Overview

The Woodring College of Education charges faculty and staff with fostering community relationships and a culture of learning that advance knowledge, honor diversities, and promote social justice.

This statement establishes the educational values that guide the College as a whole and impacts the values of the Department of Health and Community Studies in the pursuit of socially just and equitable educational programs.

As part of the Department of Health and Community Studies, the Human Services Major values diverse perspectives and forms of knowledge and emphasizes the importance of advocating for equitable access to opportunities and resources.

Application Deadlines

FALL: March 1, priority application due date for all sites.
WINTER: August 15, priority application due date for Bellingham Human Services Major only.

Returning Students: May apply any quarter. Please contact department staff at your campus location.

No Spring Quarter Admissions
Application Checklist

Use this checklist to assure submission of a complete application. An incomplete application may delay the review process. It is your responsibility to assure you are submitting a complete application.

☐ You have printed your application.

☐ You are a WWU student or have applied to WWU.

☐ You have completed your General University Requirements (GURs) by attending WWU or earning a Washington State Community College DTA OR You will have 10 or less GUR credits to complete at WWU after the first day of the quarter for which you are applying OR You will have 5 credits or less to complete your DTA by the first day of the quarter for which you are applying. Current WWU students please include a copy of your most current Degree Evaluation (available on Web4u).

☐ You have a cumulative GPA of 2.75 or higher on college level work.

☐ You have completed and returned with your application materials the following three writing prompts, double spaced, with your name and the prompt you are responding to clearly displayed in the document header.

☐ Essay, up to 500 words: Respond to the following question: What leads you to believe that you are well suited to be a Human Services Professional and that Human Services is the right academic major for you?

☐ Human Service Experience/Interest Summary, up to 250 words: Summarize up to three of the most meaningful human services related experiences you have had which have influenced your decision to enter the field. This may include providing services such as paid work, volunteer efforts, or academic work; or being on the receiving end of human services interventions/programs.

☐ Social Justice Summary, up to 250 words: Summarize any personal experiences, skills, or characteristics that support your ability to work with traditionally marginalized populations.

☐ You have enclosed copies of all UNOFFICIAL college transcripts.

☐ You have read, completed, and signed each of the following and returned with your application:

☐ Professional Expectations Contract

☐ Conviction Disclosure Form

☐ Technology Self-Assessment (Distance Learning Applicants Only)

☐ ONCE ACCEPTED TO THE PROGRAM: Read the instructions and initiate the Criminal Background Disclosure at portal.castlebranch.com/WD82

Please note that applying to the program does not guarantee admission. All students are responsible for completing their GURs if entering the program without a DTA or completed General University Requirements from WWU or another university/college.
Section 1—Personal & College Information

Last Name: ____________________________  First Name: ______________________  MI: ________

Preferred First Name: ___________________________  WWU Student ID# ______________________

Mailing Address: ______________________________________________________________________

City/State/Zip: _______________________________________________________________________

Home Phone: ____________________________  Mobile Phone: ____________________________

WWU Email: ____________________________  Personal Email: ____________________________

Location to which you are applying (check one)

_____ Bellingham    _____ Distance-Learning    _____ Everett

Quarter you wish to begin (check one):

_____ FALL: March 1 application due date. Bellingham, Distance-Learning, and Everett Admissions

_____ WINTER: August 15 application due date. Bellingham Program Admission Only

_____ Returning students: Apply any quarter. Please contact staff at your campus location.

What is your WWU enrollment status?  

_____ Current WWU Student    _____ Applying to WWU*

*If not currently a WWU student, you must apply directly to the university, using a separate application.

What is your Academic Level?    

_____ Undergraduate    _____Returning WWU Student    _____ AA or DTA

_____ I have completed my GURs through WWU or by completing my DTA

_____ I have _________ credits remaining to complete my DTA

_____ I have _________ credits remaining to complete my GURs at WWU

COLLEGE INFORMATION: Please submit UNOFFICIAL transcripts for all college credit received, including Running Start, College in the High School, etc... List those colleges below:

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<thead>
<tr>
<th>Name of College</th>
<th>Dates Attended</th>
<th>Degree Earned</th>
<th>Month/Year Completed</th>
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Section 2—Expectations for Academic and Professional Performance

The Human Services Program at Western Washington University is a professional education program that has standards and expectations for student performance that are differentiated from traditional academic programs. All Human Services Program students are required to meet academic and professional standards and meet essential functions of performance. Applicants to the program are required to sign and submit the following statement indicating that they have read and understand the academic and professional requirements that they must follow if they enroll in the Human Services Program.

I have applied for admission to the Human Services Program at Western Washington University. I understand that I may be denied admission or removed from the program if I fail to abide by ethical and behavioral expectations as outlined by NOHS/CSHSE and/or by the Student Rights and Responsibilities Code at Western Washington University. Departmental decisions may be appealed by students as outlined in the University Bulletin.

