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

Offered by

Library Media Program

and

Lucy Carson Library

PLEASE SUBMIT COMPLETE APPLICATION PACKET TO:
Michael Schulz, M.L.S.
Library Director
Lucy Carson Library
710 South Atlantic
The University of Montana-Western
Dillon, MT 59725
Office: 406.683.7492
m_schulz@umwestern.edu

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

Anne Kish, M.L.I.S.
Librarian
Lucy Carson Library
The University of Montana-Western
Dillon, Montana 59725
Office: 406.683.7494
a_kish@umwestern.edu
INTRODUCTION: This application is used by both The University of Montana-Missoula and The University of Montana-Western to determine eligibility for admission to the joint LME program and to each institution. Applicants select either UM-Missoula or UM-Western as their “home” institution by requesting an undergraduate degree admission status there; a nondegree admission status is requested at the institution not designated as the home institution. (Students who wish to apply to a master’s degree program should use this form and the UM-Missoula Graduate School application form.) The endorsement will be recorded and any financial aid will be administered by the home institution. Both UM-Missoula and UM-Western contribute to the lineup of LME program courses. After gaining admission to both institutions, students enroll either simultaneously or alternately at UM-Missoula and UM-Western. Each semester, students register and pay fees at one or both institutions depending upon the unit offering the course(s) selected by the student.

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

U.S. Social Security Number : ___________________________ Date of Birth (mo/day/year) __________________

Last Name or Family/Surname ___________________________ First Name ___________________________

Middle Name ___________________________

Previous Names, if any: ___________________________

Current Mailing Address No. & Street ___________________________ City ___________________________

State/ Country ___________________________ Zip / Postal Code ___________________________

Area Code / Phone No. ___________________________

Permanent Address Number/Street ___________________________ City ___________________________

State/ Country ___________________________ Zip / Postal Code ___________________________

Area Code / Phone No. ___________________________

Country of Citizenship ___________________________

Place of Birth (City, State/Country) ___________________________

E-Mail Address ___________________________

PART II  ENTRY SEMESTER

Term & Year Expected to Enter: ___________________________

Fall 201________ Spring 201________ Summer 201________

PART III  HOME INSTITUTION

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

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

☐ continuing undergraduate or graduate degree program student

☐ transfer, undergraduate degree, no bachelor’s degree earned

☐ transfer, undergraduate degree, first bachelor’s degree earned

☐ undergraduate nondegree, no bachelor’s degree earned

☐ post baccalaureate, bachelor’s earned

☐ graduate nondegree, bachelor’s or higher degree earned (separate application required, contact Sally Brewer)

☐ graduate degree (separate application required, contact Sally Brewer)

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

☐ continuing undergraduate degree student

☐ transfer student

☐ post-baccalaureate student, first bachelor's earned
PART IV  ACADEMIC HISTORY

HAVE YOU PREVIOUSLY ATTENDED UM-MISSOULA? ___YES  ___NO (If YES, it is very important that you list your attendance dates)
here ►

HAVE YOU PREVIOUSLY ATTENDED UM-WESTERN? ___YES  ___NO (If YES, it is very important that you list your attendance dates)
here ►

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

<table>
<thead>
<tr>
<th>College or University</th>
<th>City/State</th>
<th>Dates Attended From - To (mo/yr)</th>
<th>Degree, Major Date Received or Expected</th>
<th>Grade Point Average</th>
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PART V  VOLUNTARY INFORMATION

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

Gender:  Male ____  Female ____

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

The following information may be used for planning purposes.

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

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

PART VI  MONTANA UNIVERSITY SYSTEM SAFETY/SECURITY

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

Have you ever been convicted of a criminal offense involving physical injury to persons or property or otherwise institutionalized for conduct causing physical injury to persons or property? Yes____  No ____
PART VII RESIDENCY FOR FEE PURPOSES

Were you in the armed services of the United States? Yes____ No____ If yes, dates and locale of active duty:

Of what state are you a resident?

If you are not a U.S. citizen, are you a “Lawful Permanent Resident” of the U.S.? Yes____ No____
If yes, please provide a photocopy of your Alien Registration Receipt Card or “Green Card.”
If no, please be sure to fill out PART VIII INTERNATIONAL STUDENT INFORMATION.

