

# Columbia

COLLEGE CHICAGO

CHICAGO'S VISUAL, PERFORMING, MEDIA, AND COMMUNICATION ARTS COLLEGE

## glcma application and instructions

### FOR THE SPRING 2009 APPLICATION CYCLE

This application form is for the Graduate Laban Certificate in Movement Analysis (GLCMA), a program within our Dance/Movement Therapy Department. Please read the instructions below carefully as well as the GLCMA brochure and our graduate website at [www.colum.edu/graduate](http://www.colum.edu/graduate).

### HOW TO APPLY TO THE GLCMA PROGRAM

#### Application Instructions for the GLCMA

- Please type or print.
- To apply, return the application form to **Columbia College Chicago, Graduate Office, Suite 200, 600 S. Michigan Ave. Chicago, IL 60605** along with...
  1. The non-refundable \$55.00 application fee. Checks or money orders should be made out to Columbia College Chicago. You may pay with a credit card using our secure online payment form <https://web2.colum.edu/onlinepayment/>. If you choose to use the [online payment form](#), please select "Grad Application Fee" and also be sure to include your social security number (if applicable). If possible, you should forward the payment confirmation to the Graduate Office ([gradsch@colum.edu](mailto:gradsch@colum.edu)).
  2. A Personal Statement (Section V of the application form) that explains your reasons for applying for the Certification Program.
  3. Two official transcripts from all schools that have granted you a degree (A Bachelor's degree is required, but we ask for any other transcripts from institutions of higher learning that you have attended.) The degree must be posted on the transcript we receive. (An *official* transcript is required; however, we can begin processing your application with an unofficial copy.) All transcripts should be mailed to the Graduate Office.
  4. Two Letters of Recommendation (Please be sure to attach the [Letter of Recommendation Cover Sheets](#) to each.)
  5. A completed Anatomy course is required in order to apply. (See the "Application Steps" section of this document for details.)
- Applicants to the Certificate Program are considered on the basis of professional background, motivation, life experiences and references. Applicants are invited on a case by case basis to a Movement Assessment Interview. For the Spring 2009 cycle, the Movement Assessment Interviews will be held on Saturday, September 27, 2008 from 10am – 1pm. This is the final step in the application process and is required for admission to the program.

#### Applying to both the GLCMA and the MA within the Dance/Movement Therapy Department

- **This application form is to be used only by those applying for the Certificate Program.** (If you plan to apply for a Master's degree program, please contact the Graduate Office 312-344-7260 to receive the appropriate forms.) Those enrolled in both the 18 hour GLCMA *and* the 60 hour MA program need only complete a total of 72 credit hours.
- Please note: For those also applying to both the Certificate program and the Dance/Movement Therapy Masters program in the same application year, the second application fee is waived and the same set of transcripts and letters of recommendation may be used. (Extra letters of recommendation are welcome.) If you choose to apply to both the GLCMA and the MA programs, your Certificate application should include a note instructing us to obtain these items from your Master's application materials. Remember, we still require two *separate* application forms and two essays/personal statements.

### DETAILS AND DEADLINES FOR THE GLCMA PROGRAM

#### Application Steps and Deadlines

If interested in the [Graduate Certificate in Laban Movement Analysis \(GCLMA\)](#) the following steps should be taken:

1. Complete and submit the GLCMA Application Form including all of the details listed in the instructions **by August 1, 2008**.
2. Upon instruction, admitted students should then contact the Dance/Movement Therapy Department at 312-344-7697 to arrange to register for their first semester GLCMA classes.

#### Application Deadline for the GLCMA is AUGUST 1, 2008

It is recommended that you submit financial aid materials before classes begin in January.  
(See the "Additional Information" section of this document for further details.)

