

UTICA COLLEGE

TRADITION. OPPORTUNITY. TRANSFORMATION.®



Application for Freshman Admission

Application Instructions

We are pleased you are interested in Utica College. As you read the following instructions, you will realize that we want to make the application process as comfortable, clear, and concise as possible for you.

We have prepared an application form that allows you to communicate your personal experiences to the Admissions Committee. Take advantage of this opportunity by completing the form thoughtfully and carefully.

Note that the instructions that follow indicate application requirements for freshman candidates, give suggested deadlines for specific programs, and provide directions for applying for financial aid. We encourage you to **read the application instructions carefully.**

Freshman Admission to Utica College

Utica College seeks to admit candidates whose academic record, interests, character, and talents indicate they will benefit from and contribute to Utica College's distinctly personal learning environment. Since the Admissions Committee will consider both the academic credentials and personal qualities of each applicant, a personal interview is strongly encouraged. The Admissions Committee will give each applicant individual consideration and will place particular emphasis on how well the student's course selection and school record have prepared the applicant for the specific course of study he or she has chosen.

Mid-Year Admission

Utica College welcomes applications for mid-year admissions. Students interested in mid-year freshman admission should submit an application as early as possible, but should complete the process no later than December 15.

Standardized Tests

It should be noted that Utica College no longer requires the results of the SAT or the American College Testing Services examinations (ACTs) for general admission. However, standardized test scores are required for certain programs, as noted, for scholarship purposes, and for consideration for the Higher Education Opportunity Program. Applicants may indicate on the High School Report if they choose to submit such scores for the consideration of the Admissions Committee.

Education

Utica College offers programs in education that lead to certification in several different teaching areas. In order to be certified to teach in New York state, prospective teachers are required to (1) major in a liberal arts discipline, (2) complete a bachelor's degree and all requisite education program courses, (3) pass the mandatory New York State Teacher Certification Examinations, and (4) meet all other regulations of the New York State Commissioner of Education.

Courses in the education program include observation and work in public schools; practical application of the theory and principles of teaching; and one semester in the senior year devoted entirely to student teaching.

For early childhood, childhood, early childhood/childhood education, and childhood and special education, the available majors are: biology, chemistry, communication arts, economics, English, government and politics, history, international studies, liberal studies, mathematics, psychology, psychology-child life, and sociology and anthropology.

For middle childhood, adolescence education, and adolescence and special education, students should major in the subject matter in which they plan to teach: biology, chemistry, economics, English, government and politics, history, mathematics, physics, or sociology and anthropology.

For business and marketing education, students must major in management with a concentration in marketing management.

For teaching English to speakers of other languages education, students must major in English.

Education courses begin in the freshman year. Students must achieve a minimum 2.75 grade point average to be eligible to student teach.

Utica College also offers master's degree programs in education.

Occupational Therapy

Students interested in occupational therapy would select a major in health studies. As long as academic requirements are met, students will receive a bachelor's degree in health studies after four years with continuation to the master's degree in occupational therapy. Students would receive their master's degree at the end of the fifth year of study.

Physical Therapy

Students interested in physical therapy would select a major in health studies. As long as academic requirements are met, students will receive a bachelor's degree in health studies after four years with continuation to the doctorate in physical therapy (D.P.T.). Students would receive their D.P.T. at the end of the sixth year of study.

Nursing

Students interested in the nursing major must meet several requirements to be admitted into the program, including math and science high school averages of at least 80 percent (or the equivalent letter grade); three years of high school science, including biology and chemistry; three years of high school math; and letters of recommendation and a personal essay consistent with Utica College's application requirements. In addition, applicants are required to provide SAT or ACT scores.

