



CHAMPLAIN COLLEGE

Continuing Professional Studies

Application for Admission

Division of Continuing Professional Studies

163 South Willard Street | PO Box 670

Burlington, VT 05402-0670 USA

Toll-free (888) 545-3459 | Fax: (802) 865-6447

e-mail: cps@champlain.edu

Champlain College is accredited by the New England Association of Schools and Colleges

Applying for admission
for semester beginning

_____ year

- Fall
- Spring
- Summer

- Full-time
(12 or more credits per semester)
- Part-time
(less than 12 credits per semester)

Choose all that apply:

- Day Classes
- Evening Classes
- Online Classes

- Freshman
- Transfer
- Readmit

- Associate Degree
- Bachelor's Degree
- Professional Certificate

INFORMATION ABOUT YOURSELF

1. Your Name: Mr. Mrs. Ms.

_____ first/given middle initial last/family

2. Male Female

3. Other names which may appear in your academic records _____ first name last name maiden name

4. Legal Address _____ street town/city state zip

5. Mailing Address (if different) _____ street/p.o. box town/city state zip

6. Home Phone _____ 7. Cell Phone _____

8. Social Security Number _____ (needed if you are applying for financial aid, otherwise optional) 9. Birth Date _____

10. E-Mail _____

11. Have you ever been convicted of a crime punishable by imprisonment?
 No Yes If yes, you must enclose an explanation.

12. Are you a U.S. citizen? Yes No

13a. Do you consider yourself to be Hispanic/Latino?
 Yes
 No

13b. In addition, select one or more of the following racial categories to describe yourself:

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

14. How did you first learn about Champlain College? _____

PROFESSIONAL ESSAY/WRITING SAMPLE

[Please include a separate sheet with your response.](#)

Does your prior academic record and work experience accurately reflect what you believe you can achieve at Champlain College?
A minimum of 300 words is required.

EMPLOYMENT INFORMATION

[A current resume is required for all applicants and must be included with this application.](#)

1. Employer _____ 2. Job Title _____

3. Mailing Address _____ street city state zip

4. Phone _____

EDUCATIONAL BACKGROUND

College Information

Note: You must contact your college Registrar's office and sign a release to have your transcript mailed to:

[Continuing Professional Studies Division](#)

[Champlain College](#)

[PO Box 670](#)

[Burlington, VT 05402](#)

Most recent college attended: _____
college name town state or country zip

From _____ to _____
month/year month/year

Reason for leaving: _____

Degree earned: _____

Previous college attended: _____
college name town state or country zip

From _____ to _____
month/year month/year

Reason for leaving: _____

Degree earned: _____

Previous college attended: _____
school name town state or country zip

From _____ to _____
month/year month/year

Reason for leaving: _____

Degree earned: _____

High School Information

Note: An official high school transcript is required for all applicants. You must contact your former high school guidance office and give your permission to have your transcript mailed to the Continuing Professional Studies Division. High school transcripts can be faxed to us directly from the institution at (802) 865-6447. This is not a requirement for Professional Certificate applicants who have earned a bachelor's degree from an accredited college or university.

Most recent high school attended: _____
school name town state or country zip

From _____ to _____ Year of graduation _____
month/year month/year

Previous high school attended: _____
school name town state or country zip

From _____ to _____
month/year month/year

GED earned

STANDARDIZED TEST INFORMATION

If you have graduated from high school within the last five (5) years, and have not completed any college level coursework, Champlain requires results of either the SAT or ACT. Champlain's CEEB code is 3291. The ACT code is 4298. Please be sure you have requested all scores to be sent to Champlain College's Division of Continuing Professional Studies.

Note to INTERNATIONAL STUDENTS: TOEFL (Test of English as a Foreign Language) score or equivalent is required for international students for whom English is not the primary language. ELPT (English Language Proficiency Test) is also acceptable for students living in the United States.

YOUR INTENDED PROGRAM OF STUDY

The list below indicates all degree programs that are available through the Division of Continuing Professional Studies at Champlain College. The required courses for the following programs are available in two ways: entirely online and a combination of online and on campus. Please indicate the program you wish to apply for under the academic level you plan to achieve.

