

**LINCOLN MEMORIAL UNIVERSITY
GRADUATE EDUCATION
COUNSELING PROGRAM**

Thank you for your interest in the Master of Education Counseling program of Lincoln Memorial University. Enclosed is admission packet and program information. The admission process involves a two-step process. In order to register for Graduate Education Counseling classes, the student is required to complete the Application for Graduate Education Studies form, pay the \$25 application fee, forward two official copies of their transcript for verification of bachelor degree completion and transfer course work, three Recommendation Forms, a personal interview and a Personal Statement,. After the student is approved to register for Graduate Education classes (Level 1), all degree candidacy requirements (Level 2) must be submitted by the time the student has completed nine (9) semester hours of course work.

If students are planning to apply for the Stafford Loan, they must have completed the Application for Graduate Education Studies process and been approved to register for Graduate Education classes.

Please note the following offices for information:

Graduate Education Counseling Office (Admissions information)	Kristen Smith, 865-531-4110
Graduate Education Office (Licensure information)	Erin Brock, ext. 6405
Financial Aid (Loans)	Carol Luntsford, ext. 7169
Tuition contract or tuition payment	Jill Neeley, ext. 6282
Registrar (LMU transcripts)	Helen Bailey, ext. 6434
Bookstore	Rick Crowder, ext. 6306
Library	Tiffani Conner, ext. 4119

The University toll-free number is as follows:

1-800-325-0900

Local calls

869-6223, 869-7057, 869-7068, 869-6374