



Frequently Asked Questions about the CSUDH School and College Counseling program:

About the Program ~

1) Q: What degrees or credentials are offered in the CSUDH Counseling program?

A: We offer a Master of Science in Counseling degree with two options to choose from: School Counseling or College Counseling. Our program also offers the Pupil Personnel Services (PPS) credential in School Counseling, with the ability to pursue the authorization in Child Welfare and Attendance (CWA). We also offer a Certificate in College Counseling, which is available to M.S. in Counseling *School Counseling* option and PPS credential students.

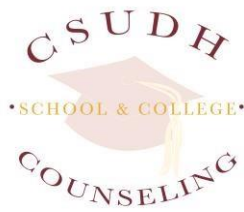
- The M.S. in Counseling, *College Counseling* option will prepare you to work as a College Counselor in higher education within community college and university settings.
- The M.S. in Counseling, *School Counseling* option will prepare you to work as a School Counselor in pK-12 settings. To be employed as a public school counselor in the state of CA, you must possess a PPS credential.
- The PPS credential is required by the state of California to work as a School Counselor in the public school system. The PPS credential is not required for college counseling employment.
- The CWA is an optional specialization that is added as an authorization to a completed PPS credential. The CWA authorization will provide additional employment opportunities as a school counselor to work specifically with attendance improvement and truancy prevention.
- The Certificate in College Counseling provides School Counseling students a dual-specialization in both School and College Counseling. The Certificate is an additional nine units beyond the M.S. in Counseling, School Counseling degree requirements.

2) Q: Do you have any upcoming Information Sessions?

A: We typically offer information sessions via zoom in the Fall semester, prior to the application deadline. Upcoming dates and registration information will be posted on our website once this information becomes available each term. After our information sessions have concluded for the Fall term, we post a recording of a full session on our website for viewing anytime.

Please visit our website for information session recordings and registration for upcoming sessions:

<http://www.csudh.edu/coe/programs/grad-ed/school-counseling>



3) Q: I would like to get a better sense of the program before I apply. Can I visit a class or speak to a current student?

A: Choosing a graduate program is a big commitment and applying is a lot of work! We understand and appreciate this question and will do our best to put you in touch with a student representative upon request. We also have students participate in our information sessions, so watching a recorded session on our website or attending a live information session are also good ways to get a sense of students' perspectives and experiences. Unfortunately, we aren't able to accommodate requests to observe classes due to student privacy regulations and our instructors' commitment to students' confidentiality within classes.

4) Q: When and in what format are your classes offered? Do you have online courses?

A: Almost all of our classes are offered Monday through Thursday afternoon and evenings at both 4pm and 7pm time periods. Currently, one of our Fieldwork courses and our CWA program are offered on selected Saturdays.

Each program course is 3 units and meets once during the week for a 3 hour period. For example, a course scheduled for Monday at 4pm would meet once a week each Monday from 4:00 - 6:45pm. Please note that everyone must take *both* 4pm and 7pm classes throughout the program, therefore work schedules must be planned accordingly.

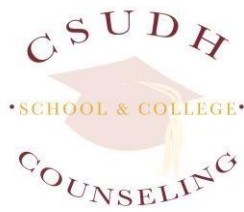
Our program occurs in a traditional face-to-face format in order to engage in the experiential learning we believe is critical for counselor preparation. However, we plan to offer 2-3 courses in an online or hybrid modality within the next year pending university curricular approval.

5) Q: What is the timeline for completion of your program?

A: It typically takes full-time students 2 years to earn their M.S. degree, with the PPS credential taking an additional semester. Most students take 12 units for 4 consecutive Fall and Spring semesters, but it is also completely acceptable to finish the M.S. program at a slower pace by taking between 6-9 units each semester.

Students who choose to dual-specialize by pursuing both School and College counseling specializations would typically complete a combined degree / credential / certificate program in approximately 3 years attending full time.

With the exception of fieldwork courses, we do not permit students to take more than 12 units a semester. Students who enter the program with prior graduate coursework may have transferrable coursework, which may allow for earlier program completion. If you are in this situation it is recommended that you consult with a faculty advisor to determine the best program plan for you.



