Three Ways to Apply for College

Please check one box to indicate status you are applying for:

☐ Degree Candidate (Matriculated) Students

Students admitted as degree candidates will pursue studies leading to the degree of Associate of Arts in Early Childhood Education, Human Services Administration, or General Studies. Many applicants, depending upon their level of skills, will be encouraged to earn their first college credits as UCB Certificate Candidates (see below) before being admitted to a degree program.

☐ Certificate Candidate Students

Students admitted as Certificate Candidates will choose a cluster of courses in an area of their personal or professional interest, such as Early Childhood Education, Human Services Administration, General Studies, Case Management, Management, or Personal Computer Applications. Courses successfully completed in a certificate program may be applicable to a degree program in the same or a related area of study.

☐ Professional Studies Students

Admission as a Professional Studies student permits enrollment in individual courses of personal or professional interest. Enrollment in courses is on a space available basis, following registration of degree and certificate students.

How to Apply

Admissions applications to the Urban College of Boston are accepted for the Fall, Spring, and Summer semesters.

1. All applicants must complete this application.
2. Indicate with a check mark in the appropriate box whether you are applying as a Degree Candidate, Certificate Candidate, or Professional Studies student (see “Three Ways to Apply for College” on the left side of this page).
3. Degree candidates must enclose a copy of a high school or GED diploma with date of graduation.
4. If you wish to transfer courses from other colleges, official transcripts must be sent directly to the Dean of Enrollment Services by the granting institution.
5. Immunization history is required from full time students taking 12 or more credits.
6. Enclose the application fee: a check or money order for $10.00 payable to the Urban College of Boston. This is required for degree candidates only. Requests for waiver of the $10.00 admission application fee will be considered.
7. Prospective students are given assessments prior to course registration to help determine their skill level and appropriate course placement.
8. Proof of health insurance is required for students taking 9 or more credits.

Students planning to transfer credits to other colleges for courses taken at the Urban College of Boston should obtain prior approval of those courses from the college of their choice.

Admissions Decisions

Applications are reviewed and decisions are made as soon as all requirements are met, and all information requested has been received by the college.

Acceptance letters will be mailed shortly after decisions are made.

WHERE TO MAIL THE APPLICATION

Dean of Enrollment Services
Urban College of Boston
178 Tremont Street
Boston, Massachusetts 02111-1093

For assistance in completing this application, call 617-348-6357.
### Associate of Arts Degree Programs

#### Associate of Arts in Early Childhood Education

<table>
<thead>
<tr>
<th>General Education</th>
<th>30 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing I &amp; II</td>
<td>6 crs</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>3 crs</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3 crs</td>
</tr>
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<td>6 crs</td>
</tr>
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<td>Social Sciences</td>
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<tr>
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<td>3 crs</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>3 crs</td>
</tr>
</tbody>
</table>

**Professional Concentration** | **18 credits**
---|---
Professional Development Seminar I & II | 6 crs
Child Growth & Development | 3 crs
Observing and Recording | 3 crs
Guidance and Discipline | 3 crs
Early Childhood Curriculum | 3 crs

<table>
<thead>
<tr>
<th>Electives</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internships I &amp; II</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

| Health/Life Fitness | 3 credits |

**Total Credits** | **66 credits**

#### Associate of Arts in General Studies

<table>
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<td>3 crs</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>3 crs</td>
</tr>
</tbody>
</table>

**Professional Concentration** | **12 credits**
---|---
Professional Development Seminar I & II | 6 crs
Individual Studies (reflecting field of interest) | 6 crs

**General Studies Component** | **21 credits**
---|---
7 courses drawn from at least 4 of the following areas: humanities, (including history), social sciences, natural sciences, mathematics, Computer Information systems or management.

| Health/Life Fitness | 3 credits |

**Total Credits** | **66 credits**

#### Associate of Arts in Human Services Administration

<table>
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</tr>
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<td>Computer Applications</td>
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</tbody>
</table>

**Professional Concentration** | **18 credits**
---|---
Professional Development Seminar I & II | 6 crs
Introduction to Human Services | 3 crs
Principles of Planning and Evaluation | 3 crs
Case Management | 3 crs
Public Administration | 3 crs

<table>
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<td>Internships I &amp; II</td>
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</table>

| Health/Life Fitness | 3 credits |

**Total Credits** | **66 credits**

### Certificate Programs

#### Early Childhood Education

**General Requirements**
- College Writing I
- Speech Communications
- General Psychology

**Concentration Requirements**
- Child Growth and Development
- Observing and Recording
- Guidance and Discipline
- Early Childhood Curriculum or Infant/Toddler Curriculum

