

# Welcome Students

Cambridge College welcomes adult students based on motivation, prior life achievement, and commitment to realizing life goals, rather than on the results of standardized entrance exams. An interview with your admissions counselor and review of your file establish whether or not Cambridge College is right for you, and whether or not you are ready for Cambridge College. Some programs have specific assessment and admission requirements.

## Please Call and Ask for an Admissions Counselor

Cambridge College Main Campus . . . . .	617-868-1000
Augusta Regional Center . . . . .	706-821-3965
Chesapeake Regional Center . . . . .	757-424-0333
Inland Empire Regional Center . . . . .	909-635-0250
Memphis Regional Center . . . . .	901-755-9399
Merrimack Valley Regional Center . . . . .	978-738-0502
Puerto Rico Regional Center . . . . .	787-296-1101
Springfield Regional Center . . . . .	413-747-0204

Admissions counselors serve as the first point of contact for prospective students and applicants to the College. They counsel students about Cambridge College and how to complete the application process. Admissions counselors will refer applicants and new students to appropriate parties for assessment (e.g. writing, placement), advising, registration, etc.

Students accepted into a degree or certificate program will find academic advising resources listed on their academic record that they can access through the MyCC web portal.

## Cambridge College Mission and Values

**Mission** — To provide academically excellent, time-efficient, and cost-effective higher education for a diverse population of working adults for whom those opportunities may have been limited or denied.

**Values** — Cambridge College is a responsive learning community, where working adults can find ways to make the personal and professional changes they need to achieve their goals. Learning at Cambridge College takes place in an atmosphere of true diversity, where students support each other in a collaborative learning process that respects their needs and values, their prior learning and life experiences. The College's innovative adult-centered learning model links theory and practice, helping students to acquire the academic credentials they seek, enrich their lives and careers, and become leaders in their communities.

## Equal Opportunity

Cambridge College is an equal opportunity institution committed to providing a diverse academic environment for its students, faculty, and staff. We welcome a diverse student body and academic community regardless of race, color, national origin, citizenship, religion, marital status, gender, sexual identity, sexual orientation, genetic information, veteran's status, pregnancy, disability, age, or any other legally protected status.

## Accreditation and State Approvals

Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education.

Cambridge College and its programs are authorized in Massachusetts. The College is approved to operate and offer selected academic programs in California, Georgia, Tennessee, Virginia, and Puerto Rico.

## Make an Informed Decision

**Applicants are responsible** for reading the Cambridge College catalog to get the information needed to make an informed program choice.

### **Educators and Counselors, Choose Your Program Carefully**

Before enrolling, students who may wish to get a license (certificate) must get current information from the state agency to which they anticipate applying for licensure or licensure status upgrade, comply with its requirements, and follow its procedures. All applicants are responsible for:

- Being thoroughly informed about licensure requirements in their state.
- Understanding Cambridge College education/counseling programs and policies, and how differences between non-licensure and licensure programs may affect plans for licensure and upgrades.
- Checking with the state licensing agency before enrolling, to verify acceptability of their Cambridge College program chosen for the license sought. State requirements may affect program choice.

**Please see the Cambridge College Academic Catalog** at [www.cambridgecollege.edu/](http://www.cambridgecollege.edu/) for more information, including program requirements and policies, tuition and fees, and refund policies.

## Educator Licensure Programs Approved

Cambridge College programs preparing students for educator licensure are approved by the Massachusetts Dept. of Elementary and Secondary Education (DESE), are within current Massachusetts state guidelines, and are subject to its regulations.

Massachusetts has reciprocal agreements with many other states through the NASDTEC Compact. However, some states may not accept other states' teacher preparation programs or practica. Check with your state education dept. before enrolling.

**Georgia, Tennessee, Virginia, Puerto Rico** — Students may apply for licensure after completing an approved Cambridge College licensure program and meeting all other state requirements.

## Licensure Practicum

Practicum students are guided and evaluated by a licensed/certified educator in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the academic/program coordinator or regional center director. Prospective students are responsible for discussing options for licensure practicum with academic/program coordinators or regional center directors prior to program enrollment.

## Regulations and Programs May Change

Professional standards for teachers are changing; regulations in any state may change at any time. To help our students meet evolving standards, our programs are subject to change and our program coordinators are available to counsel students.

**This Publication** has been prepared from the best information available at the time of printing. All information may be subject to change without notice.

