

Checklist for Admission to Graduate Study

William Carey University

Hattiesburg/Biloxi, Mississippi

Please use this checklist as a reminder.

Documents required for ALL programs:

- Application:** Complete the attached form and mail it with a non-refundable \$40.00 application fee.
- Official Transcripts:** Request that official transcripts of credits be sent directly to the Office of Graduate Admissions. Transcripts must be *mailed directly* from all schools attended. Hand delivered transcripts are not acceptable.
- Recommendations:** Recommendations must be completed by at least two persons familiar with the applicant's abilities, *but not family members*. The forms must be sent to the Office of Graduate Admissions. They may be either mailed to the address at the bottom or emailed to graduateadmissions@wmarey.edu.

Application Deadlines for Admission:

Fall 2020Aug. 18
Winter 2020Nov. 3
Spring 2021Feb. 16
Summer 2021.....May 26
Fall 2021.....Aug. 17

In addition to the above documents, see the following page for requirements of each program.

All documentation **must** be sent to:

Graduate Admissions
Office, WCU Box 155
William Carey University
710 William Carey Parkway
Hattiesburg, MS 39401

If any documentation is sent to other university addresses, it could delay the review of the application.

For additional information, please see our website at
www.wmcarey.edu

WILLIAM CAREY UNIVERSITY - CONSENT FORM

Pursuant to the terms and conditions of the European Union General Data Protection Regulation 2016/679 (hereinafter "GDPR"), your signature provides consent to William Carey University ("WCU"), in its capacity as Data Controller, to the processing of Personal and/or Sensitive Data, and acknowledgement of the following:

1. The personal data concerning you will be provided to WCU and will be processed for the following purposes (check all that apply): _____ marketing; communicating University information; _____ soliciting donations; _____ research; admissions; _____ employment; student support; educational purposes; student account/financial aid; _____ missions/study abroad; _____ athletics; _____ recruiting; and/or _____ other (include detailed description of the use of personal data): _____

2. Data refers to any information concerning a natural person that is created by or provided to WCU from or concerning students, applicants, employees, alumni, donors, and/or research subjects. Sensitive data is defined as race, ethnic origin, religious or philosophical beliefs, health data, sexual orientation, and criminal convictions.

3. Data processing will take place either within the offices of WCU or within a third party provider under contract with WCU. The third party provider is contractually obligated to keep your personal data confidential subject to appropriate safeguards to prevent unauthorized disclosure.

4. Your personal data will be transferred out of the European Union to William Carey University located in the United States.

5. Your personal data will be stored in accordance with the record retention requirements applicable to William Carey University, and any other applicable U.S. laws. Under the EUGDPR, you have the right to request access to, rectify, erase and/or restrict the processing of your personal data. You also have the right to revoke this consent to use your personal data. If you feel the University has violated the EUGDPR, you have the right to file a complaint with the appropriate EU supervisory authority. These rights are more specifically described in the Privacy Notices posted on the University website at www.wmcarey.edu.

Having read this notice provided by WCU, the undersigned, hereby consents to William Carey University, or any third party provider under contract with WCU, using my personal data for the purposes described in this consent and understand that I can withdraw my consent at any time.

gives consent

does not give consent

Name of Individual: _____

Signature: _____

Address of Individual: _____

Date of
Signature: _____

Additional Requirements Checklist

In addition to the documents listed on the preceding page, the following are needed for each program below:

- **MASTER OF ARTS IN ENGLISH or HISTORY degree program**
 - Official GRE scores
 - Critical writing sample
 - 3 letters of recommendation in narrative format

- **MASTER OF BIOMEDICAL SCIENCE PROGRAM***
 - MCAT preferred; GRE accepted
 - 2 letters of recommendation in narrative format (science professionals, preferably academic faculty)
 - One-page personal statement

** Application deadline is July 1, 2018 for admission*

- **MASTER OF BUSINESS ADMINISTRATION degree program**
 - Official GMAT scores

- **MASTER OF EDUCATION and MASTER OF ARTS IN TEACHING degree programs.**

M.Ed.

Seeking a master's degree or an add-on:

- Teacher's certificate

Seeking a master's degree in I.A.A.:

- GRE test scores

M.A.T.

