

CLAY COUNTY COHORT APPLICATION INFORMATION

ADMISSION REQUIREMENTS

- Submit an application for admission to the degree.
- Submit transcripts verifying a baccalaureate degree from a regionally accredited college or university.
- Have a minimum undergraduate grade point average of 2.5 or a master's degree.

APPLICATION STEPS

Applicants for the Clay County Cohort should apply for admission to Marshall using the using the MU Graduate Application. The application is available on Marshall's website, at <http://www.marshall.edu/admissions/admissions-application-disclosures/>. *Please follow the instructions beginning on page 3 to ensure you make all the correct selections in the application.*

APPLICATION FEE

The non-refundable application fee is \$40. Online applicants can pay the fee securely online using a credit card, or you may mail a check, or call the Graduate Admissions' Office at 304-746-1900 to pay by credit card over the phone. Please wait 24-48 hours after you apply online before calling to be sure the office has received your online application in the system. (**CREDIT CARD NOTE:** All credit card transactions include a 2.5% processing fee. Marshall University accepts Mastercard, Discover, American Express, and Visa.)

The \$40 application fee is waived for applicants who already have a master's degree from Marshall University and who are applying for admission to a master's, non-degree, graduate certificate or professional development program. The master's degree from Marshall must already be awarded and posted on the Marshall transcript for eligibility (no exceptions). Please notify Kristin Marsalek (marsalek@marshall.edu; 304-746-1910) in Graduate Admissions if you have a master's degree from Marshall. **PLEASE NOTE:** Applications received without the required, non-refundable application fee, or without notification of the Marshall waiver, will not be reviewed.

REQUIRED TRANSCRIPTS

Request the Registrar of the institution(s) from which you earned your undergraduate degree (except Marshall University), to provide directly to the Graduate Admissions Office, one official copy of your undergraduate transcript showing the degree earned and the date on which it was conferred.

The Graduate Admissions Office cannot accept unofficial transcripts, including transcripts that are faxed, hand-delivered, or stamped "issued to the student." **The official transcript must be issued to and sent directly to Marshall University Graduate Admissions by the registrar of the issuing institution.**

Transcripts should be sent to:

Graduate Records and Admissions Office
Marshall University
100 Angus E. Peyton Drive
South Charleston, West Virginia 25303-1600

Any questions, please contact:

Kristin Marsalek
Telephone: 304.746.1910 or 304.746.1900
Email: marsalek@marshall.edu

Or electronically to services@marshall.edu

COURSE REGISTRATION AND PAYMENT INFORMATION

Each semester, course registration forms will be sent to you by Clay County and should be returned to your Clay County contact upon receipt.

Tuition payments will be done through the Clay County, not Marshal University. Any questions related to class registration should be directed to Dr. Tina Allen. Question related to course payments should be directed to the agency contact person. Payment amounts will be determined by the contracting agency and students will send their payments to the contracting agency.

COURSE LOG-ON AND TEXTBOOK INFORMATION

Upon admittance, students will be provided with instructions on how to access the online courses through MUOnline. Textbook information will be provided in the specific course Blackboard section and/or emailed to the participants.

COHORT CONTACT INFORMATION

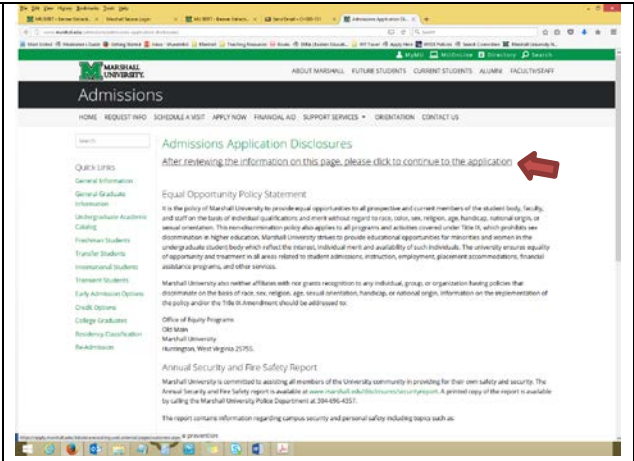
A person within the contracting agency will be named as the cohort contact. Questions should be directed to this contact person. Answers will be obtained from the appropriate people at Marshall and the contact person will share the information with the students. Questions about course assignments and grades should be directed to the course instructor.

