

Welcome • Contact Us

Cambridge College welcomes adult learners based on motivation, prior life achievement, and commitment to realizing life goals, rather than on the results of standardized entrance exams. An admissions counselor talks with you and helps you collect all required materials. 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.

Cambridge, MA — Main Offices, Locations & Contacts

Main Building, Main Offices • 1000 Massachusetts Avenue, Cambridge, MA 02138
Education & Counseling Admissions • 315 Broadway
School of Education • 80 Prospect Street
School of Psychology & Counseling • 80 Prospect Street
School of Management • 17 Msgr. O'Brien Highway
Website • www.cambridgecollege.edu

Admissions	See centers and phone numbers at right	Ask for an admissions counselor for your program at your Cambridge College center.
Financial Aid	617-873-0440	financialaidweb@cambridgecollege.edu
Registrar	617-873-0101	registrar@cambridgecollege.edu
Student Records	617-873-0447	studentrecords@cambridgecollege.edu
Student Services	617-873-0120	studentservices@cambridgecollege.edu
Disability Support	617-873-0470	disabilitysupport@cambridgecollege.edu
Transfer Credit	617-873-0181	transfercredit@cambridgecollege.edu
Bursar	617-868-1000 x1326	bursar@cambridgecollege.edu
International Student Services	617-873-0142	international@cambridgecollege.edu

Tips

Application Dates

Applicants are admitted when applications and supporting materials are received and processed. Please submit all your materials by the recommended time:

Fall term (late September to January) **early September**

Spring term (late January to May) **early January**

Summer term (June to August) **late May**

Applications received after the add/drop deadline may be accepted for the *following* term only.

Keep Photocopies

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

Complete Admission File Required

Your file must have all items listed in this booklet. If at least an **official** transcript of your prior degree is in your file (only transcripts from regionally accredited colleges are accepted), you may register for your first term's classes before the file is complete. However, you may not register for your second term until the file is complete.

International Transcripts

International Transcripts must be translated and evaluated by authorized agencies. You must obtain this service. Suggestions include:

- Center for Educational Documentation, 617-338-7171, www.cedevaluations.com/.
- World Education Services, 212-966-6311, www.wes.org/.
- American Association of Collegiate Registrars & Admissions Officers, www.aacrao.org/.

If original documents are located in countries where there are extenuating circumstances, a notarized copy of the original transcript may be acceptable. International transcripts with translation and evaluation, documenting degrees earned at international institutions, must be received before you may enroll.

Please Send Your Application

to Cambridge or your regional center



Cambridge College
Office of Student Records
1000 Massachusetts Ave
Cambridge, MA 02138
617-868-1000

Springfield Regional Center
Attn Meaghan Prendergast
570 Cottage St, Springfield, MA 01104
413-747-0204

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

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

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

Inland Empire Regional Center at Ontario, CA
337 North Vineyard Ave, Ste 100
Ontario, CA 91764 • 909-635-0250

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

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

Second Cambridge College Degree

Are you applying for a second Cambridge College degree program? A new application form must be submitted with transcript and appropriate documents. Please ask the Registrar's Office to release an official transcript of your prior degree.

Doctoral Program Applicants

Please ask your admission counselor about the application process and request the separate EdD application booklet.

Orientation & Course Registration

Orientation/Registration sessions are held shortly before each term begins. Ask your admissions counselor for dates. Please attend orientation to get academic advising before you register. If you miss orientation, your admissions counselor can put you in touch with a faculty advisor, and assist you with registration.

Important *Must Read Policies*

Cambridge College Mission & 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.

An Equal Opportunity Institution

Cambridge College is an equal opportunity institution committed to providing a diverse academic environment for its students, faculty, and staff, 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 & Authorization

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**.

Educator Licensure Programs Approved

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

Massachusetts has reciprocal agreements with many other states through the NASDTEC Compact. However, some states may not accept out-of-state teacher preparation programs. 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.

Regulations & Programs May Change

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

Make an Informed Decision

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

The Cambridge College Catalog is available online at www.cambridgecollege.edu/. Please see the catalog for more information, including your program requirements and policies, tuition and fees, and refund policies.

Educators, Choose Your Program Carefully

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

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

Writing Assessment & 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 course work and to the College's writing support services, so that you can get the most from your course work.

Applicants to our National Institute for Teaching Excellence programs submit the writing assessment online as part of the admission process. See NITE home page on the Cambridge College website.

Applicant Records & Privacy

All application materials become part of Cambridge College records and will not be returned. Materials received in the application process may not be removed or duplicated for personal use or forwarded to any third party.

Access to the information supplied on your application form, supporting materials, and student education records, is strictly limited under the Family Educational Rights and Privacy Act of 1974. In compliance with the Act (FERPA), the College does not permit the release of personally identifiable information in student records without the written consent of the student, except as specifically allowed by FERPA statute or regulation.

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