

A P P L I C A T I O N F O R A D M I S S I O N

DIRECT QUESTIONS TO:

SCHOOL OF EDUCATION

Telephone: 925.631.4700

Facsimile: 925.376.8379

Email: [soereq@stmarys-ca.edu](mailto:soereq@stmarys-ca.edu)



# KALMANOVITZ



# SCHOOL OF

MAIL ALL MATERIALS TO:

SAINT MARY'S COLLEGE  
OF CALIFORNIA  
SCHOOL OF EDUCATION

P.O. Box 4350

Moraga, CA 94575-4350



# EDUCATION

*Apply online at:* [WWW.APPLYWEB.COM/APPLY/SMCOCSOE](http://WWW.APPLYWEB.COM/APPLY/SMCOCSOE)

## Our Programs

**The Cross-Cultural Education Program** offers the Master of Education and Master of Arts degrees.

**The Early Childhood Education Program** offers the Master of Education and Master of Arts degrees, with several specializations.

**The Educational Leadership Program** offers a Preliminary Administrative Service Certificate/Credential (Tier I), a Master of Arts in Educational Leadership, and a Doctorate of Education (Ed.D.) in Educational Leadership.

**The Graduate Counseling Program** offers the Master of Arts degrees in Career Counseling, College Student Services, General Counseling, Marriage and Family Therapy (MFT), School Counseling, and School Psychology; the Pupil Personnel Services (PPS) credentials in School Counseling and School Psychology; and the Master of Education degree in Interpersonal Communication.

**The Montessori Education Program** offers two Certificate Programs and the Master of Education and Master of Arts degrees.

**The Multiple Subject Program** offers a Preliminary Credential.

**The Reading and Language Arts Program** offers a Reading Certificate, Reading Specialist Credential, and the Master of Education and Master of Arts degrees.

**The Single Subject Program** offers a Preliminary Credential.

**The Special Education Program** offers Special Education Credentials, levels I and II, mild-moderate or moderate-severe; and the Master of Education and Master of Arts degrees.

**Special programs in Reading Recovery** are offered for practicing teachers.

*Please see the Application page for degree offerings within these programs.*

---

## Applicant Requirements

The School of Education seeks to enroll students of high quality, and welcomes applicants who show professional promise and who are motivated and capable of meeting the practical and intellectual demands of teaching, counseling, or administration.

The School of Education welcomes applications from students, practicing teachers, counselors, and administrators who are interested in improving their competencies. The chief qualities sought in candidates are intellectual aptitude, seriousness of purpose, and moral integrity.

**Among the sources of information reviewed by admissions counselors and faculty are:**

**Letters of Recommendation** Current letters of recommendation (those written within the last three years) are given serious consideration. Letters from professionals able to evaluate the probable success of the applicant in the proposed field of study are most helpful. Personal letters are not acceptable.

**Experience** Experience in any field related to success in teaching, counseling, or administration will be carefully evaluated. The experience may have been acquired through volunteer work or paid employment.

**Successful Admissions Interview** Screening entry interviews are also given serious consideration in the admission process. The admissions counselors and faculty will evaluate applicants on personal qualities, interpersonal skills, professional demeanor, and pre-professional experiences that demonstrate a strong potential for success and effectiveness in the chosen field of study.

**Testing** Prior to full admission to a specific credential program, the applicant must either be registered for the next administration of CBEST or have already taken the examination and provided a copy of the results to the appropriate program. It is not possible to earn a teaching credential, a PPS School Counseling Credential or an Administrative Credential in California without first passing CBEST. To help ensure success in a teaching credential program, the California Commission on Teacher Credentialing (CCTC) now requires that you have taken, or be registered to take, the appropriate Subject Matter Exam, prior to admittance. Please check the exam website to determine the appropriate exam, [www.cset.nesinc.com](http://www.cset.nesinc.com). (Single Subject candidates have the option to complete a subject matter program in place of testing). Participation in the credential programs of study noted above is limited to certain basic courses until the student has passed the required exams. (Doctoral applicants please see Doctoral Application Instructions following the SOE Application for Admission form for GRE requirements.)

**Grade Point Average** For the certificate, credential, and master's degree programs, an undergraduate grade point average of 3.0 or better is expected for admission. A grade point average of 3.5 or better (or comparable evidence of academic achievement or potential) is required for acceptance into the Doctorate of Education in Education Leadership degree program. Close attention is paid to the undergraduate record, especially all courses related to the proposed field of study, and to all graduate-level courses.

If an applicant's undergraduate grade point average falls between 2.75 and 3.0, or any of the above criteria are weak or questionable, an applicant may still be admitted conditionally. Typically, conditional admittance requires that a grade-point-average of 3.0 or better be attained in all courses undertaken during the first semester of work.

