

## Master of Arts in Curriculum & Instruction | Fall 2022 Admissions Application

Thank you for your interest in applying to our **MA in Curriculum & Instruction** at CSUSM. To be considered for priority admissions for the Fall 2022, applicants must submit the online **Cal State Apply** application by **Friday, April 15, 2022** with the \$70 application fee. *\*Admissions will be offered until seats are filled. Please consider submitting applications by the priority deadline as those received afterwards are not guaranteed to be reviewed for admissions.*

The Cal State Apply application will include the standard University requirements as well as the specific School of Education requisite materials that will determine your eligibility for the program.

In addition, you will be required to submit (1) copy of official transcript(s) from each college or university you've attended to complete your application. Official transcripts from CSUSM will not be required. *\*Instructions on how to submit official transcripts will be included at the end of this document.*

Before starting your application, please have the following documents accessible as you'll be asked to upload these required eligibility materials in order to submit your application:

1. Verification of your initial **Teaching Credential**.
2. **Statement of Purpose** - The Statement of Purpose should be single-spaced and 1-2 pages in length. It should include:
  - A succinct description of your reasons for applying to CSUSM's Master of Arts in Curriculum & Instruction program, including why the program is a good fit for you, as well as your future career and educational plans.
  - A description of your personal and professional experiences with injustice and inequity in schooling. What do you hope to learn within the Master of Arts in Curriculum & Instruction program to address the issues raised through these experiences?
3. **Recommenders** - Two (2) Names and Email Addresses of persons that have agreed to supply Letter(s) of Recommendation to the program on your behalf. *If you completed your initial credential program at CSUSM, please read the instructions in Step #13*
4. Copies of **Unofficial Transcripts** from institutions where you earned your bachelors degree and credential.

For program or curriculum questions, please contact Dr. Joni Kolman at [jkolman@csusm.edu](mailto:jkolman@csusm.edu)

For application questions or assistance, please contact Nam Nguyen at [pnguyen@csusm.edu](mailto:pnguyen@csusm.edu)

---

## CAL STATE APPLY

### APPLICATION INSTRUCTIONS

Please follow the step-by-step instructions below, which include screenshot examples of how to submit your Cal State Apply Application for Fall 2022.

1. Go to <https://www2.calstate.edu/apply>
2. In the Term to Apply drop down menu, select **Fall 2022** and click **Apply**

See Application Dates & Deadlines »

To determine the exact deadline for your desired program, please visit the **Application Dates & Deadlines** page.  
Refer to the **Applicant Help Center** for additional information and answers to your application questions.

✓ Select a Term to Apply For

- Fall 2021
- Winter 2022
- Spring 2022
- Summer 2022
- Fall 2022**

Apply

- If it is your first-time using Cal State Apply, select **Create an Account** and follow steps to create a Username and Password. Then, fill out the **Extended Profile** page and select the **Save Change** button. For this program, please indicate that your Degree Goal is **Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)** and then select **Graduate (e.g. Master's, Doctoral) or Professional's Degree**. **Do not mark** "Teaching and Services Credential Only".

If you are a returning user, enter your **Username** and **Password**. Update the **Extended Profile** page ensuring that you indicate that your Degree Goal is **Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)** and then select **Graduate (e.g. Master's, Doctoral) or Professional's Degree**. **Do not mark** "Teaching and Services Credential Only". Select the **Save Change** button.

**Extended Profile**

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

\* Indicates required field

**1. Degree Goal**

\* What degree, credential or certificate are you applying for?

First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

**Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)**

\* Please select one or more of the following degree goals.

Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

**Graduate (e.g. Master's, Doctoral) or Professional's Degree**

Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

Certificate

**2. Returning**

\* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

Yes

No

**3. US Military Status**

\* Have you ever served in the United States military?

**4. Residency**

\* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

- On the Add Programs page, use the filter tool and choose **Cal State San Marcos** as the Campus and **Fall** as the Start Term and **Campus** as the Source.

**— CAL STATE —  
APPLY**

## Add Programs

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before you submit your application.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click [here](#) for campus specific program Dates & Deadlines.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click [here](#) for more information on application fee waiver eligibility.

