

**Do's and Don'ts  
For the Counselor Education  
Application Process**

**☑ Do:**

**⊗ Don't:**

<p>Read the <b>Application Directions</b>. If you are interested in applying to our Counseling Program <a href="http://edweb.csus.edu/edc/">http://edweb.csus.edu/edc/</a></p>	<p>Don't skip through the information regarding the application process – you WILL miss important information.</p>
<p>Go online to: <a href="http://www.csumentor.edu/AdmissionApp/grad_apply.asp">http://www.csumentor.edu/AdmissionApp/grad_apply.asp</a> To apply to Graduate Studies (which is required to be a graduate student in any graduate program at CSUS.)</p>	<p>Don't wait to fill out your application to Graduate Studies as the processing time may be more than 6 weeks.</p>
<p>Always use your resources – Sac State web site; Department of Counselor Education web page; university catalog; etc. You need to be informed!</p>	<p>Don't listen to what you have heard from people – <u>always</u> verify information with one or all of the resources mentioned.</p>
<p>See our 2009-2010 Application Form – you are able to type directly into this Word document and also the PDF file. Once you complete the application you will need to print it out. This document was created so applications can be neat and readable.</p>	<p>Do not turn in a hand written your application. Applications that are hand written will be automatically denied. Use either the Word document or PDF document to type directly into the application and then print it out.</p>
<p>Be sure to keep a copy of ALL of the paperwork you turn in. We do not make copies to give back to you.</p>	<p>Don't turn in your application without all of the required sections. <b>Letters of Recommendation</b> (3 are required). <b>Official Transcripts</b> (official transcripts are required for our department); they are also required for Graduate Studies.</p>
<p>Request your <b>official transcripts</b> early enough to make our application deadline. Request your <b>3 letters of recommendation</b> early enough to make our application deadline.</p>	<p>Don't wait until 2 weeks before the application deadline to request transcripts and/or letters of recommendation. Be respectful of the time it takes people to write a letter for you.</p>
<p>Be sure to know the exact day/date of the application deadline:- <b>Deadline for Fall 2009- Friday, February 27, 2008 @ 5:00 pm</b> <b>Deadline for Spring 2010- Friday, September 25, 2009 @ 5:00 pm</b></p>	<p>Don't contact the department and request an extension or exception on the posted application deadline. Our program application deadline is a hard deadline – <b>no late applications will be accepted for any reason</b>. Late letters of recommendation, transcripts and any other portion of the required paperwork WILL NOT BE ACCEPTED after the deadline.</p>
<p>Be patient during the application process – it is a process. We generally receive over 150 applications per semester so it will take at least four weeks AFTER the deadline for us to notify you of any decision in writing.</p>	<p>Don't contact the office requesting the status on your application if it has been less than four weeks from the deadline. Processing the applications is a very detailed process and we take the time to be accurate.</p>
<p>Remember if you are accepted into our program you MUST be accepted to the university as a Graduate Student. This is why you need to fill out the application for Graduate Studies by their deadline.</p>	<p>Don't wait to hear from Graduate Studies about your acceptance to grad school before you apply to our program. <u>You must have an application in to us by our deadline</u> regardless of knowing if you were accepted to the university.</p>

This Do's and Don'ts sheet should be used a quick check of the guidelines only – you must read the Application Direction to get ALL of the INFORMATION you will need to apply to our program. Department Web Address: <http://edweb.csus.edu/edc/>

### **Application process:**

If your application is incomplete, missing any part of the requested materials your application will be automatically denied and you will receive a letter in the mail saying your application was incomplete and letting you know what part was missing from the packet. Once this happens, please wait until the next deadline to reapply for the program.

After the deadline the faculty will review all eligible applications.

**1<sup>st</sup> round of processing-** If your file is chosen by the faculty you will be invited to the group in person evaluation. You will either be contacted by phone or through e-mail.

If you are not contacted for an interview this means your application was denied. You will receive a letter in the mail.

**2<sup>nd</sup> round of processing-** If you were contacted and went to the in person evaluation you can either be accepted or denied after the in person evaluation.

If you are accepted after the evaluation you will receive a letter in the mail informing you of this. This means that you will be Conditionally Classified in the program beginning Spring 2010/ Fall 2010, and this will allow you to take the pre-requisites or finish them up. (EDC 170 and EDC 171 must be taken through our department, no substitutions or equivalencies will be accepted).

Abnormal Psychology can be taken at a junior college or any other accredited institutions. Any of the following names will be accepted, abnormal psychology, abnormal behavior and deviant behavior.

If you are denied after the group evaluation you will also receive a letter in the mail informing you of this.

**It is extremely important that you attend the in person evaluation, since this is the 2<sup>nd</sup> step in the application process. Failure to attend the group evaluation process if you are invited will result in your application being denied. Make arrangements to assure that you can attend the evaluation ahead of time. There will not be another day or time available for the in person evaluation.**

Please do not call the office regarding specific specialization questions. Please wait until your first semester as a conditionally classified student in the pre-requisites to meet with an advisor and ask them specific specialization questions.

Please make sure to keep copies of all documents turned into our office and any other office in the university.