I understand that I must complete a Criminal History Background Check and must disclose any pending criminal charges or previous felony convictions. I acknowledge I may be denied admission or removed from the Human Services Program if I have plead guilty or received a felony conviction against children or other persons as outlined by RCW 43.43.830-43.43.845. I also understand that I may be limited in terms of my field placements if I have been charged or convicted of other felonies; if admitted to the program, I agree to discuss any charges or convictions with the Department Chair, the site’s Program Director, and the University Instructor who will be overseeing the placement. I understand that nondisclosure of a pending felony investigation, charge or conviction during the admissions process or after entering the program is grounds for automatic dismissal.

I understand that there are mid-program professional assessments that I must pass successfully prior to proceeding through the program. If I do not successfully pass these mid-program assessments, I acknowledge I will be discharged from the program. (Failure to maintain a certain GPA may also result in dismissal. Please see the Western Washington University Bulletin, “Scholarship Standards,” for complete information.)

I understand that if I require and am eligible for reasonable accommodations from the University, I will request accommodations promptly and understand that the Office of Disability Services will serve as my point of contact for these requests.

I agree to abide by the above policies and certify, to the best of my knowledge, that all statements contained in this application are true and accurate.

Printed Name: ___________________________________________ Student Signature: __________________________ Date: ___________________
Section 3—Criminal Conviction Disclosure

To help determine the ability of each applicant to fulfill the professional requirements of the program, ensure that each prospective student has an appropriate field experience placement, and to provide a safe environment for members in the placement setting as well as students, faculty, and staff of Western Washington University, the Department of Human Services and Rehabilitation has established a procedure to conduct criminal background investigations.

This completed disclosure statement must be submitted at the time of application to the program as instructed below. By signing this form, you also agree to initiate an online background check according to instructions that will be provided later to applicants. Furthermore, you authorize us to review the results of your background check and agree to facilitate the collection of information we deem necessary, including that from law enforcement agencies in any country, province or state. This information is kept CONFIDENTIAL for six years and then destroyed. We will provide you with additional instructions regarding how and when to initiate the background check at a later date.

Failure to initiate the background check as instructed will result in denial/being dropped from the program. Denied/dropped applicants must reapply to the program and may result in delay of academic progress and involve additional expense; readmission is not guaranteed. Questions should be directed to the Department Manager at (360) 650-7644.

Instructions:

Please complete ALL sections of this form, sign and return with your program application.

Please print clearly:

____________________________________________________________________
Last Name                                            First                                    Middle

First quarter of planned program enrollment (check one)

  _____ Fall             _____ Winter         __________ Year

Site you are applying to:

_________________ Bellingham           ___________Everett           ___________Distance Learning
Section I:
Check the box to the left of each statement or question that is either true or that you would respond to with a “Yes”. Checking a box may not automatically disqualify you from consideration for the program.

Yes  No  Have you ever been...
☐ ☐ … found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?
☐ ☐ … found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?
☐ ☐ … found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or have abused or financially exploited a vulnerable adult?
☐ ☐ … found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?
☐ ☐ … convicted of any crime against children or other persons?
☐ ☐ … convicted of crimes related to drugs as defined in RCW 43.43.830?
☐ ☐ … convicted of any type of crime other than minor parking/speeding traffic offenses?
☐ ☐ … Are you currently charged or under investigation for any of the above?
☐ ☐ … Are you currently on any kind of probation?

Section II:
For all questions checked YES in Section I, specify BELOW the kind of offense, any conviction or action, date(s), sentence(s), or penalty imposed, prison release date(s) and current standing (e.g. parole, probation, or work release). Attach another sheet if necessary.

Section III:
I understand that upon acceptance to the program, I and/or Western may be required to share my background check results with community based Cooperating Facilities considering providing internship/practice experience/practicum opportunities to me. Upon such request, I will provide my own copy. I also grant Western permission to release my results to the Cooperating Facility upon request. I hereby release Western from any liability or damage that may occur from sharing my results with the Cooperating Facility. I certify under penalty of perjury of the laws of the State of Washington that the information I have provided is correct and true.

Applicant Signature _______________________________ Date: __________
Section 4— Technology Self-Assessment—Distance applicants only

Applicant Name _________________________________________ WWU ID# __________________

I certify that I have honestly assessed my current technology skills to the best of my ability. I further agree and understand that if I am accepted into the Human Services B.A. program in order to be successful in my academic pursuits I will need to be able to use the skills listed below successfully.

_________________________________________________________________________

Signature __________________________ Date __________________________

Human Services professionals use computer technology to manage information in a variety of ways. The Programs prepare students for the professional use of technology by integrating its use across the curriculum. Your success as a student depends on academic abilities and access/skills with computer software and related technology.

