



Admission Materials Continuing Studies

for Students Seeking Licensure Enhancements and Individual Coursework (Student at Large)

Thank you for your interest in Kendall College's School of Education. These Admission materials include the following documents:

- Admission checklist
- Application for enrollment
- Request for official transcript
- Consumer information summary

The following items complete the Admission Materials, but may be sent to you separately:

- Registration information
- Registration form

If you have any questions regarding these documents or the admission process, please call 1-800-569-8179 to speak with a Kendall College Enrollment Advisor.

We look forward to welcoming you as a student at Kendall.



Kendall College

RIVERWORKS CAMPUS • CHICAGO

1-800-569-8179

www.ECEdegrees.net/KendallCollege



ADMISSION CHECKLIST: CONTINUING STUDIES

School of Education

The admission process at Kendall College requires applicants to submit a number of important items. This list will help you gather all of the documents necessary to complete your admission packet. Please be aware that your application cannot be processed until all of these items are received.

- Completed application
- \$50 application fee (non-refundable)
- Transcripts*
 - One official transcript showing proof of high school graduation or college credit equal to either 12 semester hours or 18 quarter hours is required. Provide additional transcripts, as needed, if any course for which you are registering has a pre-requisite (as indicated on the registration form).
 - Photocopies** of your official transcript(s) must be sent along with your other Admission items to Kendall College - Application Processing Department/ECE, 12975 Coral Tree Place, Los Angeles, CA 90066.
 - Original copies of all Official Transcript(s)** must be sent to Office of the Registrar/ECE, Kendall College, 900 N. North Branch Street, Chicago, IL 60642
- Test of English as a Foreign Language (TOEFL) scores (if applicable)
- Financial Aid: If applicable, complete the Free Application for Federal Student Aid (FAFSA) found online at www.fafsa.ed.gov (Kendall College school code: 001703).
- Continuing Studies Registration Form

Submit Your Admission Items

All of the items listed above (except **Official Transcripts***) should be sent to:

Kendall College
Application Processing Department/ECE
12975 Coral Tree Place
Los Angeles, CA 90066
Tel: 1-800-569-8179 • Fax: 1-877-249-9740

If you have any questions regarding our admission process, please call 1-800-569-8179 to speak with a Kendall College Enrollment Advisor.

International Students Language Requirements

Kendall College welcomes international students into the B.A. in Early Childhood Education non-certification track program. All international students who are attending college for the first time or who do not wish to transfer in prior college coursework are required to submit their official transcripts in English.* Those students who took college-entrance exams must submit the results if the score is 18 or higher for ACT, and 850 or higher for SAT.

Kendall requires one of the following exams as proof of English competency:

- Test of English as a Foreign Language (Academic TOEFL): 525 points minimum for paper-based test; 71 points minimum for Internet-based test (Kendall's TOEFL code: 1366)
- International English Language Testing Systems (IELTS): a score of band 5.5 or higher on the academic module

Or the student must qualify under one of these options:

- Knows English as a native language or was educated 2+ years in British or U.S. system
- Studied at a U.S. high school for 3 consecutive years
- Earned an SAT verbal score of 425 or higher

Additional requirements may apply, based on your home country. Contact your admissions advisor for details.

*For instructions on how to submit transcripts, see *Request for Official Transcript* form.



APPLICATION FOR ENROLLMENT: CONTINUING STUDIES

School of Education

Program of Study

What term/year do you want to begin classes? Winter 20__ Spring 20__ Summer 20__ Fall 20__

Which program format do you prefer? Campus Online Hybrid (combination of campus and online)
 Multi-format (mix of formats)

Legal Name and Contact Information

LAST NAME OR FAMILY NAME		FIRST NAME	MIDDLE NAME		
PREFER TO BE CALLED (NICKNAME)		FORMER (OR MAIDEN) NAME(S)			
BIRTH DATE (MM/DD/YYYY)		SOCIAL SECURITY NUMBER			
PERMANENT HOME ADDRESS		APT. #	CITY	STATE	ZIP CODE COUNTRY
HOME TELEPHONE		WORK TELEPHONE			CELL PHONE
FAX NUMBER (INDICATE HOME OR WORK)		EMAIL ADDRESS			

Have you ever been convicted of a felony or have you engaged in behavior that resulted in injury to person(s) or personal property? Yes No

If yes, see the following criminal activity disclosure statement:

Kendall College is committed to maintaining a safe environment for all members of the college community. As part of this commitment, Kendall requires applicants who have been convicted of a felony or who have engaged in behavior that resulted in injury to person(s) or personal property to disclose information as a mandatory step in the application process. Previous conduct or record of a previous conviction does not automatically bar admission to the college but does require review. Complete information must be sent via certified mail at the time of application for admission to the Kendall College, Office of Admissions, 900 N. North Branch Street, Chicago, IL 60642. Information to be submitted includes: a brief explanation, location (city, state, country) of conviction or previous conduct, dates, and court disposition. This statement must also include a grant of permission to Kendall College for complete access to any criminal records. For further information about this requirement, call 1-800-569-8179.

