

Community College Leadership Certificate Application Information

Application to the Community College Leadership Certificate program involves two steps:

1. Making application to Graduate Studies at UNL; and
2. Making application to the program (Department of Educational Administration)
3. Registration and enrollment

BILLING FOR TUITION AND FEES WILL BE SENT TO YOU BY EXTENDED EDUCATION AND OUTREACH.

Step 1: Apply to Graduate Studies

Office of Graduate Studies

University of Nebraska-Lincoln
1100 Seaton Hall
P.O. Box 880619
Lincoln, NE 68588-0619
(402) 472-2878 Or 800-742-8800

- a. UNL Graduate Studies application form online at <http://www.unl.edu/gradstudies>
- b. Application fee \$45 payable by check or online credit card submission
- c. Two official copies of college/university transcripts mailed to Graduate Studies (address above)
- d. Official TOEFL score (international students only; paper-based TOEFL score of at least **500**; internet-based TOEFL score of at least **61** or IELTS score of at least **6.0**)

Wherever reference is made to the Checklist ignore it as it applies only to people making application to the doctoral or masters programs.

Procedures:

In Part II of the Graduate Application you will be applying as a Non-Degree, Post Baccalaureate Student. Choose the following:

Admissions Classification:	<i>Non-Degree, Post Baccalaureate</i>
Degree/Major Sought:	<i>Do not select a degree/major.</i>
Is this a distance education program?	<i>Yes</i>
Will you be working toward a certificate?	<i>Yes, fill box with: Community College Leadership</i>
When do you want to begin your studies?	<i>Select the time you plan to begin taking courses</i>
Area of Specialization?	<i>Leave blank</i>
Dual Degree?	<i>No</i>
Applying for an Assistantship?	<i>No</i>

Complete the rest of the application and follow instructions for submission.

Step 2-Apply to the Department/Program

Once your application to the Office of Graduate Studies is completed, submit the following directly to the Department of Educational Administration:

1. TITLE PAGE
A page containing your name, address, and home telephone number, your employing institution name, address, telephone and fax number and your position, dates held and your e-mail address.
2. COMMUNITY COLLEGE LEADERSHIP CERTIFICATE APPLICATION FORM
Found at the end of this document. Complete and send.

3. LETTER OF APPLICATION

The letter of application is to be sent to the address given below. The application letter is usually two or three paragraphs containing a statement that you are making formal application to the Community College Leadership Certificate program.

4. PERSONAL VITAE/RESUME

Your vitae/resume will expand upon the information asked for in the application form, and will give you an opportunity to highlight specific accomplishments and experiences. Your vita will present the committee with its first overview of your experience and accomplishments.

5. GOAL STATEMENT

The Goal Statement should address the reason the certificate program is sought, a description of past professional experience, a description of anticipated professional experience, and one's goals upon completion of the certificate program. Type double spaced, and mail to the address given below. 1-2 pages should be sufficient.

6. LETTERS OF RECOMMENDATION

Two letters of support are needed for your admission into the program is required. You will find the forms for these letters at the end of this document. It is a good idea to ask for letters from people who can speak of your accomplishments and potential as a student and potential administrator.

7. TRANSCRIPTS

Transcripts will be sent to the department by Graduate Studies, so they need not be sent again. These will be used for consideration of academic qualifications and indications of ability to be successful in the Certificate program.

The materials submitted by the potential participants will be considered by the Admissions Committee who will make decisions regarding admission of potential participants to the Community College Leadership Certificate program. Only completed applications will be considered by the Admissions Committee and applications must be completed within one year of initiation. All incomplete files will be destroyed one year after initiation if not completed.

Applications are considered on a continuous basis. Please send materials as you complete them to the Graduate Student Services Secretary. She will compile your folder for presentation to the Admissions Committee.

Step 3: Registration and Enrollment

Once you have been notified of your acceptance into Graduate Studies and into the Certificate program (by the department), please complete the REGISTRATION/COURSE ENROLLMENT FORM and send it to the address given on the form. This will be your course registration and will enroll you in the courses you choose for your first semester. DO NOT register for courses in any other way.