# Application Process & Policies *Must Read*

## Application Forms and Instructions

Applications are available online at [www.cambridgecollege.edu/admissions/application\\_main.cfm/](http://www.cambridgecollege.edu/admissions/application_main.cfm/) and printed booklets are available from admissions counselors.

## Send Completed Application & All Materials

Send your completed application form, fee and all supporting materials to your admissions counselor at the Cambridge College center you plan to attend. See addresses on page 8.

### Your admission file must be **COMPLETE** before:

- Financial aid may be awarded.
- Transfer credit may be evaluated.
- You may register for courses.

## Rolling Admissions — Dates

Cambridge College practices a rolling admissions policy. Applicant materials are processed and reviewed as they are received. Students are notified of their admission on a continual basis, as their file becomes complete and they are accepted. **Please allow 1-2 weeks for processing.**

Term	Application & Materials Due	Classes Start
Fall 2011	early September	Sept 19
Spring 2012	early January	Jan 30
Summer 2012	mid-late May	Undergraduate: June 4 Graduate: June 11 NITE: June 25

(Please note: Cambridge College reserves the right to deny a student admission. Submission of all required materials does not guarantee admission.)

## Admissions Materials

Cambridge College requires all admissions materials to be submitted and approved as official in order for a student to be accepted and register.

**Admissions documents must be submitted in English.** All materials become the property of Cambridge College and cannot be returned to the student. Access to these materials is limited under the Family Educational Rights and Privacy Act of 1974 (FERPA). Submitted reference letters that have been designated confidential will not be available to the student.

**Keep copies** of your completed application and other items you submit. Application materials may not be returned, duplicated for personal use, or forwarded.

## International Transcripts

Students who have received degrees from other countries are required to submit an official copy of all records of academic course work accompanied by an official English translation. This includes secondary school records with courses taken and grades received (if applicable); records from each college or university attended showing the number of lecture and/or laboratory hours taken and grades received, official documents verifying the awarding of all secondary diploma, degrees and/or academic certificates with the title and date awarded. All applicants must have their credentials evaluated by an accredited professional evaluation service. Suggested agencies include:

- Center for Educational Documentation, 617-338-7171, [www.cedevaluations.com/](http://www.cedevaluations.com/).
- World Education Services, 212-966-6311, [www.wes.org/](http://www.wes.org/).

## Returning Applicants

**Reapplication — Students who have an incomplete application**, and have not been admitted, then wish to enroll. These students have up to three terms within a year, or a year (but no longer than a year) to request deferment to another term. They must complete the application process before being admitted. After a year, documents are disposed of and they must reapply.

**Reactivation — Students who complete the application process**, do not register, then wish to enroll. These students have up to three terms within a year, or a year (but no longer than a year) to request deferment to another term. After a year, documents are disposed of and they must reapply.

**New Degree — Students who wish to complete a degree (or certificate)** different from their current or past degree must reapply through the admissions office, indicating the new degree on their admissions application and submitting all application materials.

## Students Returning After Five Years

**Students who withdraw** any time after their initial registration, and wish to return after more than five years need to reapply with all materials through the admissions office.

## Student PIN

Cambridge College assigns a Personal Identification Number (PIN) upon acceptance. The PIN provides accepted students password access to the MyCC web portal for web registration and personal accounts, and academic resources including the online library. If a student forgets his/her PIN the Registrar's Office will provide the PIN, upon verification of student identity by calling 617-873-0101.

# Orientation, Assessment & Support

## Orientation

Mandatory orientation sessions are held shortly before each term begins. Ask your admissions counselor for dates. Please attend orientation to receive academic advising before you register for classes. Your admissions counselor can put you in touch with a faculty advisor to assist you with registration.

## Assessment and Support

Most Cambridge College programs conduct a writing/analytical skills assessment early in the first term. If the assessment indicates need, your seminar leader/academic advisor will refer you to appropriate courses which may be required at additional cost, and to the College's writing support center.

