



**Application for Admission to**  
RANDOLPH-MACON WOMAN'S COLLEGE  
**Prime Time and Adult Programs**

- Bachelor's Degree
- Certificate of Major
- Teacher Licensure

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**W**e are delighted that you have decided to apply for admission to Randolph-Macon Woman's College as a Prime Time and Adult Programs student. This information will assist you in completing the application process. Please feel free to contact the Prime Time and Adult Programs Office if you have any questions about R-MWC, Prime Time and Adult Programs, or the admissions process.

### Application Procedure

There are two ways to apply to Prime Time and Adult Programs—

1. The enclosed *Application for Admission* form
2. The R-MWC Web site: [www.rmwc.edu](http://www.rmwc.edu)

■ Complete the enclosed *Application for Admission* form and submit it to the Prime Time and Adult Programs Office in the postage-paid envelope or submit your application via our Web site.

■ Submit a non-refundable application fee of \$35 (U.S.) in the form of a check or money order made payable to Randolph-Macon Woman's College. Your application cannot be processed without this fee. The fee is waived if you apply on-line or if you transfer under the terms of articulation agreements with Virginia community colleges.

■ Complete the top portion of the *Recommendation for Admission* form and distribute the form to the appropriate individual with a request that they return the form by the due date you indicate. The individual asked to submit comments should know you *now* and speak to your interests, goals, ability, and motivation to begin and complete your academic program at R-MWC.

■ Complete the top portion of the *High School Transcript Form* and send it to your high school to request that a transcript be sent to R-MWC. A copy of your GED certificate may substitute for a high school transcript. (This requirement is waived if you have a bachelor's degree.)

■ Complete the top portion of as many copies as needed of the *College/University Transcript Form* and send them to the Registrar of all colleges or universities you have previously attended to request that official transcripts be sent to R-MWC.

■ Contact the Prime Time and Adult Programs Office to schedule a personal interview with the Director of Prime Time and Adult Programs. You may request alternative arrangements if you live some distance from campus.

■ Submit a written statement of at least 500 words about your personal and academic history, interests, and goals. Appropriate topics include employment and volunteer service, academic and work-related education, and family. Also describe why you are motivated to study at R-MWC and what you have done to prepare for academic success here. This statement may be mailed separately or may be submitted on-line to the Prime Time and Adult Programs Office.

■ **If you are applying for Teacher Licensure**, call the Prime Time and Adult Programs Office to schedule a personal interview with the Chair of the Department of Education, who will review requirements for Teacher Licensure and entrance criteria for the Teacher Licensure Program.

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Applications for admission are considered on an individual basis without regard to race, color, religion, ethnic origin, age, or disability. Applicants with disabilities may request accommodations in the admissions process. For information contact the Director of the Learning Resources Center at 434-947-8132.

### Application Deadlines

If you wish to enroll in the fall or spring semesters, the deadlines for U.S. applicants to submit applications and supporting documents are August 1 (fall) and December 1 (spring). If you are an international applicant who wishes to enroll for the fall or spring semesters, the deadlines are June 1 (fall) and October 1 (spring) to submit your application and supporting documents. As soon as all required documents have been received, the admissions committee will act upon your application and you will be notified promptly of the admission decision. For any special circumstances concerning the application deadline, please contact the Prime Time and Adult Programs Office.

### Financial Aid

You are encouraged to apply for admission if you want to attend R-MWC, regardless of your financial circumstances. Prime Time students are eligible for Harriet Hudson Awards which reduce tuition costs by half. Scholarships for students transferring from Virginia community colleges to seek the bachelor's degree are also available.

If you need financial assistance, you should submit the Free Application for Federal Student Aid (FAFSA). You are urged (but not required) to make an appointment with the Director of the Financial Planning and Assistance Office (FPAO) to learn more about financial assistance potentially available to you. Consideration for an aid award is separate from, and does not affect, consideration for admission. Financial Aid award letters follow acceptance letters, after all materials have been received by the FPAO.

