

MountMary

COLLEGE

Master of Arts Education

GRADUATE PROGRAM APPLICATION PROCEDURE



Please keep these instructions for reference. Submit materials to: The Office for Graduate Education, Mount Mary College, 2900 N. Menomonee River Parkway, Milwaukee, WI 53222-4597.

Application process overview:

- ✓ Apply online
- ✓ Submit the following:
 - Application fee
 - Official transcripts
 - Letters of recommendation
 - Career goals statement
 - Copy of teaching license(s)
- ✓ Interview with the Program Director

When to Apply

Applications for the Master of Arts in Education Program are accepted year round. Terms typically begin in late-August, mid-January, and mid-June. Students are encouraged to apply early as space may be limited.

International Applicants

International students wishing to enroll at Mount Mary College should contact the Office for Graduate Education either via email at gradinfo@mtmary.edu or via phone at 414-256-1252 for specific application requirements. The application fee for international students is \$100.

Notification of Acceptance

Formal acceptance is determined by the Program Director and/or the Admissions Committee. Applicants will be notified regarding acceptance by a formal letter from the Office for Graduate Education.

Complete Instructions for Application Submissions

The following materials must be submitted to the Office for Graduate Education in order to apply for the Master of Arts in Education: Professional Development Program at Mount Mary College.

1. Complete the online application available at <https://my.mtmary.edu/ICS/Admissions/>. Should you need or prefer a paper application, please call (414) 256-1252 or send an email to gradinfo@mtmary.edu.
2. Pay the non-refundable application fee of \$45/\$100 for international students. At this time, students should submit their fee via check or money order payable to Mount Mary College to the Office for Graduate Education. The application fee is waived for Mount Mary College alumnae.
3. Arrange an interview with the Program Director as soon as possible after deciding to apply and preferably prior to completing the application process. (Contact information provided below.) Admission decisions are made following the completion of the interview and the application process.
4. Arrange to have official transcripts detailing previous academic study from all universities or colleges attended, embossed with the school seal, to be sent directly from the issuing institution to the Office for Graduate Education at Mount Mary College. Applicants with course work in progress toward the fulfillment of a degree are required to submit an official final transcript verifying receipt of their degree after completing the course work. Applicants who previously attended Mount Mary College need not request Mount Mary transcripts but should furnish transcripts from other schools, if applicable.
5. Submit two letters of recommendation from a reference person within the professional field of education indicating potential for graduate study. One letter of recommendation is to be from the applicant's current principal or a person determined by the Program Director to be an appropriate reference. Details regarding this step in the application process can be found online at http://www.mtmary.edu/masters_admiss.html.
6. Write a career goals statement of purpose, specifying objectives and experience or skills contributing to the decision to pursue graduate study in education.

7. Provide a copy of your teaching license(s). To obtain a copy of your teaching license from Wisconsin's Department of Public Instruction, please go online to - <http://dri.wi.gov/index.asp>. If you do not hold a teaching license, please confer with the Program Director.

Transferring Credits

For prior credit to be considered for transfer, official graduate transcripts must be submitted. Transcripts submitted after admission will not be considered for transfer of prior credit.

Enrolling in Courses

Students may enroll in coursework prior to being officially accepted into a graduate program. Please visit Mount Mary's online course listing at https://my.mtmary.edu/ICS/Course_Search.jnz to explore the course offerings.

The screenshot shows the Mount Mary College website's Course Search page. At the top, there is a banner for the Campus Information Center with the text "My Mount Mary" and several small images. Below the banner is a login section with fields for "User ID:" and "Password:", a "Login" button, and a link for "I forgot my password". A navigation menu includes "Home", "Admissions", and "Site Help". The main content area is titled "Course Search" and features a "Course Schedules" section with a search icon and the text "Course Search". Below this is an "Instructions" section titled "Course Search Instructions" with the following text: "Please click the 'Course Search' button to begin. When doing a search, be sure to click the 'St'. Be careful when selecting the term you are interested in enrolling in. Courses with a section number beginning with A, B or M are restricted to accelerated or Midtov. Courses with course numbers greater than 500 are restricted to graduate students." On the left side, there is a "Main Page" section with links for "Course Search", "Course Schedules", "Instructions", and "Handouts". Below that is a "Quick Links" section with links for "Educator", "MMC Bookstore", "MMC Dining Services", "MMC Library", "Mount Mary Home Page", "Switch", and "Web Mail". At the bottom left, there is a "VeriSign Secured" logo.

Contact Information

Please contact the helpful staff of the Office for Graduate Education at Mount Mary College with questions regarding the application process -

gradinfo@mtmary.edu

(414) 256-1252

2900 N. Menomonee River Parkway, Milwaukee, Wisconsin 53222

www.mtmary.edu/graduate.htm

Please contact the Program Director for the Master of Arts in Education Program with specific questions about the program -

Debra M. Dosemagen, Ph.D.

Master of Arts in Education Program Director

Education and Mathematics Division Chairperson

National Board Certified Teacher

dosemagd@mtmary.edu

(414) 256-1214

<http://www.mtmary.edu/masterofartsedu.htm>

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