Information for Freshman Candidates

Please use the following checklist to ensure that your application is complete and on time:

- Completed application form
- \$40 application fee or request for fee waiver
- High school report
- High school transcript
- Personal interview (optional, but recommended)
- Personal statement (Applicants for physical therapy and occupational therapy must write about their volunteer experience and personal suitability for the therapeutic profession.*)
- SAT/ACT results (optional, except for applicants for physical therapy, occupational therapy, nursing, joint health professions programs, academic achievements awards, and the Higher Education Opportunity Program*)
- Clinical recommendation – For those applicants who are interested in physical therapy or occupational therapy, it is recommended that you submit at least one letter from a clinical practitioner who can speak to your ability to function in a clinical setting.*

Utica College uses a rolling admissions plan, except for the following programs, which have a preferred application date of January 15:

- Occupational Therapy*
 - Physical Therapy*
 - Joint health professions programs
 - Academic achievement awards
- Nursing applicants have a required application date of January 15.*

Higher Education Opportunity Program (HEOP) applicants will have a priority deadline of January 15.

For all other programs, the rolling admissions process means that the earlier an application is filed, the sooner you will receive a decision. It is recommended that students apply by January 15, as individual majors may be competitive and applications will be considered only until each program is fully enrolled. Application review for the fall term begins in mid-November and extends until the class is filled.

* Please see the sections on Nursing, Occupational Therapy, and Physical Therapy for more information about these programs.

Joint Health Professions Program

Utica College offers joint study medical programs with the following: Lake Erie College of Osteopathic Medicine, the University of New England College of Osteopathic Medicine, SUNY College of Optometry, the Ohio College of Podiatric Medicine, SUNY at Buffalo School of Dental Medicine. Students in these joint programs study at Utica College for three years and spend four years at the professional school. Utica College awards the bachelor's degree after the first year of professional study is satisfactorily completed. Admission to these programs is highly selective and the application deadline is January 15. The specific requirements for each program will be sent to you with a supplemental application, which must be completed and returned to Utica College by January 15.

Financial Aid

Students seeking financial assistance from Utica College must file a FAFSA (Free Application for Federal Student Aid) by February 15. The FAFSA will be available through your school in early January, or can be filled out online at www.fafsa.ed.gov. Students who complete their aid application after the February 15 date will be considered for an award, but the award may be delayed.

To qualify for financial aid consideration, applicants must be citizens of the United States or hold permanent resident (Resident Alien Card) status in the United States.

Students with questions about the financial aid process are encouraged to call or e-mail for assistance: 1-800-782-8884 or financialaid@utica.edu.

Students who wish to be considered for academic achievement awards must complete their applications for admission by January 15. If only academic aid is sought, no additional forms are required. All students with applications complete on the appropriate date will be considered for academic achievement awards.

Tuition Deposit

To secure a guaranteed place for the fall semester, all applicants must submit a tuition deposit by May 1. The tuition deposit is non-refundable after this date.

Utica College, as a member of the National Association for College Admission Counseling (NACAC), agrees to and will permit students accepted for first-year admission to choose, without penalty, among offers of financial aid until May 1.

Deferred Admission

Students who wish to take time off before enrolling in college may request to have their admission deferred for a semester or for a year by submitting their request in writing to the

Director of Admissions. A non-refundable tuition deposit (\$200) will be required to hold a place in the subsequent class.

Learning Disabilities

Utica College offers a wide range of supportive services to assist students with learning disabilities in achieving success with college-level work. Students interested in learning about the available services may contact the Office of Admissions or the Academic Support Services Center.

Honors Program

The Utica College Honors Program offers intellectually talented students the opportunity to participate in an enriched course of study that is fully integrated with the regular academic program. The Honors Program has two parts:

- Intermediate Honors, related to General Education requirements, and
- Major Honors, related to the student's major course of study.

All applicants will be considered for the Honors Program.

International Student Information

Utica College welcomes international students and values the diversity of ideas, perspectives, and cultures they bring to our college community.

International students are required to submit the following information:

- A completed Utica College application.
- Certified transcripts (mark sheets) of all secondary and post-secondary academic work. If not in English, each transcript must be accompanied by a certified English translation.
- International student statement of finances and third party documentation.
- Evidence of English proficiency (SAT, TOEFL, IELTS, MELAB).
- Personal statement (back page of the Utica College application).

Detailed information regarding the admissions process for international students and all the necessary forms can be downloaded from the international pages of the Utica College Web site at www.utica.edu.