#### General Studies

**General Requirements**
- College Writing I
- Speech Communications
- General Psychology

**Concentration Requirements**
- Liberal Arts Electives: 3 courses, one each from 3 of the following areas: humanities, social science, natural science, Computer Information Systems or mathematics

#### Human Services Administration

**General Requirements**
- College Writing I
- College Writing II or Speech Communications
- General Psychology

**Concentration Requirements**
- Introduction to Human Services
- Case Management
- Human Service Elective

#### Management

**General Requirements**
- College Writing I
- College Writing II or Speech Communications
- General Psychology

**Concentration Requirements**
- Management I or Supervisory Management
- Management Elective (2 courses)

#### Personal Computer Applications

**Introductory, Intermediate, and Advanced Opportunities in:**
- Personal Computers/Windows
- Microsoft Office Professional Applications
- Microsoft Word
- WordPerfect for Windows
- Lotus 1-2-3 for Windows
- Desktop Publishing/Graphic Design Applications
- Internet On-Line Services

#### Case Management

**General Requirements**
- College Writing I
- General Psychology
- Speech Communication

**Concentration Requirements**
- Professional Development Seminar I
- Introduction to Human Services
- Case Management I Internship (Practicum)

#### Health Nutrition and Food Safety

**General Requirements**
- Speech Communication
- English
- Psychology

**Concentration Requirements**
- Health and Safety
- Food Safety
- Human Nutrition
- Health and Life Fitness

#### Youth Program Administration

**General Requirements**
- College Writing I
- Speech Communication
- General Communication

**Concentration Requirements**
- Child Welfare & Family Law
- Juvenile Law

**Connecting Family & Community Systems to Youth Programs:**
- Supervision and Administration of Youth Programs
- Prof. Dev. Seminar I OR Introduction to APEX
Urban College of Boston
Application for Admission

**APPLICANT INFORMATION**

Mr/Ms  FIRST NAME: ___________________________ MI: ___  LAST NAME: _____________________ SUF: _____  

STREET ADDRESS: _______________________________________________________

CITY: ____________________________________________________________  ST: _____  ZIP CODE: ______________

**BOSTON NEIGHBORHOOD:**

- Allston/Brighton
- Charlestown
- Chinatown/Downtown
- Dorchester
- East Boston
- Kenmore/Back Bay
- Hyde Park
- Jamaica Plain
- Mattapan
- Parker Hill/Fenway
- North End, West End
- Roslindale
- Roxbury
- Sound End
- South Boston
- Waterfront
- Beacon Hill
- West Roxbury
- Other
- Other

PHONE: (Day) __________________ (Eve) ______________  MALE _______ FEMALE _______

SOC. SEC. #: ___________________  ALIEN REG. #: ___________  DATE OF BIRTH: ___________________

**PERSON TO CALL IN AN EMERGENCY:**

Name: _____________________________  Phone: (Day) ________________ (Eve) ______________

Street Address: ___________________________  City: ___________________  State: _____  Zip: ______________

Relationship to Student: ______________________________________________________________________

**PLEASE INDICATE HOW MANY COURSES YOU PLAN TO TAKE EACH SEMESTER:**

- Four Courses (Full-time – 12 credits)
- Three Courses (3/4 time – 9 credits)
- Two Courses (1/2 time – 6 credits)
- One Course (1/4 time – 3 credits)

**WHAT ARE YOU APPLYING FOR?**

- Fall Semester, 20__  
- Spring Semester, 20__  
- Summer Semester, 20__

**UCB DEGREE CANDIDATE**

- Early Childhood Education
- Human Services Administration
- General Studies

**UCB CERTIFICATE CANDIDATE**

- Early Childhood Education
- General Studies
- Human Services Administration
- Personal Computer Applications
- Case Management
- Management
- Direct Service Worker
- Youth Program Administration
- Health, Nutrition and Food Safety

**PROFESSIONAL STUDIES**

Subject: ________________________________________________

**FOR OFFICE USE ONLY**

DATE RECEIVED: ___________________  GED  HS DIPLOMA  OTHER ___________________

DATE DEC. MAILED: ___________________  FEE PD  DATE: ___________  FEE WAIVED ______________
**EDUCATIONAL HISTORY**

**WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU RECEIVED PRIOR TO ATTENDING THE URBAN COLLEGE?** (Please note: Degree Candidates must have at least a high school diploma or GED)

- [ ] 0-8
- [ ] 9-12 (Non-graduate)
- [ ] High School
- [ ] GED
- [ ] Attended College, did not graduate
  - [ ] Associate’s Degree
  - [ ] Bachelor’s Degree
  - [ ] Master’s Degree
  - [ ] Doctorate Degree
- [ ] Some Graduate Courses
- [ ] Some Post-Graduate Courses

