Application for Admission to the K – 12 Library Media Endorsement Program and / or Library Media Minor

Please submit completed application to:

Michael Schulz, M.L.S.
The University of Montana Western
710 South Atlantic
Dillon, MT 59725

**Introduction:** This program is offered jointly by the University of Montana Missoula campus and the University of Montana Western campus. Some of the courses in this endorsement program are offered through UMM and some are offered through UMW. This application is used by both UMM and UMW to determine eligibility for admission to the joint Library Media Endorsement Program and to each institution. Applicants select either UMM or UMW 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. After gaining admission to both institutions using this one application form, students enroll either simultaneously or alternately at UMM and UMW. Each semester, students register and pay fees at one or both institutions depending upon which campus offers the course(s) selected by the student.

**Contact for more information:**

Michael Schulz, University of Montana Western Library Director
406-683-7492
m_schulz@umwestern.edu

Trent Atkins, University of MT Missoula Dept. of Curriculum & Instruction Chair
406-243-4978
trent.atkins@umontana.edu

Kristi Murphy, University of Montana Missoula Advisor for K-12 Library Program
406-243-2121
kristi.murphy@umontana.edu

Anne Kish, University of Montana Western Librarian
406-683-7494
a_kish@umwestern.edu
Home Institution and Admission Status Options: Part III of the application directs applicants to select a Home Institution and to select an admission status. To help applicants choose the correct status, each type of status is described:

Continuing student – This status describes a student who is already enrolled as a student at either UM Missoula or UM Western.

Transfer, no bachelor’s degree earned – This status describes an undergraduate student who is working on the first bachelor’s degree and who is enrolled at an institution other than UM Missoula or UM Western. The Home Institution requires official transcripts from all colleges / universities previously attended.

Post-baccalaureate, transfer, first bachelor’s degree earned -- This status describes a student who has completed a first bachelor’s degree at an institution other than UM Missoula or UM Western. The Home Institution requires official transcripts from all colleges / universities previously attended. Library Media coursework will be completed for undergraduate credit.

Post-baccalaureate, first bachelor’s degree earned -- This status describes a student who has completed a bachelor’s degree from UM Missoula or UM Western. Library Media coursework will be completed for undergraduate credit.

Graduate degree (UM Missoula only) Graduate degree status is used by students who are enrolled in or seeking admission to a graduate degree program (i.e., master’s, doctorate). Additional application materials are required for those applying to the graduate degree program. Please contact UM Missoula for additional information.

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, licensure, or endorsements. Library Media coursework will be completed for graduate credit.
**PART I PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (mo/day/year)</td>
<td></td>
</tr>
<tr>
<td>Last Name or Family/Surname</td>
<td>First Name</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Previous Names, if any</td>
<td></td>
</tr>
<tr>
<td>Current Mailing Address No. &amp; Street</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State/Country</td>
</tr>
<tr>
<td></td>
<td>Zip / Postal Code</td>
</tr>
<tr>
<td>Permanent Address Number/Street</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State/Country</td>
</tr>
<tr>
<td></td>
<td>Zip / Postal Code</td>
</tr>
<tr>
<td>Country of Citizenship</td>
<td>Place of Birth (City, State/Country)</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
</tbody>
</table>

**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 Library Media Program and financial aid. Admission status requested at UM Missoula is:
  - [ ] Continuing student  
  - [ ] Transfer, no bachelor's degree earned  
  - [ ] Post-baccalaureate, transfer, first bachelor's degree earned  
  - [ ] Post-baccalaureate, first bachelor's degree earned  
  - [ ] Graduate degree (separate application required, contact Kristi Murphy)  
  - [ ] Graduate nondegree (separate application required, contact Kristi Murphy)

- The University of Montana Western is home institution for purposes of the Library Media Program and financial aid. Admission status requested at UM Western is:
  - [ ] Continuing student  
  - [ ] Transfer, no bachelor's degree earned  
  - [ ] Post-baccalaureate, first bachelor's degree 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>
</tr>
</thead>
</table>

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

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>
</tr>
</thead>
<tbody>
<tr>
<td>Who claims you as a federal tax exemption?</td>
<td>Beginning date of Montana residency ________________</td>
</tr>
<tr>
<td>Name __________________________</td>
<td>Date of extended absences from Montana __________ to __________</td>
</tr>
<tr>
<td>Relationship ____________________</td>
<td>Last three years Montana income taxes have been filed</td>
</tr>
<tr>
<td>Beginning date of Montana residency __________</td>
<td>_____, _____, _____ as a part-year resident _____ as a full-year resident</td>
</tr>
<tr>
<td>Date of extended absences from Montana __________</td>
<td>Date of Montana voter registration ________________</td>
</tr>
<tr>
<td>____ as a part-year resident ____ as a full-year resident</td>
<td>Date of Montana driver’s license ________________</td>
</tr>
<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>
</tr>
<tr>
<td>Date of Montana vehicle registration ________________</td>
<td>Employer: ________________________________</td>
</tr>
<tr>
<td>What is their employment status (full-time, part-time, retired)? __________</td>
<td>Date of Employment ______</td>
</tr>
<tr>
<td>Employer: ________________________________</td>
<td>Spouse’s employment status (full-time, part-time, retired) ____________________</td>
</tr>
<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</td>
<td>Funds available from savings $ _________</td>
</tr>
<tr>
<td>present? __________</td>
<td></td>
</tr>
<tr>
<td>What language is spoken in your home? ________________</td>
<td>Committed by family or friends $ _______</td>
</tr>
<tr>
<td>How many years of formal instruction in English have you</td>
<td>Committed by your government $ _______</td>
</tr>
<tr>
<td>completed? ________</td>
<td>Other funding resources (please designate)</td>
</tr>
<tr>
<td>At what educational level was that instruction? _________</td>
<td></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: ____________________________________________

(First) (Middle) (Last)

If certified to teach, check: Elementary ______ Secondary ______

Applying for: _____ K-12 library media _____ Non-teaching library media _____ Master’s program

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

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 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.

Applicant's signature

______________________________________________

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