If you require further information, please contact the Office of International Admissions at intlpro@utica.edu. We look forward to hearing from you.

HEOP (Higher Education Opportunity Program)

HEOP is a program sponsored by New York state and designed to assist students who are both academically and economically disadvantaged.

To be eligible for this program, students must be residents of New York state and must document that their income falls within the following financial guidelines established by New York state:

A student is considered economically disadvantaged if he or she is a member of:

A household supported by one member thereof with a total annual income which does not exceed the applicable amount set forth in the table below **or...**

A household supported by solely by one member thereof who works for two or more employers with a total annual income which does not exceed the applicable amount set forth in the following table by more than \$2,710 **or...**

A household supported by more than one worker thereof or a household in which one worker is the sole support of a one-parent family, if the total annual income of such households does not exceed the applicable amount set forth in the table below by more than \$5,410

Note: For the purposes of this explanation, the number of members of a household shall be determined by ascertaining the number of individuals living in the student's residence who are economically dependent on the income supporting the student.

For students entering college on or after July 1, 2009:

No. of members in household (including head of household)	Total annual income in preceding calendar year*
1	\$15,590
2	\$21,000
3	\$26,420
4	\$31,830
5	\$37,240
6	\$42,650
7	\$48,060
8	\$53,470
9	\$58,880
10	\$64,290
11	\$69,700 plus \$5,410 for each additional family member

Students must meet both academic and economic requirements and all information must be submitted prior to the admissions decision.

Admitted HEOP freshmen are required to attend a six-week Summer Institute. This experience is designed to serve as a bridge between high school and college.

The priority deadline for submitting an application for HEOP is January 15. A tuition deposit of \$100 is required by April 15 to secure your place in the program.

Non Discrimination Policy

Utica College accepts students without regard to race, creed, color, sex, ethnic or national origin, religion, marital status, age, sexual orientation, veteran status, or disability.

Majors

Accounting
Accounting – CPA
Anthropology (see Sociology)
Biochemistry*
Biology
Business (see Management)
Business Economics
 Business Analysis
 Finance
Chemistry
 General
 Biochemistry
 Environmental
 Professional
Child Life (see Psychology-Child Life)
Communication (see Communication Arts,
 Journalism Studies, and Public Relations)
Communication Arts
Computer Science
 Business
 Computer Security
 Scientific
Construction Management*
Criminal Justice
Criminal Justice-Economic Crime Investigation
 Computer Security
 Financial Investigation
Cybersecurity and Information Assurance
 Cybercrime Investigation and Forensics
 Information Assurance
Economics
Education (see Special Programs)
English
 General
 Adolescence Education
 Childhood Education
Foreign Language
Geoscience*
Gerontology*
Government and Politics
 International Business Management
 Political Public Relations
 Public Administration
 Social Sciences
Health Studies
Health Studies – Human Behavior
Health Studies – Management
History
International Studies
 Area Studies
 International Business Management
 Language
 World Literature and Civilization
Journalism Studies
 Broadcast Journalism
Liberal Studies
Management
 General Management
 Human Resources Management
 Marketing Management
 Risk Management and Insurance
Mathematics
 General
 Prospective Math Teachers
Nursing
Occupational Therapy
 (B.S. Health Studies/M.S. Occupational
 Therapy)
Philosophy
Physical Therapy
 (B.S. Health Studies/D.P.T. Physical Therapy)
Physics (B.A. or B.S.)
Psychology

Psychology-Child Life
 Child Studies
 Child Life Specialists
Public Relations
 General Public Relations
 Sports Communication
Public Relations-Journalism Studies
Risk Management and Insurance*
Sociology and Anthropology
 General
 Teacher Education
Therapeutic Recreation

