MACKLIN BUSINESS INSTITUTE
An honors program at Montgomery College

Application for Admission

Fall 2019 Application Deadline
January 7, 2019

240-567-1707
mbi@montgomerycollege.edu

MC MONTGOMERY COLLEGE
MAKE YOUR MOVE

MBI Honors Program Application
Deadline: January 7, 2019

All candidates applying to Montgomery College's Macklin Business Institute (MBI) Honors Program must submit credit admissions application to Montgomery College and an MBI Honors Program Application with supporting documents.

STEPS TO APPLY

Step 1 – Complete Montgomery College Online Credit Admissions Application
To apply, visit montgomerycollege.edu/apply.
You will receive a college ID (M#) that you will need to complete your application.
• *Deadline: January 7, 2019*

Step 2 – Obtain an MBI Honors Program Application from your school's College Career Center, or go online to download one at montgomerycollege.edu/macklin.

Step 3 – Make sure you have taken the SAT and/or ACT by December 2018 (if you take either test in January 2019, you will need to rush the scores to us).

Step 4 – Arrange to take the Montgomery College Accuplacer (*see instructions on page 2*).

Step 5 – Arrange for at least two letters of recommendation from high school teachers who know you well.

Step 6 – Arrange for high school transcript to be sent to the address below, or include a sealed copy in your application packet.

Step 7 – Fill in the MBI Honors Program Application (please use blue/black ink or type) and complete the essay section (please type).

Step 8 – Assemble all application materials:
- MBI Honors Program Application Form
- Two high school teacher recommendations
- Photocopy of your SAT and/or ACT scores
- Photocopy of AP scores and/or SAT II scores
- MBI Honors Program Application Checklist (must be filled out)
- Resume
- Mid-year grade report—optional but highly recommended

Step 9 – Send all application materals in a complete packet to:

**Montgomery College
Macklin Business Institute
51 Mannakee Street, HU 208
Rockville, MD 20850**

MBI Honors Program Application Information
General Information and Instructions

Students selected for the MBI Honors Program for the fall 2019 semester will be offered two-year (four academic semesters), full-tuition (30 credit hours per year at the in-county rate*) merit scholarships.

Part 1 – Apply to Montgomery College

Admission to Montgomery College is a prerequisite to admission into the MBI Honors Program. Applicants to the MBI Honors Program should apply online for admission to Montgomery College by January 7, 2019.

If you have previously applied for credit admission to Montgomery College and have an M#, you do not need to reapply for admission to the College; however, you must complete and submit all required documents for consideration by the MBI Honors Program selection committee.

For more information about applying to Montgomery College, visit **montgomerycollege.edu/apply** or call **240-567-5000.**

Montgomery County Public High School seniors should check with their high school Career Center for more information about applying to Montgomery College.

Application Fees
There is a $25 application fee to apply to Montgomery College (which you have to complete before you apply to the MBI Honors Program). This fee is automatically waived if you apply online to Montgomery College before January 7, 2019.

There is no application fee to apply to the MBI Honors Program.

The admission application will generate your eight-digit Montgomery College ID number (M number), which is needed to complete your application to the MBI Honors Program.

Part 2 – Apply to the MBI Honors Program

MBI Honors Program Application materials are due by January 7, 2019. Late submission of any required supporting materials may adversely affect consideration of your application. We will accept application materials **postmarked** by January 7, 2019.

Applications for fall 2019 will only be considered for 1) students who are currently enrolled in their final year of high school and who will be completing high school graduation requirements by August 2019 or 2) returning MC students with 12 credits or less.

Priority for the MBI Honors Program and scholarships will be given to residents of Montgomery County.

The selection committee will evaluate the Montgomery College transcript and records of high school seniors who currently attend or have previously attended Montgomery College.

This MBI Honors Program Application form
should be completed and submitted with the required essay responses and all supporting materials in one complete packet postmarked by January 7, 2019.

College Entrance Exam Scores (SAT and/or ACT)
You **must include** photocopies of your SAT and/or ACT scores in your complete MBI Honors Program application packet by the January 7, 2019 deadline.

We also need your official SAT and/or ACT scores. By January 7, 2019, please request that these be sent to Montgomery College, Rockville Campus**.** Alternatively, you may log-in and print your scores from the testing website in front of an Enrollment Services staff member. Failure to submit official test scores may adversely affect consideration for the program.

The SAT Code for Montgomery College (Rockville Campus) is 5440. The ACT Code is 1723. Students should submit their official SAT or ACT test results from all test dates.

* If you have any questions about your eligibility for in-county tuition, please contact us.

