

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

**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 non-degree admission status is requested at the institution not designated as the home institution. Students who wish to take graduate non-degree courses or apply to the master’s degree program should contact the UM Missoula. 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  
[mike.schulz@umwestern.edu](mailto:mike.schulz@umwestern.edu)

Sandra Williams, University of MT Missoula Dept. of Curriculum & Instruction Chair  
406-243-4073  
[sandra.williams@umontana.edu](mailto:sandra.williams@umontana.edu)

Kristi Murphy, University of Montana Missoula Advisor for K-12 Library Program  
406-243-2121  
[kristi.murphy@umontana.edu](mailto:kristi.murphy@umontana.edu)

Anne Kish, University of Montana Western Librarian  
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## **Application Definitions:**

**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 non-degree (UM Missoula only)** Graduate non-degree 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. Please contact UM Missoula for additional information.

**The Application for Admission to the K – 12 Library Media Endorsement Program and / or Library Media Minor follows. Once you complete it, please email it as an attachment with your transcripts to Michael Schulz at [mike.schulz@umwestern.edu](mailto:mike.schulz@umwestern.edu)**

## PART 1 PERSONAL INFORMATION

Date of Birth (month/day/year) \_\_\_\_\_

Last Name or Family/Surname \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Previous Names, if any: \_\_\_\_\_

Current Mailing Address No. & Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Area Code / Phone \_\_\_\_\_

Permanent Mailing Address No. & Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Area Code / Phone \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Place of Birth (City, State/Country) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

## PART 2 ENTRY SEMESTER

Term & Year Expected to Enter:

Fall 201\_\_

Spring 201\_\_

Summer 201\_\_

## PART 3 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**, current undergraduate
- Transfer, no bachelor's degree earned**, current undergraduate transferring to UMM
- Post-baccalaureate**, transfer student, first bachelor's degree earned
- Post baccalaureate**, first bachelor's degree earned from UMM
- Graduate degree** (separate application required, contact Kristi Murphy)
- Graduate non-degree** (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**, current undergraduate
- Transfer, no bachelor's degree earned**, current undergraduate transferring to UMW
- Post-baccalaureate, first bachelor's degree earned** from UMW or other institution

## Part 4 ACADEMIC HISTORY

HAVE YOU PREVIOUSLY ATTENDED UMM or UMW?  YES  NO

If YES, please list which campus and your attendance dates here ►

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

College or University	City/State	Dates Attended From - To (mo/yr)	Degree, Major AND Date Received or Expected	Grade Point Average

**PART 5 MONTANA UNIVERSITY SYSTEM SAFETY/SECURITY**

**SAFETY & SECURITY (THIS SECTION MUST BE COMPLETED)**

1. Have you ever been convicted of a felony (including instances of deferred sentence)?  No  Yes
2. Have you ever been subjected to court-ordered confinement for threatening or causing physical or emotional injury to persons or to property?  No  Yes
3. Have you ever been disciplined, suspended from, or placed on probation at any educational institution for non-academic reasons?  No  Yes
4. Have you ever been required to register as a sexual or violent offender?  No  Yes

If you answered “yes” to any of these questions, provide information for EVERY such conviction in the space provided at the end of the form.

Failure to do so will delay the processing of your application.

**Part 6 RESIDENCY FOR FEE PURPOSES**

**PLEASE ANSWER ALL QUESTIONS & READ INSTRUCTIONS BELOW**

**Citizenship**  US Citizen  Foreign Citizen, of what country? \_\_\_\_\_

Immigration Status? \_\_\_\_\_

**State Residency**

**Nonresident** (out-of-state)

Of what state are you a resident? \_\_\_\_\_

**Montana Resident** (if you claim Montana residency, you must answer the questions below)

Do hold a valid Montana Driver's License?  No  Yes, Expiration Date \_\_\_\_\_

Are you registered to vote in Montana?  No  Yes, Where? \_\_\_\_\_

Is your car licensed in Montana?  No  Yes, Date registered \_\_\_\_\_

If you were NOT born in Montana, when did you move to Montana? \_\_\_\_\_

Do your parents/legal guardians currently claim you as an income tax deduction?  No  Yes

