0 or higher

We appreciate that each individual is unique and we evaluate applicants on a number of criteria, including work experience, military experience and life circumstances.

For more information, visit: http://www.isenberg.umass.edu/programs/undergraduate/online

COLLEGE OF NURSING PROGRAMS

ACCELERATED BACHELOR’S IN NURSING
A full-time, fast-paced, on-campus program designed for individuals with a non-nursing bachelor’s degree who are interested in pursuing professional nursing.

Completion of the 57-credit program prepares graduates to take the NCLEX[R] licensure exam for entry-level professional practice.

Admission Requirements:
- Completion of a Bachelor’s degree in a field other than nursing; and
- Completion of 6 prerequisite courses with 3.0 or higher GPA (and no course grade lower than a “C”)—human nutrition, medical microbiology, anatomy and physiology (two semesters with labs), statistics, and human growth and development throughout the lifespan.

Applications accepted Nov. 1 to Jan. 15 for summer admission.

RN TO BS ONLINE
A program for registered nurses with associate’s degrees or diplomas who wish to complete a bachelor of science degree in nursing.

Admission Requirements:
- 60 non-nursing credits, including the following courses:
  - Nursing prerequisites (grade of C or better required) - abnormal psychology; anatomy and physiology I and II; life span development; microbiology; nutrition; and statistics
  - Additional General Education requirement courses – visit http://www.umass.edu/gened/forStudents/fulfillingRequirements.html for more information.
- RN licensure; and
- A minimum GPA of 2.5 on a 4.0 scale.

For more information, visit: www.umass.edu/nursing/academic-programs/rn-bs

UNIVERSITY WITHOUT WALLS (UWW)
An undergraduate degree completion program designed for adult learners seeking their first bachelor’s degree.

Students design their own program of study, earn credit for learning from life and work experience and receive high-level advising.

Admission Requirements:
- A minimum of 12 transferable semester credits of college coursework, student with less than 27 transferable credits will be required to provide an official high school transcript.
- A minimum GPA of 2.0 on a 4.0 scale (grades of C or better), which does not guarantee admission. This minimum GPA requirement does not apply to former UMass Amherst students.

For more information, visit: www.umass.edu/uww
STOCKBRIDGE SCHOOL OF AGRICULTURE PROGRAM

SUSTAINABLE FOOD AND FARMING ONLINE, (AS)

Associate of Science degree program designed for those who wish to practice agriculture but are not ready or able to make a commitment to working toward a B.S. degree on campus.

Students acquire a basic knowledge of both plant and soil sciences along with training in specific agricultural techniques.

The major offers flexibility in designing a personal program of study, allowing students to focus on agricultural production and marketing, agricultural education, and/or public policy and community development.

**Admission Requirements:**

- If fewer than 27 semester credits of college coursework at the time of application:
  - an official high school transcript; or
  - Completion of GED
- Four years of high school math are expected, although exceptions may be made.
- Official SAT OR ACT scores sent directly to UMass Amherst from a testing agency—unless the student has a waiver (Waivers are granted upon request to: 1) students from Massachusetts with documented learning disabilities; 2) veterans; 3) students who graduated from high school five or more years ago).

**NOTE:** If you have an unfinished UMass Amherst Bachelor's degree or have completed an Associate's or Bachelor's degree at UMass Amherst, you need to apply for this program using the CPE Admissions Application. For more information, visit: https://stockbridge.cns.umass.edu/onlinesustfarm

**APPLICATION MATERIALS REQUIRED**

1) **APPLICATION FORM WITH $75 PROCESSING FEE**

- Check or money order payable to UMass Amherst; Cash not accepted
- Application processing fee is not refundable.
- (Massachusetts Community College GRADUATES are eligible for an application fee waiver (excludes Second Bachelor’s in Nursing program)
- Current military personnel and veterans are eligible for an application waiver with the submission of a Joint Services Transcript (JST), DD214, or CCAF

2) **OFFICIAL TRANSCRIPTS**

Applicants must submit official transcripts from all colleges at which they have enrolled in credit coursework, regardless of whether or not transfer credit is desired. The maximum transfer credit is 75 semester credits.

