

To be sure you complete all the tasks and gather all the information and materials needed for admission to Regis University, use this convenient checklist. After you have submitted all the necessary documents and your admissions file has been evaluated, your Academic Advisor will contact you to discuss your degree plan.

Undergraduate Admissions Checklist

Materials Needed for Application and Admission

- _____ **Application and \$50.00** nonrefundable application fee.
- _____ **Writing Skills Placement Essay** (See Writing Skills Placement in this Packet). Submit within two weeks
- _____ **Work Experience:** Document that you have at least **three years** of **full-time** work experience after high school, or a combination of full-time work experience and previous college credit equivalent to three years. Applicants who do not meet this requirement may submit a letter of appeal to the School Dean. (See pg. 11 for work experience admission appeal)
- _____ **If you have never attended college**, request official high school or GED transcripts, to be sent directly to the CPS Undergraduate Office of Admissions.
- _____ **Nevada Applicants:** Must send copy of High School Diploma or transcript showing H.S. Graduation or a GED

Documents to Be Evaluated for Transfer Credit

- _____ **Official college transcript(s):** to be sent directly to the Office of Admissions.
- _____ **Official national standardized test** (CLEP, DANTES, USAFI, etc.) score reports: to be sent directly to the CPS Undergraduate Office of Admissions.
- _____ **Corporate training records:** to be sent directly to the Office of Admissions from your Human Resources or training department on company letterhead. The letter must state the course title, course description and dates of attendance, and must be signed with the title, address and phone number of the person signing. Include copies of any certificates you have earned.
- _____ **Military records:** send a notarized copy of your DD214, if discharged, or DD295, if active.
- _____ **Military training certificates:** all military basic training has been approved for college credit by the American Council on Education (ACE), along with many other types of military training.
- _____ **Professional licenses and certificates:** ask the certifying organization if its program is approved by the American Council on Education (ACE). If so, send a notarized copy of the license or certificate and include the standards, such as the testing or coursework used in granting the credential.

Mail to:
Regis University
Admission Processing Center
650 S. Cherry St. Suite 700
Denver, CO 80246

If you have questions about the application form or wish to check the status of your application, please call 877-820-0581 Fax 877-820-0580

In accordance with its Jesuit Catholic mission, Regis University is committed to maintaining a humane atmosphere in which the civil rights of every individual are recognized and respected. Regis University complies with all local, state, and federal nondiscrimination laws and regulations in the provision of educational services and in employment practices.

Please attach a non-refundable \$50 application fee.

Check _____ Credit Card _____ MasterCard Visa American Express Discover

Name on Credit Card _____

Account Number _____ Expiration Date _____

Signature _____ Date _____

_____ Fee waived: Previous Regis University student

Previous Education:

Name of high school _____ State _____ Year of graduation _____ or GED exam _____

Have you ever applied to Regis University? Yes ___ No ___ Last year attended _____

Please list ALL schools etc. from which you would like to transfer credit(s) to Regis University. If your intent is to not transfer credit, the school, etc., need not be listed. (Please do not attach any transcripts or additional pages.)

- Community colleges, junior colleges, colleges or universities. An official transcript will be required from every college or university listed. *If you do not have college experience, you are required to submit your high school transcripts.*
- If applicable, list branch of military service. A notarized copy of your DD214 form and other appropriate military records will be necessary for the complete evaluation of military credit.
- College credit tests taken (CLEP, DANTES, USAFI, etc.). An official transcript will be required for test scores.
- Educational credit for training programs evaluated by the American Council on Education (ACE).

NOTE: Resume may not be substituted for filling out this section. Please print in full (no abbreviations) school name, military service, tests or corporate training.

