

# SNAP-APP

Explanation of each category on reverse side.

- I am requesting to change my program
- I am requesting to ADD a program as a dual major\*
- I am requesting to change the level of my program
- I wish to extend the length of my program
- I am applying for readmission\* (see reverse for additional requirements)

Eastern Maine  
Community College

Great College. Smart Choice.

Technical  
Career &  
Transfer Education

Complete this form and submit to the Enrollment Center for processing.  
Enrollment Center, Katahdin Hall  
354 Hogan Rd., Bangor, ME 04401  
Ph: 207-974-4680 Fax: 207-974-4683

**DEADLINES:** Applications for Medical Radiography, Nursing and Surgical Technology are accepted between September 1 and December 30 and are considered for fall enrollment only. Applications for all other programs (including Medical Assistant) are accepted after September 1 each year, until the programs become filled with a reasonable waiting list. See Admissions for further clarification.

**Applicants to Medical Assistant, Medical Radiography, Nursing and Surgical Technology are required to submit additional documentation:**

- Two (2) confidential recommendations on official EMCC reference forms (preferably from EMCC instructors).
- An essay describing what life experiences have led you to choose \_\_\_\_\_ as a career.
- Transcripts from adult education provider or other colleges or universities for course work completed since your last EMCC application.

**TESTING:** Nursing applicants will be asked to take the Kaplan Nursing Entrance Exam (cost TBD). Medical Radiography applicants will be asked to take the Health Occupations Aptitude Exam (cost \$30). Applicants will be notified of testing dates and times.

**INTERVIEW:** Attendance at an information session is required for selected Medical Radiography and Surgical Technology applicants.

**CRIMINAL BACKGROUND SCREENING:** All applicants to Medical Assistant, Medical Radiography, Nursing and Surgical Technology *who are offered admission* will be required to submit to a national criminal background screening at their expense within 30 days of acceptance.

To be completed by student:

Name: \_\_\_\_\_ EMCC ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address/City/State/ZIP

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Current/Former Program of Study: \_\_\_\_\_ Level: Associate in Arts Degree (Liberal Studies only)  
Associate in Applied Science Degree  
Associate in Science Degree  
Certificate

Desired Program of Study: \_\_\_\_\_ Level: Associate in Arts Degree (Liberal Studies only)  
Associate in Applied Science Degree  
Associate in Science Degree  
Certificate

Requested Semester to Change Major/Return to EMCC: \_\_\_\_\_

Colleges Attended Since Previous Application To EMCC (if any): \_\_\_\_\_

Applicants must disclose all prior colleges/universities attended since last enrolled at EMCC. Failure to furnish all information may constitute adequate reason for disqualification of your acceptance or subsequent dismissal from the College as well as possible retraction or denial of financial aid funds.

<b>Preferred Course Load:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Preferred Course Times:</b> <input type="checkbox"/> Day <input type="checkbox"/> Evening
<b>Preferred Site:</b> <input type="checkbox"/> Bangor <input type="checkbox"/> East Millinocket <input type="checkbox"/> Ellsworth	

- I understand that if I am accepted it may affect my financial aid eligibility by reducing the number of semesters I can receive aid.
- I am receiving Veterans' benefits. Type of Benefits: \_\_\_\_\_ Branch of Service \_\_\_\_\_  
(See Reverse for more information.)

Applicant's Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by Enrollment Center staff:*

Request Approved / Denied (circle one)

Program/Level: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_ Signed: \_\_\_\_\_

**ATTENTION VETERANS:** If the student is eligible for Veterans educational benefits, they must also complete VA Form 22-1995 (VA Request for Change of Program or Place of Training) and submit it to EMCC's VA Certifying Official in the Enrollment Center for academic review to determine if they will continue to receive benefits for a new program of study.

**CHANGE OF PROGRAM - FOR CURRENTLY ENROLLED STUDENTS**

Currently enrolled students requesting a change of program must return this completed form to the Enrollment Center. To be eligible for a program change, students must meet the program admission requirements in force at the time of application. Admission into certain courses and/or programs will be on a space available basis.

