

# Columbia COLLEGE CHICAGO

Application for UNDERGRADUATE ADMISSION 2002-2003

This application is for students who will enter Columbia College Chicago in the Fall of 2002, the Spring of 2003, or the Summer of 2003.



Columbia College Chicago, Undergraduate Admissions Office  
600 South Michigan Avenue Chicago, IL 60605-1996  
312-344-7130 Web Address: [www.Colum.edu](http://www.Colum.edu)

## COLUMBIA COLLEGE CHICAGO UNDERGRADUATE ADMISSIONS

Columbia College Chicago is a private four-year college, specializing in the visual and performing arts, media and communications. Students with creative ability in these areas, as well as students who have a strong, yet undeveloped interest in these areas are invited to apply for admission. Admission to the College is dependent upon an assessment of the student's potential to do college level work in a rigorous arts and communications curriculum. In some cases, a personal interview may be required.

All students (including transfer students) must submit evidence of high school graduation from an accredited high school, earned GED, or certificate of completion from an accredited home school agency\* prior to enrolling at the College. Columbia College Chicago has a rolling admissions policy. Interested students must submit the necessary documents in sufficient time for a thorough evaluation by the College prior to the beginning of the intended term of enrollment.

\* If you have not earned a certificate from an accredited home school agency you are required to submit evidence of an earned GED.

## PRIORITY DEADLINES

In order for students to take advantage of orientation and registration, it is strongly recommended that they complete their admission file before the Priority Deadline. Students applying for financial aid, should complete their Financial Aid Application by the priority deadline.

<b>Freshmen Students</b>	<b>Term of Interest</b>	<b>Priority Deadline</b>
	Fall term	August 1
	Spring term	January 15
	Summer term	May 1

  

<b>Transfer Students</b>	<b>Term of Interest</b>	<b>Priority Deadline</b>
	Fall term	July 15
	Spring term	January 15
	Summer term	May 1

\* International Students please contact the Office of International Student Admissions for an International Student Application at (312)344-7458.

Decision letters are mailed to students approximately three to five weeks after all admission materials have been reviewed. Late applicants may be notified of the admission decision by mail or by telephone.

**Please Note:** Your Admissions application must be completed by April 1 if you wish to apply for the Columbia College Chicago merit scholarship programs. A separate scholarship application (available through the Admissions Office) is also required.

## BRIDGE PROGRAM

Freshmen applicants whose application materials suggest they are likely to be under prepared to meet the College's standards will be required to participate in Columbia's Bridge Program. Applicants who satisfactorily complete the Bridge Program will be admitted to Columbia College Chicago. Those students who do not successfully complete the program will not be allowed to enroll.

## LATE APPLICANTS

Students who apply for admission after the priority deadlines may be considered for admission. However, late applicants are required to submit all of their transcripts at the same time they submit their application form, in order to allow sufficient time for an admissions decision to be made. Late applicants may be notified of the admission decision by mail or by telephone.

## LATE APPLICATIONS FOR FINANCIAL AID

Students who apply for financial aid after August 1 for the Fall term, after January 15 for the Spring term, or after May 1 for the Summer term, may find it difficult to meet program deadlines and processing requirements. Therefore, late applicants who believe they will need help in financing their education are advised to carefully assess all of their financial options prior to enrolling in classes.

### How To Apply:

**1.** Complete the Columbia College Chicago Undergraduate Admissions Application form (including your essay). There is a \$25 non-refundable application fee (check or money order only payable to Columbia College Chicago). Please include your Full Name and Social Security Number on your check. PLEASE DO NOT MAIL CASH.

**2.** Arrange to have official transcripts sent to the Columbia College Chicago Undergraduate Admissions Office:

- High School Applicant—Send most recent and/or final transcript.

If you have taken the ACT or SAT, and your test results are not included as part of your transcript, please arrange to have your test results forwarded separately to the Admissions Office. Although the ACT or SAT is not required for admission to Columbia College, these tests are valuable tools for advising new students. All students are strongly urged to complete one of these tests while they are in high school.

- Home Schooled Students—Send official copy of your certificate of completion from an accredited high school agency, or GED test results.
- GED Applicant—Send official copy of your GED test results.
- Transfer Applicant—Send all previous college(s) transcript(s) and final high school transcript or GED test results. There is no minimum required number of transfer hours.

