

Application Package

APPLICATION DEADLINE

The application deadline for Fall 2012
admission consideration is
Feb. 3rd, 2012.

(For equity reasons, there can be no exceptions to this deadline. It is the student's responsibility to ensure that **all** applications materials are **received** by this date.)

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Information for Applicants

Potential applicants to our graduate programs are invited to apply during the January and February application period of each year for the following fall term. Students are only admitted for the fall semester. To be considered for admission, Completed applications must be received by the Application deadline. Students may only apply to one program in the department (with the exception of the joint MFT/School Counseling program).

Please include the application checklist with your application. This checklist is for organizational purposes only and is not exhaustive. It is your responsibility that all requirements for admission are met and all application materials received.

No applications will be considered unless **all** of the following have been **received**:

- Educational Psychology and Counseling Department Application Form
- Two letters of reference.
 - Departmental forms are included in this package.
 - School Psychology Program applicants should submit letters rather than the department forms.
- Print out of University Application confirmation page
 - Apply at <http://www.csumentor.edu>
- If you are applying to the School Psychology Program, or if your cumulative undergraduate GPA is below 3.0, a copy of your score report on the Graduate Record Exam (GRE)
- Transcripts from all colleges and universities you have attended.
 - Transcript showing degree has been awarded **or**
 - Most recent transcript, if you are currently an undergraduate (sent by the application deadline) **and**
 - A second transcript, if you are currently an undergraduate, after your degree has been awarded. *You will not be permitted to matriculate unless this second transcript is received.*
 - Unofficial copies may be submitted to the department. Official copies must be submitted to the university.

Individual programs have specific pre-requisites. If you did not complete the required coursework at CSUN, you may request that comparable coursework from CSUN or other institutions be accepted as a substitute. Use our Pre-approved Pre-requisite Substitution list below to determine whether a course has been approved. You may **petition** for alternatives not on the pre-approved list by submitting a Request for Pre-Requisite Substitution form (below) *for each substitution you are requesting*. If a course is already on the Pre-approved list, you do not need to submit a form.

In addition, an on-campus, by-invitation-only interview is required for admission. Because of the large number of applicants, not all applicants will be invited for interviews. You will be notified sometime after the application deadline of the interview date after all of your application materials have been received. Interview dates cannot be rescheduled.

For further information, please check the following before contacting us:

- EPC Frequently Asked Questions (later in this package)
- EPC Student Handbook (<http://www.csun.edu/edpsy>)
- CSUN Requirements for admission to a Master's program (<http://www.csun.edu/~hfanr055/new/masters.htm>)
- CSU Information for applicants to graduate programs at (<http://www.csumentor.edu/Planning/graduate.asp>)
- CSUN University Catalog at <http://www.csun.edu/>
- Admissions and Records at <http://www.csun.edu/a&r/>

If, after reviewing these links, you have additional questions, please contact our Graduate Advisor, Shannon Sexton at epcdept@csun.edu and 818/677-5719 for weekly office hours.

Fall 2012 Admissions Interview Schedule

Please plan your schedule now to be prepared to attend the scheduled interview session(s) for the program to which you are applying, as **there are no make-up interview dates available**. Applicants who are unable to attend the interviews will be evaluated solely on the basis of their application packet information.

Career Counseling*

Thursday, March 1, 2012 from 2:30 p.m. - 5:00 p.m.

College Counseling/Student Services**

Saturday, March 10, 2012 from 8:45 a.m. – 1:30 p.m. (inclusive)

Development, Learning, Instruction, & Evaluation*

Tuesday, March 6, 2012 from 1 p.m. – 3 p.m.

*Applicants will be assigned to one two-hour group interview at **one** of the time slots above.*

Early Childhood Education*

Thursday, February 23, 2012 from 1 p.m. - 3 p.m. or 4 p.m. - 6 p.m.

*Applicants will be assigned to one two-hour group interview on **one** of the times above.*

Marriage & Family Therapy*

Monday, March 5, 2012 from 10 a.m. – 6 p.m.

Tuesday, March 6, 2012 from 2 p.m. – 6 p.m.

Wednesday, March 7, 2012 from 10 a.m. – 6 p.m.

Thursday, March 8, 2012 from 10 a.m. – 6 p.m.

Applicants will be assigned to one two-hour group interview on one of the dates above

Marriage & Family Therapy Master's/School Counseling Credential*

Friday, March 16, 2012 from 10 a.m. - 4 p.m. in ED1214

School Counseling**

Saturday, March 3, 2012 from 8:30 a.m. - 2 p.m. (inclusive)

School Psychology**

Tuesday, March 13, 2012 from 12 p.m. - 3:30 p.m. (inclusive) in ED1214

* All applicants to these programs will be interviewed.