If an applicant's undergraduate grade point average falls between 2.5 and 2.75, but the applicant is strong in other areas, factors including the candidate's age and experience, the institution from which he or she graduated, and the grade point average within the major will be considered.

Finally, if an applicant has an undergraduate grade point average at or below 2.5, he or she will normally not be considered for admission unless there are unusual strengths evident in the applicant's background. The School of Education may admit the applicant on a conditional acceptance basis. After one full semester of successful coursework, the student may reapply for unconditional acceptance.

# Application Procedures

## Deadline

Most programs admit students throughout the year. Students should consult the appropriate program for detailed information. To be eligible for acceptance into the Doctoral cohort beginning in June, **applications should be received prior to April 30 of the same year.**

## Application materials to be submitted include:

1. Completed and signed application form with a \$50.00 non-refundable application fee. Payment should be made to Saint Mary's College.\*
2. Evidence of a Bachelor's degree\*\* from a regionally accredited college. (Application to the Doctoral program requires evidence of a master's degree or the equivalent from an accredited college.)
3. Evidence of health/accident insurance, or a signed waiver (obtained from the School of Education).
4. Two sealed official transcripts from each college/university previously attended. An applicant with a degree pending completion must provide official verification; once the Bachelor's degree is posted, two sealed official transcripts must be sent to the School of Education.
5. Three signed original letters of recommendation in sealed envelopes noting suitability for graduate work (see "Letters of Recommendation").
6. Typed Statement of Academic and Vocational Objectives, outlining purpose(s) for seeking admission to program(s). Please type the Statement of Academic and Vocational Objectives on a separate sheet of paper. Limit the length to 1-2 pages. Address your career goals, your reason(s) for applying to the program(s), and a brief description of your education, work and volunteer experiences that are relevant to the program(s) you seek to enter.
7. Tuberculin test results.
8. Interview with the director(s) of the program(s), designated full-time faculty or program admissions counselor.
9. CBEST and other appropriate test results, if applicable (See "TESTING").
10. For the Administrative and Reading Specialist Credentials, an appropriate Basic Credential is a prerequisite.

**(For specific admissions requirements for the Doctoral program, see the back of this application).**

Upon receipt of the application, the School of Education will review all materials and inform the candidate if additional admissions information is required.

---

\* Fee waived for students who have previously been admitted to and enrolled in an approved Saint Mary's College or SMC/School of Education program of study.

\*\* For a basic teaching credential, the baccalaureate degree major must not be in Education.

## NON DISCRIMINATION POLICY

In compliance with applicable law and its own policy, Saint Mary's College does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, marital status, medical condition, or physical or mental disability in employment or in any of its educational programs or in the provision of benefits and services to students and is committed to recruiting and retaining a diverse student and employee population.

All questions regarding students and involving the College's compliance with Section 504 should be directed to the Section 504 Coordinator, (925) 631-4358. All questions involving employees and the College's compliance with various laws, as well as complaints, should be directed to the Equal Employment Opportunity Compliance Officer, Human Resources (925) 631-4212.

## STUDENT HEALTH AND ACCIDENT INSURANCE

Saint Mary's College requires health and accident insurance for all students enrolled in the School of Education. **Please provide proof of health and accident insurance with your application.** If you do not currently have insurance and do not plan to secure insurance while enrolled in the School of Education at Saint Mary's College, you will be required to sign and complete a waiver form. Please note: Your unconditional acceptance to the School of Education will be delayed until proof of insurance or the completed insurance waiver form is in your file.

**SAINT MARY'S COLLEGE OF CALIFORNIA**  
School of Education — Application for Admission

**Term/Year:**    FALL 20\_\_\_\_    JANUARY 20\_\_\_\_    SPRING 20\_\_\_\_    SUMMER 20\_\_\_\_

**Applicant Information**

Legal Name \_\_\_\_\_  
*Last First Middle*

Preferred Name \_\_\_\_\_

Additional names which may appear on records \_\_\_\_\_

Mailing Address \_\_\_\_\_  
*Street Address or Post Office Box*

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address \_\_\_\_\_  
*Street Address or Post Office Box*

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

Emergency Contact \_\_\_\_\_

City & Country of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Social Security Number \_\_\_\_\_

If you are not an U.S. citizen, are you a permanent resident?    Yes    No

**Health and Accident Insurance**

*Health and accident insurance is required of all students enrolled in the School of Education.*

Do you currently have insurance, or plan to have it while enrolled?    Yes    No

If yes, please provide a copy of proof of insurance. If no, you will be required to complete and sign a waiver form.