6) Q: Do I have to choose between School or College options, can I earn both?

A: Due to the University graduate degree requirements, you have to choose one option: School Counseling or College Counseling. Applicants should choose according to which option interests them most and which educational setting they eventually hope to work in. After admittance, it is possible to change your option to the other focus should you later decide to switch.

While one degree option must be selected, the program is designed to allow students in either option to gain specialization in the other area. The PPS credential in School Counseling is open to *all* M.S. in Counseling program students who have passed the CA Basic Skills Requirement (e.g., CBEST) and have declared the PPS on their objective of study. Additionally, the Certificate in College Counseling allows School Counseling students the ability to concurrently specialize in College Counseling work. Note that the College Counseling Certificate is only available to School Counseling students due to the fact that the College certificate specialization is already embedded in the College Counseling degree option.

7) Q: Can I apply for the PPS credential only?

A: If you have already earned a master's degree in Education, Counseling, Psychology, or Social Work, you can apply for the PPS credential only without pursuing a second master's degree. However, depending on your professional goals, it may be in your best interest to earn a second master's degree. Because there is only one course separating the PPS from the MS degree, it is typically recommended that students with a prior master's earn our program's master's degree while earning the PPS credential.

The PPS credential alone requires 48 units of coursework. Please see below regarding transferability of prior coursework to determine if some of your work could be applied to the PPS credential. Note that due to residency, credentialing, and supervision requirements, there is a 9 unit limit on transferring prior coursework to our program. Clinical and supervision courses are not eligible for transfer.

8) Q: Can I apply for the Certificate in College Counseling only?

A: The College Counseling Certificate program is only open to CSUDH Counseling program alumni and current School Counseling option students. The Certificate program is designed as an added specialization to our existing program as opposed to a stand-alone certificate and, thus, it would not adequately prepare one for college counseling employment separate from our degree program.

9) Q: I have taken graduate courses in a prior master's program, how do I know if my previous coursework might be transferrable?

A: The transferability of previous graduate coursework is dependent upon the following guidelines:

- a) Prior coursework must have been at the graduate level (at the 500 or 600 level).
- b) Courses must have been taken at a WASC accredited university.



- c) Courses must have been earned with a grade of B or better.
- d) Courses must not be older than 7 years from the time you would earn the M.S. or PPS.
- e) Coursework must be equivalent in content and unit load to those in our program.
- f) Coursework that resulted in the completion of a prior master's degree cannot be used towards a second master's, however, it can be applied to the PPS credential.

Additionally due to residency, credentialing, and supervision requirements, there is a 9 unit limit on transferring prior coursework to our program. Clinical and supervision courses are not eligible for transfer.

10) Q: I read the transferability guidelines, what are the next steps to see whether my prior graduate coursework would transfer?

A: First, determine that your prior coursework indeed meets the eligibility for transferring work. Then if you believe you meet these guidelines, compare the course descriptions of your prior coursework to the courses required in our program using the course listings provided on our website and the course descriptions in the CSUDH University Catalog (see <http://www.csudh.edu/university-catalog> under Counseling). This will give you a general idea of what you can request for transferability from a program advisor if you are admitted. Once you are admitted to the program, a faculty advisor would be able to meet with you to finalize transfer work. Unfortunately, we are not able to review potential transfer work for prospective students.

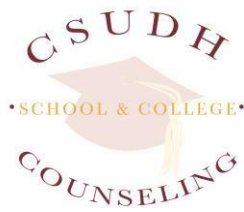
About Eligibility and the Application Process~

11) Q: How do I submit an application?

A: Applications are submitted online through Cal State Apply at <https://www.calstate.edu/apply>. The Cal State Apply application *opens* on October 1 and *closes* on the February 1 deadline. Applications must be submitted in full by the Feb. 1 deadline in order to be reviewed. Counseling program admission is for the Fall term only.

