**Application Instructions**

**THE PROCESS IN GENERAL**

Admission to Muskingum College is made on a rolling basis. The Admission Committee will act on your application as soon as all materials are on file and will notify you of its decision within a few weeks. First-year applicants may apply after completion of the junior year in high school. Any student attending a post-secondary institution after high school graduation must apply as a transfer student.

**NO APPLICATION FEE**

In an effort to provide increased opportunity for admission and scholarship/financial aid consideration and to eliminate potential obstacles to the application process, Muskingum College does not charge an application fee.

**STEPS TO FOLLOW**

1. Complete and sign the application. If you prefer, you can apply online at [www.muskingum.edu](http://www.muskingum.edu).
2. Arrange to have your ACT or SAT results sent to the Office of Admission. Muskingum's codes are: 
   - **ACT**: 3300; **SAT**: 1496.
3. Ask your high school counselor to complete the Secondary School Report Form, including your courses in progress. This form and an official high school transcript should be sent to the Office of Admission.
4. In addition, we strongly encourage you to submit:
   - **A Personal Reference** – Comments from those who know you and your potential for success are useful to the Admission/Scholarship Committees.
   - **A Personal Statement** – Demonstrate your ability to organize your thoughts and express yourself.
   - **A Recent Photograph**
5. Visit the campus. Arrangements for an interview, campus tour and meetings with faculty and students can be made by contacting the Office of Admission. Although a visit is optional, it is time well spent and highly recommended.

**TRANSFER STUDENTS**

In addition to the above information, transfer students must submit official transcripts from each college or university attended. An evaluation of transfer credits is completed after the admission decision. For additional information regarding transferring to Muskingum, please call the Office of Admission.

**STUDENTS WITH DISABILITIES**

Applicants with disabilities as identified by the Americans with Disabilities Act (ADA) who are requesting auxiliary aids, services, and/or reasonable and appropriate accommodations are encouraged to identify their needs to the College ADA compliance office at 740-826-8280. A request should include a written diagnostic statement from a licensed professional which verifies the disability and is based on an appropriate evaluation completed within the past three years. The request should detail the necessary auxiliary aids, accommodations and services in reference to the diagnostic statement.

Muskingum College assumes the responsibility for making available to all legally qualified students with disabilities the reasonable and appropriate accommodations and auxiliary aids and services necessary for their unrestricted access to the learning environment and to demonstrate their academic achievement. Such reasonable accommodations are made at no expense to students with disabilities.

**PLUS PROGRAM APPLICANTS**

Muskingum College offers the PLUS Program for students with handicapping learning conditions, either physical (hearing, visual impairments) or other recognized learning disabilities. Applicants with specific learning disabilities, AD/HD or other disabilities who wish to apply for the PLUS Program should mark the special box on the Application for Admission. Psychological evaluations are required to complete your application for admission.

**SOURCES OF CONSUMER INFORMATION**

Consumer information is available to current and prospective students in print (College Catalog, Graduate and Continuing Studies Catalog, The Student Handbook) and on the Muskingum College Website ([www.muskingum.edu](http://www.muskingum.edu)). Information is available by request pertaining to undergraduate and graduate programs of study; accreditations; and costs, fees and refund policies. Information pertaining to the "Student Right to Know Act" (graduation/completion rates) and PRAXIS results for Teacher Education students is available on the Muskingum website or in hard copy from the Registrar or Office of Admission. Muskingum College annually issues a report which provides statistics for the previous three years concerning reported crimes which have occurred on-campus (or off-campus as required), and includes policies related to campus security. This report is available at [www.muskingum.edu/~safety/safetyoncampus.html](http://www.muskingum.edu/~safety/safetyoncampus.html), or in hard copy upon request.

**QUESTIONS?**

For more information, contact:

Muskingum College, Office of Admission
163 Stormont Street, New Concord, OH 43762
Telephone: 740-826-8137 or 800-752-6082

**IMPORTANT DATES**

**September 1 – December 31, Senior Year**

Complete applications for admission. Secure high school transcripts and other requested information. Take the ACT or SAT. Attend on-campus programs. Apply for scholarships.

**January 1 – March 15, Senior Year**

In January, obtain federal financial aid forms from your high school counselor. Complete and submit by March 15.

**May 1**

Tuition deposit due (deposits postmarked after May 1 are non-refundable).
Please complete all sections and send to the Office of Admission. No application fee is required. Please type or print.

▼ ABOUT YOU

Mr./Ms./Miss/Mrs. Last Name First Middle/Maiden Preferred Name

Home Address, Number & Street City County (in state of residence)

State Zip Code Area Code & Phone No. Cell Phone No. E-Mail Address

Mailing Address, Number & Street City State Zip Code

IM Screen Name Social Security Number Birthdate (m/d/yr) Are you a U.S. Citizen? If no, please list visa status

The following items are optional.

Marital Status: □ Single □ Married □ Divorced □ Separated

Religious Preference

How would you describe yourself? (Please check all that apply; if multi-racial, provide percentage for each category checked.)

□ American Indian or Alaskan Native _____ %
□ Asian or Pacific Islander, including Indian subcontinent _____ %
□ Black, African American (non-hispanic) _____ %
□ Hispanic, including Puerto Rican _____ %
□ White, Caucasian (non-hispanic) _____ %

▼ YOUR FAMILY

Information for: □ Father □ Male Guardian □ Spouse

Last Name First Middle

Home Address, if Different from Yours

Employer Position/Title

College Degrees(s)

Information for: □ Mother □ Female Guardian □ Spouse

Last Name First Middle

Home Address, if Different from Yours

Employer Position/Title

College Degrees(s)

If you do not live with both parents, with whom do you make your permanent home?