	Location	Dates attended	Approximate # of transfer credits	Degree earned & month/year

Work Experience:

Document that you have at least three years of **full-time** work experience after high school, or a combination of full-time work experience and previous college credit equivalent to three years. Applicants who do not meet this requirement may submit a letter of appeal to the School Dean. (See pg. 12 for work experience admission appeal)

Employer	Start Date mo/d/yr	End Date mo/d/yr	Position	Full Time	Part Time

Students who do not meet the three-year work requirement are considered on an individual basis. An admissions representative will be happy to speak with you about your specific circumstances.

- *Other Questions*

- Are you an active member of the United States military? * Yes ___ No ___
- Please indicate which branch of the military: * Army ___ Air Force ___ Navy ___
- Marine Corps ___ Coast Guard ___
- Are you the spouse of an active U.S. military member? * Yes ___ No ___
- Please indicate your spouse's military branch: * Army ___ Air Force ___ Navy ___
- Marine Corps ___ Coast Guard ___
- *Are you a U.S. Veteran?* Yes ___ No ___
- Do you plan to use VA educational benefits?
Yes ___ No ___
- Type of benefits: _____

- *Financial Aid:* Do you intend to apply for financial aid (student loans) through Regis University?
Yes ___ No ___

(If applying for financial aid, please allow six to eight weeks for processing before the start of your courses, or ask about tuition deferment.)

- *Have you ever been convicted of a felony or misdemeanor?* Misdemeanor traffic violations are exempt.

No ___ Yes ___ (additional documentation required) Contact the Associate Director of Admissions at 1-800-967-3237 Ext 4069

- *Citizenship:* U.S. ___ Other ___ (please specify) _____
Country of Birth _____ Visa Type _____ Visa No. _____
Issue Date _____ Expiration Date _____
How did you hear about Regis University? _____

Applicants with an International Background

Additional admission requirements may apply to applicants who possess a visa and/or have completed education outside of the United States (including U.S. citizens and permanent residents). All applicants must verify the U.S. equivalency of their coursework through a Regis-approved Credential Evaluation Service. All applicants must submit TOEFL and essay (TWE) Examinations and a "Supplemental Application for Students with an International Background". Transfer students must also complete a SEVIS form. To review these requirements, please visit our Admissions page at www.regis.edu/intlug or contact your campus representative at 877-820-0581.

Voluntary Information: The following information is optional. Regis University uses this information to assist in promoting diversity in the student population and for reporting purposes. It will not be used in admission or other educational processes. You will not be treated adversely if you choose not to provide any or all of this information.

Sex: Male ___ Female ___ Marital Status: _____

Religion: Catholic ___ Protestant ___ Jewish ___ Other _____ None ___

Are you Hispanic/Latino (including Spain)? Yes Hispanic/Latino (including Spain) No

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

- American Indian or Alaska Native (including all Original Peoples of the Americas)
- Asian (including Indian subcontinent and Philippines)
- Black or African American (including Africa and Caribbean)
- Native Hawaiian or other Pacific Islander (Original Peoples)
- White (Including Middle Eastern)

All Applicants Please Read and Sign

Formal admission to Regis University as a degree candidate is granted after all admission materials have been received and all minimum standards met.

Acknowledgments and Signature

I hereby certify that to the best of my knowledge, the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found otherwise, it is sufficient cause for rejection or dismissal.

I further authorize Regis University to make inquiries when necessary to certify the accuracy of my records.

I acknowledge that admission decisions are made by Regis University personnel in the exercise of discretion and professional judgment and are not subject to review or appeal.

If accepted into Regis University, I understand that my program of study as declared on this application is determined by the University Bulletin degree completion requirements in effect at the date of my acceptance.

Applicant's Signature _____ Date _____

Regis University is accredited by the North Central Association of Colleges and Schools (NCA) and operates in accordance with applicable laws on equal opportunity and non-discrimination in the consideration of eligible students for admission, scholarships, awards, and financial aid.

Materials in support of an application for admission become the property of Regis University and will not be provided or returned to an applicant. The University reserves the right to deny admission, services, continued enrollment and re-enrollment to any applicants, students or other persons whose personal history, medical history, background or behaviors indicates that their presence in University facilities, programs, or activities, or use of University services would endanger themselves, the health, safety, welfare, well-being or property of the University, its employees, students, guests, or others, or would interfere with the orderly performance and conduct or the University's or affiliated agencies' functions.