** Select applicants to these programs will be notified for an interview by e-mail and U.S. mail. If you have not received notification about the interview process two weeks before the interviews, please contact our department office at 818/677-2599 or via email at epcdept@csun.edu including the program you applied to.

Application Checklist for _____

Print your name above

Submit **all** of the following *in one envelope* by **February 3rd**:

- Completed Department Application Package
 - Department application form
 - Personal statement
 - Information on pre-requisite course completion
- Print out of university application confirmation page from CSU Mentor
 - Current graduate students at CSUN should check here and instead submit a **Change of Objective Request Form**
- Transcripts from **every** College or University attended (*including CSUN*). List schools:
 - _____ _____ _____
 - _____ _____ _____

Unofficial transcripts or photocopies may be submitted to the department. Official transcripts must be sent to the university.

- Two recommendation forms or letters*

May be submitted in envelopes signed and sealed by referents. May complete form and attach additional letter if referent prefers.
*Applicants to the School Psych program should submit recommendation letters on official letterhead.

 - Recommendation #1 from _____
 - Recommendation #2 from _____
- Completed 'Request for Pre-requisite Course Substitution' forms if applicable.

Submit a separate form with documentation for each requested Substitution. *You do not need to submit a form for courses that are already listed on our "Pre-approved Substitution List."* The list is included below and can also be found online at: www.csun.edu/edpsy/prereqs.pdf
- List EPC pre-requisite course numbers you are submitting forms for here: _____

Please highlight on your transcripts and include the course descriptions or syllabi for each where applicable.

- Photocopies of any applicable test scores:
 - Graduate Record Exam (GRE) E
 - Test of English as a Foreign Language (TOEFL)

Required only of students whose bachelor's degree was awarded by an institution where the primary language of instruction was other than English.
 - California Basic Educational Skills Test (CBEST)

Required only for School Counseling applicants – School Psychology applicants will need to take the exam if admitted by the end of their first semester.

Include this completed checklist with your application.

4. Test Scores (if relevant):

Refer to the Application Instructions to determine which test(s) are required for you. Include an unofficial copy of the results. Have the official scores sent to the university directly.

Test	Date Taken	Score(s)/ Percentile (if avail).
If cumulative undergrad. GPA is <3.0, or if applying to School Psych, enter GRE scores (and send official scores to the university.)		
Upper Division Writing Proficiency Exam (UDWPE) if available, not required for application. (CSUN ID number required to register.)		
Test of English as a Foreign Language (TOEFL) (Only required if Bachelor's degree was granted by institution where English was not the language of instruction.)		
California Basic Educational Skills Test (CBEST) Required for School Counseling or School Psychology. * <i>School Counseling applicants must submit scores with application. School Psych applicants must complete within first year.</i>		

5. Personal Statement

Write and attach a statement on a separate sheet that explains your professional and personal goals. Do not use more than two (2) (single- or double-spaced) printed pages.

The statement should include the following:

- A. Your career goals
- B. Your reasons for applying to this program
- C. A brief description of your past experiences—paid and voluntary—that are relevant to the program to which you are applying including:
 1. Length of time employed in relevant work to program applied;
 2. Actual work performed;
 3. Significant or unique experiences.
- D. A description of your background or experience relating to cultural or ethnic minority populations.

6. Attach a current résumé (include both paid and volunteer experiences)

7. Application Status

DEPARTMENT

New - I have no previous application to the EPC department

New - I previously applied to the EPC department

Returning – I was previously admitted to the EPC department

Semester Admitted: _____ Program Admitted to: _____

Semester of Last Attendance: _____

UNIVERSITY

Check here if already admitted to CSUN (as pre-counseling, PBU, or in another dept.)

I certify that the information submitted in this application is true, complete and accurate. I understand that, if admitted, any misrepresentation of my application or accompanying documents may be cause for denial of admission or removal from the graduate program.

Signature

Date

I, _____, the applicant, understand that Federal law provides me, after enrollment, with a right of access to this statement through the EPC department office, and that CSUN may not require me to waive this right, but I may choose to waive it voluntarily.

I here waive / do not waive my right of access to this Statement.