#### Application Mailing Instructions

- **Applications for the Certificate Program should be mailed to the Graduate Office, not the Dance/Movement Therapy Department.** Should you have any admissions or application questions please direct them to: **Columbia College Chicago, Graduate Office, Suite 200, 600 South Michigan Avenue, Chicago, Illinois 60605-1996.** Telephone: 312-344-7260, FAX: 312-344-8047. Email: [gradsch@colum.edu](mailto:gradsch@colum.edu)  
You may also want to visit our main Graduate Program website [www.colum.edu/graduate](http://www.colum.edu/graduate)

## Details about the Structure of the GLCMA Program

- Due to the structure of the program, the Graduate Certificate in Laban Movement Analysis (GLCMA) alternates its admission cycles. The program's inaugural class began in the Summer of 2001. The Spring 2009 cycle is the sixth GLCMA class at Columbia College Chicago.
- The Graduate Certificate in Laban Movement Analysis is the first certification program tailored to apply movement analysis in a therapeutic setting, providing the opportunity to take the seminar work of Rudolf Laban to a new level of integration. Participants in this program will gain an integrated understanding of the structural, functional, and expressive aspects of human movement and how to apply this information to their chosen profession or field of study. The program is appropriate for massage therapists, dance therapists, physical therapists, sports and fitness trainers, and others engaged in somatic education and practice.
- The Certificate of Graduate Study is designed to meet the needs of working adults. Therefore, the required courses take place over 14 months (one weekend per month) and two, one-week seminars – one at the beginning and one at the end. For Spring 2009, the first month of classes begins in January 2009. The entire program can be completed within four semesters.
- Certificate Program students are admitted to the Graduate Program as non-degree seeking students. (For this reason, it is not usually an option for International students who are not also enrolled in a degree program at Columbia or elsewhere.) Students receive graduate-level credit for their work and the official Certificate of Graduate Study upon completion of the full 18-credit hour program.
- **All students** accepted into the Graduate Laban Certificate in Movement Analysis (GLCMA) program must complete a two day workshop titled Introduction to Laban Movement Analysis provided by Columbia College Chicago faculty. Contact 312-344-7697 if you have questions about the workshop and to request registration materials.
- A completed Anatomy course is required in order to apply for the GLCMA. The course has to be completed before you enroll in the program. You may be taking the course during the application process. However, it needs to be completed with a passing grade before you enroll.
- For further details about the Graduate Certificate Program please refer to the Certificate Program brochure, the graduate website at [www.colum.edu/graduate](http://www.colum.edu/graduate), or contact the Dance/Movement Therapy Department at 312-344-7697.

## ADDITIONAL INFORMATION

### A Note about the Introduction to Laban Workshop offered at Columbia College

- The Introduction to Laban workshop at Columbia is open to anyone with a Bachelor's degree and an interest in Laban's language of movement. If you plan to take this course specifically in preparation for the Spring 2009 GLCMA Program, you should complete the GLCMA application form and the special workshop registration materials. If you would like to take this course on its own, outside of the Certification Program or a Masters degree program, you may apply as a Graduate Student-at-large using the student-at-large application form and the special workshop registration materials. Both sets of application forms are available from the Graduate Office at 312-344-7260 and the Laban workshop registration materials are available from the Dance/Movement Therapy Department at 312-344-7697.

### Financial Aid Information

- Tuition for the 18-credit hour Certification Program is paid over four semesters. Limited federal aid in the form of low-interest loan assistance may be available to qualified students. If you are planning on applying for aid, please prepare to submit your financial aid application materials before classes begin in January 2009 (the sooner the better). The federal form required to apply for aid is the Free Application for Federal Student Aid or the FAFSA. The FAFSA may be obtained online at [www.fafsa.org](http://www.fafsa.org). This is also a good site for general information about financial aid at the graduate level. For information about GLCMA tuition charges please contact the Dance/Movement Therapy Department. For information about financial aid, please contact Columbia College's Student Financial Services at 600 S. Michigan Ave, Suite 303, 312-344-7140.

