



*California State University, Sacramento
Department of Counselor Education*

*Application Directions and
Sample Application*

*Note: Please read the entire application directions, the do's and don't sheet and
FAQ's before contacting the department office with questions.*

2009-2010

APPLICATION PROCEDURES

Applying to programs in the Department of Counselor Education requires **two** separate procedures. The applicant must

- (1) Apply to the University through the Office of Graduate Studies **and**
- (2) To the Department of Counselor Education directly.

Application to the University (Graduate Studies Office)

Applicants should visit the graduate studies website at: <http://www.csus.edu/gradstudies/> to fill out a graduate application. The office of graduate studies does not accept paper applications. You must submit an on-line application and then mail any supplemental documents to their office directly at:

**Sac State
Graduate Studies Office
River Front Center, room 206
6000 J Street
Sacramento, CA 95819-6112**

Any questions you may have regarding applying to the university (Graduate Studies) please contact the graduate studies office at: 916-278-6470.

We will go over the application process for the Department of Counselor Education ONLY. You must visit the website listed above to get information regarding your application to the university as a Graduate Student.

Application and Admission to the Department of Counselor Education

Please be advised: **The Department Office WILL NOT CONSIDER INCOMPLETE APPLICATIONS. All required documents must be included in every application packet.**

Department Application Packet

Applicants to the Department of Counselor Education must complete the *Application for Admission to the Department of Counselor Education* and submit all required documentation by the application deadline for the semester in which one is applying.

Department Admission Requirements and Process

All applicants to the Department of Counselor Education must meet the University's admission requirements. In order to be considered for the program, applicants must complete the following in the order indicated:

1. **Applications**. Complete a University Admission Application (online) at: <http://www.csus.edu/gradstudies/> AND a Counselor Education Application (which is available at the Department Website: <http://edweb.csus.edu/edc/> and contains specific information). Admission to the University does not constitute admission to the Department. At this time, applications are considered twice a year. The department of Counselor Education Application is due the last Friday in February for admission in the following Fall semester and the last Friday in September for admission in the following Spring semester.

Our deadline for Spring 2010: Thursday, October 15, 2009 @ 5:00 pm

Department faculty will review all Counselor Education Applications that have been submitted by the due date. Those who pass the paper screen will be invited for an In-Person Admissions Evaluation process.

2. In-Person Admissions Evaluation. This final part of the application process involves a face-to-face group screening process with Department Faculty. All selected applicants are required to attend the In-Person Admissions Evaluation in order to be considered for admission.
3. Admission to Program. Admittance to the counseling program at CSUS is a competitive process. The number of applications received far exceeds the number students that can be admitted in a given year. Decisions regarding admission are based on consideration of the applicant's potential for success as a professional counselor, academic performance, professional promise, interpersonal skills, maturity, motivation for personal and professional development, and congruence with the counseling department's philosophy. Admission is determined by examining the following: (1) academic record and grade point average (GPA), (2) quality of written portions of application, (3) quality of letters of recommendation, (4) relevant work experience, and (5) performance in the In-Person Admissions Evaluation. All applicants are rank ordered based on the above criteria, and the top candidates are admitted.

Rejected Applications. The Department Office Staff and Department Faculty cannot answer questions concerning the reasons why a particular application was rejected. All admissions decisions are final.

4. Prerequisite Coursework. Upon admittance as a Conditionally Classified student in the Counselor Education program, students will be required to take the following undergraduate *co-requisite* courses under probationary status during their first semester in the program:
 - PSYC 168: Abnormal Psychology or EDC 172 Can be completed at Sacramento State or at another accredited institution, including a community college. The following names will be accepted: abnormal psychology, abnormal behavior, and deviant behavior.

EDC 170: Introduction to Counseling. Required to be completed at Sacramento State.

- EDC 171 Power, Privilege and Self Identity in Counseling. Required to be completed at Sacramento State. (Minimum 3.4 *average* GPA in EDC 170 and EDC 171 *combined* is required).

Failure to take the above courses or meet the above-stated grade requirements during the probationary period is grounds for automatic dismissal from the M.S. in counseling program.