Print name: _____ **Signature:** _____

California State University, Northridge • 18111 Nordhoff Street • Northridge, CA 91330-8265
Department of Educational Psychology and Counseling

Recommendation Form

The candidate, whose name appears below, is seeking admission to a program leading to an M.A. or M.S. degree, Credential or Certificate. Please assist the Student Affairs Committee of the Educational Psychology and Counseling Department at CSU Northridge by completing this form and (preferably) returning it to the candidate or to this office by mail at the address above.

The information you provide will be treated as confidential unless the applicant has elected to retain the right of access (see waiver form above). Prompt completion of this form is appreciated by both the applicant and the EPC Department, as the application cannot be acted on until this form is received by our department. Feel free to write your narrative separately and attach it to this form. Thank you for your cooperation.

Educational Psychology and Counseling Option Applied for:

- | | | | |
|--------------------------|---------------------------|--------------------------|---|
| <input type="checkbox"/> | Career Counseling | <input type="checkbox"/> | College Counseling/Student Services |
| <input type="checkbox"/> | Early Childhood Education | <input type="checkbox"/> | Development, Learning, & Instruction |
| <input type="checkbox"/> | Marriage & Family Therapy | <input type="checkbox"/> | School Counseling |
| <input type="checkbox"/> | School Psychology | <input type="checkbox"/> | MFT M.S. + School Counseling Credential |

Your evaluation of this applicant, based on your contacts and relationships with him/her, would be appreciated. *What is the length and nature of your acquaintance with this candidate?*

**Please CHECK the appropriate column for each of the criteria listed below.
You may attach additional page(s) to further elaborate.**

Academic Achievement	Unable to Judge	Not Acceptable	Questionable	Acceptable	Very Good	Superior

Please give reasons for, and examples of, your evaluation above. Comments may include observations about the applicant's academic standing, verbal and written communication skills.

Interpersonal Skills	Unable to Judge	Not Acceptable	Questionable	Acceptable	Very Good	Superior

Please give reasons for, and examples of, your evaluation above. Comments may include observations about the applicant's sensitivity, leadership and rapport with the kinds of people with whom s/he works.

Recommendation form for CSUN EPC Department (continued)

Professional Commitment	Unable to Judge	Not Acceptable	Questionable	Acceptable	Very Good	Superior

Please give reasons for and examples of your evaluation above. Comments may include observations about the candidate's professional attitude, commitment to professional practice, dependability, reliability, and initiative.

Work-Related Characteristics	Unable to Judge	Not Acceptable	Questionable	Acceptable	Very Good	Superior

Please give reasons for and examples of your evaluation above. Comments may include observations about the candidate's competence, judgment, dependability, reliability, flexibility, and tenacity.

Personal Characteristics	Unable to Judge	Not Acceptable	Questionable	Acceptable	Very Good	Superior

Please give reasons for and examples of your evaluation above. Comments may include observations about the candidate's self-confidence, openness, non-verbal communication, and personal stability, reliability, and initiative.

As compared with other students you have known, at what percentile would you consider this person to be? (circle) Top 5% / Top 10% / Top 25% / Other: _____

Once trained, would you potentially choose to seek professional services from this person? Yes ___ No ___ Don't Know ___

What is your overall evaluation of this applicant?

Signature: _____

Type/print name: _____

Date: _____

Relationship to Candidate: _____

Institution/
Organization/
Company:

E-mail: _____

Telephone: () _____

Pre-Approved Undergraduate Course Substitutions for EPC Pre-requisites

Note: Before enrolling, be sure the course will fulfill a pre-requisite by checking the Course Substitution list below. If it is not on the list, email Shannon Sexton, our Graduate Advisor, at epcdept@csun.edu. Include the college name, the course name, number and catalog description.

All pre-requisites must be a minimum of 3 semester/4.5 quarter units and completed within the past seven (7) years with a grade of at least 'B-' in a course to use it as a pre-requisite substitution.

*Other courses may fulfill the requirement, but please check **before** enrolling.*

