



Email Archive Detail

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To:
 From: credentials@csueastbay.edu
 Date:
 Subj: First Year School Counselors-in-Training

Dear First-Year School Counselors-in-Training:

We have a most exciting year planned and as the start of the Fall term approaches there have been several questions regarding pre-fall preparation and expectation. There are several required events you must attend starting in September:

Date	Time	Location	Event
Sept. 12 th	3:30pm-4:30pm	Art & Education Building 3 rd Floor	Field Placement Orientation
Room location will be posted near third floor elevators			
Sept. 17 th	9:00am-12:00noon	TBD	Program Information and Connection with 2 nd year Counselors in Training
Sept. 17 th - 20 th	TBD	TBD	Orientation Week

As you start registering for classes you will need to be aware of the following:

- Students can only enroll up to 17 units per quarter. As students in the Masters in Counseling Program you will need to exceed this cap every term. A request is completed by the department for approval to remove your registration cap. **Fall Quarter** registration caps have been requested and granted. You should be able to enroll in courses without an problem
- Registration closes from September 16th – 18th for University reporting and will re-open on September 19th
- Late Registration will begin September 25th – October 2nd (A \$25 late fee will be added to your account).
- Final Day to drop classes is October 8th
- Late Add Period is from October 3rd – 9th (University Late Add form is required)
- If you need assistance you may contact the Education Administrative Office at 510-885-3011
- Office Hours are M-F 9am to 5pm, Art & Education Building 2nd floor room 250.

Educational Psychology Department

Last modified at 8/13/2013 by

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To:
From: credentials@csueastbay.edu
Date:
Subj: Document Reminder

Dear

Thank you for submitting the department application for the MS in Counseling & PPS MS Counseling - School Counseling/MFT Option at Cal State East Bay for Fall Entry 2014. Your file has been reviewed and below is a status of any **items missing** along with a descriptor for that item. If an admissions requirement is not listed, that means we have confirmation that you met that requirement.

Please note that this reminder may be received multiple times. It is as accurate as the date of the email. It is a courtesy reminder and you do not need to mail it to our office.

If you believe that there is a discrepancy in our records, please do the following immediately:

1. Reply to this email (do not change the subject line).
2. In your email, provide: your name and the discrepancy.
3. The Credential Student Services Center (CSSC) will respond to your email with our updated findings.

If our information is correct, please turn in the missing items by the Document Deadlines, university and department deadlines differ. The department deadlines are as follows:

First-round deadline	November 15, 2013
Second-round deadline	January 31, 2014
Third-round deadline	February 28, 2014

Interviews

Faculty carefully review complete applications and select files for interviews. Note that all applicants may not receive an interview. Priorities are given to those with complete files. The CSSC will contact applicants selected for an interview. If you are contacted, please respond as soon as possible to confirm availability for the interview date and time.

Regarding Transcripts

The transcript box cannot be checked off until our office receives your official copy of your degree bearing transcript, even if you earned your degree at CSUEB.

Final Reminders

You must meet both department and university admissions requirements in order to begin the program. You will receive a separate email regarding the department admissions decision. The university will mail to you a letter regarding your university admissions.

Keep in mind that the deadlines for the department and university vary slightly. The department deadlines are listed in the admissions handbook. The university deadlines are found online at: <http://www20.csueastbay.edu/prospective/how-to-apply/application-and-document-deadlines/index.html>.

If You Are No Longer Interested In Our Program

Please reply to this email (do not change the subject line) with a request to cancel your department application and no further action would be needed from you. All department admissions documents are retained in our office for up to one year. For a copy of any document, please review the [Request for Contents in a Credential File](#)³ form found on our website. You will need to contact the Graduate Admissions Office to cancel your university application, gradprograms@csueastbay.edu with a message like, "Please withdraw my ___(summer, etc) 20___ application for the _____program, I no longer wish to be considered for admission."

First name, last name NET ID

Thank you for your interest in Cal State East Bay for your teacher preparation plans!