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

**Add Program** | Selected Programs

Showing results for:  Available Programs  Cal State San Marcos  Fall [Reset Search](#)

Add	Program Name	Degree Type	Start Term	Academic Year	Location
<input type="checkbox"/>					

**Close**

Available Programs

Past Programs

Future Programs

---

**▼ Campus**

Q Search Campus

Cal Poly Pomona

Cal Poly San Luis Obispo

Cal State Channel Islands

Cal State East Bay

Cal State LA

**Cal State San Marcos**

California State University - Chico

5. Scroll down and under the San Marcos Graduate section; select the plus sign (+) next to **Education- Curriculum and Instruction** and click the **Continue** button. **DO NOT** select any programs underneath the San Marcos Extended Learning section.

Add	Program Name	Degree Type	Start Term	Academic Year	Location	Campus Name
<b>SAN MARCOS GRADUATE</b>						
+	Biological Sciences	MS	Fall	2021	Main Campus	Cal State San Marcos
+	Chemistry - General	MS	Fall	2021	Main Campus	Cal State San Marcos
+	Computer Science - Computer Science		Fall	2021	Main Campus	Cal State San Marcos
✓	Education - Curriculum and Instruction	MA	Fall	2021	Main Campus	Cal State San Marcos
+	Education - Multilingual and Multicultural Education	MA	Fall	2021	Main Campus	Cal State San Marcos
+	Education - Special Education	MA	Fall	2021	Main Campus	Cal State San Marcos

6. Once you've confirmed the program, click the **Continue To My Application** button.

**Review Your Program Selections**

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION: **0** | TOTAL FEE(S): **\$70.00**

[Continue To My Application](#)

Sort By: **Deadline**

San Marcos Graduate | Term: Fall

7. You will then be directed to the main page of your Cal State Apply application that will display the four quadrants that will need to be completed: **Personal Information**, **Academic History**, **Supporting Information** and **Program Materials**.

**My Application**

This dashboard is your application home providing access to most part of the application you need to complete and a high level overview of your progress.

Getting Started? Speed up your application by entering your colleges attended first.

Personal Information: 8/1 Sections Completed

Academic History: 8/1 Sections Completed

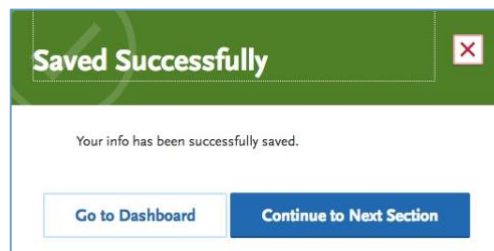
Supporting Information: 8/1 Sections Completed

Program Materials: 8/1 Sections Completed

8. To get started, select the **Personal Information** Quadrant. There you will find six (6) sections that you will need to complete. Starting with the **Release Statement**, complete each page and click the **Save and Continue** button to move onto the next section.

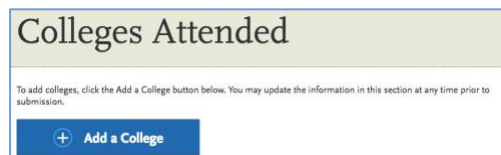


Once you've completed the **Financial and Parental Information** section, click the **Save and Continue** button and you will automatically be in the 2<sup>nd</sup> Quadrant - **Academic History**.



9. There are three (3) sections in this quadrant: **College Attended**, **GPA Entries** and **Standardized Tests**.

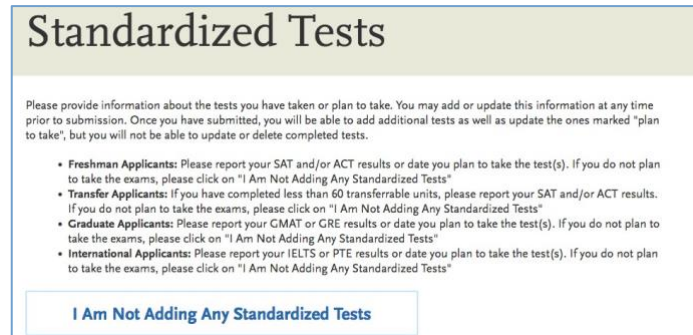
Beginning with **Colleges Attended**, use the **Add a College** button to enter all postsecondary institutions you have attended – regardless of the grades or credits earned.



Select the **GPA Entries** tab from the left column. Under each of your postsecondary institutions, click the **Add GPA** button. Next, click the **I don't have a GPA to add** button.