CSU Campuses

	PSY 310	EPC 314	EPC 430	EPC 451	EPC 600
Bakersfield	Psy 315	EDSE 408 & 508	CAFS 311-312-313	Psy 321	Psy 200 Math 140
Channel Islands	Psy 313	EDUC 510	Psy 210 Psy 213	Psy 370	Math 201 Math 352 Psy/Math 202
Chico	Psyc 381	Psyc 414	Psyc 202 Psyc 355 CHLD 250, 252 CD 52 CD 50	Psyc 573	Psyc 364 Math 105
Dominguez Hills	Psy 363	TED 402	None	Psy 464	Math 131 Psy 230
East Bay	Psy 4410	TED 5301	Psy 4420 HDEV 3101 & 3102 HDEV 3301 & 3302	None	Stat 1000 Stat 3010
Fresno	Psy 166	ERF 130 ECE 130	Psy 155	Coun 174 Psy 174	Math 108 Psy 42 Soc 125 ERA 153
Fullerton	Psy 341	PSYC 311	CAS 312 CAS 315 CAS 325A & B Psy 361	Coun 380 HUSR 380 Psy 342 PSY 481	Math 120 Psy 201 Soc 303
Humboldt	Psy 438	ED 650	Psy 311	Psy 454	Stat 106, 108, 323 Psy 241 Soc 282
Long Beach	Psy 370	EDP 305	HDEV 307L Psy 361	Psy 373 COUN 430	Psy 210 Soc 250 MATH380 Math 180
Los Angeles	PSY 310 Psy 410	EDFN 413	Psy 412A&B	Psy 436A Psy 438	Math 274 Psy 202 & 302 SOC 210 Soc 210AB
Northridge	PSY 310	EPC 314	Psy 313 CADV 150 FCS 330	Psy 460 Soc 481	Math 140 Psy 320/L Soc 364
Pomona	Psy 340 PSY 415	PSY 340	Psy 305 PSY 310 & 311 & 312	Psy 417	BHS 307 PSY 307A SOC 307A STA 120, 341
Sacramento	Psy 168	EDTE 106	CHDV 30, 35 PSY 148 & 149	Psy 223 EDC 170	SWrk 110 Stat 50 Soc 101
San Bernardino	Psy 390	ESEC 332 EELB 310	Psy 201, 240 HD 240	Psy 386	Psy 210 SSC 215 Math 262
San Diego	Psy 350	TE 922	CFD 270, 375 A-B-C Psy 230	Psy 521 PSY 452	Stat 250 Soc 201 Psy 280
San Francisco	Psy 452	SED 651 SED 751	Psy 431	Psy 521	Stat 124 Psy 371 Math 124
San José	PSYC 110	EDEL 102 EDSC 173 PSYC 150	CD 015 CD 060 PSYC 102 PSYC 212	Psy 165	SOCI 15 SOCI 102 Math 164
San Luis Obispo	Psy 405	EDUC 207	Psy 256	Psy 323 Psy 370	Stat 217
San Marcos	PSYC 336	PSYC 354	PSYC 210	PSYC 340	Math 440 PSYC 220
Sonoma	Psy 425	EDSS 418	Psy 302 Psy 410	Psy 428	Math 165
Stanislaus	PSYC 3350	ED4010	PSYC 3140 & 3240	Psy 4770	Math 1600 Math 1620

Community Colleges

	PSY 310	EPC 314	EPC 430	EPC 451	EPC 600
Antelope Valley	PSY 234	None	Psy 236	Psy 240 Psy 244	Math 115
Barstow	None	None	Child 4 (online) Psych 2 (online) Psych 4 (online)	Psyc/Soc 15 (online)	Math 2 (online)
Coastline	PSY 120 PSY C255 (online)	None	Psych 115 Psych C116 (online), C118	HSVC C101 (online) COUN C101	Math C160 (online)
College of the Canyons	PSY 240	None	Psy 172	None	Math 140 Psy 135
El Camino	PSY 15	None	CD 103, 3 Psy 16	None	Math 150 Psy 9A Soc 109
Glendale	PSY 115	None	CHLDV 135 (online), Psy 106	None	Math 136 Psy/Soc 107
Golden West	PSY G158, G255 (online)	None	PSYC G160, G118 (online)	None	Math G160
Long Beach City	PSY 14	None	CDECE 47	None	Stat 1
Los Angeles (City, Valley, Pierce, Mission, East LA, West LA, Trade Tech, Harbor, Southwest)	PSY 14 (online)	None	CD 1 (online) Psy 41 (online) Psy 11 (online) & 12 (online)	Soc 17	Stat 1 (online) Math 225 Math 227 (online)
Moorpark	PSY M08	None	CD M02 Psy M04, M07	None	Math M15
Orange Coast	PSY A158, A255	None	HUDV A180 PSYC A130	PSYC A125	MATH A160 PSYC A160
Oxnard	PSY R131	None	CD R102 Psy R108	PSY R116	Math R105 Psy R103
Pasadena City	None	None	Psy 21 Psy 24	None	Stat 15 Stat 18 Stat 50
Rio Hondo	PSY 114	None	CD 106 PSY 112	None	Math 130 Psy 190
Santa Barbara City	PSY 170	None	Psy 140, 145	None	Math 117 Psy 150
Santa Monica	PSY 14	None	Psy 11 Psy 19	None	Math 54
Ventura	PSY V15	None	CD V02, V03 Psy V05	None	Math V44 Psy V04