In order to apply to the program you do not need to have the above courses completed or be enrolled in them. You may still apply if you haven't taken these courses. If you are admitted conditionally classified you would be able to enroll in those courses, and you would have one semester to complete them.

Applicants who successfully pass all elements of the Departmental screening, co-requisite requirements will be admitted as *fully classified* students in the Department of Counselor Education. Only those applicants who show professionalism, promise of success and fitness will be admitted and only those who continue to demonstrate a satisfactory level of professionalism, scholastic competence and fitness shall be eligible to proceed in the program.

Students become *fully classified* into the Department of Counselor Education only if they have completed all steps discussed in this packet.

Once students are fully admitted in the program they **MUST** read a copy of the *Department of Counselor Education Student Handbook*. ALL students are responsible for knowing and following the requirements to proceed in the Counselor Education program. All needed information is located in the above mentioned handbook.

DEPARTMENT ADMINISTRATIVE PERSONNEL

For any question regarding the application process/ instructions and questions regarding admission to the counselor education program contact:

Crystal Lopez: Administrative Assistant, Eureka Hall, 414, office phone: 916-278-5399, crystal.lopez@csus.edu

Kim Ross: Administrative Coordinator, Eureka Hall, 414, office phone: 916-278-5399.

Out of the area, city, state or country applicants can mail your application to the following address:

**Department of Counselor Education
California State University,
Sacramento
Eureka Hall, Room 414
6000 J Street
Sacramento, CA 95819-6079**

We highly recommend that all applicants attend one of the five APPLICATION CLINICS in which the department staff will review your application for completeness in person and place it into the pool for further consideration. If you do not attend one of the clinics which will be listed below; you are responsible for the completeness of your entire application packet. Any applications that have NOT been reviewed by the department staff and are turned in with ANY portion/documents missing will NOT be considered for entrance into the Department of Counselor Education. The following APPLICATION CLINICS are to insure that applicants have completed packets. Any applicant attending a clinic will have the opportunity to obtain any missing documents but MUST have the full completed application to our office by 5:00pm, THURSDAY, OCTOBER 15, 2009.

WE WILL NOT ACCEPT ANY LATE OR INCOMPLETE APPLICATIONS – ALL MATERIALS MUST BE SUBMITTED ALL TOGETHER.

APPLICATION CLINICS for Fall 2010 Admissions are as follows:

Monday, October 12th	9 -12 p.m. and 2-5 p.m.
Tuesday, October 13th	9 -12 p.m. and 2-5 p.m.
Wednesday, October 14th	9 -12 p.m. and 2-5 p.m.
Thursday, October 15th	9 -12 p.m. and 2-5 p.m.

The APPLICATION DEADLINE IS: 5:00pm, THURSDAY, October 15, 2009.

***It is highly recommended that you turn in your department application during one of the listed clinics.**

All Application Clinics Will be held in EUR 414 – The Counselor Education Department Office

APPLICATION CHECKLIST
Department of Counselor Education

1. ___ Complete University application online and mail a set of official transcripts and any other materials the office of graduate studies requires by the application deadline.
2. ___ Review the Department of Counselor Education's application directions, do's and don'ts sheet, and FAQ's.
1. Complete Department application, required **written statement**, provide a **current resume**, **three letters of recommendation** and a set of **official transcripts**

- ___ Typed application forms
- ___ Resume
- ___ 3 letters of recommendation
- ___ Typed answers to the questions (signed and dated)
- ___ Official transcripts (last 60 units completed or in progress)

***Please see the listed Application Clinic dates for submitting your Department Application.**

4. ___ Upon acceptance to the University and meeting the Department's interview criteria, you will be contacted by the Department of Counselor Education to arrange for your participation in a formal *In-Person Admissions Evaluation*. *Please make sure you provide us with a valid e-mail address and phone number since this is the way you will be contacted to be invited for the in-person evaluation.*
5. ___ After successfully completing the *In-Person Admissions Evaluation*, you will receive a letter within 4-6 weeks informing you of your admission status.
6. ___ Students who are admitted to the program will be able to enroll in the co-requisite courses (EDC 170/171, PSYC 168/ EDC 172).
7. ___ You are required to obtain and read thoroughly the latest edition of the *Department of Counselor Education Student Handbook* prior to taking any graduate level courses in the Department of Counselor Education.
8. ___ Obtain and become familiar with contents of the *Sacramento State University Catalog*.