As a distance learning program participant your coursework will take place online.

As part of the admission process to the Human Services B.A. Program applicants rate themselves on each of the following skills and answer a few questions related to technology. Applicants should seek training where they rated themselves less than two (2) and be certain they can perform each skill when necessary. Learning about each of these skills is possible by accessing the help or tutorial features of the specific software program of interest; workshops and courses are other options. The Program Director and/or Program Coordinator at the location where students apply will suggest areas that need strengthening based on this assessment and will provide information on free or low-cost resources to build on knowledge and skills.

Please honestly rate on a scale of 1-4, your knowledge and skill level for each skill/feature/action listed. This self-assessment will help students determine what skills they need to further develop in order to be successful in their academic endeavors.

1. I have no knowledge or no skills
2. My knowledge and skills are limited
3. My knowledge and skills are moderate
4. I have extensive knowledge and skills.

Part 1:

A. What type of computer do you have?
   ☐ PC    ☐ Mac    ☐ None

B. Where do you have access to the internet to complete coursework?
   Check all that apply: ☐ Home    ☐ Work    ☐ Other    ☐ ________________

C. How do you access the Internet?
   ☐ DSL    ☐ Cable    ☐ Dial-up    ☐ Do not know

D. Have you ever taken a web-based course?
   ☐ Yes    ☐ No
## Section 4— Technology Self-Assessment—Part 2

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<td>✦ Save document in rich text format (.RTF)</td>
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<td>✦ Spelling and grammar check</td>
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<td>✦ Set margins</td>
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<td>✦ Insert page numbers, page breaks, and headers and footers</td>
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<td>✦ Create and use table</td>
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<td>✦ Change automatic spacing between rows</td>
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<td>✦ Change font and font size</td>
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<td>✦ Locate and insert clip art, graphics, or photographs</td>
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<td>✦ Use Word Wrap</td>
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<td>✦ Set-up a simple database</td>
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<td>✦ Design a report drawing from the data base</td>
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<td>✦ Manage information in an existing data base</td>
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<td>✦ Use formulas to set-up a spreadsheet</td>
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<td>✦ Create reports using spread sheets</td>
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<td>✦ Send and receive e-mail</td>
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<td>✦ Attach documents to e-mail/ open and save received attachments</td>
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<td>✦ Use search engines to locate information</td>
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<td>✦ Download and use Podcasts</td>
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<td>✦ Use online instructional course software, e.g. Canvas, Web CT</td>
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<td>✦ Download and install “freeware” such as Adobe Acrobat Reader</td>
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<td>✦ Update virus programs and run virus scans</td>
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<td>✦ Use scheduling programs such as Outlook (calendar and tasks tools, etc.)</td>
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<td>✦ Create a slide presentation</td>
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<td>✦ Design a basic website using a template</td>
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<td>✦ Upload a website and upload presentation to website</td>
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Grand total all columns:
Section 5—Writing Prompts

The following three writing prompts tell us who you are and what inspires your choice to be a Human Services professional. Essays are reviewed for both substance and quality of writing. Each document should be double spaced with your name and the prompt you are responding to clearly displayed.

The writing prompts below are designed to engage you in considering ideas associated with the Woodring Vision, which charges faculty and staff with fostering community relationships and a culture of learning that advance knowledge, honor diversities, and promote social justice.

Prompt #1: Essay, up to 500 words. Respond to the following prompt: What leads you to believe that you are well suited to be a Human Services professional and that Human Services is the right academic major for you?

Prompt #2: Human Service Experience/Interest Summary, up to 250 words. Summarize up to three of the most meaningful human services-related experiences you have had, which have influenced your decision to enter the field. This may include providing services such as paid work, volunteer efforts or academic work; or being on the receiving end of human services interventions/programs.

Prompt #3: Social Justice Summary, up to 250 words. Summarize any personal experiences, skills, or characteristics that support your ability to work with traditionally marginalized populations.

Section 6—Submitting Your Application

Please submit your completed application to the address below:

Human Services Program Application
516 High Street, Mail Stop 9091
Bellingham, WA 98225

OR Deliver to Miller Hall 318  OR Drop off in the after hours drop box outside MH 318

OR Fax your application to: 360.650.7792

OR Email your completed application HSP.INFO@wwu.edu

If the application due date falls on a weekend, the application will be due the next business day. PLEASE DO NOT SEND MONEY with your Human Service application.
Castle Branch Instructions for Background Check

1. Link to Castle Branch Portal: portal.castlebranch.com/WD82
   Cost for the background check is $55.00

2. Click here:

3. Click:

4. Pick Health and Community Studies:

5. Pick we30: Background Check:

6. Follow the instructions from there.