CPS Undergraduate Programs

The official evaluation of the student's transfer credit shall prevail for seven years from the date of the student's acceptance to the CPS Undergraduate Program, Regis University. The degree completion requirements will follow the Regis University Bulletin and specific CPS Undergraduate Program policies in effect from the date of acceptance. Should any conflict between specific CPS Undergraduate Program policies and the Regis University Bulletin appear, the parties agree that the bulletin provisions in effect at the time of acceptance will prevail. The university reserves the right to correct clerical errors.

Degree requirements are provided in the University Bulletin according to the academic year of acceptance. The student who is following a program of study determined by date of acceptance will take the replacement course in the event that a required course is dropped from the CPS Undergraduate Program curriculum. The student who is following an individualized program of study, under the direction of a degree consultant, is permitted to change his/her choices of courses until he/she submits an application for graduation. The total number of credit hours specified for degree completion will not be increased or decreased due to alterations/substitutions of required course work.

Concurrent enrollment, which is attending another college/university while the student is degree-seeking at Regis University, requires prior written approval from a faculty advisor. Overload, which is taking more than 18 semester hours in one semester or more than two courses in any 5 or 8 week period requires written approval from a faculty advisor.

Technical occupational skill (TOS) credit, theory-based, and skill-based, can be awarded only upon entrance and only for prior learning experience.

It is agreed that the program of study, or any subsequent program of study, which may result from the student's decision to change his/her major, shall terminate when the student receives his/her degree. It is further agreed that the program of study, or any subsequent program of study which may result from the student's decision to change his/her major, shall terminate if the student has not completed all degree requirements within seven years of the date of the student's acceptance to the CPS Undergraduate Program.

Course prerequisites must be met before enrolling in any course that lists a prerequisite.

For Graduation:

- A bachelor's degree must include a minimum of 30 semester hours of advanced/upper division course work. A minimum of 128 semester hours must be earned for a first bachelor's degree. A minimum of 30 hours of residence at Regis must be completed for an additional bachelor's degree, subsequent to a previously earned bachelor's degree.
- Each course in the major, minor (if one is chosen), must be at the C- (1.67) level or better; however, a minimum cumulative Regis University GPA of 2.00 is required to graduate. Teacher education professional sequence courses must be at the B- (2.67) level or better.
- Once the student is admitted to a bachelor's degree program, all advanced/upper division course work in his/her major, minor, and teacher education professional sequence must be completed at Regis University.
- A maximum of one-half of the semester hours in advanced/upper division course work may be transferred to the major UPON ENTRANCE, and a minimum of one-half advanced/upper division semester hours must be earned at Regis University. If the number of advanced/upper division hours required in the major is not divisible by two (2), the majority of credits required must be earned with Regis University, e.g. if the major required 21 semester hours of advanced/upper division, then 12 semester hours must be earned at Regis University, and 9 semester hours may be transferred.
- If a minor is chosen, a maximum of six (6) advanced/upper division semester hours may be transferred to the to the minor UPON ENTRANCE, and a minimum of six (6) semester hours of advanced/upper division must be earned at Regis University.
- A maximum of 45 semester hours of portfolio credit may apply toward this degree.
- A minimum of 30 graded semester hours must be taken in residence with Regis University. The student must have 30 graded semester hours at the upper division level (400), 18 of which must be with Regis University.

It is the student's responsibility to read and understand all policies and requirements of the program and the university, and to maintain personal records so that coursework is applicable to the degree and does not duplicate credit already earned. Checking the box indicates you have read and understand the policies and requirements stated above and accept the preceding policies and requirements for graduation.

I have read and understand the policies and requirements stated above and accept the preceding policies and requirements for graduation.

