

**THE UNIVERSITY OF MONTANA
ONLINE LIBRARY MEDIA PROGRAM
APPLICATION FOR ADMISSION
K-12 LIBRARY MEDIA ENDORSEMENT
AND/OR MINOR**

Offered by



Library Media Program

and



Lucy Carson Library

PLEASE SUBMIT COMPLETE APPLICATION PACKET TO:

Michael Schulz, M.L.S.

Library Director

Lucy Carson Library

710 South Atlantic

The University of Montana-Western

Dillon, MT 59725

Office: 406.683.7492

m_schulz@umwestern.edu

Sally Brewer, Ed.D.
Associate Professor
Library Media & Technology
The University of Montana-Missoula
Missoula, MT 59812
Office: 406.243.2563
sally.brewer@mso.umt.edu

Anne Kish, M.L.I.S.
Librarian
Lucy Carson Library
The University of Montana-Western
Dillon, Montana 59725
Office: 406.683.7494
a_kish@umwestern.edu

**THE UNIVERSITY OF MONTANA
ONLINE LIBRARY MEDIA PROGRAM
THE UNIVERSITY OF MONTANA-MISSOULA
AND
THE UNIVERSITY OF MONTANA-WESTERN
APPLICATION FOR ADMISSION**

INTRODUCTION: This application is used by both The University of Montana-Missoula and The University of Montana-Western to determine eligibility for admission to the joint LME program and to each institution. Applicants select either UM-Missoula or UM-Western as their “home” institution by requesting an undergraduate degree admission status there; a nondegree admission status is requested at the institution not designated as the home institution. (Students who wish to apply to a master’s degree program should use this form and the UM-Missoula Graduate School application form.) The endorsement will be recorded and any financial aid will be administered by the home institution. Both UM-Missoula and UM-Western contribute to the lineup of LME program courses. After gaining admission to both institutions, students enroll either simultaneously or alternately at UM-Missoula and UM-Western. Each semester, students register and pay fees at one or both institutions depending upon the unit offering the course(s) selected by the student.

ADMISSION STATUS: Transfer, undergraduate degree. Undergraduate degree transfer admission is used by transfer students who are working on the first bachelor’s degree. The home institution requires official transcripts from all colleges/universities previously attended. **Transfer, undergraduate degree, post-baccalaureate** Post-baccalaureate admission is the undergraduate degree status used most often by students working on certification programs or a second bachelor’s degree. The home institution requires official transcripts from all colleges/universities attended. **Undergraduate nondegree** Undergraduate nondegree status is available for students who wishes to pursue studies for personal or professional growth, certification or endorsements, but who are not part of a formal degree program. To be considered for this status, a student must have attempted 12 or more college level credits. Undergraduate nondegree students are not eligible for financial aid. **Graduate degree (UM Missoula only)** Graduate degree status is used by students who have secured admission to a graduate degree program (i.e., master’s, doctorate). **Graduate nondegree (UM Missoula only)** Graduate nondegree status allows students who have earned a bachelor’s degree but who have not been formally admitted to a graduate degree program to pursue studies for personal or professional growth, certification or endorsements. Students may take courses for either graduate or undergraduate credits, as defined by the university catalog. Graduate credits are assigned automatically unless a request for undergraduate credits is submitted to the Graduate School by the fifth week of class. Up to nine semester nondegree graduate credits (or the credits earned during a single semester, whichever is more) may be applied toward a subsequent graduate degree program, with the approval of the student’s program chair and the Graduate Dean. Acceptance as a graduate nondegree student does not imply future admission to a graduate degree program. Graduate nondegree students are not eligible for financial aid.

