

EDUCATIONAL AND RECORD BACKGROUND

Name of High School/GED Center _____ Year of graduation _____

Address _____ City _____ State _____ Zip _____

Name at time of graduation _____

TRANSFER CREDIT INFORMATION List most recent schools or colleges attended since high school.

Name of Institution	Attendance Dates	Mo.	Yr.	to	Mo.	Yr.
Address	City			State	Zip	
Program	Degree received					

Name of Institution	Attendance Dates	Mo.	Yr.	to	Mo.	Yr.
Address	City			State	Zip	
Program	Degree received					

Name of Institution	Attendance Dates	Mo.	Yr.	to	Mo.	Yr.
Address	City			State	Zip	
Program	Degree received					

EMPLOYER

Company Name _____

Address _____ City _____ State _____ Zip _____

Phone Number (_____) _____

Position _____

DEGREE APPLICANTS MUST DO THE FOLLOWING:

1. Request that an official copy of your high school transcript and/or college transcript be mailed to the Adult & Continuing Education Admissions Office, or
2. Present an official copy of Verification of High School Equivalency Diploma.

Note: Document must be received prior to completion of first term. For your convenience, we have enclosed transcript request forms.

CONDITIONS OF ENROLLMENT:

1. All invoices are payable prior to the beginning of classes. VISA, MasterCard and American Express credit cards are honored.
2. Johnson & Wales University has a tuition refund policy. Please refer to the most recent Johnson & Wales Adult & Continuing Education Catalog.
3. Credit for any completed course is not given until all financial obligations have been cleared.
4. Johnson & Wales University reserves the right to modify its curriculum, tuition rates, program, rules and regulations.
5. The university reserves the right to schedule subjects within the curriculum in the order deemed necessary.
6. The university reserves the right to cancel any course or program announced due to insufficient enrollment.

By submitting this application, I certify to Johnson & Wales University that all information in this application and in my supporting documentation is true, correct, and complete (including the listing of all other colleges or postsecondary institutions attended by me). Johnson & Wales University does not retain all application material submitted by the applicant. I hereby authorize the university to obtain my official high school or secondary school transcript and all college or postsecondary transcripts from the schools and institutions that I have attended. I give permission to the university to contact and share information with issuing institutions or other appropriate third parties for the purpose of verifying any documentation or information I have provided. Any acceptance to the university is conditioned upon the university's right to revoke such acceptance or subsequent enrollment if I provide false or incomplete information or if the university learns of any past or present misconduct by me that would affect my ability to represent and uphold the high standards of the university. Any enrollment at Johnson & Wales University is conditioned upon my satisfaction of all financial obligations incurred by me and my compliance with and upholding of all university policies, rules and regulations. I authorize the university to use my name, image and/or voice (and recordings in which they appear) in any manner or media for university purposes, including, but not limited to, marketing and publicity purposes.

Applicant's Signature _____ Date _____

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, or disability in admission to, access to, treatment of, or employment in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: University Compliance Officer, Johnson & Wales University, One Cookson Place, 6th Floor, Providence, RI 02903, 401-598-1423. Inquiries concerning the application of nondiscrimination policies may also be referred to the Office for Civil Rights, U.S. Department of Education, Customer Service Team, 400 Maryland Avenue SW, Washington, DC 20202-1100, 800-421-3481. Residents of Georgia may utilize the refund policy required by Georgia law. In compliance with the Higher Education Act, Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report. The Annual Security Report discloses information about campus security and statistics concerning reported crimes that occurred on campus, on university-controlled property and on public property immediately adjacent to campus. The Annual Fire Safety Report discloses information about the campus fire safety policies and procedures and fire statistics for each residence hall. Copies of the reports may be obtained from Admissions or by searching keywords "annual security report" at www.jwu.edu. Completion and graduation rate data for specific cohorts of first-time, full-time undergraduate students is available. Contact Student Academic & Financial Services for assistance with obtaining this information.

request for high school transcript release form

Please forward an **official copy** of my high school transcript or G.E.D. transcript to:

Johnson & Wales University
Adult & Continuing Education Admissions
8 Abbott Park Place
Providence, RI 02903

Please Print

Name *(while in high school)*

Name *(if different from above)*

Current Address

City

State

Zip

Phone ()

Date of Birth

Social Security Number

High School

City

State

Zip

Program of Study

Year of Graduation

Thank you for your prompt attention to this request.

Signature

Date

Please enclose in a stamped envelope and send to your high school. Photocopy this document if additional copies are needed.



request for college transcript release form

Please forward an **official copy** of my college transcript to:

Johnson & Wales University
Adult & Continuing Education Admissions
8 Abbott Park Place
Providence, RI 02903

Please Print

Name *(while in school)*

Name *(if different from above)*

Current Address

City

State

Zip

Phone ()

Date of Birth

Social Security Number

College/University

City

State

Zip

Program of Study

Year of Graduation *(if applicable)*

Thank you for your prompt attention to this request.

