MS - School Counseling/Student Affairs Program

APPLICATION CHECKLIST

• Highly recommended, but not required: Attend an Information Session meeting prior to quarter/semester applying.

• Admission to CSUB – Apply to CSUB as a post-baccalaureate student at www.csumentor.edu. Submit all appropriate sealed official Undergraduate and Graduate transcripts.

• Admission to Program – $30.00 program fee required (this does not apply to Student Affairs applicants). Submit your completed program application to the Education Bldg. room EDUC102 along with all program requirements (see below). Make copies of your documents before submitting and keep a file for yourself.

• Include with this application a typewritten personal statement (2-4 pages). This statement should provide insight into you as a person and as a prospective professional counselor. Include the reasons you want to become a counselor, what you plan to do professionally after you earn your degree, and the reasons (academic and/or personal) why you should be chosen for admission into this Program.

• Recommendation - (Professional level preferred, no family members) to be completed by the recommender, you will provide recommendation form. Note this recommendation is to be confidential to you. Sign the waiver box before you give the form to the person recommending you. Follow the procedure written on the form.

• Complete a Bachelor's degree with a minimum of 3.0 cumulative GPA (on a 4.0 scale) from an accredited university (Under special circumstances, provisional admission may be granted for applicants who do not meet this criteria. If provisionally admitted, a student must maintain a minimum of 3.0 graduate GPA after 12 or more quarter units are completed).

• GWAR - This requirement can be satisfied in one of the following ways: 1) Passage of Upper Division Writing exam, 2) a grade of "C" or better in an approved upper division writing course, 3) a score of 41 or higher on the writing portion of the CBEST, 4) A UC or CSU Graduate since 1980.

• Certificate of Clearance - Evidence of Fingerprint Clearance from the Commission on Teacher Credentialing (CTC). Provide a copy of a valid Certificate of Clearance, valid sub-permit or a California Credential.

• Purchase Professional Liability Insurance (purchase at the cashier)

• Tuberculosis Clearance - Provide evidence of freedom from tuberculosis within the last four years. Your test must clearly indicate a negative result. You may complete this test at any health facility you wish. If you are currently enrolled at CSUB, you may contact Student Health Services at 661-654-2394, for a TB Test. Please include a copy of the negative results with this application packet.

• Mandatory Reporter Educator Training: http://educators.mandatedreporterca.com/default.htm

Pupil Personnel Services Credential:

• Basic Skills Requirement – Submit verification of passage of the CBEST or equivalent.