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**EDUCATIONAL HISTORY PRIOR TO ATTENDING THE URBAN COLLEGE**

**HIGH SCHOOL NAME:** ____________________________  
Date of Graduation: ______________________

- St. Address: ________________________________  
  - City: __________________________ State: ________ Zip: __________
- G.E.D.
  - Date Received: ______________________

**PREVIOUS COLLEGE EXPERIENCE**

**COLLEGE NAME:** ________________________________  
Date Attended From: ______________

- St. Address: ________________________________  
  - City: __________________________ State: ________ Zip: ________
  - Date Attended To: ______________

- [ ] Courses  
  - Number of Credits:  
  - Received a Certificate  
    - Discipline:  
    - Did you receive a degree?  
      - [ ] YES  
      - [ ] NO  
      - What degree? ____________________________
    - Attended a two-year college  
      - Did you receive a degree?  
        - [ ] YES  
        - [ ] NO  
        - What degree? ____________________________
    - Attended a four-year college  
      - Did you receive a degree?  
        - [ ] YES  
        - [ ] NO  
        - What degree? ____________________________
    - Attended graduate school  
      - Did you receive a degree?  
        - [ ] YES  
        - [ ] NO  
        - What degree? ____________________________
    - Attended post-graduate school  
      - Did you receive a degree?  
        - [ ] YES  
        - [ ] NO  
        - What degree? ____________________________

Do you plan to transfer credits from the above institution to the Urban College (Maximum: 45 credits)  
- [ ] YES  
- [ ] NO  
(An official transcript is required.)

---

**PREVIOUS COLLEGE EXPERIENCE**

**COLLEGE NAME:** ________________________________  
Date Attended From: ______________

- St. Address: ________________________________  
  - City: __________________________ State: ________ Zip: ________
  - Date Attended To: ______________

- [ ] Courses  
  - Number of Credits:  
  - Received a Certificate  
    - Discipline:  
    - Did you receive a degree?  
      - [ ] YES  
      - [ ] NO  
      - What degree? ____________________________
    - Attended a two-year college  
      - Did you receive a degree?  
        - [ ] YES  
        - [ ] NO  
        - What degree? ____________________________
    - Attended a four-year college  
      - Did you receive a degree?  
        - [ ] YES  
        - [ ] NO  
        - What degree? ____________________________
    - Attended graduate school  
      - Did you receive a degree?  
        - [ ] YES  
        - [ ] NO  
        - What degree? ____________________________
    - Attended post-graduate school  
      - Did you receive a degree?  
        - [ ] YES  
        - [ ] NO  
        - What degree? ____________________________

Do you plan to transfer credits from the above institution to the Urban College (Maximum: 45 credits)  
- [ ] YES  
- [ ] NO  
(An official transcript is required.)
DEMOGRAPHIC PROFILE

The College requires the following demographic information so that we can more effectively meet our students' needs in the future. However, your responses to the following questions will not affect admissions decisions. Please be assured that your completed application and all information contained in it will be held in the strictest confidence.

RACE: (Please check one)
- Black (not Hispanic)
- White (not Hispanic)
- Hispanic (black)
- Hispanic (white)
- Asian/Pacific Islander
- Native American
- Other (Please describe)

ETHNICITY: (if applicable)
- African
- Caribbean
- Cape Verdean
- Eskimo Aleutian
- Hispanic
- Irish
- Japanese
- Middle Eastern
- Colombian
- Chinese
- Unknown
- Vietnamese
- Other

DO YOU HAVE A DISABILITY? (If yes, please describe below)
- YES
- NO

ARE YOU A UNITED STATES VETERAN?
- YES
- NO

YOUR FAMILY STATUS. Are you a:
- Single male parent/guardian
- Single person living with relatives
- Single female parent/guardian
- Single parent living with relatives
- Two parent household
- Single person (no children)
- Two-person household (no children)

YOUR HOUSEHOLD SIZE:
- How many persons in your household are over age 18? _____
- How many persons in your household are under age 18? _____
- Dependent elder in household? _____

IS ENGLISH YOUR NATIVE LANGUAGE?
- YES
- NO

If no, what is your native language?

ARE YOU A UNITED STATES CITIZEN?
- YES
- NO

If no, what country are you a citizen of?