Writing Skills Placement

Writing Sample Instructions

NOTE: It is very important to take the essay requirements seriously and to submit your very best writing. The essay evaluation score of 1 or 2 will result in a required English class even if you have transfer credit. There is not an option to rewrite the essay or appeal the results.

- 1. Place your first and last name at the top left corner of each page of the essay.**
- 2. Please compose an essay addressing one of the following topics:**
 - Define the concept of "corporate social responsibility" and explain three ways a company can implement this concept in a community.
 - Discuss three ways that technological innovation has worked to the detriment of organizational dynamics or to the detriment of society.
 - Discuss three ways that ethical practices can be implemented in an organization.
 - Discuss three factors that explain why employees tend to become unmotivated to do their jobs.
- 3. Your essay must be structured as follows:**
 - Use a title that captures the essence of the question.
 - Use a minimum of five paragraphs and no more than a maximum of eight, including an introduction, body, and conclusion.
 - Type the essay double spaced using Times New Roman 12 font.
 - Compose the essay in the third person plural form avoiding first person shifts to pronouns like *I, my, me, and mine*, or second person shifts to *you, your, we, our, us*. Also, avoid using *he/she* or *him/her* gender delineations.
 - Avoid quotes unless they have specific relevance to justify a conclusion.
- 4. Your essay will be evaluated for the following criteria (consider these factors before submitting the final version of your essay). Information about the rules for these factors is available for free access online through the Purdue Online Writing Lab (OWL) Just Google the works "purdue owl" on the internet:**
 - The overall essay structure which includes (a) a sound introduction that establishes the thesis/purpose for the essay; (b) organized body addressing three points substantiating the essay's purpose; and (c) a conclusion that is more than a summary but also makes a prediction, shows a connection to a relevant point, or provides a direction as to what needs to be done to address the next stage of the essay's discussion.
 - Paragraph organization which includes a sufficient number of sentences (typically five to eight) that develop an idea supported by explanations and specific examples.

- Content which includes definitions, examples, data, and explanations, when appropriate, that enhance the understanding of what is written. In addition, the context for statements in the essay must agree to the referenced place, person, time, event, or idea (avoid beginning sentences with pronouns or expletives like *it*, *there*, and *this* unless the context is clear).
- Grammar which includes proper sentence structure and syntax, correct verb and pronoun agreement, appropriate grammatical number and person, and consistent number and person.
- Punctuation which includes special attention to the proper use of commas, colons, semi-colons, apostrophes, italics, and quotes.
- Style which includes sentences that correctly and effectively incorporate strong and appropriate word use; diction; tone; and transitional words and expressions between paragraphs and between sentences to ensure clarity, reference, context, and readability.

Essay Assessment Results:

Based on the scoring results of the individual essay, students will be required or recommended to take an English course appropriate to their skill level.

- Score of 0-1: EN200 – Essentials of Effective Writing
- Score of 2: EN203 – Intermediate Composition (a course that must be completed during the first three terms of enrollment in the College of Professional Studies)
- Score of 3: EN300 level English Composition courses (recommended)
- Score of 4: EN400 level English Composition courses (recommended)

Placement Essay Scoring Sheet

Categorical Scoring:

- Score of 0 indicates that the essay evaluation category is missing or does not meet a sufficient standard for college level writing.
- Score of 1 indicates that the category is substantively deficient in the essay. The essay becomes difficult to read and interpret for clear meaning. Considerable mistakes with essay and paragraph structure, content, grammar, spelling, style, and overall organization.
- Score of 2 indicates that the category contains enough deficiencies that interfere with the delivery of the essay, but provide some basis for the discussion. The reader can understand some of the material, but mistakes with essay structure, grammar, content, spelling, and style take away from comprehending the full meaning of the writing.
- Score of 3 indicates that essay category contains minimal mistakes in structure, grammar, content, spelling, and style that could interfere with the comprehension and full meaning of the essay. The writing is good, but still misses in smaller ways some qualities reflective of sound college level composition.
- Score of 4 indicates that the essay is strong, free from serious mistakes with content, structure, grammar, style, and spelling. The essay in the respective category meets a college level competency.