Send all materials and inquiries regarding the materials to:

Department of Educational Administration

Graduate Secretary
141 Teachers College Hall (TEAC)
PO Box 880360
Lincoln, NE 68588-0360
(402) 472-3729
edadgradsec.unl.edu

If you have questions about the status of your file, please contact the EDAD department at (402) 472-3729.

**COMMUNITY COLLEGE LEADERSHIP CERTIFICATE PROGRAM
APPLICATION FOR ADMISSION**

Date: _____

Personal:

Name:

Last	First	Middle
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Address:

Street	City	State	Zip
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Phone: (_____) _____ **Email:** _____

Professional:

Position: _____ **From:** _____ **to** _____
Month/year Month/year

Institution:

Address:

Street	City	State	Zip
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Phone: (_____) _____ **Email:** _____

When do you plan to start your program: _____

It is the policy of the University of Nebraska not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin or sexual orientation. This is applicable to all University administered programs including educational programs, financial aid, admission policies and employment.

**Recommendation for Graduate Admission
Department of Educational Administration
UNIVERSITY OF NEBRASKA-LINCOLN
Admissions Committee
141 Teachers College Hall, PO Box 880360, Lincoln, NE 68588-0360**

PART 1: TO BE COMPLETED BY THE APPLICANT

Name of Applicant: _____

Proposed Program of Study: _____ Degree Objective: _____

Area of Specialization (if any) _____

Under the Family Rights and Privacy Act, university students have the right to inspect their files upon request. Please sign one of the following statements so that the person writing this letter of recommendation will know whether it will be held in confidence or whether it will be open to you for review upon request.

I *retain* my right to read this letter

I *waive* my right of access to this letter

Signature

Date

Signature

Date

PART 2: CRITERIA FOR INDIVIDUAL WRITING THE RECOMMENDATION LETTER

The Administration Committee is particularly interested in the applicant's ability to pursue advanced study and research. *On separate letterhead* please address the applicant's:

- ability to complete graduate studies, academic and otherwise;
- motivation and dedication;
- capacity for independent thought and creativity; and
- general character.

In addition, evidence of overcoming adversity, rising to challenges, and achieving beyond expectations is helpful. In your observations of the applicant please comment on his/her ability to collaborate and build relationships with others. We would also like to know how long and in what capacity you have known the applicant, and how the candidate might enrich the diversity of the program.

PART 3: SUMMARY RECOMMENDATION (Please check appropriate item below):

_____ **Superior Applicant**-has demonstrated exemplary evidence of ability to do graduate work.

_____ **Fully Qualified Applicant**-has demonstrated sound evidence of ability to do graduate work.

_____ **Fair Applicant**-has demonstrated minimal evidence of ability to do graduate work.

_____ **Not perceived to be ready** to pursue graduate studies.

_____ **Unable to Judge** – insufficient opportunity to acquire evidence of ability to pursue graduate studies.

Name: _____ Phone: _____

Institution/Organization: _____

Address: _____

Signature: _____

Please mail this form and your letter to the address specified above.

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Community College Leadership Certificate

Registration Form

Use this form to register for courses when participating in the Community College Leadership Certificate program. Do NOT register for courses in any other way, such as NROLL, WAM! or any other way.

Print, fill out, and mail to the address given below

Name _____

Address

Street _____

City _____ State _____ Zip _____

Telephone (work) _____

Email address (work) _____

Semester (Session) for which you are enrolling _____

Indicate below the courses you plan to take:

Course Number

Name

I have submitted an application to UNL Graduate Studies: Yes No

I understand that completing and submitting this form will result in me being registered for the courses listed and I become responsible for paying tuition and fees for those courses. This form will be used to submit this registration to Extended Education and Outreach who will complete the registration and send billings for tuition and fees.

Signature (Required): _____

Send Form To:

**Graduate Student Services
Department of Educational Administration
Room 141, Teachers College Hall
Lincoln, NE 68588-0360**

The University of Nebraska-Lincoln is an equal opportunity educator