Seeking alternate route:

- Praxis (with passing grade)
- Praxis II (with passing grades)
- Temporary License if available

- **MASTER OF MUSIC IN MUSIC EDUCATION degree program**
 - Teacher's Certificate (provide a copy)
 - or Praxis I (with passing grade)
 - Praxis II (Music and PLT with passing grade)

- **MASTER OF SCIENCE IN BIOLOGICAL SCIENCE degree program**
 - Official GRE scores

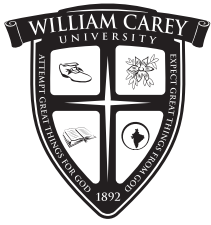
- **MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY program**
 - GRE or Miller's Analogy Test (MAT)

- **MASTER OF SCIENCE IN COUNSELOR EDUCATION program**
 - GRE or Miller's Analogy Test (MAT)
 - Statement of professional goals
 - Current resume
 - Counselor education informed consent form

All graduate nursing programs admit biannually and are accepting applications for 2018-19 in fall and spring trimesters.

- **MASTER OF SCIENCE IN NURSING program**
 - Unencumbered Mississippi RN license
 - Current resume
 - Statement of professional goals with specialty track selection stated: Case Management, Gerontology, Healthcare Simulation Education, Nursing Administration, or Population Focused Nursing

- **MSN-MBA program (dual-degree)**
 - Unencumbered Mississippi RN license
 - Current resume
 - Statement of professional goals
 - Official GMAT scores



William Carey University

Application for Graduate Admission

Office of Graduate Admissions
WCU Box 155 • 710 William Carey Parkway • Hattiesburg, MS
39401 (601) 318-6774

New Admission Re-admission Nondegree \$40 App. Fee Date: _____

Please print using black ink.

Mr.
Mrs.
Name Ms. _____ last _____ first _____ middle/maiden _____ Social Security # _____

Present Address _____ Present Telephone _____
_____ city _____ state _____ county/parish _____ zip code _____ Business Telephone _____

E-mail Address _____ Cellular Telephone _____

Date of Birth ____/____/____ Age _____ Place of Birth _____
_____ city _____ state _____

Sex: M F Marital Status: Single Married Divorced Separated Widowed Veteran: Yes No

Are you a U.S. citizen? Yes No If no, alien registration number _____

Emergency Contact (other than parent or spouse)

Last Name First Name Middle Initial

Relationship to you _____ Home Phone: _____
Cell Phone: _____ Email: _____

****By supplying this information, I confirm that this person has provided consent for me to share their personal data with William Carey University.** _____

Student Signature

On which campus will you attend? Hattiesburg

First classes will be taken: Fall 20____ Winter 20____ Spring Trimester 20____ Summer Trimester 20____


Have you ever been convicted or pled guilty to a crime (other than minor traffic violations)? Yes No

If yes, explain: _____

Have you been suspended or expelled from another institution? Yes No

If yes, explain and indicate date of suspension. _____

Check the appropriate concentration that you are seeking:

<p>MASTER OF ARTS—M.A.</p> <p> in English ()</p> <p> in History ()</p> <p><i>(Hattiesburg only for both)</i></p>	<p>MASTER OF SCIENCE—M.S.</p> <p>Biological Science (<i>Hattiesburg only</i>) ()</p> <p>Licensure / Certification only () (also check area below)</p> <p>Counseling Psychology:</p> <p> Child / Adolescent Therapy ()</p> <p> Christian Counseling ()</p> <p> Counseling (LPC) ()</p> <p> Gerontology ()</p> <p> School Counseling ()</p> <p> School Psychometry ()</p> <p>Tradition Only:</p> <p>Counselor Education ()</p> <p> Clinical Mental Health Counseling ()</p> <p> School Counseling ()</p>
<p>MASTER OF BUSINESS ADMINISTRATION—M.B.A. ()</p>	
<p>MASTER OF BIOMEDICAL SCIENCE—M.B.S. ()</p> <p><i>(Hattiesburg only)</i></p>	<p>MASTER OF SCIENCE IN NURSING—M.S.N. ()</p> <p>Case Management ()</p> <p>Gerontology ()</p> <p>Healthcare Simulation Education ()</p> <p>Nursing Administration ()</p> <p>Population Focused Nursing ()</p>
<p>MASTER OF EDUCATION—M.ED.</p> <p>Alternate Route (MAT) – Elementary ()</p> <p>Alternate Route (MAT) – Secondary () Field _____</p> <p>Art Education ()</p> <p>Elementary Education ()</p> <p>Interscholastic Athletic Administration ()</p> <p>Secondary Education ()</p> <p>Hattiesburg Only:</p> <p>Biology ()</p> <p>English ()</p> <p>Mathematics ()</p> <p>Social Sciences ()</p> <p>Gifted ()</p> <p>Mild / Moderate Disabilities ()</p>	<p>M.S.N. – M.B.A. ()</p>
<p>MASTER OF MUSIC—M.M.</p> <p> in Church Music ()</p> <p> in Music Education ()</p> <p><i>(Hattiesburg only for both)</i></p>	<div style="text-align: center;">  <p>WILLIAM CAREY UNIVERSITY</p> </div>

COLLEGES ATTENDED

Please list all colleges, including William Carey. **An official transcript from each college attended is required.** Failure to list complete and accurate information at the time the application is submitted could result in the **cancellation** of your enrollment.