Some helpful tips when completing your application:

1. Familiarize yourself with the required components of the application in advance of completing it. These items include: CSU Apply application fee, official and unofficial transcripts, statement of purpose, letters of recommendation, certificate of clearance, TB clearance, and the CA Basic Skills Requirement (for PPS applicants). For a complete list of requirements, please download the "M.S. in Counseling Program Information" sheet from our website.
2. Give yourself at least a month (ideally longer) to prepare your application. Because many of the required items are dependent on other individuals and processes, you will likely not meet the deadline if you only give yourself two weeks to complete your application.



12) Q: Do I need to be a teacher to be eligible for admission into the program?

A: While it is beneficial to have work experience in education or counseling, these backgrounds are not required for admission to the program. We have many students who have come from outside these fields and are just as successful as those who have a teaching background.

**13) Q: Are there prerequisite courses required before I can apply to the program?
Does my undergraduate degree have to be in a particular major?**

A: No, there are no required prerequisite courses or particular majors required for admission to the program. A bachelor's degree must be obtained from a regionally accredited university and the undergraduate degree can be earned from any field of study.

14) Q: My bachelor's degree will be not be posted until the Summer; will I be eligible for Fall admission?

A: The University requires bachelor degrees to be posted no later than the Spring term of your undergraduate study to be admitted for Fall. Therefore, if your bachelor's degree posts in Summer, you would need to apply for the Fall term in the following year.

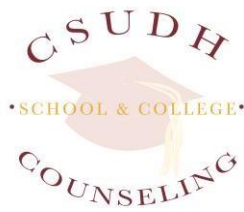
15) Q: Do I need to take the CBEST to be admitted to the program?

A: Due to very recent changes by the California Commission on Teacher Credentialing (CCTC) in how the California Basic Skills Requirement (BSR) may be met, our program is not requiring applicants to submit proof of having met the BSR in their application. However, we do encourage applicants to upload BSR verification in their application (such as passing California Basic Educational Skills Test CBEST scores) if they have it.

Admitted students wishing to pursue the School Counseling option or PPS credential will have to furnish BSR verification within their first year of the program. If you have no intention of earning the PPS and just wish to earn the M.S. College Counseling option, then you do not need to meet the basic skills requirement.

For more information on the various ways the BSR may be met, go to <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf> Methods include approved undergraduate coursework, a combination of coursework and CBEST sections, as well as target scores on SAT, ACT, or AP tests.

Final note: the CSU Apply application was written prior to CCTC's announcement of expanded methods of meeting the BSR, so if you plan to meet the BSR through coursework, simply do not answer the question on BSR documentation. To reiterate, if you are admitted and wish to use undergraduate coursework to meet the BSR, your coursework will be evaluated after admission.



**16) Q: What is a Certificate of Clearance and how do I get one?
Do I need to get this if I want to pursue the College Counseling option?**

A: The Certificate of Clearance verifies that you have completed CCTC's fingerprint, character, and identification process, which is required for students working with minors. Because *all* of our program students will be working with minor students (even at the college level), all applicants must be cleared. If you have a valid teaching credential or current emergency teaching permit you do not need to get the Certificate of Clearance. For information on how to obtain the Clearance, including a video tutorial, please go to <http://www.ctc.ca.gov/credentials/submit-online.html>.

Live Scan fingerprinting applications can be picked up on campus at the COE Student Services Center (COE 1401). There are several places to have fingerprints scanned, including on the CSUDH campus at Welch Hall in WH 360. For CSUDH Live Scan service information, please go to <https://www.csudhfoundation.com/services/live-scan>.

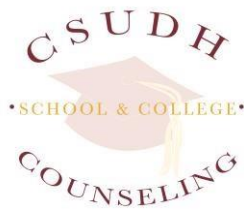
Students cannot be admitted into the program without a Certificate of Clearance (or a teaching or substitute teaching credential). The Certificate of Clearance must be valid and not expired by the time of application to the program.

If you have applied for the Certificate of Clearance by the application deadline, but CCTC has not completed your processing in time, then in your application select that your Clearance is "in progress" and upload verification that you have applied for it (e.g., your Live Scan copy or receipt). If you are eventually offered acceptance, you will need to furnish verification that you have been cleared by CCTC before you can be admitted to the program.

17) Q: Can a family member, friend, or an individual from my church write one of my letters of recommendation? How do I submit letters of recommendation?