(ONLINE) = These programs can ONLY be completed entirely ONLINE

BACHELOR'S DEGREES

- Accounting
- Business Management
- Computer and Information Systems
- Computer Forensics & Digital Investigations
- Health Informatics (ONLINE)
- Healthcare Management (ONLINE)
- Management Information Systems
- Network Security and Administration
- Paralegal
- Professional Studies
- Software Development
- Web Design and Development

ASSOCIATE DEGREES

- Accounting
- Business Management
- Health Informatics (ONLINE)
- Paralegal
- Professional Studies
- Software Development

*Check here ___ if also applying for a Professional Certificate at Champlain College.

PROFESSIONAL CERTIFICATES OF CONCENTRATED STUDY:

BUSINESS and ACCOUNTING

- Accounting
- Advanced Accounting
- Financial Accounting
- Forensic Accounting
- Managerial Accounting
- Human Resource Management
- Internet Marketing (ONLINE)
- Management
- Paralegal
- Small Business and Entrepreneurship

HEALTHCARE

- Health Informatics: Data Coding & Classification (ONLINE)
- Health Informatics: Data Systems & Technology (ONLINE)
- Healthcare Management (ONLINE)

TECHNOLOGY

- C + +
- Computer Forensics & Digital Investigations
- Java Development
- Linux Administration, Security and Support
- Mobile Programming (ONLINE)
- .net Technology
- PHP Programming (ONLINE)
- Software Development
- Web Design (ONLINE)
- Web Infrastructure (ONLINE)
- Web Programming (ONLINE)

ADDITIONAL INFORMATION

1. How do you plan to meet your college expenses? (For itemization of costs, refer to the current catalog or to www.cps.champlain.edu)

- I expect most of or the total to come from my or my family's resources
- I will request financial aid
- My employer will pay
- I am a veteran or active duty in the military and plan to receive benefits

Note: Applying for financial aid will in no way affect your consideration for admission. Go to www.fafsa.ed.gov to fill out your Federal Financial Aid application online (Champlain College Financial Aid Code, Federal Code (FAFSA): 003684). Contact the Financial Aid Office at (802) 860-2730 for more information.

SIGNATURE AND STATEMENT OF UNDERSTANDING

- I, the undersigned, certify to the best of my ability and knowledge that the information given on this application is correct.
The essay submitted is my own original work.
- I understand and agree that material submitted in support of this application will be held confidential by the CPS Admission Office, to be released only with the approval of the Director of Admission and then only when necessary for bona-fide educational purposes.
- I hereby give permission to Champlain College to use, in booklets, press releases and other promotions, the applicant's name and any College photograph or video footage in which this applicant may appear.
- I understand that the College charges and bills for the entire semester. The signature of the student on this application is required and represents, upon registration, a firm commitment to pay in full the total charges for the entire semester. This commitment becomes legally binding once I register for and begin each semester.
- I understand that, as with any other institution of higher education, credits earned at Champlain College are transferable only at the discretion of the receiving institution.
- I understand that a non-refundable application fee of \$40 (U.S. funds) is required with this application.

ADMISSION PROCEDURE CHECKLIST (PLEASE COMPLETE)

- Application has been completed and signed.
- Your writing sample and professional resume have been included.
- Non-refundable application fee of \$40 has been included. If you need a receipt, please e-mail cpsadmission@champlain.edu.
- Official high school transcript or GED scores have been requested to be mailed to: Continuing Professional Studies Division, Champlain College
PO Box 670, Burlington, VT 05402 (these can also be faxed to (802) 865-6447).
- SAT 1 or ACT scores - **for high school graduates from the within the last five (5) years and who have not completed any college level coursework** - have been or will be sent to Champlain College.
- Official college transcripts for previous college experience have been requested to be mailed to:
Continuing Professional Studies Division, Champlain College, PO Box 670, Burlington, VT 05402.
- If applying for financial aid: go to www.fafsa.ed.gov to fill out your FAFSA application online.

THIS APPLICATION WILL NOT BE PROCESSED WITHOUT A SIGNATURE.

Signed: _____
(applicant) (date)

Please send application, transcripts and \$40 application fee to: Continuing Professional Studies Division, Champlain College
PO Box 670, Burlington, VT 05402-0670, USA

Indicate method of payment: (If you are paying by credit card you may fax this application to (802) 865-6447)

- I enclosed a check payable to Champlain College.
- Please bill to the following credit card: Visa MasterCard AMEX

Card # _____ Exp. Date _____

Card Holder's Name _____ Authorized Signature _____

Champlain College is committed to fulfilling its mission without discrimination on the basis of race, color, national origin, sex, gender, religion, age, veteran status, sexual orientation, or disability.