Application Instructions

Instructions for Completing APPLICATION FOR ADMISSION To the Department of Counselor Education

Page 1 of the application asks you to provide personal data, choose a preferred area of specialization (you may select only **ONE** per application cycle), and supply information regarding your completion of the preparatory coursework. **Do not complete shaded sections which are for office use only.** Please provide current address and phone numbers. If you anticipate moving during the application process, please provide us with your change of address ASAP. Call (916) 278-5399 with any contact information changes during and after the application process.

Complete the section regarding completion of undergraduate preparation by providing either (a) proof of completion or current enrollment (those applying for Fall admission may include expected Summer enrollment) in Counselor Education undergraduate preparatory course work.

Page 2 of the application seeks information about the California Basic Educational Skills Test (CBEST) and information about your official transcripts.

Information on the CBEST needs to be supplied only by students seeking one of the **School Counseling Credentials**. Although successful completion of this test is **not required for admission** into Counselor Education Credential programs, applicants are required to provide evidence that they are registered to take the exam **prior to their second semester in the program**. Successful completion of the CBEST is required of all credential candidates **prior to completing the credential program**. Students admitted without the CBEST are expected to present a photocopy of test scores to the Department of Counselor Education office when the test is successfully completed. Written material about the CBEST is available in Eureka hall, room 209, or you may call the University Testing office at 916-278-6296. (**Note:** Applicants with criminal records may not be able to obtain a Credential for public school service in California).

Information about official transcripts is required of all students.. If you have completed a University Application for Admission and forwarded official transcripts to the Graduate Center, please indicate the dates you requested that these be sent and from which institutions.

Pages 3, 4, and 5. Complete all sections that apply to you. Please note that we distinguish between paid and unpaid work experiences, as well as training received both within and outside of academic programs. **DO NOT COMPLETE BY STATING, “SEE RESUME.”** Your application will not be considered complete and therefore, will be deemed unacceptable. **You MUST fill out the ENTIRE application and submit a current resume.**

Page 6 solicits the names of the three individuals from whom we will be receiving letters of recommendation and identifies three questions for you to select from when writing your personal statement. Please select TWO of the three questions and limit your typewritten response to no more than one full page per question. Your personal statement will be evaluated based on your demonstrated interest and background in counseling. Your personal statement should also be signed and dated at the bottom.

Letter of Recommendation Forms: The three pages following page 6 are special forms for organizing and facilitating your letters of recommendation.

Application to the Department of Counselor Education

APPLICATION FOR ADMISSION
IN THE
DEPARTMENT OF
COUNSELOR EDUCATION

THIS IS A DEPARTMENTAL APPLICATION
YOU MUST APPLY TO THE UNIVERSITY WITH THE
GRADUATE APPLICATION FOR ADMISSION

Need help? Please use this chart:

If you have NOT YET APPLIED TO THE UNIVERSITY for Graduate Studies	Fill out the University Graduate Application on-line. http://www.csus.edu/gradstudies/
If you have applied to the University and HAVE NOT RECEIVED AN ANSWER YET:	Turn in the Department Application to our office by the POSTED DEADLINE and we will receive your paperwork from Graduate Studies once they have processed it.
If you have already BEEN ACCEPTED BY THE UNIVERSITY	Turn in the department applications to our office and Fill out the Classification Application (available in Admissions or our office). Turn in the Classification Application with the Dept. Application to our office .

(Please print when completing this application, applications that are hand-written will not be considered for review.)

Note: The following application is a sample. To complete the application please use the PDF or MS Word files available under application materials.

Last Name:		For Office Use Only Date Received:
First Name:		
Address:	SS#: - -	
City:	Day Phone: () -	
State: ZIP:	Evening/Message Phone: () -	
Other surnames that may appear on your records:	Email Address:	

You may apply for one specialization at a time. If you are applying for PPS only check under **Credential Programs**.