Name and Location of Institutions Attended (most recent first)	Dates of Attendance		Degree Granted	Name While In Attendance
	(From)	(To)		

Have you taken the National Teachers Examination or Praxis? No Yes

Are you licensed to teach in Mississippi? No Yes **Endorsements** _____

Have you taken the TOEFL exam? No Yes, date of test _____ Score _____

Have you taken the GRE? No Yes, date of test _____ Verbal score _____ Quantitative Score _____

Have you taken the MAT? No Yes, date of test _____ Score _____

Have you taken the GMAT? No Yes, date of test _____ Score _____

Have you taken the MCAT? No Yes, date of test _____ Score: BS _____ PS _____ VR _____

What was your overall undergraduate grade point average? _____

Do you propose to transfer graduate credit? No Yes (Not applicable for the M.B.S. program)

If yes, check the current William Carey University graduate catalog and contact your advisor for approval for such work.

I understand that state licensure will be denied to persons who have been convicted of a felony. No Yes

List employment activities since graduating from high school:

Employer	Location	Type of Work	Date

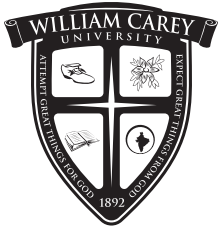
One official transcript must be *mailed directly from each institution attended* before final action may be taken on this application.

I hereby affirm that to the best of my knowledge all information furnished on this form is correct and accurate.

Name of Applicant

Date

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, gender, age, or disability in admissions or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Academic Affairs, 710 William Carey University, Hattiesburg, MS 39401 (601) 318-6101.



Confidential Report from Applicant's Reference

Graduate Admissions

William Carey University

Hattiesburg/Biloxi, Mississippi

Mr.
 Ms.
 Mrs. _____ is applying for admission to graduate study at
 (Student, please print your full name.)

William Carey University in the field of _____

Please fill out this form and return it to:

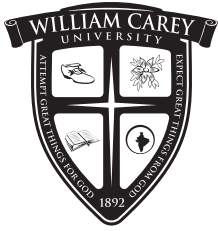
Graduate Office
 William Carey University, Box 155
 710 William Carey Parkway
 Hattiesburg, MS 39401 or email to GraduateAdmissions@wmcarey.edu

1. How long have you known this applicant? _____ Years _____ Months
2. In what capacity have you known the applicant? (Can not be a family member.) _____
3. In your opinion, what is the applicant's success potential in graduate work?
 () Definitely master's level () Probably master's level
 () Probably below master's level () Do not feel qualified to judge
4. Do you feel that this applicant's dedication, ability, and sincerity of purpose will enable him/her to complete graduate work at this institution? If not, please explain. _____

5. Is this applicant the kind of person you would employ in either a school or other capacity? _____

<i>Please check the level you feel best describes the applicant</i>						
	Poor	Fair	Average	Good	Excellent	Cannot Judge
1. Academic ability						
2. Analytical thinker						
3. Research aptitude						
4. Originality and creativity						
5. Judgment and common sense						
6. Leadership ability						
7. Cooperativeness						
8. Moral attitudes and ideals						
9. Emotional stability						
10. Health						

Signature of respondent _____ Title or position _____
 Typed or printed name _____ Phone number _____



Confidential Report from Applicant's Reference

Graduate Admissions

William Carey University

Hattiesburg/Biloxi, Mississippi

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 Mrs. _____ is applying for admission to graduate study at
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7. Cooperativeness						
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9. Emotional stability						
10. Health						

Signature of respondent _____ Title or position _____
 Typed or printed name _____ Phone number _____

William Carey University
710 William Carey Parkway
Hattiesburg, MS 39401
Ph: 1-800-962-5991

GDPR Privacy Notice

William Carey University ("WCU") is committed to safeguarding the privacy of personal data. This Privacy Notice outlines the collection, use, and disclosure of personal data provided to the University by students, faculty, applicants, alumni, donors, research subjects and any and all other individuals disclosing personal data. When data is submitted to WCU, or you use the University's websites and other services, you consent to the collection, use, and disclosure of that data as described in this Privacy Notice.

