



## BSW PROGRAM APPLICANT CHECKLIST

This checklist includes important steps that must be completed to be eligible for admission into the BSW Program. If you have any questions, our staff will be happy to assist you. The steps on this checklist must be completed and returned by their listed due dates.

### STEP 1 – ACCEPTANCE PACKET DUE: DECEMBER 1, 2019

- COMPLETE** and **RETURN** Program Reservation Form
- SUBMIT** \$100 Reservation Fee
- COMPLETE** and **RETURN** Demographic Form

### STEP 2 – ENTRANCE REQUIREMENTS DUE: DECEMBER 15, 2019

- Two-step TB (Tuberculosis) test**
  - Documentation of two-step TB skin test – followed by one-step every year after
    - This test involves 2 injections and 2 reads
    - 7-21 days apart
  - You may obtain these tests free of charge through the Aultman College Health Services Nurse; their phone number is 330-363-9371. If you do not have the area checked within the time frame or are non-compliant with any component of the two-step TB and it has to be repeated, a \$15 per step fee will be charged.

**DISCLAIMER:** Students whose programs require *clinical* experiences must complete and pass a background check with fingerprinting, drug screen, and immunization verification prior to clinical placement. Students who fail to meet these requirements will not only be ineligible to participate in clinical experiences but also may be ineligible to complete the program.

Students whose programs require *fieldwork* experiences may be required, at the discretion of the field site, to complete and pass a background check with fingerprinting, drug screen, and immunization verification prior to field placement. Students who fail to meet these requirements are subject to program rules stipulating eligibility requirements for field placement and program completion.

Be advised that failure to meet discipline-specific state board standards for background checks with fingerprinting and urine drug screens can preclude students from 1) acceptance into certain clinical/field experiences, and/or 2) eligibility to sit for licensure exams and become licensed by those boards. It is the student's responsibility to contact the appropriate state licensure board to determine standards required for credentialing, licensing, and/or employment in the student's field of study.



## SPRING 2020

### BACHELOR OF SOCIAL WORK PROGRAM RESERVATION FORM

If you accept admission into the BSW Program, please complete and return this form along with the \$100 non-refundable reservation fee. The reservation fee is required to hold your seat in the program for the semester. **The reservation form will not be accepted without the reservation fee.**

Payment may be made by:

- A check payable to Aultman College
- A credit card in the main office or over the phone at 330-363-6347
- Cash

Return to: AULTMAN COLLEGE  
ATTN: ADMISSIONS  
2600 SIXTH STREET SW  
CANTON, OH 44710

**FORMS & FEE MUST BE RETURNED BY:**  
**DECEMBER 1, 2019**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

#### **ACCEPTING PROGRAM ADMISSION**

\_\_\_\_\_ I **accept** admission.

#### **DECLINING PROGRAM ADMISSION**

\_\_\_\_\_ I **decline** admission. Please let us know why you are declining admission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



DEMOGRAPHIC FORM

NAME: (LAST) (FIRST) (MIDDLE INITIAL) (PREVIOUS NAMES) ADDRESS: (NUMBER & STREET) (APT. NO.) (CITY) (STATE) (ZIP) (COUNTY) TELEPHONE: EMAIL:

DATE OF BIRTH: SOCIAL SECURITY NUMBER: DID YOU FILE A FAFSA? RACE: WHAT IS YOUR RACE? SELECT ONE CATEGORY TO INDICATE WHAT YOU CONSIDER YOURSELF TO BE. GENDER: MARITAL STATUS: EMERGENCY CONTACT PERSON:

ARE YOU A VETERAN: PLEASE SELECT WHICH BRANCH OF THE MILITARY YOU HAVE SERVED IN, IF ANY?

HIGHEST LEVEL OF EDUCATION COMPLETED: PLEASE INDICATE ANY CERTIFICATION(S) OR LICENSE(S) YOU CURRENTLY HOLD THAT MIGHT PERTAIN TO HEALTH CARE: ARE YOU A FIRST-GENERATION COLLEGE STUDENT? ARE YOU AN AULTMAN HEALTH FOUNDATION EMPLOYEEE?

STUDENT'S SIGNATURE

DATE