**Optional Information**

*Furnishing information for this section is voluntary. All data is strictly confidential and will be used for statistical purposes only.*

Ethnic Background:    African American    American Indian/Alaskan Native, Tribal Affiliation  
 Asian or Pacific Islander    Latino    White, Non-Latino    Other

Gender:    Male    Female   Marital Status:    Single    Married

Religious Preference \_\_\_\_\_

Degrees to Which  
You are Applying

**Preliminary Credential:**

- Preliminary Multiple Subject
- Preliminary Single Subject  
Subject: \_\_\_\_\_
- Special Education
  - Education Specialist—Tier I:
    - Mild/Moderate    Moderate/Severe
  - Education Specialist—Tier II:
    - Mild/Moderate    Moderate/Severe

**Service Credentials:**

- Educational Leadership
  - Preliminary Administrative Services—Tier I
- Graduate Counseling
  - Pupil Personnel Services: School Counseling
  - Pupil Personnel Services: School Psychology

**Specialist Credentials:**

- Reading and Language Arts Specialist

**Certificate/License Programs**

- American Montessori Society Early Childhood Certificate
- Reading Certificate
- American Montessori Elementary Education Certificate

**Masters of Arts Degree (M.A.):**

- Counseling
  - General
  - Career Counseling
  - College Student Services
  - Marriage and Family Therapy
  - School Counseling
  - School Psychology
- Early Childhood Education
  - Curriculum and Instruction
  - Supervision and Leadership
- Educational Administration
- Montessori Education
  - Montessori Early Childhood Education
  - Montessori Elementary Education
- Reading and Language Arts
- Special Education
- Cross-cultural Education: TESL
- MA \_\_\_\_\_

**Masters of Education Degree (M.Ed.)**

- Early Childhood Education \_\_\_\_\_
- Interpersonal Communication \_\_\_\_\_
- Montessori Education \_\_\_\_\_
- Reading and Language Arts
- Special Education
- Instruction

**Doctoral Program (Ed.D.):**

- Doctor of Education in Educational Leadership  
*(Also see additional Doctoral Application instructions on the back of this brochure.)*

*NOTE: Please reference the School of Education Catalog of Courses, for additional information.*

## Educational Background

List all Colleges or Universities—list the most recent first.

<i>Name of College/University</i>	<i>City &amp; State</i>	<i>Dates Attended</i>	<i>Degree</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Undergraduate Major \_\_\_\_\_ Graduate Major \_\_\_\_\_

Undergraduate Minor (if applicable) \_\_\_\_\_ Graduate Minor (if applicable) \_\_\_\_\_

Estimate of Undergraduate GPA \_\_\_\_\_ Estimate of Graduate GPA \_\_\_\_\_

**California Teaching Credential(s)** Please list all credentials that you currently hold:

<i>Name of Credential</i>	<i>Credential Type</i>	<i>Expiration Date</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Statement of Academic and Vocational Objectives

On a separate sheet of paper, please type a Statement of Academic and Vocational Objectives. Limit the length to 1–2 pages. Address your career goals, your reason(s) for applying to the program(s) and a brief description of your educational work and volunteer experiences that are relevant to the program(s) you seek to enter.

### Letters of Recommendation

List three references that are acquainted with your academic or professional qualifications. Personal references are not acceptable. Include at least one reference from a work supervisor if possible. Provide each of these people with a School of Education Letter of Recommendation form, and ask that they return it directly to the School of Education.

<i>Name</i>	<i>Position</i>
1. _____	_____
2. _____	_____
3. _____	_____

Have you ever been convicted or plead nolo contendere for any violation other than minor traffic violations?  Yes  No If yes, please explain (Required for California credential and licensure purposes):

### Signature

I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I understand that misrepresentation in any statement may be considered sufficient reason for refusal of admission or disqualification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Doctoral Application Instructions

In addition to the aforementioned, all Doctoral applicants must submit the following:

- ❑ **Official Test Scores:** Graduate Record Examination (GRE: minimum accepted combined score is 1000), **or** the Miller's Analogies Test (MAT: minimum accepted score is 50), **or** the Test of English as a Foreign Language (TOEFL: minimum area scores of 55, with an overall total of 550).

Photocopies will not be accepted. Send scores to:

**PROGRAM ASSISTANT, DOCTORATE IN EDUCATIONAL LEADERSHIP  
SAINT MARY'S COLLEGE, SCHOOL OF EDUCATION**

P.O. Box 4350  
Moraga, CA 94575-4350

- ❑ **Two Copies of Official Transcripts** from all colleges attended, verifying a master's degree from an accredited institution, and post-master's coursework if applicable.
  - ❑ **Three letters of Recommendation** from supervisors or other persons familiar with the applicant's professional work and potential for advanced study.
  - ❑ **A Resume or Curriculum Vitae.**
- 
- A formal interview will be required.
  - An on-site writing sample will be required.



P.O. Box 4350  
Moraga, CA 94575-4350  
Telephone 925.631.4700  
Facsimile 925.376.8379  
[www.stmarys-ca.edu/soe](http://www.stmarys-ca.edu/soe)