

# Instructions

You may apply for admission online at [www.wp.missouristate.edu/Admissions/applynow.htm](http://www.wp.missouristate.edu/Admissions/applynow.htm)

## Consent For use of Personal Information

During the application and admissions process you will be asked to enter personal information. Examples include legal name, chosen name, date of birth, and social security number. Missouri State University-West Plains collects this information to enroll you into the university and to comply with federal and state law.

Unless required by law or authorized by university policy, Missouri State University-West Plains will not share your personal information. Any sensitive information, including past disciplinary or criminal actions, is used only for admission purposes.

By submitting the application, you give consent for Missouri State University-West Plains to use the data you provide for admission purposes. If you have concerns regarding this request, please contact the Office of Admissions.

## Use of this Form

We are glad you are interested in attending Missouri State University-West Plains. You may use this application if you plan to enroll at Missouri State-West Plains as a new freshman or transfer student or if you wish to be reclassified from nondegree-seeking to degree-seeking status.

## Former Missouri State-West Plains Students

If you have previously attended Missouri State-West Plains, but have not attended for one academic year or more and you want to return, you may use this form or apply online. **If you have attended other colleges or universities since leaving Missouri State-West Plains, please ask each institution to send your official transcript directly to Missouri State-West Plains.** (NOTE: Students who are under academic suspension may apply to return once they have remained out of school for the required length of time.)

## Application Procedure

You may apply up to one year prior to the beginning of the semester for which you plan to enroll. (Students should refer to the appropriate sections of the University catalog at [www.wp.missouristate.edu/catalog](http://www.wp.missouristate.edu/catalog) for program admission requirements, including specific application deadlines.) Students are encouraged to apply for admission early in order to complete all steps in the enrollment process (admission, orientation, registration) and to allow time for any financial aid to be processed. Applications are accepted up to the beginning of each semester; however, registration priority is given to early applicants. The enrollment process is important and takes a significant amount of time. Applicants beginning the process late may not be able to accomplish the full enrollment process (admission, orientation, registration) before the first day of the semester.

If seeking financial aid, it is highly recommended that you fill out the FAFSA **as soon as you can after October 1** to ensure that you do not miss out on available aid. **You must first be admitted to the University to complete the Missouri State University-West Plains Scholarship Application. The MSU-WP scholarship deadline is March 1 annually.**

## Transcripts

To process your admission, we will need transcripts as follows:

- **If you are in high school or have graduated but will have earned fewer than 24 hours of transferable college credit completed after high school graduation**, please request that your high school send us your transcript. **If you have registered for any courses at other colleges or universities for previous semesters**, please request that each college or university send us your official academic transcript (regardless of whether you completed courses or received grades).
- **If you are currently enrolled in high school or another college or university**, you must also request that your final official academic transcript(s) be sent to Missouri State-West Plains when available.

**We require official transcripts to be sent directly to the Missouri State-West Plains Office of Admissions by your previous schools. Transcripts which are hand-carried or marked "issued to student" cannot be considered official.**

If you are applying on the basis of GED, HiSET or other state-approved high school equivalency, you must request that an official copy of your scores be sent to the Missouri State-West Plains Office of Admissions. You should contact the department of education of the state in which you took the test for information on how to have your official score report sent. Missouri High School Equivalency (GED and HiSET) transcripts are accessible by the university and do not require applicant request.

**Items submitted become the property of Missouri State University-West Plains and will not be returned to the applicant or released to a third party.**

Appeals relating to secondary credentials should be addressed to the Dean of Academic Affairs or his/her designee. Appeals relating to placement should be addressed to AACCESS.

Once you have completed your application for admission, mail it to:

Missouri State University-West Plains  
Office of Admissions  
128 Garfield Avenue  
West Plains, MO 65775

You should hear from us within two weeks of the date we receive your application and all required transcripts and documentation. You will be mailed an admission letter including your BearPass number, and new students will also receive information regarding orientation and other information to help prepare for the first semester.

### Use of Social Security Number

Disclosure of your social security number is voluntary. If you provide your number, it will NOT appear on your student identification card but it is necessary for several University offices, including Financial Aid.