Please check any that apply: □ Father deceased □ Mother deceased □ Parents separated □ Parents divorced

Parent E-Mail: Ages of brothers: Ages of sisters:

Names and relationships of relatives who have attended Muskingum:

▼ ENROLLMENT INFORMATION

Will enroll as: □ Freshman □ Transfer □ Full-Time □ Part-Time Academic Interest:

□ Please check if you are applying for the PLUS program for students with disabilities (see Application Instructions).

Proposed entrance date: □ Fall □ Spring Year:________ Residence: □ On-Campus □ Commuter (with parents) □ Off-Campus

When did you or will you take the ACT or SAT? □ ACT Month/Year:________ □ SAT Month/Year:________

Do you intend to apply for financial aid? Scholarship/Merit Aid: □ Yes □ No Need-Based Aid: □ Yes □ No

How did you become interested in Muskingum College?

Have you visited the campus? If so, when:

Please list other colleges or universities to which you are applying:
### HIGH SCHOOLS & INSTITUTIONS YOU’VE ATTENDED

Please list the high school attended followed by any colleges/university attended.

<table>
<thead>
<tr>
<th>Name of High School</th>
<th>City/State/Zip Code</th>
<th>Date (From-To)</th>
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**Name of High School Counselor**  
Counselor’s Telephone  
Graduation Date

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<tr>
<th>Name of College/University</th>
<th>City/State/Zip Code</th>
<th>Date (From-To)</th>
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□ I authorize my high school counselor to release my academic records to Muskingum College to complete my application.

### EXTRACURRICULAR ACTIVITIES

Check years you participated. Indicate positions of leadership you held and any special recognition you earned.

<table>
<thead>
<tr>
<th>Organizations</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Type of Involvement, Position, Office, or Special Recognition</th>
<th>Plan to Participate in College?</th>
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<td>Honor Society</td>
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<td>Chair or Glee Club</td>
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<td>Class Officer</td>
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<td>School Newspaper</td>
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<td>Yearbook</td>
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<td>Debate</td>
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<td>Other</td>
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<td>Other</td>
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**Athletics (please list sports)**  
9 10 11 12  Number of Varsity Letters  Varsity Captain  Position, Event, or Special Recognition  Plan to Participate in College?

Student athletes only: Please indicate your height:  
and weight:

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<th>Community Service &amp; Leadership</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>E.g., church activities, social work, volunteerism, Eagle Scouts, Youth Leader, FCA. Include honors, awards, positions held, etc.</th>
<th>Plan to Participate in College?</th>
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### WORK EXPERIENCE

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<th>Type of Work</th>
<th>Employer</th>
<th>Hours/Week</th>
<th>Dates (From-To)</th>
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### PERSONAL STATEMENT & SIGNATURE

We strongly encourage you to submit a Personal Statement (see Application Instructions).

I certify that the statements made in this Application and all related forms are correct and complete. I also understand that withholding information or giving false information may make me ineligible for admission or may later subject me to dismissal.

YOUR SIGNATURE (REQUIRED)  
DATE  
PARENT OR LEGAL GUARDIAN if Applicant is Under 18 Yrs. of Age

Muskingum College admits students of any race, color, handicap or physical challenge, gender, religion, age, orientation, socio-economic status or political affiliation, and national or ethnic origin.
▼ APPLICANT INFORMATION

To be completed by guidance counselor

Last Name First Middle

Street Address City State Zip Code

▼ SCHOOL INFORMATION

School Name

ACT/College Board School Code Number

Guidance Counselor

Guidance Office Area Code & Phone Number

Guidance Counselor E-mail Address

School Street Address City State Zip Code

[ ] Public School [ ] Non-Public School Accredited by: [ ] State [ ] Regional Accrediting Assn.

▼ STUDENT ACADEMIC INFORMATION

Grade point average: _______ Scale: _______ Student ranks _____ in a class of ______ after attending _____ semesters.

Unweighted GPA _______ Class Rank is: [ ] Exact [ ] Approximate [ ] School does not rank Year of Graduation _______

If rank is weighted or does not include all students, please explain or attach further details.

▼ TEST RESULTS

Please enclose recent psychological tests with subscores for students applying to the PLUS Program.

For Ohio Counselors Only: This student is exempt from passing or has passed all sections of the Ohio Graduation Test and is eligible to receive a high school diploma. [ ] Yes [ ] No

ACT

English: Math: Reading: SC Reasoning: Comp: Date:

ACT

English: Math: Reading: SC Reasoning: Comp: Date:

SAT

Total: Verbal: Math: Writing: Date:

▼ COURSES IN PROGRESS

Seventh Semester:

Completion Date:

Eighth Semester:

Completion Date:

▼ RECOMMENDATION

We would greatly appreciate any other pertinent information you may be able to provide regarding the applicant. Please include any such remarks on the back of this form or as an attachment.

Do you recommend this student for admission to Muskingum College? [ ] Yes [ ] No [ ] With reservations [ ] School policy precludes making a recommendation

▼ SIGNATURE

SIGNATURE TITLE DATE
GUIDANCE COUNSELOR REMARKS

Please include any information that you believe would be helpful in considering this student for admission.