

# *Joint Admissions Advisor Manual*

Western New England University  
&  
Holyoke Community College



*Produced for the 2014/2015 academic year*

September 2014

Dear Advisor:

This manual is designed to assist you with advising Joint Admissions candidates who have expressed an interest in Western New England University.

We want to ensure that we are best serving advisors such as yourself, as well as your students. I would appreciate any feedback that you can provide as to how we can improve this manual.

I will be available at your campus at least once per semester to meet specifically with Joint Admissions candidates. These visits will be publicized through the transfer office at your college. Feel free to stop by if you have any questions and/or concerns, or to simply say hello. You are also welcome to contact our Admissions Office at 413-782-1321, Monday through Friday, 8:30 a.m. until 4:30 p.m.

Western New England University anticipates that this collaborative venture will benefit all parties involved. As the designated Joint Admissions representative at Western New England University, I am excited about the opportunity that this program presents to students. I look forward to working with you and wish you the best for the academic year!


Sincerely,



Michael Russell  
Assistant Director of Admissions  
Coordinator of Transfer Admissions  
Western New England University  
Michael.russell2@wne.edu

## **Using the Advisor Manual**

- 1) The Joint Admissions Program may not be “the best” transfer option for some students. For some the variety of transfer options can be confusing. In short the Joint Admissions Program at Western New England University is best suited for first-time students enrolled at your college (without credit from another college). In some cases they may be students who previously applied to Western New England University. Students who have already earned credit from your college are welcome to apply via the Joint Admissions Program, but they may find that the traditional transfer admissions process is more appropriate. Enclosed is a copy of a flyer that outlines the Joint Admissions process for students.
- 2) A list of academic programs offered by your College that are eligible for the Joint Admissions Program at Western New England University is provided in this manual.
- 3) The transfer guides provided in this manual will also be provided to Joint Admissions candidates. Each student who completes the Joint Admission Application, and is conditionally accepted, will receive a copy of the transfer guide for his/her program of interest.
- 4) The left hand column on page one of each guide specifies the associate degree requirements from your College. This information is from your College catalog. If there have been any changes, please notify our Admissions Office. The right hand column provides the equivalent course at Western New England University. In some cases a course may be applied as a “general elective.” Based on recommendations from our faculty, “preferred/recommended” courses have been identified (when appropriate) to best prepare a student for our program, and to maximize transfer credit applied.
- 5) There are a number of notes/disclaimers provided to aid advisers and students. Please keep in mind that additional information pertinent to the transfer admission process can be found in our Academic Programs Book. If there are additional notes that you believe would be beneficial to include, please contact our Admissions Office.

 different  
path...

# The Joint Admission Program

**The same  
destination.**

**Western New England College offers this program in collaboration with Springfield Technical Community College, Holyoke Community College, Berkshire Community College, and Greenfield Community College.**

## What is the Joint Admission Program?

- This program allows you to automatically transfer to Western New England University after earning your associate's degree from one of the community colleges listed above, provided you meet the entrance requirements for your desired program.

## What are the benefits of the program?

- Eligible candidates are conditionally accepted to Western New England University.
- You will have a structured plan to help facilitate your transfer to Western New England University that includes advisement opportunities with a Western New England University representative while you are enrolled at your community college.
- Ultimately you will earn your bachelor's degree from Western New England University.

## How do I sign up?

- Enroll at one of the community colleges listed above.
- Notify the transfer counselor at your community college as early as possible that you are interested in the Joint Admission Program with Western New England University.
- Complete the Joint Admission Application provided by Western New England University.

### To learn more about the admissions process for each college:

Springfield Technical Community College

[www.stcc.edu](http://www.stcc.edu) or 413-781-7822

Holyoke Community College

[www.hcc.edu](http://www.hcc.edu) or 413-552-2000

Berkshire Community College

[www.berkshirecc.edu](http://www.berkshirecc.edu) or 413-449-4660

Greenfield Community College

[www.gcc.mass.edu](http://www.gcc.mass.edu) or 413-775-1000

[www.wne.edu](http://www.wne.edu)

800-325-1122 ext. 1321

413-782-1321

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UNIVERSITY** **WNE**

# Joint Admissions Program

## Western New England University

*Offered in collaboration with Berkshire Community College, Greenfield Community College, Holyoke Community College, and Springfield Technical Community College*

The Joint Admissions Program is designed to facilitate the transfer of students earning an associates degree from a designated community college. Participating students must earn a minimum 2.3 cumulative grade point average (based on a 4.0 scale) and either the associate degree or a minimum of sixty (60) semester hours in a program accepted by Western New England University. Eligible students participating in the program will receive transfer credit for course work completed at his/her primary community college. Students are subject to transfer credit restrictions as noted in the Western New England University catalogue. Students seeking joint admission into specialized programs, including but not limited to majors in the College of Business, Social Work, Education, Computer Science, and the College of Engineering must satisfy all program requirements and earn the minimum cumulative grade point average established for those programs.