### Services for Special Needs Students

Prospective students who have physical, learning, or psychological disabilities, or chronic medical conditions, are encouraged to contact the Office of the Conaway Achievement Project at 312-344-8132 to arrange for necessary assistance, if needed, while attending Columbia College Chicago.

## CONTACT INFORMATION

The Graduate Office  
600 South Michigan Ave., Suite 200  
Chicago, Illinois 60605  
Ph: 312-344-7260, FAX: 312-344-8047  
[gradsch@colum.edu](mailto:gradsch@colum.edu)  
[www.colum.edu/graduate](http://www.colum.edu/graduate)

The Dance/Movement Therapy & Counseling Department  
624 South Michigan Ave., Suite 1100  
Chicago, Illinois 60605  
Susan Imus, Chair  
Paul Holmquist, Assistant  
Ph: 312-344-7697, FAX: 312-344-8054  
[pholmquist@colum.edu](mailto:pholmquist@colum.edu)  
(Follow program links from [www.colum.edu/graduate](http://www.colum.edu/graduate) for DMT site.)

# Columbia

COLLEGE CHICAGO

CHICAGO'S VISUAL, PERFORMING, MEDIA, AND COMMUNICATION ARTS COLLEGE

## glcma application form

FOR THE SPRING 2009 APPLICATION CYCLE

**Application Procedure:** (1) Complete & sign the application form. (2) Include (or send under separate cover) all supporting materials and the non-refundable \$55 application fee. (3) Refer to the GLCMA Application Instructions. (This application is for GLCMA students only. Contact the Graduate Office at 312-344-7260 for a degree program application.) Please be sure to read all instructions carefully before submitting your materials. Until all required materials are received in the Graduate Office, an application cannot be fully considered.

### SECTION I: BIOGRAPHICAL INFORMATION (PLEASE PRINT OR TYPE)

1. **Name:** Last (family): \_\_\_\_\_  Mr.\*  Ms.\* Other: \_\_\_\_\_  
 First: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Previous, Former Name: \_\_\_\_\_ Nickname (if any): \_\_\_\_\_

2. **Social Security Number** (optional):\* \_\_\_\_\_

3. **Current Address:** **Effective Dates:** From: \_\_\_\_\_ To: \_\_\_\_\_  
*The address listed below is the one we will use when mailing information/decision letters. If the date expires, we will use the alternate address in question #4. To change/update your contact information, contact the Graduate Office at 312-344-7260 or gradsch@colum.edu.*  
 Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_  
 Country: \_\_\_\_\_

4. **Alternate Address:** (if available/applicable) **Effective Dates:** From: \_\_\_\_\_ To: \_\_\_\_\_ **Alternate Phone#:** \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_  
 Country: \_\_\_\_\_

5. **State of legal residence:** \_\_\_\_\_

6. **Telephone Contacts:** Home Phone # (if applicable for current address): \_\_\_\_\_ Cell #: \_\_\_\_\_  
 May we contact you at work?  No  Yes Work Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

7. **Email and Other Contacts:** Email Address (if available): \_\_\_\_\_  
 FAX # (if available): \_\_\_\_\_ Web Page (if available): \_\_\_\_\_

8. **Birthdate:**\* Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ **City of Birth:** \_\_\_\_\_ **State of Birth:** \_\_\_\_\_

9. **Gender:**\*  Female  Male

10. **Marital Status:**\* (optional)  Single  Married  Divorced  Separated  Domestic Partnership

11. **Citizenship:**\* Are you a U.S. Citizen?  No  Yes **If yes, please proceed to question # 12.**  
 a. Are you a permanent resident/immigrant?  No  Yes **If yes, print your Alien Reg. #: \_\_\_\_\_**  
(If you are a permanent resident/immigrant, you must include, with this form, a photocopy of both sides of your alien registration card.)  
 b. Are you currently in the U.S.?  No  Yes **If yes, please indicate visa type (F-1, J-1, H-4, etc.) \_\_\_\_\_**  
 c. **Country of Birth?\*** \_\_\_\_\_ **d. Country of Citizenship?\*** \_\_\_\_\_  
(If you are neither a U.S. Citizen nor a permanent resident/immigrant, please understand that in most cases, you must be in a degree-seeking program in order to satisfy visa requirements. If you are an international student interested in the GLCMA, contact the Graduate Office at 312-344-7260 before the deadline to discuss options.)