Sincerely,
Credential Student Service Center
(510) 885-2272

Links

1. <http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations>
2. <https://my.csueastbay.edu>
3. <http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-office-form-request-for-documents-in-credential-file-fillable.pdf>

Department Application	Department Application can be found on the department's website, see: http://www20.csueastbay.edu/ceas/cssc/new-student/apply.html . You must clear this requirement before you can be considered for admission into the program. It is only available during the application filing period.
GPA	For admissions purposes, some programs may have specific GPA requirements. You should consult the program admissions handbook for specific GPA requirements. For example, for Teaching Credential Programs, you must achieve a 2.67 or higher based on your baccalaureate degree. For all credential completers, the Grade Point Average Requirement for all credential programs is 3.0 in all coursework; see your list of courses for specific grade requirements. You must clear this requirement before you are recommended for the credential.
Letters of Recommendation	You must submit letters of recommendation and/or recommendation forms as part of your department admissions requirements.
PPS Prerequisites	
Statement of Purpose	You must submit a typed Statement of Purpose essay. If you wish to use the same statement as you did for your university application, please be sure to save a copy of that statement before your submission of your university application. Otherwise, you may not be able to retrieve the copy later. Specific prompts vary by department. You must submit the university graduate admissions application online at: www.CSUMentor.edu . Be sure to plan accordingly so you do not miss any pertinent application deadlines. For summer 2014 applicants, applications will be open February 1, 2014.
Graduate Admission	If required for your program, please complete the paper-based university's application and submit the \$55 university application fee payable to "CSU East Bay" via check or money order. Click here and scroll down the page to the 2014-2015 Graduate Admissions paper application: http://www.csumentor.edu/Support/tech_support.asp#application For an updated list of university admissions deadlines, see: http://www20.csueastbay.edu/prospective/how-to-apply/deadlines-for-application/index.html .
Basic Skills	You must provide documentation of passage of the basic skills requirement before you can be recommended for the credential. In most cases, the BSR must be met prior to admissions into the program. Satisfactory completion of the Basic Skills Requirement ^[8] (e.g., CBEST); submit original score report. Include a self-addressed stamped envelope and a photocopy of the report if you want the original returned.
Degree Check	All post-baccalaureate applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association. For applicants in the Bachelors Plus track (BPEP MS), your degree is posted after all credential courses and undergraduate degree requirements are met.
Transcripts	Transcripts Submit your final bachelor's degree-bearing transcript to CSSC (even if you earned your degree at CSUEB because this transcript will be retained for the department file). Send a full set of all official transcripts from all schools attended directly to the Graduate Admissions Office at 25800 Carlos Bee Blvd., Hayward, CA 94542. The university requires all transcripts from all schools even if transfer work appears on another school's transcripts. All applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association. If you are a CSU East Bay graduate and/or currently enrolled at the university, one (1) official final transcript is still required for your application. Please check your MyCSUEB account (www.my.csueastbay.edu) to check on the status of transcripts required for university admissions. If you are a CSUEB undergraduate who will graduate in the term before you begin the program, you should stay in touch with your undergraduate evaluator to ensure that you have done any necessary steps for your degree. Please know that the evaluators work as quickly as possible to process your degree before the program starts. If you are a non-CSUEB undergraduate who will graduate in the term before you begin the program, you must submit a Certificate of Completion from your university's registrar's office. The letter must indicate the date in which your degree will be posted. See Appendix for an example of a Certificate of Completion document.

For Foreign Transcripts

Applicants who earned a four (4) year bachelor's degree or its equivalent at a higher education institution outside of the U.S. must have their transcripts evaluated by an agency authorized by the California Commission on Teacher Credentialing (CTC). A list of authorized agencies is available at the CTC website: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants who took any foreign course work, but not earned an degree, may be subject to a foreign transcript evaluation.

If you are unsure this applies to you, contact CSSC.

Additional Comments:

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