UC Campuses

	PSY 310	EPC 314	EPC 430	EPC 451	EPC 600
Berkeley	PSY 130	ED 211A ED 211B	Psy 140	Psy 230A	Psy 101 Stat 2, 20, 21 Math 54, 55
Davis	PSY 168	ED 110	Psy 140	Psy 165	Stat 13 Stat 102
Irvine	PSY 120A	ED 175	Psy 120D	Psy 122C	Math 131A-B-C PSY/SOC 10 A-B-C
Los Angeles	PSY 127A	ED 127	Psy 130	Psy 177	Stat 10, M12 Psy 100A
Riverside	PSY 152	None	Psy 160	Psy 153	Psy 011, STAT 48, 100A-B
San Diego	PSY 163	None	Psy 101	None	Psy 60
Santa Barbara	PSY 103	PSY 124	Psy 105, ED 211B-C	CNCSP 260A	Psy 5
Santa Cruz	PSY 170	None	Psy 10	Psy 167	Psy 2
Merced	PSY 142	None	PSY 130	PSY 140	MATH 18, PSY 10

Private Universities*

	EPC 600	EPC 430	EPC 451	EPC 314	PSY 310
Loyola Marymont University	Psy 241	Psy 352 or Psy 415	None	EDSE 413	Psy 332 or Psy 438
Mount St. Mary's	Psy 240	Psy 102	Psy 125	None	Psy 168
Pepperdine	Psy 250	Psy 322	Psy 430	ED 561	Psy 323
Univ. of So. Cal.	Psy 274 or Math 208x	Psy 336L	Psy 361	EDUC 205L	Psy 360

Note: There are many other universities – both private and public – that are not included on this list. Please contact Shannon Sexton before enrolling in any pre-requisites not on this list or if you believe that a course you took previously may be applicable as a pre-requisite.

Table of Pre-Requisites (using CSUN course numbers) for Department's Master's Programs

<i>Course #</i>	<i>Course Name</i>	<i>DLI&E</i>	<i>CC</i>	<i>CCSS</i>	<i>ECE</i>	<i>MFT</i>	<i>SC</i>	<i>SP</i>
EPC 314	Educational Psychology (3 units)	√					*	√
EPC 430	Development and Learning (3 units)		√	√	√	√	√	√
PSY 310	Behavior Disorders (3 units)		√	√		√		
EPC 451	Fundamentals of Counseling (3 units)		√	√		√	√	√
EPC 600	Educational Statistics (3 units)	√	√	√	√	√	√	√

To be eligible for use as pre-requisite coursework, classes must have been completed no more than 7 prior to the time of admission with a grade of B- or higher. All courses must be completed *before* entry.

√ = Required pre-requisite

Rec = Recommended pre-requisite (PSY 310 will be required for CCSS and CC as of 2012)

* = EPC 314 is preferred over EPC 430 for School Counseling applicants who are not credentialed teachers. Only one or the other is required.

DLI&E = Development, Learning, Instruction & Evaluation

CC = Career Counseling

CCSS = College Counseling/Student Services

ECE = Early Childhood Education

MFT = Marriage and Family Therapy

SC = School Counseling

SP = School Psychology

Request for Pre-Requisite Course Substitution

Use a **separate form** for each pre-requisite: Psy 310; EPC 314, 430, 600 or 451
Do not submit a form for courses found on the Pre-approved Pre-requisite Course List.

Name (print): _____

Address: _____

City: _____ State: _____ Zip: _____

Home phone (____) _____ Best time to call: _____

Work phone (____) _____ Best time to call: _____

E-mail address: _____

Option:

(check **one**) CC CCSS MFT SC SP DLI&E ECE

I request a course substitution for EPC _____ on the basis of the following
(check one or the other):

I believe that an equivalent class was taken:

Term/year: _____ Course number: _____

Course title: _____

Institution: _____

(or)

Other (please explain): _____

Required: Attach a copy of the page of your transcript that shows the grade and term the course was completed and a copy of the description of the course (from the catalog or course syllabus.) Evaluations will not be made without the above items attached to this form.

Signature

Date

One copy of this request, with action taken, will be returned to you; original copy, with supporting documents, will be retained by the department.

