



2900 North Menomonee
River Parkway
Milwaukee, Wisconsin
53222-4597
www.mtmary.edu

English

Broad-Based Writing

Creative Writing

Professional Writing

Writing for Children & Young Adults

Please keep these instructions for reference.

Submit materials to: Office for Graduate Education,
Mount Mary College, 2900 N. Menomonee River Pkwy.,
Milwaukee, WI 53222-4597

Application process overview:

- ✓ Apply online
- ✓ Submit the following:
 - Application fee
 - All official transcripts
 - Writing samples: 2-3 pieces
 - Three letters of recommendation
 - Career Goals Statement
 - Résumé (optional)
- ✓ Interview with the Ann Angel, Program Director

When to Apply

Students may apply at any time during the year.

Application deadlines are:

August 1st for the fall semester

December 1st for the spring semester

May 1st for the summer session

International Applicants

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

Complete Instructions for Application Submissions

The following materials must be submitted to the Office for Graduate Education in order to apply for the English Graduate 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 mmc-gradinfo@mtmary.edu.
2. Pay the non-refundable application fee of \$45/\$100 for international students online by credit card (American Express, Discover, or MasterCard) or E-Check. Application fee is waived for Mount Mary College alumnae. Please enter MMCALUM.
3. 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.
4. Three letters of recommendation (recommendation form is available online at http://www.mtmary.edu/englishgrad_adminapp.htm) from teacher/professors familiar with your work, employers familiar with your professionalism, writers, etc.
5. Submit your résumé (optional).
6. Write and submit a 4-5 page Career Goals Statement describing your interests in writing and how you came to those interests, what your goals and ambitions in the field of writing are, and how the program to which you are applying can help you achieve those goals. Please take some time planning and writing the statement; the quality of your writing and thought will be assessed. Please include your name on your statement.

7. Once all application materials have been submitted, applicants should schedule a meeting with the program director. To schedule an appointment, please call (414) 443-3659.

Transferring Credits

For prior credit to be considered for transfer, official 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 'My Mount Mary' website's 'Course Search' page. At the top, there is a navigation bar with 'Home', 'Admissions', and 'Site Help' tabs. Below this is a search bar with 'User ID:' and 'Password:' fields, a 'Login' button, and a link for 'I forgot my password'. The main content area is titled 'Course Search' and includes a 'Course Schedules' section with a search icon and the text 'Course Search'. Below that 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 "S". 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 Midtown. Courses with course numbers greater than 500 are restricted to graduate students.' On the left side, there is a 'Main Page' sidebar with links for 'Course Search', 'Course Schedules', 'Instructions', and 'Handouts'. Below that is a 'Quick Links' sidebar 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 -

mmc-gradinfo@mtmary.edu

(414) 256-1252

2900 N. Menomonee River Parkway, Milwaukee, Wisconsin 53222

www.mtmary.edu/graduate.htm

Please contact the Program Director of the Master of Arts in English with specific questions about the program – Ann Angel, Ph.D.

angela@mtmary.edu

(414) 258-4810 ext. 296

<http://annangelwriter.com/>