Select the **Standardized Tests** tab from the left column. Select the **I Am Not Adding Any Standardized Tests** button.



10. Scroll to the top of the page and select the **My Application** tab to return to the main page of your Cal State Apply application.



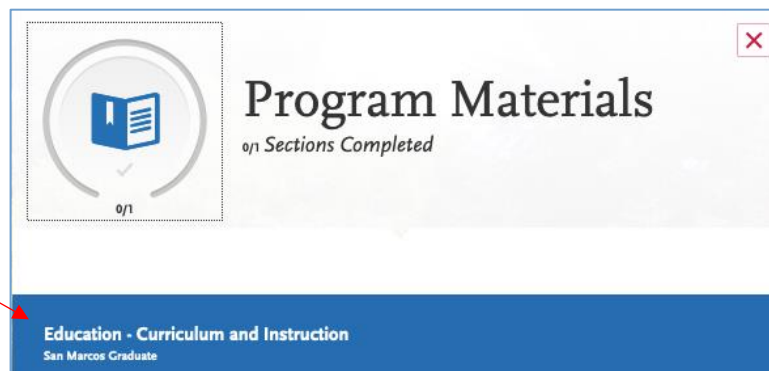
Once there, select the **Supporting Information** Quadrant. In this quadrant, there will be one (1) section: **Experiences**.

Click on the **Experiences** tab. Once there, select the **I Am Not Adding Any Experiences** button.

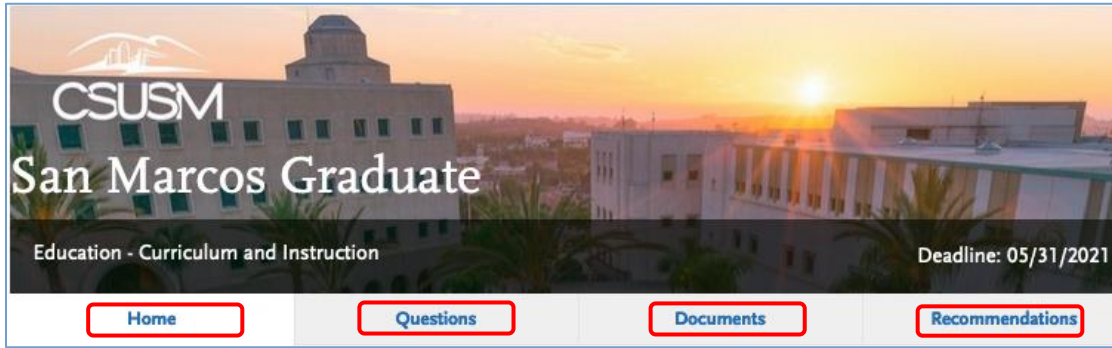


Click the **Save and Continue** button. You will then be automatically redirected to the final Quadrant – **Program Materials**. (Note: If you are not automatically redirected, scroll to the top of the page and select the **My Application** tab to return to the main page of your Cal State Apply application. Then click on the **Program Materials** Quadrant.)

11. Click on the blue tab that states **Education- Multilingual and Multilingual Education**. This is Quadrant is where you will enter the requisite information and upload the materials that will determine your eligibility for the program.



Once on the page, you will see four (4) tabs running at the top: **Home, Questions, Documents and Recommendations.**



12. Start by clicking on the **Documents** tab.

- Click the **Add Document** button under **Statement of Purpose**. Follow the instructions to upload your **Statement of Purpose** file.
- Click the **Add Document** button under **Teaching Credentials**. Follow the instructions to upload your **Verification of Your Initial Teaching Credential** (Multiple Subject, Single Subject, etc.) If you expect to be recommended for your Credential at the close of the Spring 2021 semester, please upload a Word document stating so.
- Click the **Add Document** button **Unofficial Transcript**. Follow the instructions to upload your **Unofficial Transcript**). If you have more than one Unofficial Transcript to upload, add them under the other Additional Unofficial Transcripts sections.