### Residence for Fee Purposes

As a state-supported institution, Missouri State University-West Plains has a fee structure that differentiates between residents and nonresidents of Missouri. A student's residence status is determined at the time of admission in accordance with a policy established by the Missouri Coordinating Board for Higher Education and adopted by the Missouri State University Board of Governors. Copies of this policy are available at [www.wp.missouristate.edu/Admissions/Residency.htm](http://www.wp.missouristate.edu/Admissions/Residency.htm). Appeals to this classification may be made to the Office of Admissions.

### Academic Majors and Programs

Degree-seeking students are eligible to apply for financial aid. Some certificates are financial aid-eligible. Contact the Financial Aid Office to discuss funding options for certificates. Listed on the last page are the academic majors available at Missouri State-West Plains. Within some majors, you must specify which option within that major that you plan to pursue. Please write your intended major and option (if applicable). Admission to the University does not guarantee admission to specific majors. Students should refer to the University catalog at [www.wp.missouristate.edu/catalog](http://www.wp.missouristate.edu/catalog) for program admission requirements, including specific application deadlines. Some degree programs have specific test requirements. Students should refer to the appropriate degree program information in the University catalog for more information.

### Testing for Course Placement

Missouri State University-West Plains does not require certain tests, such as ACT, for admission. To help ensure students are placed in courses in which they will be successful, the ACT, SAT or ACCUPLACER test scores are used to determine placement in classes that have a math or reading prerequisite. A student's placement in English courses will be determined by a self-evaluation of the student's writing skills. Contact Advisement and Academic Coaching Center for Empowering Student Success (AACCESS) at 417-255-7222 for information.

### Nondegree-seeking Students

- Nondegree. Students 18 years of age and older or a high school graduate may apply under this classification. Transcripts are not required. Enrollment while in this category is limited to eight credit hours per semester to a total of 24 hours. **Students are not eligible for financial aid while in this classification.** (Course prerequisites apply)
- Nondegree Post Baccalaureate. Students who have a bachelor's degree and who wish to enroll in up to a full time course load with no restrictions on total hours may apply under this classification. Proof of bachelor's degree is required. **Students in this classification are not eligible for financial aid.** (Course prerequisites apply)
- Completion Program. Students who have completed an Associate of Arts degree at Missouri State University-West Plains and wish to take additional Missouri State University-West Plains courses in pursuit of a bachelor's degree through Missouri State University are eligible to apply under this classification. A Missouri State University-Springfield Application for Admission (available in the Missouri State University Outreach Office and online) must be completed, and Missouri State University requires official transcripts from each previous college or university. Students in this classification are eligible to apply for financial aid but must contact the Financial Aid Office for procedure. Contact Missouri State University Outreach at 417-255-7931 regarding the bachelor's degrees offered by Missouri State University-Springfield at Missouri State University-West Plains. Students should consult with an academic advisor regarding requirements for admission into Missouri State University-Springfield degree programs.

### Questions?

If you have questions regarding the application or the admission process, please contact the Office of Admissions as follows:

Office of Admissions	417-255-7955
Missouri State University-West Plains	888-466-7897
128 Garfield Avenue	
WPAdmissions@MissouriState.edu	
West Plains, MO 65775	

Right to Know. Students wanting information on Campus Security or the Student Right to Know Act should contact the Office of Student Life and Development at 128 Garfield, West Plains, MO 65775. Telephone: (417) 255-7233.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees. This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability employer and institution. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Brenda Polyard, Affirmative Action Liaison, Missouri State University-West Plains, 128 Garfield, West Plains, Missouri 65775, 417-255-7966.



# APPLICATION FOR ADMISSION

**Legal Name** (As it appears on driver's license or government-issued identification)

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden/former or any other name used on academic records \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(See instructions)

Preferred Name/ Nickname \_\_\_\_\_ Email address \_\_\_\_\_

Permanent Mailing Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Circle type: home / cell / work / other Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Circle type: home / cell / work / other

Emergency Contact: Last name \_\_\_\_\_ First \_\_\_\_\_

Relationship: (Check one)  Mother  Father  Guardian  Spouse  Other \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Circle type: home / cell / work / other Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Circle type: home / cell / work / other

Legal Residence City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

If you are a Missouri resident, how long have you lived in Missouri?  More than one year  One year or less

If one year or less, indicate when you moved to Missouri Month \_\_\_\_\_ Year \_\_\_\_\_ Previous State \_\_\_\_\_

Res

Gender  Male  Female Birth date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Marital Status  Single  Married

Did either of your parents receive a bachelor's degree?  Yes  No Do you want residence hall information?  Yes  No

Are you a United States citizen?  Yes  No If no, are you a permanent resident?  Yes  No  
(If you are a permanent resident, please attach a copy of the front and back of your alien registration receipt card.)

