

# MountMary

COLLEGE

## Master of Science Occupational Therapy

### GRADUATE PROGRAM APPLICATION PROCEDURE



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

#### **Application process overview:**

- ✓ Apply online
- ✓ Application fee
- ✓ Submit all official transcripts

Application and transcripts go through early review process. If eligible, complete and submit the following:

- ✓ Two recommendation letters
- ✓ Shadowing experience guidelines
- ✓ Human services guidelines
- ✓ Narrative questions

#### **When to Apply**

It is important to apply early to the Master of Science in Occupational Therapy program because of the two step process.

First, submit an application, application fee, and all official transcripts. These items are part of the eligibility review process.

Secondly, those who are eligible will submit the remaining application materials as outlined in this document.

Application deadline dates are:

- January 15
- June 15

#### **Notification of Acceptance**

The Occupational Therapy Admissions & Retention Committee recommends admission to the program to the Office for Graduate Education. Applicants will be notified of the admissions decision by a formal letter from the Office for Graduate Education approximately two weeks after the application deadline date.

#### **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](mailto: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 Master of Science in Occupational Therapy Program at Mount Mary College.

#### **For initial eligibility review -**

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@live.mtmary.edu](mailto:mmc-gradinfo@live.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.

#### **Once eligible to proceed with the application process -**

1. Submit two letters of recommendation from reference persons indicating potential for graduate study. Details regarding this step in the application process can be found online at [http://www.mtmary.edu/ot\\_msot\\_admiss.htm](http://www.mtmary.edu/ot_msot_admiss.htm).
2. Complete and submit the Shadowing Experience document available online at <http://www.mtmary.edu/pdfs/admissions/applications/ot/msot-shadowing.pdf>. Applicants are required to shadow an occupational therapist for a minimum of four hours.
3. Complete and submit the Human Services Guidelines document available online at <http://www.mtmary.edu/pdfs/admissions/applications/ot/msot-humanservice.pdf>. A minimum of ten (10) hours of human service is a criterion for admission. Human service is defined as a paid employment or volunteer experience with an individual or individuals not related to the applicant and who may be a potential client for occupational therapy.
4. Please submit a written narrative on the following four topics. Submissions can be done electronically and by using the narrative document available online at <http://www.mtmary.edu/pdfs/admissions/applications/ot/narrativequestions.pdf>.

### **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.inz](https://my.mtmary.edu/ICS/Course_Search.inz) to explore the course offerings. Students can search by specific courses or by department.



The screenshot shows the 'Campus Information Center My Mount Mary' website. At the top, there are navigation links for 'Home', 'Admissions', and 'Site Help'. Below this is a 'Course Search' section with a search bar and a 'Course Search' button. To the left, there is a 'Main Page' sidebar with links for 'Course Schedules', 'Instructions', and 'Handouts'. Below the sidebar, there are 'Quick 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. The main content area is titled 'Course Search' and contains a search bar and a 'Course Search' button. Below the search bar, there is a section titled '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 Midtov Courses with course numbers greater than 500 are restricted to graduate students.'

## **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](mailto:mmc-gradinfo@mtmary.edu)

(414) 256-1252

2900 N. Menomonee River Parkway, Milwaukee, Wisconsin 53222

[www.mtmary.edu/graduate.htm](http://www.mtmary.edu/graduate.htm)

Please contact the Master of Science in Occupational Therapy Program with specific questions about the program –

[mmc-ot@mtmary.edu](mailto:mmc-ot@mtmary.edu)

(414) 256-1246