- Transcripts are considered official if mailed directly or sent electronically by institution’s Registrar to

3) **ESSAY (NOT required for RN-BS program)**

UWW – In about 100 words, please describe how your past experiences have led you to apply to UWW now and, in about a 100 words, please tell us more about what you’re interested in studying and why this area is of interest to you.

BBA and HTM: (1-2 pages) Personal statement discussing how your experiences led to your decision to apply for a UMass Amherst degree program. You are encouraged to describe your educational goals, including the focus of your academic interests, as well as how you think UMass Amherst can help you meet these goals.

Accelerated Bachelor’s in Nursing Program Topic: (250 words) Describe what led you to the decision to apply to the Accelerated Bachelor’s in Nursing program, what qualifications and traits you possess that would help you to be successful and how completing this program would meet your professional goals.

Sustainable Food and Farming (250 words or less) Please tell us what led you to the decision to apply to the UMass Stockbridge Sustainable Food and Farming Associate’s degree program, include qualifications and traits you possess that would help you meet your personal and/or professional goals.

4) **RESUME (NOT required for RN-BS program)**

- Chronological resume required for BBA, HTM, AS Stockbridge, and 2nd Bachelor’s in Nursing.
- UWW only requires up to five professional or volunteer positions held or activities in which you have engaged, fewer will be accepted.

5) **TWO PROFESSIONAL LETTERS OF RECOMMENDATION (Nursing programs only)**

For more information, visit: www.umassulearn.net/nursingref

6) **PHOTOCOPY OF CURRENT RN LICENSURE (RN-BS only)**

admissions@cpe.umass.edu (Hard copies of transcript may be needed if electronic transcript is illegible or not from a reputable organization). Official transcripts should be mailed to CPE Admissions to the address shown on page 3.

- Paper or electronic transcripts sent from students are not considered official.
- Photocopies not acceptable.
- Students applying with fewer than 27 completed college credits must additionally submit a high school transcript with graduation notation (or GED scores). Other applicants may also be asked to submit these items as part of the admissions review.

Failure to disclose information about colleges attended on the application form may result in the denial of admission or retroactive administrative withdrawal from the university without refund or course credits.
7) DOCUMENTATION OF ENGLISH LANGUAGE PROFICIENCY (IF ENGLISH IS NOT YOUR FIRST LANGUAGE)

See IV. English Language Proficiency section below for more information. Applicants may submit exam scores from one of the following:

- SAT written score of 450 or higher; 7/8 essay score
- TOEFL score of 80 (internet-based);
- Prueba de Aptitud Academica (PAA) English score of 600 or higher;
- IELTS score of 6.5 or higher. TOEFL/IELTS scores only accepted for 2 years after test date.

Applicants may also request an ESL exam exemption if they have completed two non-ESL English composition courses with grades of B or better and additional coursework in the humanities and social sciences with B or better grades.

Please note that exemption from the ESL exam requirement is not automatic but is based on a complete review of the applicant’s academic history.

International Students on F and J visas are not eligible for January admission to on-campus programs unless they are currently studying in the U.S.

9) INTERNATIONAL TRANSCRIPTS

If transcripts are available in English, the applicant should request them in English.

Transcripts in other languages must be accompanied by an official translation with the signature and title of the translator. The UMass Amherst Translation Center offers translations for a fee, if needed.

Applicants may not translate their own documents. Visit [www.umasstranslation.com](http://www.umasstranslation.com) for more information.

Applicants submitting international college transcripts are also required to provide a transcript evaluation from a UMass Amherst-approved professional organization.

Please note that these evaluations are recommendations and each American institution has different transfer credit policies. For more information, visit [http://www.umassulearn.net/images/stories/pdf/information_for_international_students.pdf](http://www.umassulearn.net/images/stories/pdf/information_for_international_students.pdf).