Have you served in the United States Armed Forces?  Yes  No

(Answers to the following two questions are voluntary and are requested so that we may comply with federal guidelines.)

Ethnicity (Choose one)  Hispanic or Latino  Not Hispanic or Latino

Race (Choose one or more to indicate what you consider yourself.)

American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or other Pacific Islander  White or Caucasion

Have you ever been convicted of or pled guilty to a crime other than a traffic offense or are any charges pending against you or have you been dismissed/suspended from another college or university for disciplinary reasons?

Yes  No If yes, please explain in detail on a separate sheet. If you have a felony conviction, include the nature of conviction and probation/parole status.

Semester for which you wish to begin:  Fall (August)  Spring (January)  Summer (June) Year \_\_\_\_\_

Sem/Yr	Type
Program	

Have you previously attended Missouri State University (West Plains or Springfield)?  Yes  No

If yes, list last attendance: Semester \_\_\_\_\_ Year \_\_\_\_\_ If yes, have you attended another college since your last attendance?  Yes  No

Planned course of study:  Associate of Arts (Major) \_\_\_\_\_  Associate of Science (Major) \_\_\_\_\_  Associate of Science in Nursing\*  
(See list of degree programs) (\*See University catalog for program requirements & deadlines)

Associate of Applied Science (see list of majors and options in instructions) (Major) \_\_\_\_\_ (Option if applicable) \_\_\_\_\_

Certificate (see list of options in instructions) \_\_\_\_\_  
(Not all certificates qualify for federal financial aid. Contact Financial Aid Office regarding available funding sources.)

MERGED	PENDING ADMIT <small>HS OFC/ FINAL HSE COLLEGE(S) OFC/FINAL</small>	FINAL ADMIT	COHORT	ATTRIBUTE(S)	HOLD(S)	CATALOG YEAR
--------	--	-------------	--------	--------------	---------	--------------

If you do not plan to seek an associate degree/certificate at Missouri State University-West Plains, you may apply under one of the following categories:

- Nondegree**—you are a visiting student who intends to return to another college or are taking courses for personal interest or professional development.  
(See instructions for requirements/limitations.) **Financial aid is not available while in this classification.**
  - Nondegree Post Baccalaureate**—you have completed a bachelor’s degree and wish to enroll in up to a full course load with no restrictions on total hours.  
(See instructions for requirements/limitations.) **Financial aid is not available while in this classification.**
  - Completion Program**—you have completed an associate of arts degree from Missouri State University-West Plains and wish to complete a bachelor’s degree offered by Missouri State University. (See instructions for requirements/limitations.)
- Which bachelor’s degree do you plan to seek?**  Child and Family Development  Criminology  Elementary Education  General Agriculture  General Business
- Technology Management  Other \_\_\_\_\_

**High School/High School Equivalency Information**

High School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Graduation Month \_\_\_\_\_ Year \_\_\_\_\_

OR GED/High School Equivalency Date Month \_\_\_\_\_ Year \_\_\_\_\_ State in which you tested \_\_\_\_\_ (If you tested in Missouri, transcripts are accessible by the University and do not require student request.)

Are you participating in or have you completed the A+ Program at your high school?  Yes  No

Have you taken courses for college credit? For students still in high school: Check “yes” if you are currently taking or plan to take courses for college credit while in high school? (This includes courses taken through dual credit on your high school campus, part-time and/or summer enrollment prior to graduation.)

Yes  No If yes, please list all colleges where you have been enrolled, including Missouri State, even if you did not complete a full term or receive a grade report. Include colleges (if any) through which you received credit while in high school. Failure to list all colleges is considered falsification of records and may void your admission. (Attach additional sheet if necessary.)