**ADD A PROGRAM AS A DUAL MAJOR - FOR CURRENTLY ENROLLED STUDENTS**

Currently enrolled students requesting to add a program to their existing major must return this completed form to the Enrollment Center. To be eligible for a dual major, students must meet the program admission requirements in force at the time of application. Admission into certain courses and/or programs will be on a space available basis. Not all programs are eligible for dual major due to course scheduling conflicts. **Students interested in a dual major are asked to discuss their plan with an admissions counselor prior to submitting this request.**

**CHANGE LEVEL OF PROGRAM - FOR CURRENTLY ENROLLED STUDENTS**

Students enrolled in programs offering more than one level of instruction and who wish to change from one level to another must return this completed form to the Enrollment Center. To be eligible for a level change, students must meet the program admission requirements in force at the time of request. Approval of change of level for certain courses and/or programs will be on a space available basis. **Changing a level may affect financial aid eligibility. It is recommended that students discuss this decision with their advisor and an Admissions Counselor prior to submitting this form.**

**EXTEND THE LENGTH OF PROGRAM—FOR CURRENTLY ENROLLED STUDENTS**

Currently enrolled students requesting to extend the length of their program (by adding a year to the anticipated completion date) must return this completed form to the Enrollment Center. **It is recommended that students discuss this decision with their advisor and an Admissions Counselor prior to submitting this form.**

**\*APPLICATION FOR READMISSION**

This form may be used only by students who have been away from Eastern Maine Community College for less than five years. Students who have been away from Eastern Maine Community College for more than five years must complete the "Application for Admission" and submit all required admission documentation.

**Check One:**

- I wish to return to the same program that I voluntarily left while still in good academic standing.
- I wish to return from a Leave of Absence.
- I wish to return from a **Military** Leave of Absence.
- I was dismissed and wish to return to Eastern Maine Community College.
- Other: \_\_\_\_\_

Date of Last Attendance: \_\_\_\_\_

I have attended the following college(s) since I was last enrolled at EMCC (see #3 below): \_\_\_\_\_

Matriculated students who do not enroll in program-specific courses each consecutive semester until the completion of all program requirements may be withdrawn from their program as a result of the break in attendance. Students who have been withdrawn, otherwise in good standing with Eastern Maine Community College, are asked to discuss their intent to re-enroll with an Admissions Counselor. Students may be required to complete an Application for Readmission. Re-entry into certain courses and/or programs will be on a space available basis.

Matriculated students who have taken a leave of absence, including military leave; have been dismissed from Eastern Maine Community College for academic or disciplinary reasons; or have not enrolled in program-specific courses for more than two consecutive semesters may seek readmission to the same program under the following provisions. The catalog in force at the time of readmission will be used to determine program requirements. Students shall be subject to all rules and regulations effective at EMCC at the time of, or subsequent to, readmission. Re-entry into certain courses and/or programs will be on a space available basis. **Students seeking readmission must:**

1. **Submit an Application for Readmission (SNAP-APP) along with a non-refundable \$20 reapplication fee (this fee is waived for students returning from a leave of absence, including military leave);**
2. **Meet the admissions requirements (including prerequisites for individual courses) which apply to the program at the time of readmission;**
3. **Send official transcripts for all courses taken since last enrolled at EMCC (if applicable);**
4. **Be recommended for readmission by the Readmission Team;**
5. **In addition to the above-stated requirements, applicants who have been dismissed from EMCC must also submit an essay outlining what steps were taken since dismissal from the College to ensure academic success upon return to the environment.**

Student material may be reviewed by a Readmission Team comprised of program faculty, the Director of Admissions, and the Academic Dean. This Team may request additional information from other EMCC faculty and staff and/or the applicant. An interview with the Readmission Team and/or references may be required. The student will be notified of the decision via letter from the Director of Admissions.

Any one or more of the following are examples of reasons that a request for readmission to Eastern Maine Community College may not be granted: 1) lack of available space in the program; 2) more than one dismissal from EMCC; 3) prior disruptive and/or damaging behavior; 4) failure to demonstrate adequate personal improvement since dismissal; 5) overdue balance owed to EMCC. There may be other reasons not listed.