12. **Ethnic Origin:**  
 American Indian or Alaskan Native  Asian or Pacific Islander  Hispanic  
 African American/Black (Non-Hispanic)  White (Non-Hispanic)  Other  International Student

13. **Are you receiving US Veterans Administration education benefits as a vet, active duty, dependent, or reserve?**  No  Yes

\* Columbia College Chicago complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). Federal regulations require the collection of statistical information concerning ethnic origin, citizenship status, age and sex of all of our applicants. **All information is confidential and will not affect your admission application.** Columbia College Chicago admits students without regard to age, race, color, creed, sex, religion, handicap, disability, sexual orientation, and national or ethnic origin.

## SECTION II: PROGRAM INFORMATION & APPLICANT STATUS

**14. Please check your application status.** (Check those that apply.)

- New applicant  
  Re-applying student  
  International applicant  
  Current DMT student (fee waived for current MA students)

If you are a re-applying or current student, please indicate the term, year, and program to which you previously applied.

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Program: \_\_\_\_\_

What was the admission decision? \_\_\_\_\_

If you were admitted, and did not attend, what were your reasons, and what did you do? \_\_\_\_\_

**15. Check here to confirm that you're applying to the GLCMA program beginning January 2009.**

**16. Have you ever taken classes at Columbia College Chicago before?**  No  Yes If yes, please check one:

- |  |  |
|--|--|
| <input type="checkbox"/> I received my Undergraduate Degree from Columbia<br><input type="checkbox"/> I received a Graduate Degree from Columbia<br><input type="checkbox"/> I am a current or former Undergraduate degree Student at Columbia<br><input type="checkbox"/> I am a current or former Graduate degree Student at Columbia<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> I am a current or former Undergraduate Student-at-large<br><input type="checkbox"/> I am a current or former Graduate Student-at-large<br><input type="checkbox"/> I participated in Columbia 2 (Continuing Education)<br><input type="checkbox"/> I am a current or former Columbia Faculty/Staff member |
|--|--|

**17. Has any other member of your family ever taken classes at Columbia College Chicago before?**  No  Yes

If yes, please list name and relationship: \_\_\_\_\_

**18. How did you find out about Columbia College Chicago's Graduate School?**

- |   |   |
|---|---|
| <input type="checkbox"/> I received my Undergraduate Degree from Columbia<br><input type="checkbox"/> I received a Graduate Degree from Columbia<br><input type="checkbox"/> I am a current or former Undergraduate degree Student at Columbia<br><input type="checkbox"/> I am a current or former Graduate degree Student at Columbia<br><input type="checkbox"/> I am a current or former Undergraduate Student-at-large<br><input type="checkbox"/> I am a current or former Graduate Student-at-large<br><input type="checkbox"/> I participated in Columbia 2 (Continuing Education)<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> I am a current or former Columbia Faculty/Staff member<br><input type="checkbox"/> Open House<br><input type="checkbox"/> Graduate Guide Book<br><input type="checkbox"/> Internet site (Please specify) _____<br><input type="checkbox"/> Advertisement (Please specify) _____<br><input type="checkbox"/> Graduate Fair (Please specify) _____<br><input type="checkbox"/> Word of Mouth |
|---|---|

**19. What other graduate schools/certificate programs are you considering?**

Name of School	State	Name of specific Program/Degree/Certificate
a. _____		
b. _____		
c. _____		

## SECTION III: COLLEGE INFORMATION

**20. Please list every college, university, professional school or other advanced institution attended since secondary school, including any attendance at Columbia College Chicago. We require two official transcripts from every institution attended (even if the credit is shown on another transcript as transfer credit). Use reverse chronological order, beginning with the most recent. (If you need more space, please attach an additional sheet.)**