* Utica College bachelor's degrees

Special Programs

Teacher Education
 Early Childhood Education (Birth to Grade 2)
 Childhood Education (Grades 1 – 6)
 Early Childhood/Childhood Education (Birth
 to Grade 6)
 Childhood and Special Education (Grades
 1 – 6)
 Middle Childhood Education (Grades 5 – 9)
 Adolescence Education (Grades 7 – 12)
 Adolescence and Special Education (Grades
 7 – 12)
 Teaching English to Speakers of Other
 Languages (Birth to Grade 12)
 Business and Marketing Education (Birth to
 Grade 12)
Pre-Professional Programs
 Pre-Dentistry
 Pre-Law
 Pre-Medicine
 Pre-Optometry
 Pre-Podiatry
 Pre-Veterinary
Joint Health Professions Programs
 Lake Erie College of Osteopathic Medicine,
 the University of New England, College of
 Osteopathic Medicine, SUNY College of
 Optometry, the Ohio College of Podiatric
 Medicine, SUNY at Buffalo School of Dental
 Medicine
Honors Program
Occupational Therapy – Weekend Program
Pre-Engineering

Graduate Programs

Business Administration
 Economic Crime and Fraud
 Management (M.B.A.)
 Professional Accountancy (M.B.A.)
Criminal Justice Administration (M.S.)
Economic Crime Management (M.S.)

Education

Childhood Education (M.S.)
Childhood and Special Education (M.S.)
Adolescence Education (M.S.)
Adolescence and Special Education (M.S.)
Adolescence Education – Apprenticeship
 Teacher Certification (M.S.)
Special Education (M.S.)
Leadership and Instruction for Inclusive
 Classrooms (M.S.Ed.)
Educational Leadership and
 Administration (M.S.)
Certificate of Advanced Study: School
 Building Leader (C.A.S.)
Certificate of Advanced Study: School District
 Leader (C.A.S.)
Gerontology (Advanced Certificate)
Health Care Administration (M.S.)
Homeland Security Risk Assessment (Certificate)
Liberal Studies (M.S.)
Occupational Therapy (M.S.)
Physical Therapy (D.P.T.)

Study Abroad

Utica College offers programs at universities in Hungary, Japan, Korea, Poland, Finland, Ireland, Wales, Peru, Scotland, and the post-Soviet Union countries.

Students may participate in Syracuse University's Division of International Programs Abroad (DIPA) in locales such as France, Italy, Spain, UK, or China.

Additional off-campus programs are available in Washington D.C., or at the United Nations. Other foreign study programs can be arranged to meet the needs of individual students.

An Invitation to Visit

Although not a requirement for admission, the personal interview is helpful to the Admissions Committee in its evaluation of candidates. We encourage you to make an appointment for an interview and a tour of the campus. Interviews are available Monday through Friday from 9 a.m. to 4 p.m. In addition, Open Houses, Saturdays @ UC, and group information sessions are available throughout the fall and the spring. Please refer to the Utica College Web site for more information. To make an appointment, call the Office of Admissions at 1-800-782-8884 or (315) 792-3006, or e-mail the office at admiss@utica.edu.

On the Web

For further information: www.utica.edu

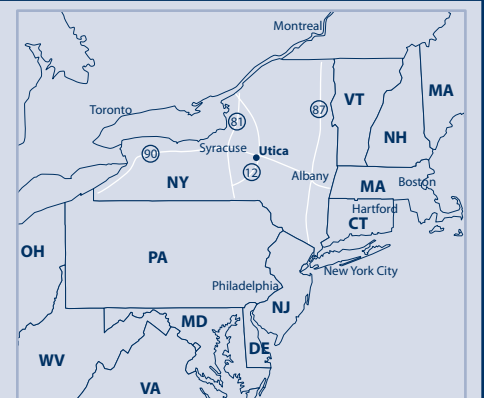
Directions to Campus

From points east and west of Utica, travel the New York State Thruway (I-90) to exit 31 (Utica). Follow the signs carefully to Route 12 South and take the Burrstone Road/Utica College exit. The exit ramp ends at a stop light; take a left onto Burrstone Road West and look for the sign marking the entrance to Utica College (on the right).

From New York City, take the New York State Thruway I-87 North to I-90 West. See the preceding paragraph for directions from the Thruway.