University Use of Data

WCU collects and processes data and sensitive data from individuals who are students or applicants only as necessary in the exercise of the University's legitimate interests, functions and responsibilities as a higher education institution. WCU also collects and processes data and sensitive data from individuals who are research subjects in the exercise of scientific, historical research, or statistical purposes. WCU also collects and processes data from individuals who are faculty, staff or applicants for employment positions in order to enter into or administer a contract for employment with the University. WCU also collects and processes data from individuals who are alumni or donors in order to maintain an engaged alumni community, provide notification of services, donations, fundraising, and other University processes and functions. Data is collected and may be shared with internal and external parties to register or enroll persons in the University, provide and administer housing to students, manage a student account, financial aid, provide academic advising, develop and deliver education programs, athletics, support student missions and study abroad programs, track academic progress, analyze and improve education programs, recruitment, athletics, regulatory reporting, auditing, maintenance of accreditation, and other related University processes and functions. WCU also uses data and sensitive data to conduct general demographic and statistical research to improve University programs. Sensitive data is collected, processed and may be shared internally and externally, as necessary, applicable and appropriate, to identify appropriate support services or activities, provide reasonable accommodations, enforce University policies or comply with applicable laws. Finally, data and sensitive data may be shared by WCU with third parties who have entered into contracts with the University to perform functions on behalf of the University, subject to the obligation of confidentiality and safeguarding from unauthorized disclosure.

For purposes of this Privacy Notice, sensitive data is defined as race, ethnic origin, religious or philosophical beliefs, health data, sexual orientation, and criminal convictions.

For purposes of this Privacy Notice, data refers to any other information concerning a natural person that is created by or provided to WCU from or concerning students, applicants, faculty, staff, alumni, donors and research subjects.

Third Party Use of Sensitive Data

We may disclose your sensitive data and other data as follows:

- **Consent:** We may disclose sensitive data and other data if we have your consent to do so.
- **Emergency Circumstances:** We may share your data, and sensitive data when necessary to protect your interests and you are physically or legally incapable of providing consent.
- **Employment Necessity:** We may share your sensitive data when necessary for administering employment or social security benefits in accordance with applicable law or any applicable collective bargaining agreement, subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **Legitimate Interest:** We may hold and process data if there is legitimate interest in doing so, provided this interest is balanced against an individual's.
- **Charitable Organizations:** We may share your data with other not-for-profit organizations in connection with charitable giving subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **Public Information:** We may share your data and sensitive data if you have manifestly made it public.

- **Archiving:** We may share your data and sensitive data for archiving purposes in the public interest, and for historical research, and statistical purposes.
- **Performance of a Contract:** We may share your data when necessary to administer a contract you have with the University.
- **Legal Obligation:** We may share your data when the disclosure is required or permitted by international, federal, and state laws and regulations.
- **Service Providers:** We use third parties who have entered into a contract with the University to support the administration of University operations and policies. In such cases, we share your data with such third parties subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **University Affiliated Programs:** We may share your data with parties that are affiliated with the University for the purpose of contacting you about goods, services, charitable giving or experiences that may be of interest to you.
- **De-Identified and Aggregate Information:** We may use and disclose data in de-identified or aggregate form without limitation.

Security

We implement appropriate technical and organizational security measures to protect your data when you transmit it to us and when we store it on our information technology systems.

Cookies and Other Technology

The University's use of cookies and other data from information technology can be found in the Online Privacy Notice on the University website.

Retention and Destruction of Your Data

Your data will be retained by the University in accordance with applicable state and federal laws, and the applicable retention periods in accordance with the Record Retention Policy adopted by the Board of Trustees of William Carey University. Your data will be destroyed upon your request unless applicable law requires destruction after the expiration of an applicable retention period. The manner of destruction shall be appropriate to preserve and ensure the confidentiality of your information given the level of sensitivity, value and criticality to the University.

Your Rights

You have the right to request access to, a copy of, rectification of, restriction in the use of, or erasure of your data in accordance with all applicable laws. The erasure of your data shall be subject to the retention periods of applicable state and federal law. If you have provided consent to the use of your data, you have the right to withdraw consent without affecting the lawfulness of the University's use of the data prior to receipt of your request.

Students may exercise these rights by accessing your student account by contacting the University's Registrar, at registrar@wmcarey.edu. Employees may exercise these rights by contacting the Office of Human Resources.

Data created in the European Union will be transferred out of the European Union to the University. If you feel the University has not complied with applicable foreign laws regulating such data, you have the right to file a complaint with the appropriate supervisory authority in the European Union.

Updates to This Policy

We may update or change this policy at any time. Your continued use of the University's website after any such change indicates your acceptance of these changes.