CONTACT INFORMATION:

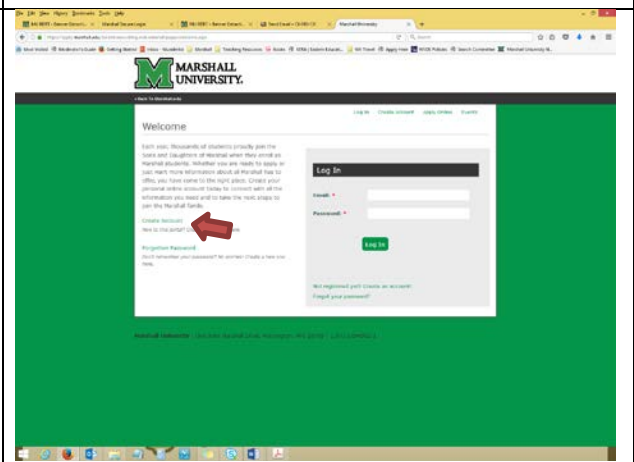
Graduate Admissions – Kristin Marsalek	304.746.1910
	Email: marsalek@marshall.edu
Marshall Contact - Tina Allen.....	304 746-8958
	Email: allenti@marshall.edu
Clay County Contact – Joan Haynie	304-587-4266
	jhaynie@k12.wv.us

Steps to complete admission application – *please follow these directions carefully to ensure there is no delay in processing your application.*

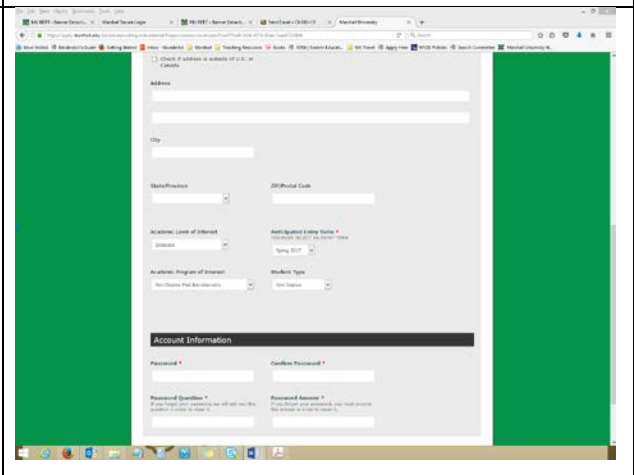
1. Open your browser and navigate to <http://www.marshall.edu/admissions/admission-s-application-disclosures/>
2. Review the information and click the link to continue



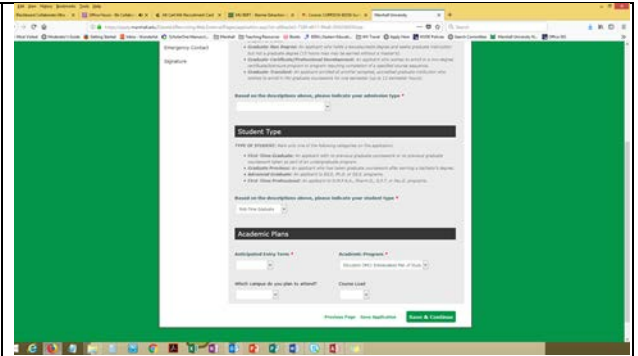
3. Click Create Account and enter the requested information, or log in if you already have an account on the system



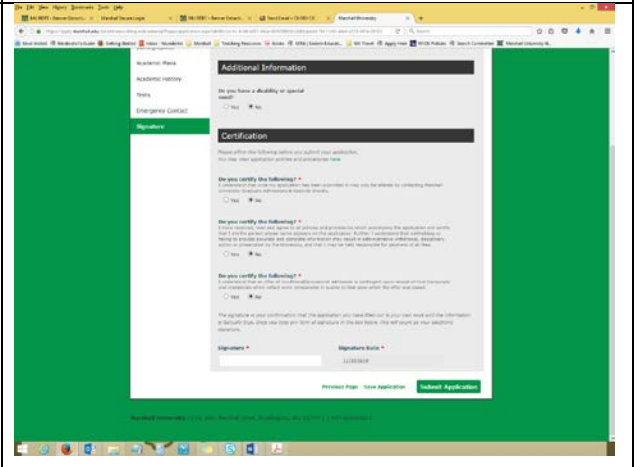
4. If creating an account, enter your personal information including the following information where requested:
 - a. Academic level of interest – **Graduate**
 - b. Anticipated Enter Term – **Fall 2018**
 - c. Academic Program of Interest – **Education (MA): Individualized Plan of Study**
 - d. Student Type – **Degree**
5. When all items are complete, click Create Account at the bottom of the screen



6. Once you have created your account and logged in, click **Start a new Graduate Application**. (*Do NOT select the distance-ONLY Learning option*). Most information will be self-explanatory. On page 3 of the application, select the following:
- Admission Type – **Graduate- Degree Seeking**
 - Student Type – select as appropriate from definitions provided
 - Academic Plans
 - Anticipated entry – **Fall 2018**
 - Academic Program – **Education (MA): Individualized Plan of Study**
 - Which campus – **South Charleston** (the courses are online but admission requires you select a campus)
 - Course Load – **Part Time**



7. Complete the remainder of the application as appropriate and click Submit Application on the signature page.



Within 24-48 hours after submitting you should received an email with instructions for paying the \$40 application fee online. It is very common for this email to go to a Spam or Junk folder so check there if you do not get the email within 48 hours. If you prefer to pay by check or by phone, please contact the graduate admissions office at 304-748-1900.