Questions Regarding Multiple and Single Subject Teaching Credential
Program Admissions Notifications

Updated June 4, 2010

Q: When will I hear about my admissions status?

A: The department has been making admissions decisions on a rolling basis since the first week of May. If you have not heard about your decision yet, it is because a decision has not been finalized on your file, so your continued patience is appreciated.

Q: I received an email stating that I was “Conditionally Admitted”. What does that mean?

A: Congratulations, the department is interested in having you join the select group of candidates who will enter the program this summer. The term “Conditional Admissions” is an admissions status that confirms that you are selected to the department. However, you must still turn in any remaining prerequisite documents to the department or university (if applicable). Your spot is being held for you provided that you meet all the admissions requirements, so it is vital to turn in any missing documents right away. If you do not submit all required admissions materials before the start of the program, your admissions may be rescinded.

Q: I received an email stating that I was ‘Waitlisted’. What does that mean?

A: Congratulations, the department is interested in having you join the select group of candidates who will enter the program this summer. However, due to the limited spaces available, they cannot confirm a space for you at this time. You must still turn in any remaining prerequisite documents to the department or university (if applicable) and if a space becomes available, you will be considered for that opening.

**That space may open up as late as the first couple weeks of the program.** Also, due to the high volume of applications received, there may be a lot of candidates on the waitlist, so it is vital to turn in any missing documents right away.

Q: Where do I rank/what is my number on the waitlist?

A: The pool of waitlist candidates includes students who have met all admissions requirements and those who are missing documents. Due to the complexity of forming the cohorts, when space becomes available to allow an applicant to move off the waitlist and be conditionally admitted, all applicants’ files are again reviewed individually.

Q: In my admissions notice, I was placed in a campus location that I did not apply for. What does that mean?

A: Due to programmatic and budget considerations, the department made selections that may be different than your preferred campus. If this is the case, your option is to: 1) mark Decline on the admissions email and type in your request to be on the “Waitlist” for the other campus and wait to see if a space opens up. Once you decline the department admissions offer, your space will be filled by another candidate.

Or
2) accept the location to hold your spot and we will note this in our records.

Q: In my admissions notice, I did not see a campus location listed. What does that mean?

A: If no campus is listed, it means that you were placed in the campus you applied for in your initial admissions application. If you are unsure of that campus, please contact the CSSC at (510) 885-2272.

Q: If I have been admitted to the university, does that mean I have been admitted to the program?

A: No. You will receive a separate official notification letter from the Graduate Admissions Office once you have been admitted to the university. You have to be admitted to both the university and department in order to begin the program.

Q: I received a blank email message. What should I do?

A: On May 12, 2010, there was a technical glitch that resulted in a blank email message being sent to about 12 candidates. That glitch was immediately identified and fixed. Those affected individuals have been resent the correct message. If you are one of these candidates and have not received a message with content, please call our office right away at (510) 885-2272 and ask to speak to the credentials director, Laty Johnson.

Q: Will I receive an official admissions letter in the mail?

A: The university Graduate Admissions Office will send you an official admissions decision letter in the mail. The department will send email notices of conditional admissions and waitlist via email. A denial admissions letter will be mailed to those candidates who have not been selected to the program.

Q: May I appeal the department admissions decision?

A: The department decision is final and there is no appeal process. We encourage you to check back to the credentials website in the future for information about upcoming admissions opportunities.

Q: After I make my admissions decision via email, what should I do?

A: All admitted candidates in the Multiple Subject (with or without BCLAD), TEDSPED, BPEP MS/SS, Single Subject Teaching Credential Programs must attend a mandatory orientation for newly admitted students. This orientation information is as follows:

Wednesday, June 2, 2010 at 6:30 PM to 7:30 PM in Meikeljohn Hall, Room 2002

Thursday, June 10, 2010 at 5:30 PM to 6:30 PM in Art & Education Building, Room 1203

You must attend one of the orientation sessions. If after you receive the email and are unable to attend the Orientation, you will need to contact the individuals listed on the email notice. Remember that you must be fully admissible to the department and the university in order to register and begin classes this summer.
Q: Is there a program orientation and who is required to attend?

A: See previous response.

Q: What if I am admitted AFTER the orientation dates, what should I do?