_____ Approved _____ Disapproved

If disapproved, reason given: _____

Departmental Evaluator Signature

Date

Department of Educational Psychology and Counseling

Frequently Asked Questions

PRE-REQUISITES

Q: Do I have to complete all of my pre-requisites before applying to your program?

A: No, but it is to your advantage to do so since admission to our programs is very competitive. Remember that you will be competing against other applicants who may have all of the pre-requisites completed, so it behooves you to have as many completed or in progress at the time of application as possible. If admitted, you must complete all pre-requisite courses before beginning the program.

Q: Do I have to complete all of my pre-requisites to be admitted to the program?

A: Pre-requisite courses must be completed prior to beginning a graduate program in a Fall semester, but don't necessarily have to be completed by the time you apply to the program – they can still be in progress at that time.

Q: What are the **pre-requisite** required courses?

A: Each of our programs may have differing pre-requisite courses. The pre-requisites for each program are:

Career Counseling	EPC 430, EPC 451, & EPC 600 PSY; 310 recommended
College Counseling/Student Services	EPC 430, EPC 451, & EPC 600 PSY; 310 recommended
Marriage & Family Therapy	EPC 430, 451, 600, & PSY 310
School Counseling	EPC 451, EPC 600 & EPC 430 or 314
School Psychology	EPC 314, EPC 430 EPC 451, & EPC 600
Development, Learning and Instruction	EPC 314 & EPC 600
Early Childhood Education	EPC 600 & EPC 430 or 314

Q: How can I take pre-requisite classes at CSUN before I'm admitted to the graduate program if I am not a current CSUN student?

A: Non-CSUN students may take pre-requisite courses by applying to the university as a **Pre-Major** in EPC. To do this, submit a paper application for graduate

admission to Admissions and Records at least two months before the semester in which you wish to take courses. Be sure that transcripts from past institutions and the \$55.00 application fee are submitted to Admissions & Records as early as possible for appropriate review. Additionally, you will need to submit the EPC Department Pre-Major Application (found here: <http://www.csun.edu/edpsy/Pre-Major-Application.pdf>) to our Department Office in ED 1218.

Q: May I substitute courses I took elsewhere for the pre-requisites courses?

A: Possibly. First, review our list of pre-approved pre-requisite course substitutions (found here: <http://www.csun.edu/edpsy/prereqs.pdf>). If you believe that you have taken equivalent courses that are not on the pre-approved list, complete the 'Request for Pre-requisite Course Substitution' form and submit it with your department application. It is recommended that you check with our Graduate Advisor, Shannon Sexton, for approval of substitutions before the application period. Courses used as substitutions for a pre-requisite must have been taken within the last 7 years. You must also have earned at least a 'B-' grade in the course.

Q: Is it enough simply to have *completed* the pre-requisites for the program?

A: No. Pre-requisites must be completed with a grade of "B-" or better within the last 7 years.

Q: May I take my pre-requisites concurrently with the first term of my Masters' program?

A: No. All pre-requisites must be completed prior to starting the program.

Q: Must I have a Psychology degree to apply to a Masters Program in this department?

A: No. All undergraduate degrees will be considered. However, if you have a psychology or social science degree, you are more likely to have completed the pre-requisites as a part of your undergraduate program.

RECOMMENDATIONS

- Q:** Do the recommendation forms have to be from professors?
- A:** Not necessarily. A suitable person would be someone who can meaningfully address the questions on the recommendation form.
- Q:** May I just submit letters of recommendation without the form included in the department application?
- A:** We prefer that the forms are used in addition to letters if the recommender wishes to write a separate letter. Applicants to the School Psychology program must submit a letter of recommendation.
- Q:** My undergraduate university has a service for submitting recommendations; I won't be communicating directly with my former professor. What should I do?
- A:** If the service allows you to submit information for use in writing recommendations, submit either our form or the information contained in our form. If not, have the letters from the service sent directly to our Department Office: EPC Department 18111 Nordhoff Street Northridge, CA 91330-8265
- Q:** May recommendations be sent directly to the department by the person writing the recommendation?
- A:** No, unless being sent by a recommendation service (see previous answer above) recommendations should be included in the same envelope with your department application. If the person writing a recommendation wishes for it to be confidential, ask him/her to place it in a sealed envelope with his/her signature across the flap, and then give it to you for inclusion with your department application.
- Q:** May I include more than two recommendations with my application?
- A:** Yes, however, no more than 3 letters of recommendation may be submitted..
- Q:** Are there any differences between programs for this requirement?
- A:** The School Psychology program prefers recommendations to be in letter format, rather than on our department forms. All other programs will accept both; however, if a letter is submitted, it is preferred that the recommendation form also be completed and submitted.