MBI Honors Program Application Information

Part 2 (continued) – Apply to the MBI Honors Program

The selection committee will review test scores from the SAT I. The committee will consider your highest scores for each of the three sections of the SAT I (evidence based Reading, Writing, and Math) from any test administration date. You should take the New SAT I or ACT no later than **December 2018.**

High School Transcripts
Submit your official high school transcript to the MBI Office (not Admissions) by **January 7, 2019.** The transcript should be in a sealed and signed/stamped envelope from the high school registrar and included in the complete packet.

First Semester Grades
Submission of first semester senior year grades is optional, but strongly recommended. For best consideration, first semester grades should be sent to the MBI Office no later than March 1, 2019.

Letters of Recommendation
Two letters of recommendation are required, although you may submit up to four letters to be reviewed. At least two letters should be academic recommendations from high school teachers. Additional recommendations will be accepted from teachers, counselors (recommended), employers, Montgomery College faculty, coaches, internship coordinators, etc.

Placement Testing
All MBI Honors Program applicants should take the Montgomery College Placement Test (Accuplacer or ESL-Accuplacer/LOEP) for English, reading, and math at a Montgomery College Assessment Center. You can find more information at montgomerycollege.edu/assessment. **It is required that applicants to the MBI Honors Program take the appropriate placement test (Accuplacer or ESL Accuplacer) by January 7, 2019.**

You must be accepted to the College and have a Montgomery College ID number (M number) in order to schedule and take the placement test. An "M number" is your student identification number, also called your College ID, assigned to you by Montgomery College once you have completed your application to the College.

Bring your recent photo ID: US government-issued photo identification, state-issued driver's license or non-driver's ID, passport, or school ID from the current academic year to take the placement test.

For more detailed information about placement testing, including the testing schedule for all three campuses, visit: montgomerycollege.edu/Assessment.

Prepare for your placement test by going to the following link: http://accuplacer.collegeboard.org/students.

If your first language is American English or you have attended a US school for 10 or more years, you will take the Accuplacer placement test. Otherwise, you will take the ESL Accuplacer placement test, designed for students who speak American English as a second (or subsequent) language.

You may test out of the English placement requirement if you meet the following criteria:

SAT
• Evidence-Based Reading and Writing score 480 or above, or reading subset 26 or above

ACT
• Reading score 21 or above

TOEFL
• 90 or above (IBT) or 575 or above (paper)

IELTS
• 6.5 or above

Financial Aid and Scholarships
If you are interested in applying for federal and state financial aid, please be aware that the financial aid process is separate and in addition to the admission and scholarship application process. Please contact the Financial Aid Office at 240-567-5100 for more information, or please visit our website for additional information about scholarship opportunities at Montgomery College: montgomerycollege.edu/finaid.

MBI Honors Program Application Checklist

Name:_____ MC ID #: M__ __ __ __ __ __ __ __

Application Checklist

Applicant must fill in and submit this checklist as part of the complete application packet, which should include <u>everything</u> below (please check the relevant boxes).

1. **Montgomery College Online Credit Admissions Application completed by January 7, 2019** ❏

2. **MBI Honors Program Application Form** ❏

3. **Official High School Transcript** Sent from HS to MBI Office (not Admissions) on
    (provide date) _ _/ _ _/ _ _ ❏
    (in a sealed and signed/stamped envelope from the high school registrar)

4. **Photocopies of:**
    a) College Entrance Exam Scores (SAT and/or ACT) ❏
    b) AP scores ❏

5. **Request for Official SAT and/or ACT Scores** to be sent to Montgomery College, Rockville Campus ❏
    (Code 5440 for SAT, Code 1723 for ACT) was made on (provide date) _ _/ _ _ /_ _

6. **Teacher Recommendation #1** form and letter (sealed envelope, signature on flap) ❏

7. **Teacher Recommendation #2** form and letter (sealed envelope, signature on flap) ❏

8. **Personal Essays** ❏

9. **Resume** ❏

10. **Placement Testing** ❏
    Date Accuplacer taken (provide date) _ _ / _ _ / _ _
    (Please circle one) Test taken at the Rockville – Germantown – Takoma Park/Silver Spring Campus

    If you did not take the Accuplacer please specify why not:
    SAT Evidence-Based Reading/Writing score 480 or above, or Reading subset 26 or above ❏
    ACT Reading score 21 or above ❏
    TOEFL 90 or above (IBT) or 575 or above (paper) ❏

11. **Optional Items:**
    Additional Letters of Recommendation (one counselor recommendation preferred) ❏
    Mid-Year Grade Report (Due by March 1, 2019) ❏

Send all application materials in a complete packet to:

Montgomery College
Macklin Business Institute
51 Mannakee Street, HU 208
Rockville, MD 20850

Part 2 – MBI Honors Program Application Form

Student's Montgomery College MC ID #: M__ __ __ __ __ __ __ __
All Montgomery College students receive an M number after they complete Part 1, the online Montgomery College admissions application.