<p>For which specialization do you plan to apply? (check only one)</p> <p>Specializations within the Master of Science in Counseling:</p> <p><input type="checkbox"/> Career Counseling</p> <p><input type="checkbox"/> Marriage, Family, and Child Counseling (MFCC)*</p> <p><input type="checkbox"/> School Counseling – includes Pupil Personnel Services (PPS Credential Preparation)</p> <p>Credential Programs (without Master of Science Degree):</p> <p><input type="checkbox"/> Pupil Personnel Services School Counselor Credential</p>	<p>Have you applied yet to Sacramento State? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, when:</p>
	For Office Use Only
	G.A.R. received: _____ (from Grad Studies)
	Application for Classification: _____ (from Student)

Fill in the appropriate information if you have completed the courses. If you have not yet, please put plan to take.

Preparatory Requirement	Institution	Semester/ Year	For Office Use Only Documentation Approved	
Abnormal Psychology (PSYC 168 or equiv.)		/		
Introduction to Counseling (EDC 170)		/		
Power, Privilege, and Self-Identity (EDC 171)		/		

For Office Use Only		
Ref 1:	Ref 2:	Ref 3:

This is a check list that will be used by the department staff at the Application Clinic

DO NOT MARK IN THIS SECTION

- Typed Application Forms
- Resume
- 3 Letters of Recommendation
- Typed answers to the Question (signed and dated)
- Official Transcripts (last 60 units completed or in progress)

Accepted by: _____

Additional Credential Requirement

For students applying to CREDENTIAL programs (see important information in Application Procedures)

Check ONE:

- CALIFORNIA BASIC EDUCATION SKILLS TEST (CBEST) successfully completed
Date (mm/dd/year): / /
- I am currently registered to take the CBEST on the following date (mm/dd/year): / /
- I will register to take the CBEST examination prior to the end of my 2nd semester in the program.

Have you also supplied the Department of Counselor Education office with a set of OFFICIAL transcripts for our faculty to review? Yes no*

It is necessary, especially when the submission of your University application only shortly precedes that of your Department application, for you to supply us with an additional set of transcripts (beyond those supplied to the Graduate Center) for our review. FOR DEPARTMENT USE, THESE TRANSCRIPTS MUST BE OFFICIAL).

Letter of Recommendation Form

Applicant Name:	SS#:	
Area of Specialization Applying to:	Day Phone:	Evening Phone:

Please submit only letters written by individuals who know you in a professional capacity—instructors, employers, etc. Letters from “friends” or family are not accepted.

TO THE EVALUATOR: The above-named applicant is seeking admission to a graduate level program that trains persons to assume responsible roles in the helping professions. Please provide what evidence you have regarding any or all of the following:

- (a) The applicant's ability to succeed at graduate level academics
- (b) The applicant's emotional stability and ability to attend to the needs of others
- (c) The applicant's dependability, responsibility, morality and ethics

Please return completed form to:

**Department of Counselor Education
College of Education
California State University, Sacramento
Sacramento, CA 95819-6079**

(Or you may give recommendation form and letter directly to the applicant.)

Evaluator's Name:	Title:
Organization:	Phone(s):
Address: City State ZIP	Relationship to Applicant: How long have you known this applicant?

Comments (please use the remainder of this sheet or attach your recommendation on letterhead):

Please select TWO of the three questions below and limit your response, preferably typewritten, to no more than a full page for each question, please make sure your answers are double spaced. Your statement page should include your name at the top and should also be signed and dated at the bottom.

1. Please tell us about your involvement in community or social justice organizations. Describe the organization(s) and the nature of your involvement with them. Summarize your experiences, in particular telling us about your perception of the social value, impact, and outcome of your experience. Also summarize what you learned about your self in those experiences, as well as what you learned about society in those experiences.

AND/ OR

2. As an undergraduate student (or graduate student in other programs), you were asked to write research or essay papers in which you selected the topics. Reflect on the topics of papers that you have written during your time as a student and summarize the following: What, if any, themes in the types of papers that you elected to write emerge? What factors can you identify that influenced the emergent themes or topics that you wrote on? How did those themes develop across time? If you were to add to that body of writing now, what would you want to write about?

AND/ OR

3. Please describe your experience in working with, serving, or socially engaging with diverse persons or populations. Please summarize your assessment of the quality, quantity and nature of these experiences. Summarize your strengths and challenges in these relationships, as well as the strengths and challenges of diverse others in forging a relationship with you.