College/University Name	City	State (or country)	Dates of Attendance		Total # of Credit Hours	Major	Name of Degree	Date Degree earned/expected	Cum. GPA #/Scale
			From Month /Year	To Month /Year					

*Note: If you are currently enrolled in a college program, please attach a list of your courses in progress in addition to your transcript(s).*

**21a. From which institution did you receive your Bachelor's degree (or its equivalent)?** \_\_\_\_\_

**21b. What is the highest degree you have obtained?**  Bachelor's Degree  Master's Degree  Doctoral Degree  Other

## SECTION IV: APPLICATION MATERIALS INCLUDED

22. Please list below all of the materials you are sending in support of your application.

Name of item	Details about item(s)	Item included ?	Item sent under separate cover?
<b>\$55 Application Fee</b> <i>(non-refundable)</i>	Please make checks or money orders payable to "Columbia College Chicago". Be sure to write your Social Security # and/or birthdate and/or the exact name under which you applied on the check/money order. You may pay your fee with a credit card using the online payment form <a href="https://web2.colum.edu/onlinepayment">https://web2.colum.edu/onlinepayment</a> or by calling 312.344.7260.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Statement</b>	Please include an explanation of how participating in this program is a desired extension of your educational or professional goals. The Personal Statement should be typed, double-spaced, and approximately 1-2 pages in length.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Recommendation #1</b>	Name of Recommender: _____	<input type="checkbox"/>	<input type="checkbox"/>
	Phone #: _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Recommendation #2</b>	Name of Recommender: _____	<input type="checkbox"/>	<input type="checkbox"/>
	Phone #: _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Anatomy pre-requisite materials</b> (transcript & syllabus - see #15b)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Transcripts</b>	A Bachelor's degree is required to apply to this program. Please submit official transcripts from all colleges or universities you have attended including the transcript with your Bachelor's degree posted. If sending under a separate cover, please make sure they are mailed to <b>Columbia College Chicago, Graduate Office, Suite 200, 600 S Michigan Ave, Chicago, IL 60605</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b>		<input type="checkbox"/>	<input type="checkbox"/>

## SECTION V: PERSONAL STATEMENT

23. If there is anything further you would like to share with the Admissions Committee (including any special circumstances) please use the space provided below.

---



---



---



---

**24. Personal Statement:**

Please include with this application a Personal Statement describing your reasons for applying to the Graduate Laban Certificate in Movement Analysis at Columbia College Chicago. Please include an explanation of how participating in this program is a desired extension of your educational or professional goals. The Personal Statement should be typed, double-spaced, and approximately 1-2 pages in length.

## SECTION VI: SIGNATURE

**This application must be signed and dated before action can be taken.** (All information is confidential and will be released only in compliance with federal and state laws.)

*I am applying as a GLCMA student and I understand that withholding required information requested on this application or providing false information may make me ineligible for admission to the Graduate program or subject to dismissal. I agree to abide by the regulations and policies of Columbia College Chicago and its graduate program. In addition, I certify that the information provided on the application is accurate, complete, and my own work.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note:** Prospective students who have special physical or learning needs are encouraged to contact the Office of the Conaway Achievement Project at 312-344-8132 (or 312-360-0767/TTY) to arrange for any necessary assistance while attending Columbia College Chicago.

**Don't forget to include your non-refundable application fee of \$55!**

Should you have any questions about applying or admission, please direct them to: The Graduate Office, Columbia College Chicago, 600 South Michigan Avenue, Suite 200, Chicago, Illinois 60605-1996. Telephone: 312-344-7260, FAX: 312-344-8047. Email: [gradsch@colum.edu](mailto:gradsch@colum.edu) Website: [www.colum.edu/graduate](http://www.colum.edu/graduate). Thank you for your application.