

College Counseling Program

UC San Diego Extended
Studies Specialized
Certificate

**Guidelines and Tips for the
Online Application**

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Welcome to College Counseling Certificate

The online College Counseling program offered by UC San Diego Extended Studies is designed for candidates to earn UC San Diego Extended Studies Specialized Certificate.

The UC San Diego Extended Studies Program in College Counseling is designed to bring participants the latest in college counseling techniques and to emphasize the personal dimension of working with families during one of their most crucial transitional experiences. Skilled and enthusiastic instructors make the program a professional valuable and personally meaningful learning experience.

This online program is designed to effectively address the most current and relevant issues of College Counseling. Participants will receive instruction in the fundamentals of building a college counseling operation that provides outstanding service to the college-bound. Courses feature timely comprehensive topics in an online environment related to helping students make the transition to college.

Please make sure to thoroughly review the instructions below before completing and submitting the online application. Please make sure to thoroughly review the instructions below before completing and submitting the online application. In addition to the online application and official transcripts from the university that awarded you a Bachelor's Degree or higher must be submitted. Applications will not be processed without supporting documents.

Application Fees

A \$95.00 nonrefundable application fee is required. You will not need to pay the fee until after your application has been received and reviewed. Once the Education & Community Outreach (ECO) determines your application is complete you will receive detailed information in order to pay the application fee.

College Counseling: Required Coursework

The following courses are required for candidates as appropriate. Please note that all candidates must complete coursework with an *aggregate* GPA of 2.0. **Grades of C- or below will not count toward the completion of College Counseling Certificate completion purposes.**

College Counseling Program Courses		
EDUC 40130	Principles of College Counseling	6 quarter units
EDUC 40131	College Counseling Strategies	3 quarter units
EDUC 40132	College Counseling Practicum	3 quarter units

Please see our Extended Studies website for a current listing of classes at:

<https://extendedstudies.ucsd.edu/courses-and-programs/college-counseling>

Application Guidelines - Required Materials for All Candidates

Please make sure to review all application materials thoroughly before completing the application. All candidates must submit the following items to determine eligibility for admission to the College Counseling program:

1. Submission of completed application packet including:
 - a. Completed Online **Application to the College Counseling Program**
 - b. Official, Sealed, Unopened Transcript(s) for college and/or university coursework showing a conferred degree (bachelor's or higher) from an accredited institution. Transcripts must show degree and date conferred.
 - i. **Degrees Awarded Outside the United States of America:** Official, sealed, unopened transcript from a [Commission Approved Evaluation](#) service indicating the verification of baccalaureate or higher degree including degree awarded and date (i.e. WES, IERF, etc.)
 - c. Statement of Intent
 - i. Write the equivalent of a one-page typed essay describing your reasons for participating in the College Counseling Program and how it may be relevant and applicable to your goals.
 - d. Separate items on the application checklist based upon the program option you are applying under. **Application checklist is at the end of the application packet.**
2. All Candidates – After your application packet had been received and reviewed, you will be sent detailed information to pay the application fee.
 - a. Non-Refundable **application fee** of \$95.00.

Electronic Transcripts

You have the option to submit electronic transcripts if they are sent directly from your college and/or university. A forwarded email or scan copy from a candidate is considered an unofficial transcript and would not be valid for admission purposes. The email address to submit electronic transcripts to: submittranscript-debs@ucsd.edu. *Transcripts can also be submitted via mail. Please refer to the application checklist for the mailing address.*

Statement of Intent

Write the equivalent of a one-page typed essay describing your reasons for participating in the College Counseling Program and how it may be relevant and applicable to your goals as an educator. The statement will be reviewed as part of the admission decision.

Application Processing Timeline

All mail sent to the University is processed through a central mail repository. Please assume it will take at least one – two weeks for any item mailed to be received by the Education & Community Outreach (ECO).

Applications will be reviewed by the Admission Committee. Applicants will be notified of acceptance into the Instructional Research Program by email within 4 weeks of receipt of a completed application. **We cannot accept applications or supporting materials via email from the candidate.**

GPA Requirements for Program Completion

Candidates must successfully maintain an overall GPA of 2.0 or better and receive a grade of “C” or higher in each course to receive the UC San Diego Extension Certificate. *A grade of “C-” or lower is not equivalent to a grade of “C” or higher.*

Online Application

The application checklists follow and detail each required application item. Please refer to the checklist to see what items you can complete and upload to the online application and any materials that you are required to mail in.

Checklist Available

- UC San Diego Extended Studies College Counseling Certificate

Right to Appeal

The candidate has the right to appeal the following restrictive actions:

- (a) Not accepted in the College Counseling Program
- (b) Not permitted to complete coursework component
- (c) Not permitted to advance to portfolio component
- (d) Not given credit for a course
- (e) Not given credit for classroom observation
- (f) Not recommended for a certificate
- (g) Recommended for probation or dismissal.

The Appeals Process

A candidate's appeal must be in writing and shall be submitted to the Director. In all instances except appeals regarding denial of admission, denial of recommendation for the credential, probation, or dismissal, the Director will schedule an interview (typically by telephone) with the individual submitting the appeal and any other personnel involved in the case and will document the testimony. Subsequently, a decision will be rendered by the Director for conclusive action.

COLLEGE COUNSELING CERTIFICATE **APPLICATION CHECKLIST FOR THE** **College Counseling Program**

*The following **three** items must be completed and included in your initial application submission*

- _____ 1. Completed Online **Application to the College Counseling Program**
- _____ 2. **Statement of Intent**
 - Write the equivalent of a one-page typed essay describing your reasons for participating in the College Counseling Program and how it may be relevant and applicable to your goals.
 - This must be written in the online application system.
- _____ 3. **Verification of bachelor's degree or higher via official transcript** - As a part of the application you must submit verification of a bachelor's degree or higher from an accredited institution including degree awarded and date. This can be an official transcript from the school or an official, sealed, unopened transcript from the accredited institution which awarded your degree. Foreign transcripts must be evaluated by one of the approved by the California Commission on Teacher Credentialing (<https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf>)
 - **Electronic official transcript submissions are preferred. A forwarded email or scan copy from a Candidate is considered an unofficial transcript and would not be valid for admission purposes.** Please have your institution send your transcripts to submittranscript-debs@ucsd.edu.
 - If it is necessary to mail a physical original, sealed, and unopened transcript, please email unexeduc@ucsd.edu for the mailing address.

Applications must be submitted online.

For questions regarding the College Counseling Application email:
unexeduc@ucsd.edu

*****Please submit all required documents in one packet.*****

Important: Retain copies of all materials submitted for your files and reference.