A: All candidates admitted after the orientation dates are required to attend a special orientation session designed for those who were previously waitlisted. The orientation information is as follows:

Tuesday, June 22, 2010 at 6:30 PM to 7:30 PM in Meikeljohn Hall, Room 2002

Q: How do I find out what documents are still missing?

A: We highly suggest that you keep track of what documents you have turned in to the university and/or department for the admissions process. For the status of transcripts received and cleared, please check your MyCSUEB account at: www.my.csueastbay.edu. Transcripts sent to the CSSC were forwarded to the Graduate Admissions Office for official recording. It may take up to 6 weeks to be updated in your MyCSUEB account due to the high volume of applications. For all other documents besides the transcripts, you should have received an admissions summary status from the CSSC which outlines the missing items. If you are still unsure, please contact the CSSC at (510) 885-2272 and ask to speak with a Credential Analyst.

Q: When should I register for classes for summer?

A: The teaching credential program is a cohort model, so all of your classes have been set aside for you, so your space in the teaching credential classes is guaranteed. Course information, including dates and times, is subject to change, so please remain patient. You will be provided more information about your courses and the registration process at the orientation. Following orientation, please immediately register for your classes.

Q: I want to be an intern, what paperwork do I need to fill out?

A: Updated information about internship credentials is found in the program handbook which will be posted online by orientation. The paperwork for the internship credential is already posted on the CSSC website under the Credential Forms and Documents link. You are not eligible for an internship until the Fall Quarter 2010, pending your passing of summer classes and submission of all required documents.

Below is Information for Bachelors Plus Early Pathway or BPEP Candidates only

Q: What am I supposed to turn in and to whom?

A: Please submit the following documents by June 8th in order to be eligible for student teaching this Fall Quarter.

1. Official Transcripts must be on file with the University
2. Criminal Background Clearance as required by CTC—All forms are available at www.ctc.ca.gov or at the CSSC, AE 235. CSSC needs a printout of the Certificate of Clearance page.

3. **State of California Health Clearance – Negative TB Test is required**
   
   - Negative Tuberculosis (TB) report within the last two years: report should include the date the test was administered and the date the test was read

   CSSC needs a legible copy of the negative TB test result.

4. **Basic Skills Proficiency**: (verified by submission of one of the following)
   
   - passing CBEST score report
   
   - passing CSET Writing Skills subtest #142 score report
   
   - passing basic skills test from another state
   
   - results on CSU EAP – Math and English result: College Ready’ or ‘Exempt’ ‘College Ready’ or ‘Exempt’

   - CSU Placement Test results – Entry Level Math (ELM): 50 and English Placement Test (EPT): 151

   CSSC needs a legible copy of the front/back of the score report.

5. **Subject Matter Competency**: (verified by submission of one of the following)
   
   - passing CSET Subject Matter Examination for the area you plan to teach

   - official documentation of completion of an Approved Subject Matter Program (for Single Subject only) OR a copy of your latest Degree Major Check form

   CSSC needs a legible copy of the front/back of the score report.

**Q: I have questions about the admissions process, what is the best way to reach someone for assistance?**

**A:** Due to the high volume of processing, we suggest that you first review all the posted information online before contacting our office.

**ITEMS ADDED ON JUNE 4, 2010**

**Q: I attended orientation where I was told that I needed to confirm my Intent to Register. What does that mean?**

**A:** Keeping in mind that you must be admitted to both the department and the university, there may be a delay in your ability to register for classes until both areas have confirmed your satisfaction of the admissions requirements. If you have turned in ALL required documents, the official admissions
paperwork will be completed between the CSSC and the Graduate Admissions Office. Once the interoffice paperwork is sent from CSSC to the Graduate Admissions Office, there will be a button that will appear in your MyCSUEB account that will state “INTENT TO REGISTER”. After you click that button, it will be approximately 48 hours before you can register for classes. The Intent to Register can also be done via paper form.

For more information about Intent to Register including the form, see: http://www20.csueastbay.edu/prospective/after-youre-accepted/enrollment-confirmation/index.html

We expect that the Intent to Register will appear in your accounts the week of June 7th, so please remain patient.

Q: How will I know if I am able to register for classes?

A: Please check your MyCSUEB account daily for a status of your ability to register for classes. The Intent to Register button will appear in your account.

For more information about Intent to Register including the form, see: http://www20.csueastbay.edu/prospective/after-youre-accepted/enrollment-confirmation/index.html