



***Program in
Exercise
Science***

Year 2019 Application Procedures and Checklist Bachelor of Science in Exercise Science

Application Materials

Application materials must be submitted at the same time (e.g., mailed together) by February 21, 2019 for consideration for the Fall Semester start date. Please send the application materials to:

*Exercise Science Admissions Committee
Department of Exercise Physiology
University of Mary
7500 University Drive
Bismarck, ND 58504*

It is anticipated that applicants will be notified of the interview selection decision by March 7, 2019 and will receive notification of acceptance status by April 20, 2019.

Please be sure to **complete each of the following** components of the application packet:

1. **Application to the University of Mary**
 - If you are currently NOT a student at the University of Mary, you must complete a University of Mary application and be accepted before you can apply for entrance into the professional Exercise Science (EXS) Program. You may request an application for admission by visiting the University of Mary website at www.umary.edu, writing to the Department of Exercise Physiology, University of Mary, 7500 University Drive, Bismarck, ND 58504, or calling 1-701-355-8356.
2. **Letter of Application**
 - Provide a **one-page cover letter** in which you **state your intent** to apply for the professional level Exercise Science Program. This is also an opportunity to clarify or expand on factors you feel are important in regards to your commitment to the Exercise Science Program.
 - Cover letters are expected to be relatively brief (usually one page in length).
3. **Resume Form**

Complete each section or attach current resume.
4. **Professional Goal Statement Form**

Complete the goal statement. Please limit your answers to the form provided.

5. **Pre-requisite Courses & GPA**

- Complete the enclosed Exercise Science Program Student Status Record. **Pre-requisite courses for application** to the Exercise Science Program are:
 - BIO 103 General Biology
 - CHE 109 Fundamentals of Chemistry (may substitute CHE 111)
 - CHE 110 Intro. to Organic & Biochemistry (may substitute CHE 112)
 - MAT 103 College Algebra
 - ATH 157 First Aid (Must be CPR certified)
 - ATH 238 Prevention & Care of Athletic Injuries
 - BIO 207 Human Anatomy & Physiology I
 - BIO 208 Human Anatomy & Physiology II
 - HPS 206 Medical Terminology
 - PSY 201 General Psychology
 - PSY 207 Lifespan Development

Note the above courses are pre-requisites for application and that the core courses for graduation with a Bachelor of Science degree in Exercise Science are more inclusive.

- Minimum criteria for selection include completion of pre-requisite course work with a 2.75 grade point average in the pre-requisite courses listed above (i.e. A total GPA of 2.5 is required).
- Students not meeting pre-requisite course requirements may be accepted on a provisional status and accepted as a full-time student upon completion of the required courses within the following Fall and Spring Semesters (Total of two Semesters).
- Applicants must have current **CPR/AED for the Professional Rescuer**. **Enclose a copy of your current CPR card with your signature on it.**

6. **Background Check**

Complete a background check through http://portal.castlebranch.com/UA_93
See directions form within packet.

7. **Immunization Record**

- A copy of your immunization record must be included in your packet and include the following:
 - 2MMR's (measles, mumps and rubella).
 - Varicella (chickenpox) vaccination or confirmed history of disease (date/year) signed by applicant.
 - Hepatitis B series (all 3 shots): must have for clinical rotations.
- Any questions please contact Jason Kobes at 701.355.8003 or at his office RTC 212.

8. Volunteer/Community Service Form

Volunteer work and /or community service is not a requirement for application, but is a requirement for graduation in the program (25 hours), and may be considered in the selection process as evidence of your commitment to the field. If you choose to submit volunteer work and or community service, you may complete the enclosed Verification Form.

9. References (3)

- Follow the directions on the enclosed reference forms. References must be from other than family or friends (e.g. former or current employer, educational instructor/coach/advisor, volunteer supervisor, etc.)
- References must be submitted in original, unopened envelopes. Envelopes from references without the required signature across the seal will not be accepted.

10. Official School Transcripts

If you completed your prerequisite courses at a college or university other than the University of Mary, an official school transcript from that college or university must be submitted to the Department of Exercise Physiology, in the original sealed envelopes. If you are a student at the University of Mary, submit an official or unofficial transcript. Unofficial transcripts must be signed by your academic advisor.