College Name (Do not abbreviate)	City and State	Dates Attended (Month and Year)	Hours Earned	Degree Earned

We will need your transcript(s) from the above college(s). Please request that each college send your transcript to Missouri State University-West Plains. In-progress coursework must be reflected on the transcript or provided by applicant (e.g., registration form, student printout, etc.). It must include term, course code, course number, course title and credit hours. Official/final transcript(s) must be requested after final grades are available.

If you have a disability which requires accommodation, please contact AACCESS, 128 Garfield Avenue, West Plains, MO 65775, (417) 255-7222 for information about services available to you.

I certify that the information I have provided is accurate. I understand that falsified or non-disclosed information and/or failure to supply ALL required transcripts would result in admission denial or suspension from Missouri State University-West Plains with loss of fees.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Office of Admissions Missouri State University-West Plains 128 Garfield Avenue West Plains, MO 65775

417-255-7955 888-466-7897 Fax 417-255-7959 wpadmissions@missouristate.edu www.wp.missouristate.edu/admissions

# Degree Programs

## Associate of Arts degrees <sup>(AA)</sup>

**General Studies:** The AA in General Studies degree allows students to complete general education requirements for virtually any bachelor's degree before transferring to Missouri State University or other four-year colleges or universities. This degree also is available online.

**Teaching:** The AA in Teaching degree provides a common transfer curriculum for students seeking a bachelor's degree in elementary education at one of several Missouri four-year institutions.

**Associate of Arts in Health Professions<sup>1</sup>:** This degree is beneficial to students planning to become a physician assistant, physical therapist, or other health professional. These master and doctorate level programs require a bachelor's degree for entry with specific pre-professional prerequisites. The AA in Health Professions degree provides the general education and pre-professional prerequisites needed in pursuing these degrees. Many of the courses are part of the Bachelor of Science in Cell and Molecular Biology degree offered in Springfield.

## Associate of Science degrees <sup>(AS)</sup>

The AS degree is intended to transfer into a pre-professional program, allowing students to enter the workforce and/or transfer into a bachelor's degree completion program.

**Agriculture**

**Business**

**Nursing**

**Pre-Engineering**

## Associate of Applied Science degrees <sup>(AAS)</sup>

The AAS degree is primarily an occupationally oriented degree, allowing students to enter a particular job market after graduation.<sup>1</sup>

**Business** with options in: *Accounting, Computer Information, Management, Technology Management and Entrepreneurship*

**Child and Family Development**

**Computer Graphics & Programming**

**Culinary & Hospitality Management**

**Enology**

## Associate of Applied Science degrees continued

**General Agriculture**

**Health Information Technology**

**Law Enforcement**

**Technology** with options in: *Alternative Energy, General Technology, Advanced Manufacturing and Technology Management*

**Viticulture**

**Wine Business and Entrepreneurship**

## Certificates options<sup>2</sup>

Advanced Manufacturing Technology, Agricultural Business, Alternative Energy, Animal Science, Applied Entrepreneurship, Basic Bookkeeping, Basic Business Studies, Basic Office Management, Electronic Health Record Specialist, Enology, Equine Studies, General Agriculture, Horticulture, Medical Administrative Office Assistant, Medical Coding, Natural Resources, Ozark Studies, Plant Science, Pre-Nursing Technical Certificate, Public Outreach and Education, Small Business Management, Technology Management, Viticulture, Wildlife Management, Wine Business and Entrepreneurship, and Workforce Employability Skills.

## Bachelor's and Master's degrees

Through Missouri State University's Outreach Program, students can complete several undergraduate and graduate degrees locally in a variety of disciplines, as well as take courses leading to other degree areas.

For more information, contact Outreach Coordinator Deanna Smith at (417) 255-7777 or [DeannaSmith@missouristate.edu](mailto:DeannaSmith@missouristate.edu).

The degree program offerings at Missouri State-West Plains continue to expand. For the most current listing of all degrees and certificates offered, visit [www.wp.missouristate.edu/academics](http://www.wp.missouristate.edu/academics).

<sup>1</sup>While not designed as transfer degrees, some AAS degrees can be used as the first two years of a Bachelor of Applied Science degree; however, students will need to take additional general education courses, as well as courses in the major field.

<sup>2</sup>Some certificates are pending approval from the U.S. Department of Education for financial aid eligibility. Contact the Missouri State-West Plains financial aid office to verify eligibility for specific certificate programs.