A: While these people may know you well, we need to have professional references from those who have served as your employer, supervisor, or professor so that they may speak to your potential as a future counselor based on their *supervisory* role with you.

Your referrers will be contacted directly by the University via the email addresses you provide to request that letters be sent on your behalf. We do not use forms for your referrers to complete, rather we ask that they write on the official letterhead of their place of employment and write *specifically* for the Counseling program. Letters must be recent (i.e. written within the year prior to the year of application due date).



18) Q: Can I receive assistance in writing my statement of purpose?

A: Our program does not offer writing assistance for applications. If you are a current student at CSUDH or another university or college, writing help is typically offered through various campus tutoring programs. If you are not currently enrolled in a university and feel you need assistance, it can be useful to ask a trusted individual who writes well for their input. For the best consideration of your statement of purpose, be sure to answer the prompts thoroughly and honestly.

19) Q: Do I need to take the Graduate Record Examinations (GRE) test?

A: The GRE is not required for program application, but rather is an option for applicants whose GPA is less than the minimum 3.0 required.

20) Q: What if my GPA is less than a 3.0?

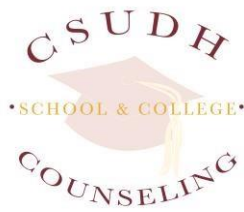
A: If you have less than a 3.0 GPA, then an option to strengthen your application is to take the GRE (revised) and try to earn a minimum combined score of 300 on the Verbal and Quantitative Tests to compensate for a lower than requested GPA. Ultimately, it is an applicant's decision whether to apply to the program with less than a 3.0 GPA. While every complete and on-time application will be reviewed regardless of GPA, applications that have higher GPAs (or equivalent GRE scores) are scored more favorably and are more competitive in the review process.

21) Q: Can I take courses to bring up my GPA?

A: Taking as many graduate courses necessary to bring your GPA up to a 3.0 prior to applying is not recommended due to time and cost, and due to the lack of certainty that doing so would cause your application to eventually be accepted. Additionally, because application to the program is competitive, meeting the GPA requirement alone does not guarantee admission to the program. Taking lower division courses (e.g., community college coursework) will not count towards building your GPA.

22) Q: I have prior experience as a counselor. Can my experience be taken into consideration in lieu of a low GPA? Will prior experience increase my chances of acceptance?

A: Because we do not require applicants to have had a particular work background, it is not a criteria we formally consider for admission and thus it cannot waive the GPA requirement. However, it is indeed valuable for applicants to have had experience in counseling or education as it allows them to better understand the reasons why they want to become a counselor and can lend to a more thoughtful statement of purpose on the application.



23) Q: Can I take any of your program courses before I apply or am admitted?

A: No. To ensure that current counseling program students receive the courses they need to graduate, our courses are only open to currently admitted students in the program.

24) Q: What is the GWAR?

A: The GWAR stands for the Graduate Writing Assessment Requirement. In almost all cases, incoming graduate students have already fulfilled the GWAR from their undergraduate work. Our University policy states that, effective spring 2018, if an *incoming graduate student earned their baccalaureate degree from an accredited institution in the United States*, then the GWAR has been satisfied.

If you earned your baccalaureate degree outside the U.S. or from a non-English speaking university in the U.S., then you may not have automatically met the GWAR and would need to inquire with the CSUDH Testing Office to further determine equivalency. If you have not met the GWAR, then you will need to satisfy the requirement in your first semester of studies. It is not necessary to satisfy this requirement during the application process. For more information, please go to the following University website: <http://www.csudh.edu/tltc/testing-center/gwar>.

25) Q: What happens after I submit my application?

A: If your application is complete and submitted by the deadline, then your application will be given careful and thorough consideration by the admissions committee. Application review begins on February 1st and approximately 4-6 weeks after this deadline, selected applicants will be invited for small group personal interviews via zoom for the final part of the admissions process. The committee will then make final admissions decisions and letters of notification will be e-mailed to all applicants. All communication will occur via email, so please be sure to check your spam/junk folder should you not receive expected correspondence.