When did you last file a Montana State Income Tax return (year)? \_\_\_\_\_

Full year res.  Part year res.  Are you currently employed?  No  Yes

Where do you work? \_\_\_\_\_ State? \_\_\_\_\_

If you are married, where does your spouse work? \_\_\_\_\_

Yes, State? \_\_\_\_\_

### Part 7 GENDER & ETHNIC BACKGROUND (Voluntary)

Please answer both questions regarding your ethnicity and racial heritage below.

What racial category best describes you?

- American Indian/Alaskan Native -- Tribal Affiliation - \_\_\_\_\_
- Asian/Oriental
- Black Non-Hispanic
- Hispanic/Latino/Spanish origin
- White
- Two or more races
- Unknown or unsure of racial heritage

Gender  Female  Male

### Part 8 MILITARY SERVICE (Voluntary)

Have you served as a member of the United States armed forces?  Yes  No

Dates of active duty (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

City and state from which you entered the service \_\_\_\_\_

I am the spouse or dependent child of an individual who is a member of the U.S. armed forces assigned to active duty in Montana.  Yes  No

### Part 9 INTERNATIONAL STUDENT INFORMATION

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 X INTERNATIONAL STUDENT INFORMATION.

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

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

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

**Language Preparation**

Which evidence of English proficiency do you wish to present? \_\_\_\_\_

What language is spoken in your home? \_\_\_\_\_

How many years of formal instruction in English have you completed? \_\_\_\_\_

At what educational level was that instruction? \_\_\_\_\_

**Financial Information**

Funds available from saving \$\_\_\_\_\_

Committed by family or friends \$\_\_\_\_\_

Committed by your government \$\_\_\_\_\_  
Please list other funding sources:

**PART 10 APPLICATION FEE**

Students who are applying to the K-12 Library Media program and are Post-baccalaureate, have already earned their first bachelor's degree, must submit a **\$30 application fee** along with this form. Checks or money orders should be written to the home institution and include with the library application.

## PART 11 LME PROGRAM INFORMATION

### Certified

If certified to teach, check level:

Elementary  Secondary School

Applying for:  K-12 library media  Non-teaching library media  Master's program\_\_\_\_\_

If you have a teaching certificate, what is the field? \_\_\_\_\_ Level? \_\_\_\_\_

### Undergraduate

If you are an undergraduate student, have you been fully admitted to the Teacher Education Program?

Yes  No

Please fill out the following:

Elementary Education  Secondary Education Major\_\_\_\_\_ Minor\_\_\_\_\_

Name and date of degree to be earned:

### Non-Teaching

Are you working towards a non-teaching minor?  Yes  No

Cumulative GPA\_\_\_\_\_ (2.75 GPA is required for Full Admission.)

### K-12 Library Program Goal

What are your plans for completing the Library K-12 endorsement program

## PART 12 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 13 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 digital signature** \_\_\_\_\_ **or**

**Applicant's typed signature** \_\_\_\_\_

**IF YOU ANSWERED “yes” TO ANY OF THE QUESTIONS IN PART 6  
PLEASE EXPLAIN HERE:**

**PLEASE EMAIL THIS APPLICATION ALONG WITH OTHER REQUESTED MATERIALS AND TO MICHAEL SCHULZ AT [mike.schulz@umwestern.edu](mailto:mike.schulz@umwestern.edu)**

**For Office Use Only:**

Full Admission\_\_\_\_\_

Spring Admission\_\_\_\_\_

GPA\_\_\_\_\_ (2.75 Required)

Summer Admission\_\_\_\_\_

UMM Student\_\_\_\_\_

Transcripts\_\_\_\_\_

UMW Student\_\_\_\_\_

Health Information\_\_\_\_\_

Application Fee\_\_\_\_\_

OPI Internship\_\_\_\_\_

Fall Admission\_\_\_\_\_