# Contact Us

## Cambridge, MA — Main Offices, Locations and Contacts

Main Building, Main Offices • 1000 Massachusetts Avenue  
Admissions • 1000 Massachusetts Avenue  
School of Undergraduate Studies • 1000 Massachusetts Avenue  
School of Education • 80 Prospect Street  
School of Psychology & Counseling • 80 Prospect Street  
School of Management • Corner Museum Way and Msgr O'Brien Highway (go under Green Line)  
Website • [www.cambridgecollege.edu](http://www.cambridgecollege.edu)

Admissions . . . . .	See centers and phone numbers at right	Ask for an admissions counselor for your program at your Cambridge College center.
Admissions Records . . . . .	617-873-0447 . . . . .	<a href="mailto:admissionrecords@cambridgecollege.edu">admissionrecords@cambridgecollege.edu</a>
Bursar . . . . .	617-868-1000 x1326 . . . . .	<a href="mailto:bursars@cambridgecollege.edu">bursars@cambridgecollege.edu</a>
Disability Support . . . . .	617-873-1191 . . . . .	<a href="mailto:rebecca.shiels@cambridgecollege.edu">rebecca.shiels@cambridgecollege.edu</a>
Financial Aid . . . . .	617-873-0440 . . . . .	<a href="mailto:financialaidweb@cambridgecollege.edu">financialaidweb@cambridgecollege.edu</a>
International Students . . . . .	617-873-0142 . . . . .	<a href="mailto:jessyca.feliciano@cambridgecollege.edu">jessyca.feliciano@cambridgecollege.edu</a>
Registrar . . . . .	617-873-0101 . . . . .	<a href="mailto:registrar@cambridgecollege.edu">registrar@cambridgecollege.edu</a>
Transfer Credit . . . . .	617-873-0143 . . . . .	<a href="mailto:transfercredit@cambridgecollege.edu">transfercredit@cambridgecollege.edu</a>

## Cambridge College Admissions Requirements & information Taking Individual Courses

*All admissions documents must be submitted in English.*

Non-degree seeking students are referred to as special students at Cambridge College. **Special students are able to take a maximum of three courses for credit without enrolling** in a degree or certificate program.

- Special students enrolled in **School Collaborative** courses **or** in courses leading to licensure from the **Puerto Rico** Department of Education are exempt from the three-course limit.
- **Alumni** returning as special students to complete courses leading to licensure in Early Childhood, Elementary Education and Special Education are exempt from the three-course limit as well.
- The College reserves the right to restrict access by special students to particular courses.

**To get the full benefit of the course work**, any course prerequisites must be met. The prior education and experience required for the corresponding degree are recommended.

**Application Form** Complete all items carefully and **sign**.

**\$30 Application Fee**

Check or money order payable to Cambridge College (non-refundable).

### Transfer Credit Limits

Credit-bearing courses taken at Cambridge College as a special student may be evaluated and counted as transfer credits toward a degree program at a later time, provided they meet the transfer and distribution requirements of the degree sought (see Transfer of Credit). Courses must meet all criteria for transfer, so acceptance cannot be guaranteed. Each degree program accepts a limited number of transfer credits.


**Do not take more than nine credits/three courses before seeking academic advising.**

**Evaluation of non-credit courses for bachelor's degree credit** — Academic credit may be awarded to non-credit Cambridge College courses taken earlier if the student creates a portfolio demonstrating college-level work that meets the requirements of the degree program. The portfolio must show conclusive evidence of learning equivalent to a credit-bearing college course (an evaluation fee is required). Contact the undergraduate academic advising office for information and limitations.

### Financial Aid

To be eligible for financial aid, enrollment in a degree program or eligible certificate is required. Please contact the Financial Aid Office for more information.

## Please Send Application

 **to your admissions counselor at the Cambridge College center you plan to attend**

### Cambridge College

Office of Admissions  
1000 Massachusetts Ave  
Cambridge, MA 02138  
617-868-1000

### Augusta Regional Center

753 Broad St, Ste 1000  
Augusta, GA 30901  
706-821-3965

### Chesapeake Regional Center

1403 Greenbrier Pkwy, Ste 300  
Chesapeake, VA 23320  
757-424-0333

### Inland Empire Regional Center

8686 Haven Avenue  
Rancho Cucamonga, CA 91730  
909-635-0250

### Memphis Regional Center

Oak Ridge Bldg, Ste 401  
8000 Centerview Pkwy  
Cordova, TN 38018  
901-755-9399

### Merrimack Valley Regional Center

60 Island St  
Lawrence, MA 01841  
978-738-0502

### Puerto Rico Regional Center

268 Ponce de León Ave, Ste 1400  
Hato Rey, San Juan, PR 00918  
787-296-1101

### Springfield Regional Center

570 Cottage St  
Springfield, MA 01104  
413-747-0204