### International Students

R-MWC encourages and gives full consideration to the applications of international students. International students use the same application forms as candidates from the United States. You are required to submit a score of at least 550 (paper based) or 213 (computer based) on the Test of English as a Foreign Language (TOEFL). You may submit the Scholastic Assessment Test (SATI) in place of the TOEFL if you have achieved an SATI verbal score greater than 500. You may submit SATI, College Board Achievement Test (SATII), or American College Test (ACT) results to supplement the information in your application, although these are not required.

### Campus Visit

In addition to your required interview with the Director of Prime Time and Adult Programs, we hope you will accept our offer for an extended visit to campus to learn more about R-MWC. The Prime Time and Adult Programs Office will gladly schedule appointments with the FPAO and the Career Development Center, a campus tour, a meal in our dining hall, and an opportunity to sit in a class and meet individually with faculty and students in programs and academic fields of interest to you. If you are traveling from out of the Lynchburg area to visit campus, we are happy to assist you with overnight accommodations and information about our city and region. For directions to campus and other information on the College and Prime Time and Adult Programs, please visit our Web site. If you have questions or need additional assistance, please call or send an e-mail message to the Prime Time and Adult Programs Office.

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### The Prime Time and Adult Programs Office

Randolph-Macon Woman's College  
Lynchburg, VA 24503-1526  
Tel: 434-947-8141 or 800-745-7692  
Fax: 434-947-8283  
E-mail: [primetime@rmwc.edu](mailto:primetime@rmwc.edu)

**R-MWC Web site and on-line Application for Admission:** [www.rmwc.edu](http://www.rmwc.edu)

## Prime Time and Adult Programs

Prime Time and Adult Programs serves adults who wish to return to college to earn a bachelor's degree, a certificate of major, or teacher licensure. The program offers the support, encouragement, and assistance the adult needs to make her return to college both smooth and exciting. Students in Prime Time and Adult Programs enroll in the same courses as traditional-age students, and they may enroll as either full-time or part-time students.

No standardized tests are required for admission to the program, except for international students, who are required to submit a minimum score of 550 (paper based) or 213 (computer based) on the Test of English as a Foreign Language (TOEFL). Prime Time and Adult Programs students with prior college-level coursework may transfer credits, and they have the option of petitioning for credits for work or volunteer service completed prior to entry.

To qualify for enrollment as a Prime Time and Adult Programs student, an applicant must be at least 24 years old on or before the first day of classes of the semester in which she is initially enrolled. If an applicant to Prime Time and Adult Programs does not meet this age requirement, but she is married or has children or other dependents whom she financially supports, she may appeal for an exception through the Vice President for Enrollment, who will take it to committee for review. Only women may qualify to apply for the bachelor's degree or teacher licensure, although the certificate of major program accepts both men and women.

A student admitted to the College as a traditional student and who later satisfies the definition of a Prime Time student is eligible to change her status to a Prime Time student through the Vice President for Enrollment, who will take it to committee for review. This appeal must be made prior to the start of classes in the fall semester. Once the student has been classified as a Prime Time student, this decision cannot be changed.

## Bachelor's Degree (Prime Time)

The bachelor's degree program is grounded in the liberal arts and sciences and is structured to develop the student as a whole person. The curriculum offers a vehicle for acquiring a wide range of knowledge while simultaneously preparing the student for a meaningful career. The 124 credit hour requirement for the bachelor's degree includes courses spanning general education, major, writing, and senior programs that are designed to provide breadth and depth to critical and independent thinking and communicating.

## Certificate of Major

For women and men who have already completed a bachelor's degree, R-MWC awards a Certificate of Major (COM) upon completion of a minimum of 30 credit hours at R-MWC. The COM program enables a student to earn, in effect, a second major in order to develop background needed for career change, to prepare for graduate school in a new field, or to pursue a new interest in depth through fulfillment of the requirements of the major field.