From Pennsylvania and Southern New Jersey, take I-81 North or other connecting routes to Route 12. Follow Route 12 North to Utica. Exit at Burrstone Road West/Utica College and follow the signs to the campus.

From the north, take Route 12 South to Utica. Exit at Burrstone Road/Utica College, and follow the signs to the campus.



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Application for Freshman Admission

Please return with a \$40 application fee or fee waiver request to: Office of Admissions, 1600 Burrstone Road, Utica, New York 13502-4892

Personal Data Please notify the Office of Admissions promptly with any changes in address, telephone number, or e-mail.

Name _____ Sex M F

Last

First

MI

Former last name _____

(If any)

E-mail _____

Parent E-mail _____

Mailing address _____

Street

Apt.#

At this address until _____

City

State

Zip

Month/Day/Year

Telephone: This address () _____ Student Cell () _____ Work () _____

Permanent address (If different from above) _____

Street

Apt.#

City

State

Zip

Telephone: This address () _____ Social Security number _____ Birthdate _____

(Optional)

Month/Day/Year (Required)

Citizenship U.S. Permanent resident Other _____ Visa type _____

Country

First language, if other than English _____

I wish to apply for Fall 20_____ Spring 20_____ Summer 20_____

I have previously applied to Utica College No Yes If yes, when? _____

I wish to study Full-time Part-time Day Session Evening Session (Check all that apply)

Intended major _____

(See application instructions for list of majors)

If interested in teacher certification, check area of interest: Early Childhood (Birth-Grade 2) Childhood (Grades 1-6) Early Childhood/Childhood (Birth-Grade 6) Childhood and Special Education (Grades 1-6) Middle Childhood (Grades 5-9) Adolescence (Grades 7-12) Adolescence and Special Education (Grades 7-12) Teaching English to Speakers of Other Languages (Birth-Grade 12) Business and Marketing (Birth-Grade 12)

Please note: Education is not a major. It is a certification program offered in conjunction with a declared major. See the application instructions for Teacher Education for appropriate majors to combine with your chosen teacher certification program.

I wish to be considered for joint health professions programs (See application instructions)

I plan to live on campus at home off campus

I plan to apply for financial aid Yes (If yes, see application instructions) No

I wish to be considered for the Higher Education Opportunity Program (HEOP) Yes (If yes, see application instructions) No

Are you a veteran? Yes No If yes, specify branch of service _____

Educational Data

High school _____ HS CEEB code _____

School address _____ Is school Public Private Parochial

Date of high school graduation _____

List all secondary schools attended, including summer programs:

<i>Name of School</i>	<i>Location (City, State, Zip)</i>	<i>Dates Attended</i>
_____	_____	_____
_____	_____	_____

Family

Father Stepfather Other relationship _____

Name _____ If deceased, give year _____

Address _____ Home phone () _____

_____ Work phone () _____

Occupation _____ Employer _____

E-mail _____ Parent Cell _____

College/University(s) attended, and degree(s) earned, if any _____

Mother Stepmother Other relationship _____

Name _____ If deceased, give year _____

Address _____ Home phone () _____

_____ Work phone () _____

Occupation _____ Employer _____

E-mail _____ Parent Cell _____

College/University(s) attended, and degree(s) earned, if any _____

Please check if parents are Married Separated Divorced Never married

Please give the names and ages of your brothers and sisters, and if they attend or attended college, give the name of the institution:

I reside with Parents Mother Father Other _____

Optional: The following questions are optional. No information you provide will be used in a discriminatory manner.

Marital Status _____

1. Are you Hispanic/Latino? Yes, Hispanic or Latino (including Spain) No **Please describe your background** _____

2. Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:

American Indian or Alaska Native (including all Original Peoples of the Americas) **Please describe your background** _____

Are you enrolled? Yes No If yes, please enter Tribal Enrollment Number _____

Asian (including Indian subcontinent and Philippines). **Please describe your background** _____

Black or African American (including Africa and Caribbean). **Please describe your background** _____

Native Hawaiian or other Pacific Islander (Original Peoples). **Please describe your background** _____

White (including Middle Eastern). **Please describe your background** _____

Please indicate any family members who have attended Utica College (name, relationship, date of attendance):

Extracurricular and Personal Activities

Please list school activities, hobbies, or family and community activities in the order of their importance to you. Please check (✓) in the right column if you wish to pursue the activity at Utica College.