11. Complete, Sign, and Mail Application Materials and Forms

- Send all completed application materials **postmarked on or before February 21, 2019** to the attention of:

Exercise Science Admissions Committee
Department of Exercise Physiology
University of Mary
7500 University Drive
Bismarck, ND 58504

- Applications may be hand-delivered to:

Dr. Jill Nustad, Exercise Physiology Department Chair
Office: Casey Center, Room#139

Or

Deanna Woodson, Exercise Physiology Department Secretary
Office: Casey Center, Room # 142



Year 2019 Application for Admissions Bachelor of Science in Exercise Science

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Please TYPE or PRINT your responses to the following:

1. First time applicant Reapplication: Previously applied _____
Date _____
 2. _____
Name Last First Middle
 3. _____
Permanent Address (Street or PO Box) (Apt. #)

City State Zip Until When?
 4. _____
Preferred Mailing Address (If Different) (Street or PO Box) (Apt. #)

City State Zip Until When?
 5. Permanent Telephone (_____) _____ Local Telephone (_____) _____
 6. Email Address _____
 7. U.S. Citizen Yes No If no, permanent resident? Yes No
 8. Check One: _____ I have a bachelor's degree
Major: _____
_____ I have a two-year degree in: _____
_____ I do not have a college degree
 9. Are you a current University of Mary student? _____ Yes _____ No
If so, how many semesters have you completed? _____
 10. Complete the following section for all post-secondary educational institutions you are attending or have attended. Begin with the most recent school.
- | INSTITUTION | STATE | MONTH/YEAR | # OF SEMESTERS |
|-------------|-------|------------|----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

I verify to the best of my knowledge that I have read the contents of the Exercise Science Admissions Packet and that enclosed written information I have provided the University of Mary Exercise Science Admissions Committee is accurate.

Applicant's Signature

Date



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Resume Form

Please Print or Type

Applicant Name (Last) (First) (Middle)

Address (Street or PO Box) City State Zip

Education

(Schools attended, degree attained and year of graduation, major)

Work Experience

(Job title, agency name, general description of work and duration of job)

Volunteer/Observation Experience

(Agency name, function, general description of work, duration of experience, and observation hours)

Extracurricular Activities and Leadership Roles

(Agency name, function, general description, and dates)

Honors and Awards

(Award, date, awarding institution or agency)

University of Mary
Exercise Science
Student Status Record

Students Name: _____ ID #: _____

Advisors Name: _____ as of: _____

Exercise Science Student Status Record

EXS Admission Requirements	Semester/Year	Credits	Grade
CHE 109 (or 111) Fundamentals of Chemistry		4	
CHE 110 (or 112) Intro to Organic and Biochemistry		4	
BIO 103 General Biology		4	
BIO 207 Human Anatomy & Physiology I		4	
BIO 208 Anatomy & Physiology II		4	
PED 157 First Aid		1	
HPS 206 Medical Terminology		2	
MAT 103 College Algebra		4	
ATH 238 Prevention and Care of Athletic Injuries		2	
PSY 201 General Psychology		4	
PSY 207 Lifespan Development		4	

Must have GPA in pre-requisite courses of 2.75 or higher.
Must have overall GPA 2.5 or higher.

University of Mary
 Department of Exercise Physiology
Volunteer Work & Community Service Verification Form

Name of Volunteer: _____

Agency Name	Type of Service	Duration of Service	Total Hours	Signature of Supervisor, Volunteer Coordinator
<u>EXAMPLE:</u> Waterford Assisted Living Home	Volunteer work – Helped with Adult Later Lifespan	June 6-12, 2007	25	Mrs. Jane Poly



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Year 2019 Application Selection Process Bachelor of Science in Exercise Science

SELECTION PROCESS:

Selection is a two-fold process, including the School of Health Sciences and the Exercise Physiology Department. Upon receipt of all materials, the Exercise Science Admissions Committee will review all applications and decide which applicants will be granted an interview.

The following are minimum standards for receiving an interview:

1. Interest and desire of student to enter pre-professional studies in the field of exercise science.
2. Minimum total GPA of 2.50 on a 4.00 scale (including transfer courses).
3. Completed Exercise Science Program Application Packet, as per the review of the Exercise Science Admissions Committee.
4. Volunteer work is not required for acceptance into the program, but may be a consideration in the event that the number of applicants exceeds the number of vacancies available, and 25 hours of volunteer work is required by the program for graduation.

INTERVIEW:

1. Personal interviews will be held before the end of the semester. Dates and times will be announced and are dependent upon number of applicants and class schedules.
2. The candidate will be interviewed by a panel of individuals appointed by the Exercise Physiology Department Chair.
3. The applicant's interests, experiences, and future goals are generally discussed, as well as strengths and weaknesses that are considered pertinent to the educational process and exercise science profession.
4. All applicants are objectively rated for the interview using a Likert scale assessment sheet. This objective data is combined with the applicant's objective ratings from the application process to determine a final application score.
5. After review of application materials and the interview, the Admissions Committee makes a determination of the student's acceptability for the program.