26) Q: I submitted my application weeks/months in advance of the deadline but I haven't heard anything yet - is something wrong? When can I expect to receive a notification?

A: The admissions committee does not begin application review until the deadline occurs in order to allow a comprehensive review of all applications submitted. If you applied far in advance of the Feb. 1 deadline we appreciate your eagerness, but please be patient in awaiting a response from the program since we do not start reviewing applications until Feb. 1.

In general, interview invitations are emailed late Feb. to early March and final notifications are emailed to all applicants by early April. Note that these dates are only guidelines and are sometimes later depending on a multitude of external factors.



27) Q: What are my chances of being accepted / how many students do you accept?

A: The chances of acceptance vary each year depending upon how many applications we receive and how many courses we are able to offer for the newly admitted class of students, which is affected by budget and staffing. We typically admit approximately 20 students each fall with an average acceptance rate of 10-15%.

The number of applications we receive greatly exceeds the spaces we have available for admission, which means that there are many applicants who do meet the minimum criteria and still do not get selected for admission. Because our admission is so competitive, we encourage all applicants to apply to multiple programs to increase their chances and timeline of admittance into a counseling program.

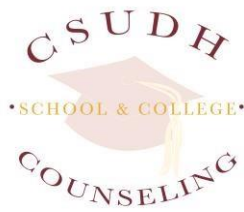
28) Q: If I don't get accepted, can I reapply for the following term?

A: While you are welcome to reapply if you do not get accepted from your initial application, it is usually within one's best interest to reapply to a new program that may be a better fit altogether. Typically, when applicants widen their opportunities by applying to multiple programs, it increases their chances of acceptance to a counseling program in general and allows for the time, effort, and costs involved in the application process to prove more worthwhile.

29) Q: I have applied to the program several times and have not been accepted. Why can't I seem to get in and what advice do you have for me?

A: This is definitely a frustrating experience for applicants and one that we do appreciate and empathize with. As mentioned above, the main point to consider in this situation is that our admissions are so highly competitive, which means that many qualified applicants do not get admitted. This is due to the fact that we literally receive hundreds more applications than we have spaces for. Beyond meeting the minimum criteria for consideration, it is also important to note that every counseling program values different qualities in their applicants – this is often referred to as “fit”. Sometimes an applicant might think they are indeed the right fit for a particular program, but they are likely not aware of some of the more subtle yet critical qualities the program is in need of or values.

If you have applied and been declined two or more times to our program, in no way is this a reflection on your potential as a future counselor! Rather, it likely indicates that among the hundreds of applications we receive, there are others who are either have presented stronger application criteria and/or demonstrated their “fit” in ways that are clearer to the committee. After multiple declines to our program we strongly encourage you to apply to other programs as opposed to continue to expend all of your efforts just on our program year after year. Doing so would likely allow you to find the program that more strongly values your unique qualities and more quickly get you on your path to becoming a counselor.



About Application Fees, Tuition, and Scholarships ~

30) Q: Is it possible to waive the application fees?

A: Unfortunately the \$70 Cal State Apply graduate student application fee cannot be waived.

31) Q: How much is tuition and is Financial Aid available?

A: Exact tuition information for the most current term can be found on the CSUDH website:
<http://www.csudh.edu/financial-aid/cost>.

Tuition fees are based on whether you attend graduate school on a half-time or full-time basis. Half-time graduate student status refers to taking between 1-6 units (the equivalent to 1 or 2 classes in our program). Full-time graduate student status refers to taking 7 or more units (the equivalent to taking 3 or 4 classes in our program). The fees for PPS Credential-only candidates (students who have completed the M.S. degree and are only pursuing the PPS) are slightly lower.

Most of our students do receive some form of Financial Aid, and some competitive scholarships are available for current students through the University and the College of Education. Please go to the University's Financial Aid website for more information:
<http://www.csudh.edu/financial-aid/scholarships>.

Note that Federally subsidized financial aid for counseling students is limited to master's degree enrollment only. Therefore, students pursuing only the PPS credential or only the College Certificate are not eligible for *government supported aid*. *Private* sources of loans and aid would still qualify.