Personal Information

Male Female

Marital status: Single Married

Optional Demographic Information

This optional information is requested to meet federal and state reporting requirements and to help the college understand and serve its constituents. It will not be used as a basis for admission or in a discriminatory manner. You will not be subject to adverse treatment if you do not provide this information.

Ethnicity—Choose one: Hispanic or Latino Not Hispanic or Latino

Race—Indicate one or more races that apply: American Indian or Alaska Native Native Hawaiian or Other Pacific Islander
 Asian White Black or African American

Are you a U.S. citizen? Yes No

If not a U.S. citizen, are you a permanent U.S. resident? Yes No

Is English your native language? Yes No

Have you taken the TOEFL? Yes No

If not a U.S. citizen, in which country do you hold citizenship? (If dual, include both.) _____

Visa type: F-1 J-1 Other

Emergency Contact Information

NAME/RELATIONSHIP TO YOU		NAME/RELATIONSHIP TO YOU	
STREET ADDRESS		CITY, STATE, ZIP CODE	STREET ADDRESS CITY, STATE, ZIP CODE
HOME TELEPHONE		WORK TELEPHONE	HOME TELEPHONE WORK TELEPHONE



Educational Information

HIGH SCHOOL/G.E.D. (if applicable)	LOCATION (CITY, STATE, COUNTRY)	YEAR GRADUATED
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List all colleges/universities at which you have taken courses for credit. You must show proof of high school graduation or college credit equal to either 12 semester hours or 18 quarter hours. Please have an official transcript sent from each institution to Early Childhood Education, Kendall College, 900 N. North Branch Street, Chicago, IL 60642. Photocopies of each should be faxed to the application processing department, toll-free, at 1-877-249-9740.

NAME/LOCATION OF INSTITUTION/PROGRAM OF STUDY	DEGREE TYPE EARNED	DATES ATTENDED
	<input type="checkbox"/> None	
	<input type="checkbox"/> None	
	<input type="checkbox"/> None	
	<input type="checkbox"/> None	
	<input type="checkbox"/> None	

How did you hear about Kendall College? _____

What are your career or professional plans? _____

Work

MOST RECENT PLACE OF WORK EXPERIENCE	POSITION HELD	DATES EMPLOYED
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BRIEF DESCRIPTION OF YOUR DUTIES

SECOND MOST RECENT PLACE OF WORK EXPERIENCE	POSITION HELD	DATES EMPLOYED
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BRIEF DESCRIPTION OF YOUR DUTIES

THIRD MOST RECENT PLACE OF WORK EXPERIENCE	POSITION HELD	DATES EMPLOYED
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BRIEF DESCRIPTION OF YOUR DUTIES

Payment Method Options *Check all that apply, but please note that Continuing Studies candidates are not eligible for financial assistance.*

- Payment plan
- Pay in full for the first quarter at registration. (Pay by check, money order, Visa, MasterCard, Discover Card, or American Express. *Credit card payment forms may be found at www.ecedegrees.net/paymentform.)*
- Third-party payment (such as tuition plans at work)

Application Fee

- Check/money order attached
- Pay by Visa, MasterCard, Discover Card, or American Express.

I certify that all information in my application, including my personal statement, is my own work, factually true, and honestly presented. I understand that falsification or failure to supply the correct information may lead to the disqualification of my application for admission and/or registration. In addition, I have been informed of the technology requirements of this program, own or have access to all of the software necessary, and consider myself proficient enough in their use to be successful in this program.

Admission as a Continuing Studies student limits me to 12 quarter hours of class credit. I understand that I am applying as a non-degree seeking student and that there is no guarantee that completed courses will transfer to a degree program at Kendall. I also understand that in order to be considered for a degree program, I must complete a full application and comply will all other requirements of a new applicant.

Signature _____ **Date** _____



REQUEST FOR OFFICIAL TRANSCRIPT

(This form should be submitted to the school from which you are requesting transcripts.
Please do not send to Kendall College.)