### **STEP # 1 – After you decide to enroll at your community college**

Students interested in participating in the Joint Admissions Program with Western New England University should complete a *Student Participation Agreement* and the Western New England University *Joint Admissions Application*. Upon completing the *Student Participation Agreement* at your school Western New England University will mail you a *Joint Admissions Application*. **If you have previously applied to Western New England University, you will need to complete the Reactivation Form to reactivate your application.** Students are encouraged to indicate interest as early as possible to ensure eligibility and a smooth transition. Upon approval for the program, a conditional acceptance letter from Western New England University will be issued. Throughout this process we encourage students to:

- Work with the transfer counselor at your community college
- Review our catalogue at [www.wnec.edu/catalogue](http://www.wnec.edu/catalogue)
- Contact the Western New England University Admissions Office with questions
- Attend advisement sessions hosted at your college by a Western New England University representative

### **STEP # 2 – Upon deciding to enroll at Western New England University**

Prior to completing 60 semester hours, confirm your intentions to enroll by completing the Joint Admissions *Intent to Enroll Form*. Copies will be available at the Transfer Office at your community college. Please refrain from submitting this form prior to earning 24 credit hours.

- Upon completing the *Intent to Enroll Form*, send it and all required materials to the Admissions Office at Western New England University.

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***Intent to Enroll Form – Additional required materials:***

- 1) The application fee is waived for joint admissions students.
- 2) Standardized test scores (SAT or ACT) will be waived for students who have earned at least 24 semester hours.
- 3) Provide official copies of all academic transcripts (college and high school).
- 4) Once you have completed your last semester, request that an official copy of your final transcript be sent to the Admissions Office.
- 5) International students should review our website for additional information regarding application requirements.

**STEP #3 – Final evaluation of academic record(s)**

Once the Admissions Office at Western New England University receives an *Intent to Enroll Form* and official copies of all academic transcripts, a final evaluation of your academic record will be completed. Once it has been determined that you satisfy the admission requirements for your desired program of study, an official acceptance letter will be issued.

**STEP #4 – Confirmation of enrollment**

A copy of Western New England University's *Admissions Response Form* will accompany your acceptance letter. In order to secure a spot for the desired term of entry, this form will need to be completed and submitted with your deposit. Upon receipt of these documents, information will follow concerning orientation, testing and registration.

***Transfer Scholarship***

Students that satisfy the joint admissions semester hour requirements will be considered for the following *Transfer Scholarship*:

<b>Cumulative Grade Point Average</b>	<b>Award Amount – 2013/2014</b>
3.50 – 4.00	\$12,000/year*
3.00 – 3.49	\$9,000/year*
2.50 – 2.99	\$7,000/year*
Phi Theta Kappa	Additional \$2,000/year*

\* Scholarship will be based on the scholarship values available at the time of matriculation; therefore the amounts may be larger. To be eligible, a student must matriculate as a full-time student immediately following the completion of their two-year college degree.

# Transfer Student Scholarships

Up to \$14,000



## Criteria:

- Full-time transfer student
- 3.5 - 4.0 cumulative GPA for \$12,000/yr.
- 3.0 - 3.49 cumulative GPA for \$9,000/yr.
- 2.5 - 2.99 cumulative GPA for \$7,000/yr.
- 24\* transfer credits
- Phi Theta Kappa—Additional \$2,000/yr.
- Below a 2.5 cumulative GPA will also be considered for a grant
- Must be a U.S. Citizen

The scholarship is renewable if the student maintains a 2.7 Western New England University grade point average.

\* Students with fewer than 24 transfer credits will be considered for the Transfer Scholarship, but the scholarship will be based on a candidate matriculating with a 3.0 cumulative grade point average.

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For more information contact the Office of Undergraduate Admissions.

800-325-1122 ext. 1321

413-782-1321

learn@wne.edu

[www.wne.edu](http://www.wne.edu)