TESTING REQUIREMENTS

- Q:** Do I have to take the GRE? Can I still be admitted if I don't "pass" it?
- A:** If you are applying for the School Psychology program, you must take the GRE. For applicants to all

other programs, if your Cumulative Undergraduate GPA is less than 3.00 you must take the exam. It is possible to be admitted if you don't have a 50th percentile score on the test.

- Q:** Do I have to take the CBEST?
- A:** If you are applying to either School Counseling or School Psychology, you must take the CBEST. For School Counseling the test should be taken prior to applying, for School Psychology the test may be taken before or during the first year in the program.
- Q:** Do I have to submit my test scores with my application or can I turn them in later?
- A:** Any required test scores must be submitted with your department application by the application deadline.

TRANSCRIPTS

- Q:** I already submitted transcripts with my University application; do I need to submit them again with my department application?
- A:** Yes, the department also needs a copy of transcripts from all colleges and universities attended. The dept. will accept *either* official or unofficial transcripts.
- Q:** If I received my bachelor's degree from CSUN, do I have to include transcripts with my department application?
- A:** Yes. The department will need transcripts from all colleges or universities attended, including CSUN. You would *not* need to submit official transcripts to CSUN, though, if you graduated from CSUN. As well, if you already submitted transcripts to CSUN as an undergraduate, you do not need to re-submit them to the university.

ACCREDITATION

- Q:** What accreditations do your master's programs hold?
- A:** All programs are regionally accredited through the Western Association of Colleges and Schools (WASC) – along with the rest of the university. The four M.S. in Counseling programs (Career, College, School, and MFT) are also accredited by the Council on Accreditation of Counseling and Related Educational Programs (CACREP). The M.S. in Counseling (School Psychology) is accredited by the National Association of School Psychologists (NASP) and the National Council for Accreditation of Teacher Education (NCATE). The DLI&E and ECE programs are also accredited by NCATE.

OTHER APPLICATION QUESTIONS

- Q:** How can I obtain a copy of the departmental application?
- A:** The application is on our prospective applicants page: <http://www.csun.edu/edpsy/applicants.html>
- Q:** Can I apply to more than one of your Master's programs at the same time?
- A:** No, unless you are interested in a joint program for MFT & School Counseling.
- Q:** May I apply for a Certificate program when I am applying for a different Master's program in counseling from this department?
- A:** Yes, you may apply for the Career Counseling or the College Counseling/Student Services certificate when applying for a counseling master's degree in another specialization.
- Q:** Is the application process different for the MFT Master's/ School Counseling Credential program?
- A:** No, all aspects of the application process are the same as our other programs.
- Q:** Can I submit transcripts, test scores, or recommendations separately from my department application or after the application deadline?
- A:** No, due to the volume of applications we receive and the short period of time between the application deadline and admission interviews, we require that all materials listed on the Application Checklist be submitted together in one envelope, and must arrive by the application deadline.
- Q:** Can I submit my department application in person?
- A:** Yes, applications may be submitted directly to our Department Office in the Education bldg, Room 1218.
- Q:** What's the mailing address for the applications?
- A:** CSUN – EPC Department
18111 Nordhoff Street
Northridge, CA 91330-8265
- Q:** What's the application deadline?
- A:** The application deadline is subject to change and may vary from year to year. You will find it on our prospective applicants page at <http://www.csun.edu/edpsy/applicants.html>
- Q:** Are there any exceptions to the deadline?
- A:** No, there are no exceptions to the deadline. Applications must arrive in the department office by the application deadline.
- Q:** If my application package is postmarked by the application deadline but arrives later, will it be accepted?
- A:** No. Applicants must ensure that the package is mailed early enough *to arrive in the EPC office by the application deadline*. Applications may also be submitted to our department office in person. We are located in the Education Building, Rm. 1218.
- Q:** What happens after I apply?
- A:** Interviews of selected applicants will be conducted in March. Admission notifications will be sent approximately six to eight weeks after the interview date.
- Q:** If I already have a Master's degree in Counseling, may I take courses to obtain a School Counseling or School Psychology Credential without completing the entire program?
- A:** We do offer this possibility for the School Counseling credential but not for School Psychology. This program is called the 'Advanced School Counseling' Program. You must still apply through the regular department application procedure. The Advanced program requires at least one year of full-time evening coursework as well as fieldwork and internship during daytime hours in a school setting.
- Q:** How long should my personal statement be and what format is required?
- A:** Your personal statement should be no longer than two sides of single or double spaced typing. There is no required format; we just ask that it be clear and easy to read. There is an outline of the information we would like addressed on the Department Application form.
- Q:** Do you admit students for the Spring Semester?
- A:** We admit students in the fall and spring semesters for ECE and DLI&E.