Activity	Grade level or post-secondary					Positions held or letters or honors won (if any)	Do you wish to participate in college?
	9	10	11	12	PS		

Work Experience

Please list any jobs (including summer employment) you have held in the past three years.

Position (Specific nature of work)	Employer	Approximate dates of employment	Approximate number of hours worked per week

Please use the space below to explain which activity or job has been most important to you, and why.

How did you first hear of Utica College?

- Friend/Relative
 Mailing
 College fair
 Utica College alumnus/alumna
 College guidebook
 Internet/Web site
 College representative
 Counselor/teacher
 Other _____

What factor most influenced your decision to apply to Utica College? _____

Have you visited Utica College for a personal interview? Yes No

If yes, please indicate approximate date of interview _____

Please list the other colleges to which you plan to apply (Optional) _____

Disciplinary History

Yes **or** No Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?

Yes **or** No Have you ever been convicted of a misdemeanor, felony, or other crime?

If you answered yes to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

Personal Statement

Please use the space below, or separate pages, to help us know you in a more personal way. You can write about anything you want us to know; however, here are some suggested topics:

- How well your academic record reflects your ability and motivation
- A significant experience or achievement that has meaning to you
- Your goals for the future and how Utica College can assist you in reaching them

Please note: Applicants for the physical therapy and occupational therapy programs should write a second essay about your personal and professional goals relating to the therapeutic environment. Include specific examples to demonstrate your understanding of your chosen profession.

Minimum 300 word essay.

I certify that all information on this application form is true to the best of my knowledge. I understand that withholding information requested on this application or giving false information may make me ineligible for admission or subject to dismissal.

Signature _____ **Date** _____

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High School Report – Confidential

Office of Admissions
1600 Burrstone Road
Utica, New York 13502-4892
1-800-782-8884 • www.utica.edu

To the Applicant:

Please fill out the front page of this form and give it to your school counselor with your completed application, personal statement, and application fee or request for fee waiver, and the return envelope

Please Print

Name of applicant _____
Last First MI

Applicant's permanent address _____
Street Apt.#

City State Zip

E-mail _____

School now attending _____ Is school Public Private Parochial

School guidance office telephone () _____

Please check if you are applying for one of the following, which have preferred application dates or deadlines:

- Physical therapy program (January 15)
- Occupational therapy program (January 15)
- Joint health professions programs (January 15)
- Academic achievement award consideration (January 15)
- Nursing program (January 15 **deadline**)
- Higher Education Opportunity Programs (January 15)

Because standardized test scores are secondary to your high school record in the admission process, test scores are optional at Utica College. You are not required to submit the results of SATs or ACTs, except when applying for the programs listed above.

- I choose to submit my test scores for consideration.
- I prefer that you make a decision on my application without reference to test scores.

List courses in which you are currently enrolled: _____

Signature _____ Date _____

Educational Data

Please complete this form and forward it in the return envelope with an official transcript, completed application form, the student's personal statement, and application fee or request for fee waiver. If you feel you know the student well enough, please recommend below. The student may substitute a recommendation from an academic teacher if you prefer.

Academic Data

This student ranks _____ in a class of _____. We do not rank.

This rank is weighted unweighted.

This applicant's high school grade point average is _____. The applicant's anticipated date of graduation is _____.

Percentage of class attending a four-year _____ two-year _____ institution.

Counselor's name _____ Telephone () _____

Recommendation

What are the first words that come to mind to describe the applicant? _____

Please describe any special strengths or weaknesses in academic preparation, or in character, that we should be aware of when considering this applicant. (Feel free to use a separate page if you prefer.)

Please check the boxes below that most accurately reflect your appraisal of the student, in the context of all students with whom you work:

	Not Recommended	Below Average	Average	Above Average	Excellent
For academic promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For personal promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Counselor's signature _____ Date _____