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Year 2019 Application Selection Process Bachelor of Science in Exercise Science

POLICY REGARDING NOTIFICATION OF ADMISSIONS STATUS:

Applicants will receive numerical ratings for each component of the EXS Admissions Process. Applicants will be assigned composite scores by the Department of Exercise Physiology faculty and staff for grade point average, references analysis, and University of Mary status. Volunteer/community services are not required for admissions, but may be considered with respect to the applicants' sincerity of interest in the field of study. Composite scores will be used to identify a maximum of forty (40) candidates from the applicant pool. Total composite scores will be rank-ordered in descending order with a maximum of 40 applicants recommended for acceptance and 10 applicants for alternate status. Names of the selected and alternate candidates will be forwarded by the EXS Admissions Committee to the Exercise Physiology Department Chair, who will notify applicants in writing of their Admissions Status. Levels of Admissions Status are as follows:

Full Acceptance:

All EXS Program admissions requirements are fulfilled and the applicant's composite score when rank-ordered places the applicant among the top 40 candidates for admission.

Provisional Acceptance:

As above and pending satisfactory completion of pre-requisite coursework, with a 2.75 GPA in the required sciences and maintenance of at least an overall 2.50 GPA.

Conditional Provisional Acceptance:

A provisional acceptance with specific conditions involving retaking pre-requisite courses to meet pre-requisite or total GPA criteria.

Alternate:

As above with the admissions composite score falling below the top 40 candidates. A list of alternate candidates will remain in effect until the last day to add a course for the first semester of the professional level EXS Program.

Denial:

Failure to meet the criteria for acceptance.

All applicants will be notified by email and mail of their Admissions Status.

A student who is accepted into the professional level EXS Program must maintain an overall GPA of at least a 2.50 on a 4.0 scale for remaining coursework.



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Reference Form

Note to Applicant:

Three (3) Reference forms are included in the Exercise Science Admissions Packet (one form for each of the three references). All three forms must be completed and returned **UNOPENED** with the other application materials by February 21, 2019.

Directions:

After reading the waiver statement below, the applicant is to request an individual other than family and friend to complete this form.

Please TYPE or PRINT your responses to the following:

Applicant Name (Last) (First) (Middle)

Address (Street or PO Box) City State Zip

Social Security #

Waiver Statement:

I waive the right to inspect this confidential recommendation when it becomes part of my file at the University of Mary Exercise Physiology Department.

OR I do not waive the right to inspect this recommendation.

Applicant Signature

Applicant Signature

The applicant must complete and sign the above statement before submitting this form to the evaluator. This request is in compliance with Federal Law P.L. 93-380 (Family Education Rights and Privacy Act of 1974).

Name of Individual Providing Reference:

Name (Last) (First) (MI)

Title or Position

Business Address Organization Department

(Street or PO Box) City State Zip



Evaluator Comments and Appraisal

Directions:

The person named on page one has identified you as an individual to provide a reference and as having knowledge of his or her potential for undertaking study at the University of Mary Exercise Science Program. The information supplied in this form will be held in strict confidence and will be used only for the purpose of assessing the applicant's qualifications for admission. If you wish to write a personal letter to supplement this form, please feel free to do so and attach it to this form. Please note that in compliance with Federal Law P.L. 93-380 (Family Education Rights and Privacy Act of 1974), if the applicant does not waive the right of access, this form will be accessible to the applicant. Please accept our appreciation for your help in assessing this applicant's qualifications.

Recommendation Information:

1. How long and in what capacity have you known the applicant?

2. Does this applicant possess any special strengths of which the Exercise Science Admissions Committee should be aware? If "yes" please describe.

3. Have you observed liabilities, which would in any way challenge the applicant's performance in the Exercise Science Program? If "yes," please explain.

4. Please rate the applicant's potential as a prospective exercise science student.

	Excellent	Good	Average	Below Average	No Basis For Judgment
Appreciation for diversity					
Concern for others					
Self-Confidence					
Leadership ability					
Ability to work with others					
Uses constructive feedback to modify behavior					
Interpersonal communication skills					
Language Skills (verbal and/or written)					
Social and emotional maturity					
Motivation toward exercise science					
Judgment					
Problem solving ability					
Creativity					
Personal initiative					
Flexibility					
Punctuality					
Reliability					

5. Would you recommend this applicant for admission to the Exercise Science Program at the University of Mary?

I would strongly recommend

I would recommend with reservations

I would recommend

I would not recommend

Additional Comments: (Please address the individual's moral and ethical behaviors, work habits, and learning abilities.)

Signature

Name (Please Print)

Organization

Date

Phone

Note:

Please return this form TO THE APPLICANT in a sealed envelope with your signature across the seal on the back flap. "University of Mary" should be written on the front.



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