## Teacher Licensure

The mission of the Teacher Education Program at R-MWC is to prepare future teachers to become leaders in education in the 21<sup>st</sup> century. The requirements for initial licensure for teaching in Virginia include fulfillment of the College's requirements for a Bachelor of Arts degree, or a bachelor's degree completed at another institution prior to entering R-MWC's Teacher Licensure program, and successful completion of the program of professional studies in education. The College Catalog contains additional entrance criteria for the Teacher Licensure Program.

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## Student Services

You are invited to contact the Prime Time and Adult Programs Office for information on student services and campus activities for Prime Time and Adult Programs students, as well as additional information on housing, childcare, and other community support services.

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## The Randolph-Macon Woman's College Honor System

Randolph-Macon Woman's College is rich in tradition. Although it has expanded to meet the demands of a changing world, many of our traditions have been maintained. By far the most significant tradition at R-MWC is our strong, effective Honor System. It is a tradition that is the foundation and way of life for all members of the R-MWC community. Every student enrolled at R-MWC is bound by the following Honor Pledge:

*I pledge absolute honesty in my academic work and in all personal relationships at Randolph-Macon Woman's College. I will maintain the integrity of my work, and I will respect the property rights of others. Realizing that these standards are an integral part of life at Randolph-Macon Woman's College, I assume my obligation to uphold this honor pledge. If at any time I fail to live up to my obligation of this pledge, I will report myself to the Chairperson of the Judiciary Committee. I will also ask others to report themselves for any infraction of this pledge.*

The R-MWC Honor System is extremely effective, but only because the College community believes in it and works to support it. Faculty and administrators feel a great sense of pride and respect. If you are accepted for admission and choose to attend R-MWC, you will be entering a very special place—special because of the people who comprise the community and the spirit of trust and freedom that unite us.

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## Prime Time and Adult Programs Application Checklist

Use this checklist to confirm that each item has been sent to the R-MWC Prime Time and Adult Programs Office. If questions arise, contact the Randolph-Macon Woman's College Prime Time and Adult Programs Office, 2500 Rivermont Avenue, Lynchburg, VA 24503. Telephone: 434-947-8141 or 800-745-7692. E-Mail: [primetime@rmwc.edu](mailto:primetime@rmwc.edu)

Date completed:

\_\_\_\_\_ **Application.** Complete the Prime Time and Adult Programs *Application for Admission* form. Please type or print in ink. Be sure to sign and date the application form and mail it to the Prime Time and Adult Programs Office in the enclosed self-addressed envelope. As an option, submit your application via our Web site: [www.rmwc.edu](http://www.rmwc.edu).

<b>Deadlines:</b>	<b>U.S. Applicants</b>	<b>International Applicants</b>
fall semester enrollment	August 1	June 1
spring semester enrollment	December 1	October 1

\_\_\_\_\_ **\$35 Application Fee.** Make your check or money order payable to Randolph-Macon Woman's College and send it to the R-MWC Prime Time and Adult Programs Office. *This fee is waived if you apply on-line.*

\_\_\_\_\_ **One Recommendation.** Ask one individual to write a recommendation on your behalf, using the form provided in this packet. The individual should mail the form directly to the R-MWC Prime Time and Adult Programs Office.

\_\_\_\_\_ **High School Transcript.** Send the *High School Transcript Form* to your high school to request that a transcript be sent to the R-MWC Prime Time and Adult Programs Office. You may substitute an official copy of your GED score report for this transcript. *This requirement is waived if the applicant has a bachelor's degree.*

\_\_\_\_\_ **College/University Transcripts.** Ask the Registrar of every college or university you have previously attended to send an official transcript directly to the R-MWC Prime Time and Adult Programs Office.