Criteria	Score 0	Score 1	Score 2	Score 3	Score 4
Structure and Organization: the essay contains an effective introduction introducing the thesis of the paper, a body that provides substantive support of the thesis, and a conclusion that goes beyond a mere summary making a prediction, offering a connection to a broader but relevant point, or recommending advice about further actions about the discussion. Paragraphs contain information, examples, and definitions to support the overall paragraph discussion.					
Content: the essay contains sufficient information to explain and support the overall thesis for the paper and the information in the paragraphs provides examples, definitions, and details to better explain the point or points made within the paragraphs.					
Grammar and Mechanics: the grammar, syntax, punctuation, and spelling are at a level of quality that they enhance the clarity and readability of the essay.					
Style and Readability: the discussion is easy to read, contains word use appropriate to the topic and standards of college writing. The use of third person and avoidance of shifts in grammatical person and number. Avoids run-on sentences and fragments. Incorporates transitions to enhance readability and context.					
Essay as a Whole: The essay addresses the topic, follows the instructions, fits the image of a quality college essay discussion, and is submitted in a neatly presented format.					
Totals					

Final Essay Score on a scale of 0-4: _____

Recommended English Course: _____

Undergraduate Transcript Request Form

Colleges and universities follow a set of formal procedures to release student transcripts to other schools. You must request that all of your transcripts be sent **directly to Regis from your previous school(s)**, displaying the school's official seal and signatures. **Transcripts sent to you first, or stamped "student copy," "issued to student," or "unofficial" or taken from website will not be accepted as official transcripts.**

Most schools require a request in writing from you and will charge you a fee for sending your transcripts to Regis. Please contact all of your previous colleges and universities to ask about their transcript fees and then fill out and send a copy of this form along with your payment to each school.

If you have never attended college, you must submit transcripts from high school. Please contact your high school directly to obtain these documents.

.....
Please make additional photocopies of this form as needed.

Last Name First Middle

Social Security Number

Street Address

City State Zip

Name on Transcript (if different from above)

Name of Institution

Dates Attended: Semester/Year _____ to _____ Semester/Year
_____ Day _____ Evening _____ Extension

Degree/Certificate Awarded

Please send one copy of my transcript to:
Regis University
Admission Processing Center
650 S. Cherry St. Suite 700
Denver, CO 80246



Please send an additional copy of my transcript to the following address:

Name _____

Address _____

Payment Enclosed \$ _____ (Contact your former school(s) for their transcript fees.)

Student Signature Date Requested

Mail a copy of this form along with applicable fees directly to your previous institution(s).

Regis University is committed to your success as an adult learner. In educating adults, it has been our experience that students who have worked full-time for at least three years are best prepared to participate meaningfully in our programs. Because our interactive courses require application of classroom theory to real work/professional situations, students without this professional background may not be able to integrate the material as well.

We realize, however, that some students who lack three years of full-time post high school work experience may have other personal or professional experiences that will enable them to contribute to the richness of our classroom discussions. If you are an applicant that falls into this category, you may request special consideration of your application by telling us how you believe that your work experiences prepare you for study in the School for Professional Studies.

To facilitate this request, please prepare a letter that includes information about:

- Your work history
- The nature and scope of your work responsibilities
- Two or three significant insights that your work experiences have provided
- How you believe your work and other experiences prepare you to be successful in the adult classrooms at Regis University

Please include your name and address on the letter and email or fax your letter to:

Rebecca Bloomfield
Administrative Coordinator,
CPS Undergraduate Program

E-mail: spsadmit@regis.edu

Fax: 303-964-5134

Once your Admission Appeal letter has been received it will be forwarded to the Admissions Committee for review. You can expect to receive a phone call or email to discuss your application appeal.

You will be notified of an admissions decision within two weeks of receipt of your letter.

Good Luck!