Signature

Date

Please enclose in a stamped envelope and send to any college previously attended. Photocopy this document if additional copies are needed.



	=start/makeup/end class dates
	=no classes/holiday/break
	=payment deadline

- Aug. 26** Doctoral semester begins
- 6** **Fall term classes begin**
- 9** Make-up classes held for:
-Monday CE + Grad. classes
-Day culinary & baking labs

SEPTEMBER '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '12						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1** Priority financial aid deadline to submit FAFSA (school code 003404) for the 2012-2013 year
- 2/27-3/5** Term break
- 4** Winter term CE culinary & baking labs end
- 6** **Spring term classes begin**
- 9** Make-up classes held for:
-Monday CE + Graduate classes
-Day culinary & baking labs

- 9/30, 10/1** No classes; Family Weekend
-Family Weekend is 9/30-10/2
- 10** No classes; Columbus Day
- 11** Monday class schedule
- 14** Make-up classes held for:
-Tuesday CE + Grad. classes
-Day culinary & baking labs
- 16** Academic course withdrawal deadline

OCTOBER '11						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 6** No classes; Good Friday
- 8** No classes; Easter
- 13** Make-up classes held for:
-Thursday Grad. classes
- 15** Academic course withdrawal deadline
- May 4** Summer term payment deadline (note: summer term is optional)

- 4** Winter term payment deadline
- 11** Make-up classes held for:
-Day culinary & baking labs
- 14-19** **Fall term final week**
- 14-15** Reading days (no classes) for M/W + T/Th day classes
- 16-17** Final exams for M/W + T/Th day classes
- 17** Culinary & baking labs end
- 21-26** Thanksgiving & term break
- 27** Fall term CE culinary & baking labs end
- 29** **Winter term classes begin**

NOVEMBER '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '12						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Career Fairs, Recruiting:
Contact *Experiential Education & Career Services* for information about events, scheduled throughout the year. Spring Career Expo = TBD.

Commencement ceremonies:
May 17 = graduate + post-graduate
May 18 = Student Awards Day
May 19 = undergraduate

- 10** Reading day (no classes) for T/Th day classes
- 10** Thursday Grad. classes end
- 11** Make-up classes held for:
-Day culinary & baking labs
- 12** Saturday classes end
- 14** Doctoral semester ends
- 14-17** Reading day (no classes) for M/W day classes
- 15-16** **Spring term final week**
- 17** Final exams for T/Th + M/W day classes
- 17** Classes end for culinary & baking labs + for Friday classes
- 18** Residence halls close at noon
- 27** No classes; Memorial Day Wknd

- 2** Make-up classes held for:
-Monday CE + Grad. classes
-Day culinary & baking labs
- 10** Doctoral semester ends
- 23** Holiday break begins (no classes); note: residence halls close Dec. 23 at noon and re-open Jan. 8 at noon

DECEMBER '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '12						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1** Doctoral semester begins
- 4** **Summer term classes begin**
- Session I classes begin
- 10** Spring term CE culinary & baking labs end
- 18** Advanced Standing program begins
- 28** Session I classes end

- 7** Holiday break ends
-CE culinary & baking labs resume on the 8th; all other classes resume on the 9th
- 13** Doctoral semester begins
- 16** No classes; M.L. King Jr. Day
- 17** Monday class schedule
- 20** Make-up classes held for:
-Tuesday CE + Grad. classes
-Day culinary & baking labs
- 22** Academic course withdrawal deadline

JANUARY '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2** Session II classes begin
- 4** No classes; Independence Day
- 6** Make-up classes held for:
-Session II classes
- 6** Fall '12 term payment deadline (for new students only)
- 26** Session II classes end

- 3** Spring term payment deadline
- 17** Make-up classes held for:
-Day culinary & baking labs
- 20-25** **Winter term final week**
- 20-21** Reading days (no classes) for M/W + T/Th day classes
- 22-23** Final exams for M/W + T/Th day classes
- 23** Culinary & baking labs end

FEBRUARY '12						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

AUGUST '12						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3** Fall '12 term payment deadline (for returning students only)
- 10** Doctoral semester ends
- 11** CE + Graduate classes end
- 18** Summer internships + online classes end
- 24** Summer term ends
- Advanced Standing ends
- Doctoral semester begins

Note: This unofficial calendar is offered for planning purposes only and is subject to change. For the current academic calendar and dates for Friday classes and final exams, go to www.jwu.edu > Academics > Academic Calendar.