\_\_\_\_\_ **Personal Interview with the Director of Prime Time and Adult Programs.** Call the Prime Time and Adult Programs Office to schedule your interview or make alternative arrangements if you live some distance from campus.

\_\_\_\_\_ **Personal Statement.** Submit your written Personal Statement of at least 500 words to the Prime Time and Adult Programs Office, address  
Time and Adult Programs Office e-mail address.

*If you plan to apply for financial assistance, teacher licensure, or as an international student whose first language is not English, there are additional steps on your checklist.*

If you plan to apply for **financial assistance:**

\_\_\_\_\_ **Financial Aid Application.** Complete the Free Application for Federal Student Aid (FAFSA) and return it directly to the Financial Planning and Assistance Office (FPAO). Call the Prime Time and Adult Programs Office for assistance in scheduling an appointment with the FPAO.

If you are applying for **Teacher Licensure:**

\_\_\_\_\_ **Personal Interview with the Chair of the Department of Education.** If you are applying for Teacher Licensure, call the Prime Time and Adult Programs Office for assistance in scheduling your interview with the Chair of the Department of Education to review requirements for Teacher Licensure and entrance criteria for the Teacher Licensure Program.

If you are applying as an **international student:**

\_\_\_\_\_ **Test of English as a Foreign Language (TOEFL).** Request that your TOEFL scores be sent directly to the R-MWC Prime Time and Adult Programs Office.

The R-MWC roll in the checklist above, and the Prime Time and Adult Programs Office has received all required documents. Again, we are pleased with your decision to apply for admission to Prime Time and Adult Programs at Randolph-Macon Woman's College. Please do not hesitate to call if you have any questions.



**Randolph-Macon Woman's College**  
**Prime Time and Adult Programs**  
**APPLICATION FOR ADMISSION**

Prime Time and Adult Programs  
Randolph-Macon Woman's College  
2500 Rivermont Avenue  
Lynchburg, Virginia 24503-1526  
Tel: 434-947-8141 or 800-745-7692  
Fax: 434-947-8283  
E-mail: [primetime@rmwc.edu](mailto:primetime@rmwc.edu)  
R-MWC Web site: [www.rmwc.edu](http://www.rmwc.edu)

APPLICATION FOR ENTRANCE:  
 Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_

ENROLLMENT PREFERENCE: (Please check.)  
 Full-time  Part-time

**Program** (Please check all that apply.) **Field of Academic Interest**, if known:

- Bachelor's Degree  
 Certificate of Major \_\_\_\_\_  
 Teacher Licensure

**Personal Information (Please type or print clearly in ink.)**

Your answers to questions on this form will be regarded as confidential. They are to be used only in the admission process and, if you are admitted, by faculty and administrators who work with you.

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) Preferred Name/Nickname \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Home Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Employer \_\_\_\_\_

Current Position \_\_\_\_\_ Work Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ M/D/Y Place of Birth \_\_\_\_\_ S.S. Number \_\_\_\_\_

Are you a U.S. citizen?  Yes  No (If no, please answer the questions in the first box below.)

Of what country are you a citizen? \_\_\_\_\_ U.S. Permanent Resident or "green card" holder?  Yes  No  
If yes, please indicate Alien registration number \_\_\_\_\_  
Visa Type if not a U.S. Permanent Resident/Immigrant Visa Holder \_\_\_\_\_  
Date of first entry into the U.S. \_\_\_\_\_ Number of years in the U.S. \_\_\_\_\_

Is English your first language?  Yes  No

**If enrolled, will you request to be an on-campus residential student?**  Yes  No

**Optional:** Responses to questions about your race, your first language (if other than English), the language spoken in your home, family, and religion help us monitor our success in attracting a diverse group of applicants to R-MWC. Your answer to any of these questions, or your decision not to respond, does not affect your chances for admission.

If you are a U.S. citizen or U.S. permanent resident, how would you describe yourself? (Please check one.)