PART I PERSONAL INFORMATION

| | | | |
|--|--|-----------------------------------|--|
| U.S. Social Security Number : _____ | | Date of Birth (mo/day/year) _____ | |
| Last Name or Family/Surname _____ | | First Name _____ | Middle Name _____ |
| Previous Names, if any: _____ | | | |
| Current Mailing Address No. & Street _____ | | City _____ | State/ Country _____ Zip / Postal Code _____ |
| Area Code / Phone No. _____ | | | |
| Permanent Address Number/Street _____ | | City _____ | State/ Country _____ Zip / Postal Code _____ |
| Area Code / Phone No. _____ | | | |
| Country of Citizenship _____ | Place of Birth (City, State/Country) _____ | E-Mail Address _____ | |

PART II ENTRY SEMESTER

| | | | |
|--------------------------------|------------------|--------------------|--------------------|
| Term & Year Expected to Enter: | ___ Fall 201 ___ | ___ Spring 201 ___ | ___ Summer 201 ___ |
|--------------------------------|------------------|--------------------|--------------------|

PART III HOME INSTITUTION

Indicate your request for "home" institution and related admission statuses (see Introduction):

The University of Montana-Missoula is home institution for purposes of the online Library Media Program and financial aid. Admission status requested at UM-Missoula is:

___ continuing undergraduate or graduate degree program student
___ transfer, undergraduate degree, no bachelor's degree earned
___ transfer, undergraduate degree, first bachelor's degree earned
___ undergraduate nondegree, no bachelor's degree earned
___ post baccalaureate, bachelor's earned
___ graduate nondegree, bachelor's or higher degree earned (separate application required, contact Sally Brewer)
___ graduate degree (separate application required, contact Sally Brewer)

The University of Montana-Western is home institution for purposes of the online Library Media Program and financial aid. Admission status requested at UM-Western is :

___ continuing undergraduate degree student
___ transfer student
___ post-baccalaureate student, first bachelor's earned

PART IV ACADEMIC HISTORY

HAVE YOU PREVIOUSLY ATTENDED UM-MISSOULA? ___ YES ___ NO (If YES, it is very important that you list your attendance dates)

here▶

HAVE YOU PREVIOUSLY ATTENDED UM-WESTERN? ___ YES ___ NO (If YES, it is very important that you list your attendance dates)

here▶

List in chronological order all colleges, universities and other institutions of higher education that you have attended or are attending

| College or University | City/State | Dates Attended From - To (mo/yr) | Degree, Major AND Date Received or Expected | Grade Point Average |
|-----------------------|------------|----------------------------------|---|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

PART V VOLUNTARY INFORMATION

The following information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws. Your response will not affect consideration of your application. By providing this information, you will assist us in assuring that this program is administered in a non-discriminatory manner.

Gender: Male ___ Female ___

Ethnic Information: African American ___ American Indian/Alaskan Native ___ Asian/Pacific Islander ___
Caucasian/White ___ Hispanic ___ Other ___

The following information may be used for planning purposes.

How did you first learn about The University of Montana? _____

What factor(s) most influenced your decision to apply? _____

PART VI MONTANA UNIVERSITY SYSTEM SAFETY/SECURITY

Have you ever been subject to discipline, suspension or probation at any institution of post-secondary education for reasons not related to academic performance? Yes ___ No ___ If yes, at what institution?

Have you ever been convicted of a criminal offense involving physical injury to persons or property or otherwise institutionalized for conduct causing physical injury to persons or property? Yes ___ No ___

PART VII RESIDENCY FOR FEE PURPOSES

Were you in the armed services of the United States? Yes ___ No ___ If yes, dates and locale of active duty:

Of what state are you a resident?

If you are not a U.S. citizen, are you a "Lawful Permanent Resident" of the U.S.? Yes ___ No ___

If yes, please provide a photocopy of your Alien Registration Receipt Card or "Green Card."

If no, please be sure to fill out PART VIII INTERNATIONAL STUDENT INFORMATION.

If you claim Montana residency for fee purposes, complete the appropriate column below:

If your parents claim you as a federal tax exemption, answer the following:

Who claims you as a federal tax exemption?