All other programs admit for the Summer (CCSS and SC) or Fall (CC, MFT, SP) only.
- Q:** If I am admitted, when will I start taking classes?
- A:** School Counseling and College Counseling/Student Services each have required course(s) in the summer term. For that reason, it is particularly important for to complete pre-requisites by the spring term or sooner to be prepared for the summer courses if accepted to School Counseling or the CC/SS master's program. For all other programs, coursework begins in the fall term unless you have been admitted to the ECE or DLI&E programs for the spring term.
- Q:** May I attend as a part-time student?
- A:** Most of our Masters in Counseling degree programs only admit students on a full-time basis. However, the MFT and Career Counseling programs will sometimes admit part-time students.

Students typically attend the M.A. (either DLI&E or ECE) programs part-time.

QUESTIONS ABOUT INTERVIEWS

- Q:** Do all of the graduate programs in the department interview their applicants?
- A:** Yes. Specific dates for these are listed on the Application Checklist.
- Q:** Are all applicants interviewed?
- A:** No. Depending on the size and characteristics of the applicant pool, not all those who apply will be invited to interview. This may vary by graduate program and by year. You will be notified in writing if you are to be interviewed or not.
- Q:** When are the interviews?
- A:** Dates of interviews for each program are listed on the Application Checklist. Because we are posting this information more than three months in advance of the interviews, no alternative interview dates will be scheduled.
- Q:** What if I am invited to interview, but have a schedule conflict or chose not to come for some other reason?
- A:** Your application will be evaluated on the basis of the documentation you have submitted. It is unusual to be admitted to one of the counseling programs without an interview given the applicant pool size.
- Q:** What will I be asked in the interview, what should I expect?
- A:** Although each program structures their interviews differently, in general you can expect the following: most interviews are conducted with groups of applicants; you will be asked to share something about your background, and why you want to enter the graduate program; you might be asked to provide a short writing sample; you might be asked to participate in a mock counseling session with another applicant; you might be asked to perform a group activity with other applicants, and you might be asked to discuss your knowledge about the field that you are interested in.

PROGRAM/POST ADMISSION QUESTIONS

- Q:** Can I take fewer than 12.0 units in any given semester?
- A:** Yes, although, you must take at least 6.0 units in your first two semesters of any of the counseling programs. This would require you to attend classes a minimum of one evening a week from 4-7 and 7-10 p.m. Counseling students in their first year would minimally attend on Monday or Tuesday evening,

depending on your graduate program specialization. Note: Students in the CC/SS program are required to attend full-time (12 units/semester minimally the first year.)

- Q:** Is it possible to keep working while I'm in one of the programs?
- A:** While our classes are scheduled from 4-7 p.m. or 7-10 p.m., an important consideration to keep in mind is that the counseling programs will require fieldwork and/or internship outside of the class hours, and generally during daytime hours (other than the MFT program which may have more flexibility.) It is also important to consider that attending graduate school is more time-consuming than most undergraduate programs. Counseling students will be required to complete group projects, individual supervision, videotaping, and other activities as a part of your first year experience.

The general recommendation is that if you are employed thirty or more hours per week, you should plan on taking our maximum load of six units, at least in the first semester. If you are employed between 20-30 hours per week, you might be comfortable with nine units. Generally, we recommend that those with 20 or fewer hours are the most likely to succeed with 12 units. While you may be able to enroll in more units than recommended above, graduate school is not a race, but, instead, an opportunity to develop into a professional. For that to optimally occur, you need time to reflect and consider.

- Q:** How long will the program take?
- A:** Most of the M.S. programs take about two and a half years to complete. It is possible to complete the School Counseling & College Counseling programs in two calendar years, though that includes summer session(s). School Psychology is a three-year, year-round (fall, spring, summer) program. MFT and Career Counseling are three year programs that do not *require* summer courses (other than continuing fieldwork if accruing hours post-fieldwork)
- The M.A. programs require one and a half to two years minimally to complete.
- Q:** Who can I speak with if I have further questions?
- A:** Shannon Sexton is our graduate advisor. Call (818) 677-5719 for her current office hours or e-mail her at epcdept@csun.edu