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

<table>
<thead>
<tr>
<th>If your parents claim you as a federal tax exemption, answer the following:</th>
<th>If your parents do not claim you as a federal tax exemption, answer the following:</th>
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</thead>
<tbody>
<tr>
<td>Who claims you as a federal tax exemption? Name ____________________________</td>
<td>Beginning date of Montana residency ____________________________</td>
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<tr>
<td>Relationship ____________________________</td>
<td>Date of extended absences from Montana ______ to ______</td>
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<tr>
<td>Beginning date of Montana residency ________________</td>
<td>Last three years Montana income taxes have been filed _______ _______ _______ as a part-year resident _______ as a full-year resident</td>
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<tr>
<td>Date of extended absences from Montana ________ to ________</td>
<td>Date of Montana voter registration ____________________________</td>
</tr>
<tr>
<td>Last three years Montana income taxes have been filed _______ _______ _______ as a part-year resident _______ as a full-year resident</td>
<td>Date of Montana driver’s license ____________________________</td>
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<tr>
<td>Date of Montana voter registration ____________________________</td>
<td>Date of Montana vehicle registration ____________________________</td>
</tr>
<tr>
<td>Date of Montana driver’s license ____________________________</td>
<td>Employment status (full-time, part-time, retired) ________________</td>
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<tr>
<td>Date of Montana vehicle registration ____________________________</td>
<td>Employer: ____________________________</td>
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<tr>
<td>Employment status (full-time, part-time, retired)? ________________</td>
<td>Date of Employment __________</td>
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<tr>
<td>Employer: ____________________________</td>
<td>Spouse’s employment status (full-time, part-time, retired) ________________</td>
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<tr>
<td>Date of Employment __________</td>
<td>Employer: ____________________________</td>
</tr>
<tr>
<td>Dates of military service ________________ to ________________</td>
<td>Date of Employment __________</td>
</tr>
<tr>
<td>City &amp; state from which you entered the service ________________</td>
<td>Dates of military service ________________ to ________________</td>
</tr>
</tbody>
</table>
PART VIII INTERNATIONAL STUDENT INFORMATION

Name and relationship of each dependent coming to the United States with you:

Spouse’s name, complete mailing address and phone number:

If you are now in the United States, indicate non-immigrant visa type and expiration date:

<table>
<thead>
<tr>
<th>Language Preparation</th>
<th>Financial Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which evidence of English proficiency do you wish to present? ____________</td>
<td>Funds available from savings $ ____________</td>
</tr>
<tr>
<td>What language is spoken in your home? _____________________</td>
<td>Committed by family or friends $ ____________</td>
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<tr>
<td>How many years of formal instruction in English have you completed? ____________</td>
<td>Committed by your government $ ____________</td>
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<tr>
<td>At what educational level was that instruction? ____________</td>
<td>Other funding resources (please designate)</td>
</tr>
</tbody>
</table>

PART IX APPLICATION FEE

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

Name: ____________________________

(Last) (First) (Middle)

If certified to teach, check: Elementary ______ Secondary ______

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

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

Your admission status: ___ Junior ___ Senior ___ Graduate Non-Degree ___ Graduate ___ Other _________________

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

___ Elementary Education ___ Secondary Education

Major __________________________ Minor __________________________

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

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

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

Job experience (list most recent position first):

________________________________________________________

________________________________________________________

________________________________________________________

Activities, hobbies, and interests:

________________________________________________________

________________________________________________________

Technology skills:

________________________________________________________

________________________________________________________

What contacts with children and young adults have you had?

________________________________________________________

________________________________________________________

FOR OFFICE USE ONLY

___ Full Admission
___ Provisional Admission
___ Other _________________

Signed __________________ Date __________________
PART XI  NOTICE CONCERNING BACKGROUND CHECK

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

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

PART XII  NOTARIZED RELEASE AND SIGNATURE

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

NOTARY:

___________________________________________
Applicant’s signature

State of ________________________________

County of ______________________________

Subscribed and sworn to before me this ________________ day of ____________________, 20____
at _________________________________.

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