WHAT IS YOUR CURRENT ANNUAL INCOME?
- Under $5,000
- $5,001 - $10,000
- $10,001 - $15,000
- $15,001 - $20,000
- $20,001 - $25,000
- $25,001 - $30,000
- $30,001 - $35,000
- $35,001 - $40,000
- $40,001 - $45,000
- $45,001 - $50,000
- Above $50,000

WHAT IS YOUR CURRENT ANNUAL FAMILY INCOME?
- Under $5,000
- $5,001 - $10,000
- $10,001 - $15,000
- $15,001 - $20,000
- $20,001 - $25,000
- $25,001 - $30,000
- $30,001 - $35,000
- $35,001 - $40,000
- $40,001 - $45,000
- $45,001 - $50,000
- Above $50,000

WHAT ARE YOUR SOURCES OF INCOME? (Please circle the primary source, and check all that apply)
- Full-Time Employment
- Part-Time Employment
- Social Security
- SSI/SSDI
- Alimony
- TANF
- Unemployment
- Pension
- EAEDC
- No Income
- Child Support
- Other (please explain)
Students planning to enroll more than half-time (taking more than six credit-hours) at UCB will be required to have health insurance. This is a legal requirement of the Commonwealth of Massachusetts that applies to UCB. Students should be prepared to sign a waiver and provide proof of insurance coverage in order to register for more than two courses.
The following questions are optional. However, your answers will help your urban college advisor get a clearer understanding of your goals so s/he can advise you better.

**WHY ARE YOU ATTENDING COLLEGE AT THIS TIME?**  
(Please check all that apply, and explain below)

- [ ] To start new career
- [ ] To explore options
- [ ] To improve self
- [ ] Need specific course(s) for job
- [ ] Other (please explain below)

**WHAT ARE YOUR LONG-TERM EDUCATIONAL GOALS?**

- [ ] College Courses
- [ ] Certificate
- [ ] Associate’s Degree
- [ ] Bachelor’s Degree
- [ ] Master’s Degree
- [ ] Doctorate
- [ ] Other (Please explain below)

**WHAT ARE YOUR LONG-TERM FUTURE CAREER GOALS?**

**WHY DID YOU CHOOSE TO APPLY TO THE URBAN COLLEGE RATHER THAN ANOTHER COLLEGE OR UNIVERSITY?**  
(Please check all that apply)

- [ ] Cost
- [ ] Specific courses
- [ ] Convenient hours
- [ ] Location
- [ ] Quality of faculty
- [ ] Composition of student body
- [ ] Other (Please explain below)

**HAVE YOU OR AN IMMEDIATE HOUSEHOLD MEMBER USED ANY OF THE FOLLOWING ABCD OR URBAN COLLEGE PROGRAMS/SERVICES?**  
(Please check all that apply)

- [ ] Adult Employment & Training Services (CJECT)
- [ ] Fuel Assistance
- [ ] Child Care Choices of Boston
- [ ] Head Start
- [ ] Daycare
- [ ] Health Services
- [ ] Elder Services
- [ ] Housing Services
- [ ] Energy Conservation/Weatherization
- [ ] The Learning Center  
  (Please specify GED or Diploma)
- [ ] Foster Grandparents Program
- [ ] Services at an APAC or NSC
- [ ] Summerworks
- [ ] ABCD Community Seminar Series
- [ ] UCB Writing Lab
- [ ] UBC Career Workshop
- [ ] UBC Tutorial Services
- [ ] UBC Student Services
- [ ] UBC Advisement
- [ ] Other (Please specify)
Please read the following commitment information for Urban College of Boston students.

1. The Urban College of Boston will assess your reading, writing, and math skill levels so you can be placed in courses appropriate to your skill level.

2. Attendance is required for classes. Each three credit class meets for three hours a week for 15 weeks. Class hours are 6:00 p.m. - 9:00 p.m.. Approximately 3 - 6 hours of homework a week is required for each class.

3. As an Urban College student, you will be required to make a number of financial investment in your education (e.g. tuition and fees, books, etc.)

4. The college offers a number of required orientation sessions, advisement, and writing assessments.

I hereby certify that the above and enclosed information is true and complete to the best of my knowledge. I also understand that as a candidate for an Associate Degree, I must submit a copy of my High School or GED Diploma to the Urban College of Boston before my application can be considered complete, and that willful actions that constitute inappropriate conduct on my part may result in rejection of my application or my withdrawal from college.

Signature: _______________________________________________  Date: ____________________________________

Enclosed is my $10 application fee by personal check or money order (Degree Candidates Only. Do not send cash)

The Urban College of Boston is an affirmative action/equal opportunity institution and does not discriminate on the basis of gender, age, religion, race, color, disability, sexual orientation, or national and ethnic origin in the administration of its educational policies, employment policies, and other programs and activities.