This section is to be completed by the student. Official high school transcripts and standardized test scores must be postmarked by January 7, 2019. In addition, the student also should submit a more detailed resume of activities. Students with a special interest in art, poetry, photography, or other areas may wish to submit a brief portfolio with samples of their work. Students interested in music may include a tape or CD. Any supporting materials included with the application will not be returned to the student. Please contact MCScholars@montgomerycollege.edu by January 7, 2019, for questions related to submission of supporting materials.

1 Background

I. General Information
Name _____

Nickname _____

Full Mailing Address _____

Email_____

Phone Numbers (home and cell) _____

II. Ethnicity/Race/Gender
What is your race? Check one or more of the following:

❏ Hispanic, Latino, or Spanish origin

❏ White   ❏ Black or African American

❏ Asian   ❏ American Indian or Alaskan Native

❏ Native Hawaiian or Pacific Islander   ❏ Other_____

What is your Gender?   ❏ Female   ❏ Male   ❏ Other

III. Citizenship
Check one of the following: ❏ US   ❏ Permanent Resident

❏ Not a US Citizen or Permanent Resident

What is your nation of birth? _____

What is your nation of citizenship? _____

What is your first language? _____ How many years have you been in the US? _____

IV. Family Education Background
Did either of your parents attend college?   ❏ One   ❏ Both   ❏ Neither

Degree(s) earned by Parent One: ❏ None ❏ Associate's ❏ Bachelor's ❏ Master's ❏ Doctorate

Degree(s) earned by Parent Two: ❏ None ❏ Associate's ❏ Bachelor's ❏ Master's ❏ Doctorate

What is your program of study/major at Montgomery College? _____

Where did you attend high school? _____

What is your expected high school graduation date?_____

Part 2 – MBI Honors Program Application Form

Student's Montgomery College MC ID #: M__ __ __ __ __ __ __ Student's Name:_____

2 Standardized Test Information

Applicants are required to submit the Scholastic Aptitude Test (SAT code 5440) or the American College Test (ACT code 1723) to the **Rockville Campus**.

Which standardized tests did you take? (Check all that apply.)	❏ SAT	❏ ACT
If you took the SAT: Was your highest Evidence-Based Reading/Writing score 480 or higher?	❏ Yes	❏ No
Or was your Reading subset 26 or higher?	❏ Yes	❏ No
If you took the ACT: Was your Reading score 21 or higher?	❏ Yes	❏ No

Applicants with SAT Evidence-Based Reading and Writing scores below 480 or ACT Reading scores below 26 should make arrangements to take the appropriate Montgomery College placement test. Please refer to the MBI Honors Application Information on page 2 for more information.

What dates did you take the SAT or ACT?_____

Did you have your official test scores sent to the Rockville Campus?	❏ Yes	❏ No
Have you taken the MC placement test?	❏ Yes	❏ No

Please indicate below any Advanced Placement (AP) exams that you have taken or plan to take, and the scores of all AP exams you have taken. Please submit in your complete application packet photocopies of all test scores and request official copies be sent to the **Rockville Campus**.

AP Exam Subject	Date	Score
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3 How did you first hear about the Macklin Business Institute Honors Program? (check all that apply)

- ❏ ACES/College Tracks coach
- ❏ Current or Former MBI Students
- ❏ High School College Career Center
- ❏ Mail
- ❏ MC Recruiter
- ❏ MBI Honors Program Information Session
- ❏ Other_____

Part 2 – MBI Honors Program Application Form

Student's Montgomery College MC ID #: M__ __ __ __ __ __ __ __ Student's Name: _____

4 **Academic Honors, Extracurricular and Community Service Activities, and Work Experience**

Also submit a more detailed resume of activities. Please label additional pages with your full name and M number.

I. Academic Honors

Please briefly describe any academic distinctions, honors, or awards you have received, starting from the ninth grade.

_____

_____

_____

_____

_____

II. Extracurricular and Community Service Activities

Please list your primary extracurricular, community service, athletic, or artistic activities below.

Activity	Grade Level	Brief Description of Involvement

_____

_____

_____

_____

_____

III. Work Experience

List any employment (including summer jobs) you have held in the past three years.

Position and Employer	Date of Employment	Description of Duties

_____

_____

_____

_____

_____

5 **Additional Information**

On a separate sheet of paper, please provide any additional information regarding your background and experiences that may assist the committee in the review of your application. You may enclose attachments if necessary.