FOR MORE INFORMATION, CONTACT:

CPE Admissions
615 Goodell
UMass Amherst
140 Hicks Way
Amherst, MA 01003
(413) 545-3440
Fax: (413) 577-3838
admissions@cpe.umass.edu
## CONTACT INFORMATION

**Academic Offices for Undergraduate Programs Administered by CPE (413 area code)**

<table>
<thead>
<tr>
<th>Program</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>University Without Walls (UWW)</td>
<td>545-1378</td>
<td><a href="mailto:uww@uww.umass.edu">uww@uww.umass.edu</a></td>
<td><a href="http://www.umass.edu/uww">www.umass.edu/uww</a></td>
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<tr>
<td>BBA Online</td>
<td>577-2760</td>
<td><a href="mailto:ugradonline@isenberg.umass.edu">ugradonline@isenberg.umass.edu</a></td>
<td><a href="http://www.isenberg.umass.edu/online/undergrad">www.isenberg.umass.edu/online/undergrad</a></td>
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<tr>
<td>HTM Online</td>
<td>577-2760</td>
<td><a href="mailto:ugradonline@isenberg.umass.edu">ugradonline@isenberg.umass.edu</a></td>
<td><a href="http://www.isenberg.umass.edu/programs/depts/htm">www.isenberg.umass.edu/programs/depts/htm</a></td>
</tr>
<tr>
<td>Nursing (RN-BS)</td>
<td>577-2322</td>
<td><a href="mailto:cmendoza@nursing.umass.edu">cmendoza@nursing.umass.edu</a></td>
<td><a href="http://www.umass.edu/nursing/academic-programs/rn-bs">www.umass.edu/nursing/academic-programs/rn-bs</a></td>
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<tr>
<td>Nursing (Accelerated Bachelor’s)</td>
<td>545-5133</td>
<td><a href="mailto:montgomery@nursing.umass.edu">montgomery@nursing.umass.edu</a></td>
<td><a href="http://www.umass.edu/nursing/academic-programs/accelerated-bs-nursing">www.umass.edu/nursing/academic-programs/accelerated-bs-nursing</a></td>
</tr>
<tr>
<td>Sustainable Food and Farming</td>
<td>545-2222</td>
<td><a href="mailto:rcuilla@umass.edu">rcuilla@umass.edu</a></td>
<td><a href="https://stockbridge.cns.umass.edu/onlinesustfarm">https://stockbridge.cns.umass.edu/onlinesustfarm</a></td>
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**Administrative Services (413 area code)**

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<tr>
<th>Administrative Office</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
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<tbody>
<tr>
<td>Bursar (Bills/Fees)</td>
<td>545-2368</td>
<td><a href="mailto:cpebursar@admin.umass.edu">cpebursar@admin.umass.edu</a></td>
<td><a href="http://www.umass.edu/bursar">www.umass.edu/bursar</a></td>
</tr>
<tr>
<td>CPE Admissions</td>
<td>545-3440</td>
<td><a href="mailto:admissions@cpe.umass.edu">admissions@cpe.umass.edu</a></td>
<td><a href="http://www.umassulearn.net/admissions">www.umassulearn.net/admissions</a></td>
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<tr>
<td>CPE Records &amp; Registration</td>
<td>545-3653/800-922-8211</td>
<td><a href="mailto:regoff@cpe.umass.edu">regoff@cpe.umass.edu</a></td>
<td><a href="http://www.umassulearn.net/registration-info/how-to-enroll">www.umassulearn.net/registration-info/how-to-enroll</a></td>
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<td>Disability Services</td>
<td>545-0892</td>
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<td><a href="http://www.umass.edu/disability">www.umass.edu/disability</a></td>
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<td>Financial Aid Services</td>
<td>545-0801</td>
<td><a href="mailto:finaid@finaid.umass.edu">finaid@finaid.umass.edu</a></td>
<td><a href="http://www.umass.edu/umfa">www.umass.edu/umfa</a></td>
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<td>Health Services (UHS)</td>
<td>577-5000</td>
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<td><a href="http://www.umass.edu/uhhs">www.umass.edu/uhhs</a></td>
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<tr>
<td>Housing</td>
<td>545-2100</td>
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<td><a href="http://www.umass.edu/living">www.umass.edu/living</a></td>
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<tr>
<td>Off-Campus Student Center</td>
<td>577-1005</td>
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<tr>
<td>University Switchboard</td>
<td>545-0111</td>
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<tr>
<td>Veterans Services</td>
<td>545-0939</td>
<td><a href="mailto:vetbenefits@umass.edu">vetbenefits@umass.edu</a></td>
<td><a href="http://www.umass.edu/veterans">www.umass.edu/veterans</a></td>
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