Required Documents	
* <b>Statement of Purpose</b>	<input type="checkbox"/>
<a href="#">+ Add Document</a>	
* <b>Unofficial Transcript</b>	<input type="checkbox"/>
<a href="#">+ Add Document</a>	
* <b>Teaching Credential</b>	<input type="checkbox"/>
<a href="#">+ Add Document</a>	

13. Click the **Recommendations** tab at the top and then select the **Request General Letter Upload Recommendation** link.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

General Letter Upload	2 required - 4 total allowed
<a href="#">+ Request General Letter Upload Recommendation</a>	

Using the information of the first individual that has agreed to supply a Letter of Recommendation to the program on your behalf, fill in all of the required fields displayed below. Once you've entered all of the required fields, click the **Save This Recommendation Request** button.

**General Letter Upload Recommendation Request!**

Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

\* Indicates required field

**Recommender's Information**

\* First Name

\* Last Name

\* Email Address

\* Due Date

\* Personal Message/Notes

0 word / 0/500

**Waiver of Recommendation**

\* I waive my right of access to this Recommendation.  Yes  No

\* Permission to Contact Recommender

I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

\* Permission for Schools to Contact Recommender

I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or

Once you've saved the first individual's information, click the **Request General Letter Upload Recommendation** link to enter in the second individual's information. You are only required to submit two letters.

**NOTE TO CSUSM ALUMNI:** If you completed your initial credential program at CSUSM, you will not need to submit Letters of Recommendation. In order to bypass this section, please enter the below information as your two recommenders:

- Recommender 1: Nam Nguyen, [pnguyen@csusm.edu](mailto:pnguyen@csusm.edu)
- Recommender 2: CEHHS Students Services, [cehhs-ss@csusm.edu](mailto:cehhs-ss@csusm.edu)

14. Click the **Questions** tab at the top. Read the sections and acknowledge. Click **Save and Continue**.

**CSUSM San Marcos Graduate**

Education - Curriculum and Instruction Deadline: 05/31/2021

Home Questions Documents Recommendations

Save

\* Indicates required field

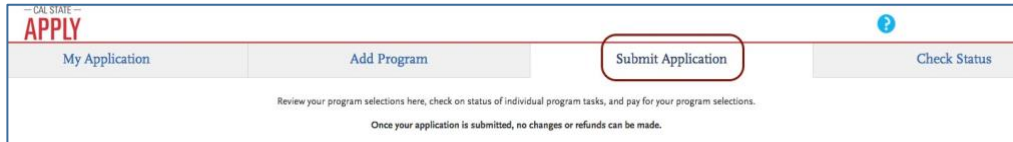
Please answer all required questions thoroughly and honestly.

The answers you provide will aid us in ensuring that this program is the best fit for you.

**Interview Acknowledgment**

\* All qualified applicants will be required to participate in an in-person interview with the faculty responsible for admissions to the applicable program. The interview will take place on the CSUSM campus or through video conferencing. The process may include an individual interview, a group interview, and on-site submission of a writing sample from prompt. Interview panels include program coordinators, faculty, public school teachers, and public school administrators. Applicants will be notified by email to make arrangements for the interview. Indicate that you understand and accept these requirements.

15. Scroll to the top of the page and select the **Submit Application** tab to return to the main page of your Cal State Apply application.



Review your program selections and follow the instructions to submit the \$70 application fee. Once you've verified all of the information and paid the fee, click the **Submit** button.

---

### **Next Steps**

After you've successfully submitted the **Cal State Apply** application, you will receive an automated confirmation email. Within 2-3 business days, you will then receive an automated email from **CSUSM Office of Admissions and Student Outreach** titled **Thank you for applying to CSUSM!** with next step instructions.

The program will contact you 2-3 weeks afterwards to schedule an interview. If you have any questions prior to then, please contact Nam Nguyen at [pnguyen@csusm.edu](mailto:pnguyen@csusm.edu)

---

### **How to Submit Official Transcripts**

Electronic delivery is the preferred delivery method. Verify with your school if an electronic transcript is available. Electronic transcripts can be provided through external or third party vendors (Credential Solutions, eTranscriptCA, National Student Clearinghouse, Parchment, etc.). When ordering your transcript, please

choose California State University San Marcos as the intended recipient from the school name dropdown. If California State University San Marcos is not listed, please use the following recipient email address: [transcripts@csusm.edu](mailto:transcripts@csusm.edu)

If you choose to mail your transcript, please ensure the transcript is in a sealed envelope by your school and addressed to:

California State University San Marcos  
Office of Admissions  
333 S. Twin Oaks Valley Road  
San Marcos, CA. 92096-0001