About Fieldwork, Internships, and Graduate Employment ~

32) Q: What are the requirements for Fieldwork?

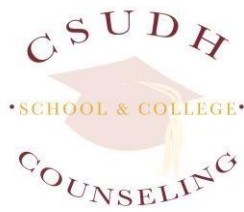
A: Field-based practice is a requirement in every program objective whether it is for the M.S. degree, PPS Credential, or College Counseling Certificate.

Field-based hour requirements are as follows:

College Counseling:

M.S. Counseling, College Counseling = 300 hours (100 Practicum and 200 Fieldwork)

Certificate in College Counseling = 300 hours (100 Practicum and 200 Fieldwork)



School Counseling:

M.S. Counseling, School Counseling + PPS credential = 900 hours (100 Practicum & 800 Fieldwork)

Of the 800 hours, requirements are as follows:

- 200 hours in high school,
- 200 hours in elementary or middle,
- 200 hours in any level pK-12
- 200 hours from CWA or a College setting

Child Welfare and Attendance Authorization = 150 Fieldwork hours

Hour requirements effective Fall 2022, per CCTC.

33) Q: Does the program place students at their practicum and fieldwork sites?

A: Students choose their own placement based on their preferences for population, location, and time. However, we do assist students who may need help in contacting a potential supervisor or site. Our program has partnerships with schools and colleges throughout the region so there are numerous placements available.

34) Q: If I work full time, how do I go about earning Fieldwork hours?

A: Most of our students are working professionals so while completing the required practicum and fieldwork hours does take planning, it is definitely feasible. The Practicum courses for either option require 100 hours each, which is typically very achievable within a 16 week semester. The Fieldwork courses required for the College option (200 hours) and the PPS Credential in School Counseling (800 hours) require more planning and flexibility in order to complete the hours in your desired time frame. School Counseling Fieldwork is completed over the course of an academic year, concurrently with other coursework.

If you work at a school or college, then you may be able to complete some of your hours at your work site, provided it meets eligibility requirements. Finding opportunities such as late afternoon, evening, or weekend placements can also assist in the completion of Fieldwork hours while keeping current employment. Planning in advance for knowing when you will need extra time to complete Fieldwork around a current job schedule is a necessity. Oftentimes, speaking to one's employer well in advance will allow them to modify your schedule to accommodate your school or Fieldwork needs.

Conversely, some students choose to take a leave of absence or leave their current employment entirely in order to complete their hours in a timely manner and also be able to transition into their preferred position as a counselor. Because Fieldwork occurs near the end of the program, such a change in employment is an expected and desired change for many students. Completing the School Counseling Fieldwork requirements is a significant commitment, however, students choose to complete the hours at their own pace and faculty support students in completing Fieldwork according to a pace that meets their professional obligations. If desired, students may complete the M.S. degree and then continue to finish the Fieldwork requirements for the PPS credential for additional semesters as needed.



35) Q: Can I get a paid internship when I start my Fieldwork?

A: Possibly! Funding for paid internships is entirely up to the school, district, or college where you choose to earn your fieldwork hours. Students complete their Fieldwork towards the end of the program, so there is plenty of time to plan, budget, and apply for both paid or unpaid positions. Funding availability in both the public schools and colleges for paid counseling internships tends to fluctuate with the economy as well as with any additional resources available to that particular school.

Our program is fully supportive of our students applying for any available internships once they are eligible to do so and we announce internship and employment opportunities as they become available.

36) Q: Are graduate assistantships, campus employment, or other relevant positions available for program students?

A: On-campus student employment opportunities are available through the CSUDH Career Center. Additionally, there are both paid and unpaid counseling internships on campus. Off-campus opportunities for graduate student counseling-related employment are announced throughout the year. Most of these types of positions are part-time graduate assistantships at the local community colleges and school counseling assistantships in the local schools, both of which require students to be enrolled in a counseling program while working.

For further information about our application procedures or course requirements, please go to:

<https://www.csudh.edu/coe/programs/grad-ed/school-counseling>

or contact the CSUDH College of Education, Division of Graduate Education office at (310) 243-3524.

Follow us on Instagram: [@toro_counselors](#)