American Indian or Alaskan Native  Hispanic  
 Black or African American  White or Caucasian  
 Oriental or Asian American or Pacific Islander  Other (Please specify) \_\_\_\_\_

What is your first language if other than English? \_\_\_\_\_ What language do you speak at home? \_\_\_\_\_

Marital status:  Single  Married  Divorced  Separated Number of children \_\_\_\_\_ Ages of Children \_\_\_\_\_

Religion \_\_\_\_\_

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**School Information**

Do you have a bachelor's degree?  Yes  No Major field of study \_\_\_\_\_

Do you have an associate's degree?  Yes  No

Do you plan to complete requirements for an associate's degree prior to enrollment at R-MWC?  Yes  No

Name of institution granting associate's degree or bachelor's degree \_\_\_\_\_

Completion date \_\_\_\_\_ GPA at time of application (if known) \_\_\_\_\_

Please list all colleges and universities previously attended where you were enrolled in a certificate or degree program and/or for academic credit, as well as your high school or GED information.

\_\_\_\_\_  
Name of College or University City State From M/Y to M/Y

\_\_\_\_\_  
Name of College or University City State From M/Y to M/Y

\_\_\_\_\_  
Name of College or University City State From M/Y to M/Y

\_\_\_\_\_  
Name of College or University City State From M/Y to M/Y

\_\_\_\_\_  
Name of High School City State Year of Graduation

\_\_\_\_\_  
or GED City State M/Y Awarded

Please provide your former name(s) at the time of attendance at the institutions listed above that will appear on transcripts from those institutions:

If any of your relatives have attended R-MWC or have been associated with R-MWC in some capacity, please indicate:

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Class at R-MWC (if known) or other association \_\_\_\_\_

How did you learn about Prime Time and Adult Programs? \_\_\_\_\_

\_\_\_\_\_  
Most important factor(s) guiding your selection of a college \_\_\_\_\_

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**Student Signature**

I certify that the information submitted in this Application for Admission is complete and true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Randolph-Macon Woman's College**  
**Prime Time and Adult Programs**  
**HIGH SCHOOL TRANSCRIPT FORM**

Prime Time and Adult Programs  
Randolph-Macon Woman's College  
2500 Rivermont Avenue  
Lynchburg, Virginia 24503-1526  
Tel: 434-947-8141 or 800-745-7692  
Fax: 434-947-8283  
E-mail: [primetime@rmwc.edu](mailto:primetime@rmwc.edu)  
R-MWC Web site: [www.rmwc.edu](http://www.rmwc.edu)

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**Please send my official high school transcript to:**

The Prime Time and Adult Programs Office  
Randolph-Macon Woman's College  
2500 Rivermont Avenue  
Lynchburg, Virginia 24503-1526

Due Date:
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**To be completed by Applicant:**

Name (Please print.) \_\_\_\_\_  
*Last First Middle Former*

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*M/D/Y*

Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_

Name at Time of Attendance \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you very much.**

**Randolph-Macon Woman's College**  
**Prime Time and Adult Programs**  
**COLLEGE/UNIVERSITY TRANSCRIPT FORM**

Prime Time and Adult Programs  
Randolph-Macon Woman's College  
2500 Rivermont Avenue  
Lynchburg, Virginia 24503-1526  
Tel: 434-947-8141 or 800-745-7692  
Fax: 434-947-8283  
E-mail: [primetime@rmwc.edu](mailto:primetime@rmwc.edu)  
R-MWC Web site: [www.rmwc.edu](http://www.rmwc.edu)

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**Please send my official college/university transcript to:**

The Prime Time and Adult Programs Office  
Randolph-Macon Woman's College  
2500 Rivermont Avenue  
Lynchburg, Virginia 24503-1526

Due Date:
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**To be completed by Applicant:**

Name (Please print.) \_\_\_\_\_  
*Last First Middle Former*

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*M/D/Y*

Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_

Name at Time of Attendance \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you very much.**