Montgomery College

Part 2 – MBI Honors Program Application Form
Teacher Recommendation

All application materials are due January 7, 2019.

1 **Instructions for Applicants**

This recommendation form must be completed by a high school teacher who can attest to your academic performance and personal character. Please fill in Part 1.

Student's Name _____ MC ID #: M__ __ __ __ __ __ __

Student's Email _____

Student's Address _____ Home Phone _____

High School _____

Teacher's Name _____ Subject Taught _____

2 **Instructions for Teacher**

On a separate sheet of paper, please provide insight on applicant's academic abilities, college readiness, organizational skills, special talents, and personal character. We welcome any information you can provide that will assist the selection committee in distinguishing this applicant from others. If you have questions or concerns about how to verify or expedite receipt of your recommendation, please contact mbi@montgomerycollege.edu. Thank you for your assistance.

	No basis for evaluation	Below average	Average	Above average	Excellent (Top 10%)	Outstanding (Top 2% or 3%)
Intellectual Curiosity	❏	❏	❏	❏	❏	❏
Initiative	❏	❏	❏	❏	❏	❏
Academic Motivation	❏	❏	❏	❏	❏	❏
Creativity	❏	❏	❏	❏	❏	❏
Reaction to Setbacks	❏	❏	❏	❏	❏	❏
Leadership	❏	❏	❏	❏	❏	❏
Maturity	❏	❏	❏	❏	❏	❏
Self-Discipline	❏	❏	❏	❏	❏	❏
Self-Confidence	❏	❏	❏	❏	❏	❏
Integrity	❏	❏	❏	❏	❏	❏
Overall Assessment	❏	❏	❏	❏	❏	❏

Signature _____ Date _____

Part 2 – MBI Honors Program Application Form
Teacher Recommendation

All application materials are due January 7, 2019.

1   Instructions for Applicants

This recommendation form must be completed by a high school teacher who can attest to your academic performance and personal character. Please fill in Part 1.

Student's Name _____ MC ID #: M__ __ __ __ __ __ __ __

Student's Email _____

Student's Address _____ Home Phone _____

High School _____

Teacher's Name _____Subject Taught _____

2   Instructions for Teacher

On a separate sheet of paper, please provide insight on applicant's academic abilities, college readiness, organizational skills, special talents, and personal character. We welcome any information you can provide that will assist the selection committee in distinguishing this applicant from others. If you have questions or concerns about how to verify or expedite receipt of your recommendation, please contact mbi@montgomerycollege.edu. Thank you for your assistance.

	No basis for evaluation	Below average	Average	Above average	Excellent (Top 10%)	Outstanding (Top 2% or 3%)
Intellectual Curiosity	❏	❏	❏	❏	❏	❏
Initiative	❏	❏	❏	❏	❏	❏
Academic Motivation	❏	❏	❏	❏	❏	❏
Creativity	❏	❏	❏	❏	❏	❏
Reaction to Setbacks	❏	❏	❏	❏	❏	❏
Leadership	❏	❏	❏	❏	❏	❏
Maturity	❏	❏	❏	❏	❏	❏
Self-Discipline	❏	❏	❏	❏	❏	❏
Self-Confidence	❏	❏	❏	❏	❏	❏
Integrity	❏	❏	❏	❏	❏	❏
Overall Assessment	❏	❏	❏	❏	❏	❏

Signature _____ Date _____

Part 2 – MBI Honors Program Application Form
Personal Essays

Your responses to the following essay questions are an important component in the review of your MBI Honors Program application. The essays provide an opportunity for you to demonstrate the clarity, originality, and organization of your thinking and writing. Your essays should be typed and submitted on separate sheets of paper. Please include your Montgomery College M number, your full name, and essay title on each page. Complete Parts 1 and 2 (Part 3 is optional).

Part 1

Please provide short essay responses to both of the following questions (250 word maximum for each response).

   A. Discuss your most meaningful leadership experience. What did you learn about your own individual strengths and weaknesses through this experience?

   B. Why are you interested in participating in the MBI Honors Program, and what unique characteristic can you bring to the program?

Part 2

Please answer the following essay question (maximum of 500 words).

   C. People fear failure. But in the business world, many people say they could not have succeeded without at first failing. Describe your biggest failure. Explain what you learned from the experience, and how it will help you in the future.

Part 3 (optional)

What other information do you believe would be helpful to the selection committee in understanding you better and in considering your application? (maximum of 250 words)

MC | THE GORDON AND MARILYN
MACKLIN BUSINESS INSTITUTE

For questions about the program, call 240-567-1707
or email mbi@montgomerycollege.edu

montgomerycollege.edu/macklin