

Luther College

Application Process

1. Contact the appropriate faculty member to discuss your interest in Chicago Center:
 - a. For all majors, contact **Sheila Radford-Hill** in the Diversity Center.
 - 563-387-1014 or radfsh01@luther.edu
 - b. For the Urban Teaching Practicum (Student Teaching), contact **Linda Elkins** in the Education Department.
 - 563.387.1548 or elkinsli@luther.edu
 - c. For the Urban Social Work Practicum, contact **Ginger Meyette** in the Social Work Department.
 - 563.387.1261 or meyegi01@luther.edu
2. Complete **Chicago Center online application**. *You must complete the entire online application at once.* You will need the two supplemental materials listed below to complete your online application.
 - a. 1-2 page **essay**; there will be an option for you to upload a word document.
Essay Question: What are your personal and academic reasons for choosing to attend Chicago Center?
 - b. A **resume**; there will be an option for you to upload a word document.
3. Print **Personal Recommendation Form**, have the form filled out and either mailed or faxed to Chicago Center.
4. Print **Faculty Recommendation Form**, have the form filled out and either mailed or faxed to Chicago Center.
5. Print **College Credit Form** and have it signed by Sheila Radford-Hill and your registrar's office. You can mail or fax the College Credit Form to Chicago Center.
6. **Application Fee** can be paid online, check or money order with your name on it.
7. Discuss Financial options with the Luther Financial Aid Office.

Please send all Mailed or Faxed Documents to the attention of **Lane Chesebro, Director of Admissions and Student Affairs**:

Chicago Center
1515 E. 52nd PL.
Suite 210
Chicago, IL 60615
Fax (773) 363-1150

Deadlines

Applications are accepted on a first-come, first-served basis. To ensure your acceptance, it's best to get your application in at least 3 months before the term you are applying for.

Please allow 2 weeks for processing of your completed application once it has been received.

Finances and Credit for Luther College students

Semester: You must register on Luther's campus for your credits, and pay Luther's tuition. You will pay Chicago Center's Program fee to Chicago Center when you arrive in Chicago. Program fees are listed on Chicago Center's website under the term for which you are applying.

Your advisor, Registrar and/or your faculty contact will help you determine what courses from Luther you will receive credit for while you attend Chicago Center. The courses that are determined will be placed on the College Credit Form with your registrar's and Sheila Radford-Hill's signatures.

Summer Term: Luther College students attend Chicago Center as Guest Students of Millikin University. Students pay tuition to and receive credit through Millikin University. **You are responsible to transfer the credits back to Luther College.**

Chicago Center will send a copy of your Chicago Center Application Cover Sheet to Millikin's Registrar Walt Wessel. Millikin will send you a tuition invoice (typically by email) and you'll pay tuition to Millikin University. You will pay Chicago Center's Program fee to Chicago Center when you arrive in Chicago. Program fees are listed on Chicago Center's website under the term for which you are applying.

For the summer session, these are the credits you will receive as a Guest Student of Millikin University:

Summer Session:

SOC 350, 3 credit hours (for the Chicago Seminar)

SOC 355, 6 credit hours (for your internship)

9 credit hours total

The Registrar, Walt Wessel, is very helpful and can be reached at wwessel@millikin.edu or 1.800.373.7733 extension 9.

Your advisor, Registrar and/or your faculty contact will help you determine what courses the Millikin credits will transfer back to Luther College as. The courses that are determined will be placed on the College Credit Form with your registrar's and Sheila Radford-Hill's signatures.

If your advisor or registrar from your home campus has questions or needs more information regarding the content of seminar courses or internships please contact:

Emily Nelson, Associate Director

773.363.1312 or emilyn@chicagocenter.org

Feel free to contact Lane Chesebro, Director of Admissions and Student Affairs, if you have questions while completing the application or about your application status, at info@chicagocenter.org or 1.800.747.6059.