Name _____

Relationship _____

Beginning date of Montana residency _____

Date of extended absences from Montana _____ to _____

Last three years Montana income taxes have been filed _____, _____, _____
 _____ as a part-year resident _____ as a full-year resident

Date of Montana voter registration _____

Date of Montana driver's license _____

Date of Montana vehicle registration _____

What is their employment status (full-time, part-time, retired)? _____

Employer: _____

Date of Employment _____

If your parents do not claim you as a federal tax exemption, answer the following:

Beginning date of Montana residency _____

Date of extended absences from Montana _____ to _____

Last three years Montana income taxes have been filed _____, _____, _____
 _____ as a part-year resident _____ as a full-year resident

Date of Montana voter registration _____

Date of Montana driver's license _____

Date of Montana vehicle registration _____

Employment status (full-time, part-time, retired) _____

Employer: _____

Date of Employment _____

Spouse's employment status (full-time, part-time, retired) _____

Employer: _____

Date of Employment _____

Dates of military service _____ to _____

City & state from which you entered the service _____

PART VIII INTERNATIONAL STUDENT INFORMATION

| | |
|--|--|
| Name and relationship of each dependent coming to the United States with you: | |
| Spouse's name, complete mailing address and phone number: | |
| If you are now in the United States, indicate non-immigrant visa type and expiration date: | |
| Language Preparation | Financial Information |
| Which evidence of English proficiency do you wish to present? _____ | Funds available from savings \$ _____ |
| What language is spoken in your home? _____ | Committed by family or friends \$ _____ |
| How many years of formal instruction in English have you completed? _____ | Committed by your government \$ _____ |
| At what educational level was that instruction? _____ | Other funding resources (please designate) |

PART IX APPLICATION FEE

Students who are applying to an undergraduate status and who have never before enrolled in an undergraduate status at a unit of the University of Montana (UM- Missoula, UM-Western, Montana Tech or Helena COT) must submit a \$30 application fee along with this form. Checks or money orders should be written to the home institution.

PART X LME PROGRAM INFORMATION

Name: _____
(Last) (First) (Middle)

If certified to teach, check: Elementary _____ Secondary _____

Applying for: _____ K-12 library media _____ Non-teaching library media _____ 5th year or master's program

If you have a teaching certificate, what is the field? _____ Level? _____

Your admission status _____ Junior _____ Senior _____ Graduate Non-Degree _____ Graduate _____ Other _____

Have you been fully admitted to the Teacher Education Program: _____ Yes _____ No

_____ Elementary Education _____ Secondary Education _____
Major Minor

If undergraduate, name and date of degree to be earned: _____

If neither of the above applies, are you working towards a non-teaching minor? _____

Cumulative GPA _____ (2.75 GPA is required for Full Admission.)

Job experience (list most recent position first):

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_____ Full Admission
_____ Provisional Admission
_____ Other _____

Signed _____
Date _____

Activities, hobbies, and interests:

Technology skills:

What contacts with children and young adults have you had?

PART XI NOTICE CONCERNING BACKGROUND CHECK

If you are (1) applying for initial Montana educator licensure, (2) seeking emergency authorization of employment, or (3) seeking to reinstate a lapsed, revoked or suspended educator license, Montana Board of Education policy requires you to provide information and material to obtain a fingerprint-based national criminal history background check (a "background check"). ARM 10-57-201A (3). The State Superintendent of Public Instruction may not issue a license until the background check has been completed and the results of the background check have been delivered to and reviewed by the Office of Public Instruction.

Please provide your initials to confirm that you have read and understand the above Notice Concerning Background Check: _____

PART XII NOTARIZED RELEASE AND SIGNATURE

As part of my participation in the Library Media Endorsement program, I authorize The UM-Missoula and The UM-Western to make and exchange copies of my original application materials, immunization records and official transcripts. Additionally, I certify that the information in this application is true and complete to the best of my knowledge and I understand that inaccurate information may affect my admission, enrollment, and/or financial aid status

NOTARY:

Applicant's signature

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____, 20 ____

at _____.

**PLEASE ENCLOSE THIS APPLICATION ALONG WITH OTHER REQUESTED MATERIALS AND MAIL TO
MICHAEL SCHULZ, DIRECTOR, LUCY CARSON LIBRARY, UM-WESTERN, 710 SOUTH ATLANTIC, DILLON, MT 59725**