NAME OF STUDENT (PLEASE PRINT)	MAIDEN/OTHER
NAME OF COLLEGE/UNIVERSITY ATTENDED	CITY/STATE/COUNTRY
DATES OF ATTENDANCE (MONTH-YEAR) TO (MONTH-YEAR)	DEGREE(S) AWARDED

Social Security number _____

Date of birth _____

Number of official copies requested _____

Send one copy to: **Office of the Registrar / ECE**
Kendall College
900 N. North Branch Street
Chicago, IL 60642

Send one copy to:

STUDENT NAME (PLEASE PRINT)		
STREET ADDRESS		
CITY	STATE	ZIP CODE

I have enclosed \$_____ for the transcript fee. *(Please contact the university or college from which your degree was earned to determine transcript fee.)*

STUDENT'S SIGNATURE	DATE
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Kendall College Consumer Information Summary

Kendall College provides consumer information to prospective and current students as follows:

Institutional and Financial Aid Information

The Kendall College Catalog contains information about the college and its academic programs, facilities, approvals and accreditations, student services, withdrawal and refund policies, tuition and fees, financial aid programs, financial aid policies and procedures for students and their families, satisfactory progress requirements, and academic calendars.

You can access the Kendall College Catalog at www.Kendall.edu by selecting the **"Academics"** tab in the top navigation bar. From the drop down, choose the **"Registrar's Office"** link. Select t(he) "Academic Catalog" link is available below the **"Registrar's Office"** hyperlink. Prospective students may request a hard copy of the catalog from the Admissions Department at admissions@kendall.edu, in Chicago at 1-312-752-2020 or by calling the toll-free number, 1-877-588-8860.

Additional items, including faculty and staff information and department contact information, are available on the Kendall College Web site at www.Kendall.edu.

Federal Student Right to Know Information

Each year, Kendall College makes available information about graduation and completion rates as required by the Student Right to Know Act. The completion and graduation rates for the group of first-time, full-time fall-start students for which 150 percent of the normal time for completion elapsed in the one year prior to August 31, 2009, is as follows: associate degrees, 54.8 percent, and bachelor's degrees, 40.0 percent.

Student Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) gives students specific rights with regard to the review, confidentiality, and release of personally identifiable information. Please see the complete Kendall College FERPA policy statement in the "Additional Kendall College Policies" section of the Kendall College Catalog (www.Kendall.edu), or for a hard copy of the catalog, contact the Registrar at 1-312-752-2030.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Kendall College publishes the Annual Security Report by October 1 of each year. This report includes campus security-related institutional policies, such as those on alcohol and drug use, crime prevention, crime reporting, sexual assault, and other matters. The report also includes statistics for the previous three years on federally prescribed reportable crimes. To download a copy of the report, visit www.Kendall.edu. Select the Campus Safety link on the Student Life page, then select the Standards of Conduct and Security/Crime Statistics Report at the bottom of the page. You may also obtain a hard copy of the report by contacting the Student Life Office at 312-752-2154 or studentlife@kendall.edu

Americans with Disabilities Act

Kendall College follows the guidelines of the Americans with Disabilities Act (ADA) and provides reasonable accommodations to individuals who provide appropriate documentation of disabilities. If you are interested in applying to Kendall College and require accommodation during the admission process, an Enrollment Advisor will be happy to facilitate your ability to speak with Kendall's disability officer to discuss your specific needs.

For information regarding services, accommodations, academic adjustments, and modifications on the basis of disability, please contact the Academic Success Center, at 1-312-752-2376 or via email at asc@kendall.edu. All inquiries are confidential.



Required Notice to Students Concerning Penalties for Drug Violations

Kendall College must provide each student written notice advising of the penalties for drug violations under The Higher Education Act (Title IV, Section 484(r)). Suspension of eligibility applies only for offenses which occur while the student is enrolled in college and receiving Title IV federal financial aid. The suspension applies only to federal aid and all other aid is subject to policies of the college or other fund source.

Section 484(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES.

(1) IN GENERAL—A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance, ineligibility period is

- First offense 1 year
- Second offense 2 years
- Third offense Indefinite

The sale of a controlled substance, ineligibility period is

- First offense 2 years
- Second offense Indefinite

REGAINING ELIGIBILITY—A student may regain eligibility for Federal Financial Aid after the required period of time has elapsed since the conviction, or if the conviction is reversed or set aside, or if the student can certify completion of a qualified drug rehabilitation program.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must also satisfy at least one of the following requirements:

- Be qualified to receive funds either directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment either directly or indirectly from a federally or state-licensed insurance program.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.