**Please Note:** In most cases, the Admissions Office can review a transfer student's application upon receipt of the transcript from the college you most recently attended. However, students are strongly advised to submit all transcripts of previous college work at the time of application in order to facilitate evaluation of transfer credit to Columbia College Chicago. *Credits earned prior to matriculation at Columbia College Chicago can be considered for transfer only if the transcript is received by Columbia College Chicago before the end of your first semester at Columbia.* Other limitations on transfer credit are outlined in the Columbia College Chicago catalog.

- 2nd BA Applicant—Send only the college transcript on which your first Bachelor's degree is posted.

If you have attended a high school or college/university outside of the United States, you must have your credentials evaluated by Educational Credential Evaluators, Inc. A high school transcript requires a general evaluation; college/university transcripts require a detailed report. You must arrange for E.C.E. to send a copy of your evaluation to Columbia College Chicago. Please contact E.C.E. at (414)289-3400.

**3.** Submit one letter of recommendation from an instructor, guidance counselor or other individual who is qualified to comment on your potential to complete college level work in an arts and communications curriculum. Please be sure your full name and Social Security Number appears on the letter.

**4.** Return your completed application form, essay, transcripts, letter of recommendation and \$25 application fee (payable to Columbia College Chicago) to:

**Columbia College Chicago**

Office of Undergraduate Admissions  
600 South Michigan Ave.  
Chicago, IL 60605-1996

**Please Note:** If your transcripts or letter of recommendation are mailed separately by your school(s) and/or instructors, please be sure that you give them proper mailing instructions. Your admission file is considered ready for review only when the Columbia College Admissions Office receives your application, essay, transcripts, and letter of recommendation. While it is not necessary to submit all of these materials together, doing so enables the College to process your application more efficiently.

**5. Immunization Records:** Students are required to submit records showing proof of specific immunizations as follows: one tetanus/diphtheria shot within the last ten years, two separate measles shots during your lifetime, one rubella shot and one mumps shot. Students born prior to January 1, 1957 and students enrolled in fewer than six credit hours are exempt from complying with this law, Illinois Public Act #85-1315.

If you need additional time to complete your immunizations or to retrieve your immunization records, you may submit them separately at a later date. *You should not wait or delay submitting your application, transcripts and letter of recommendation in this case.* All students are advised to have their complete immunization record on file prior to registration.

**Additional Information:**

**SCHOLARSHIP DEADLINE**

Columbia College Chicago offers a limited number of merit scholarships for full-time students who begin their studies in the Fall semester. These are competitive scholarship programs that require a separate application form available through the Admissions Office. *The deadline to apply for these institutional scholarships is **April 1.***

- 1.** The Presidential Scholarship is for outstanding high school seniors or students entering with fewer than 13 hours of college credit (\$1500.00 per semester).
- 2.** The Transfer Student Scholarship is for outstanding students transferring into Columbia with 13 to 65 credit hours (\$1250.00 per semester).
- 3.** The Phi Theta Kappa Scholarship is for transfer students who are members of the Phi Theta Kappa Honor Society through their community college and have earned 24 to 65 credit hours (\$1250.00 per semester).
- 4.** The Residence Center Scholarship is for outstanding high school or transfer students who meet housing eligibility requirements and who have applied for either the Presidential or Transfer Student Scholarship (variable awards).

A full list of scholarships, eligibility requirements, and instructions are available at Columbia College's website: [www.colum.edu/scholarships](http://www.colum.edu/scholarships).

**HOUSING**

On-campus housing is limited, and assigned on a first-come first-served basis. Students do not need to be admitted in order to fill out a housing application, but priority in housing assignments is given to admitted students who live out-of-state or beyond a commutable distance and who complete their housing application by April 15th for the Fall semester.

A separate Housing Application is required. If you did not receive a Housing Application you can obtain one through the Admissions Office.

Assistance in locating off-campus housing is also available through the Office of Residence Life.

**Dates to Remember**

<b>Students entering:</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Admissions	August 1st Priority Date	January 15th Priority Date	May 1st Priority Date
Financial Aid	August 1st Priority Date	January 15th Priority Date	May 1st Priority Date
Housing	April 15th for priority consideration	ongoing	ongoing
Presidential Scholarship	April 1st Deadline	not applicable	not applicable
Transfer Scholarship	April 1st Deadline	not applicable	not applicable
Phi Theta Kappa Scholarship	April 1st Deadline	not applicable	not applicable

Separate applications are required for each