

Thank you for your interest in Concordia's off-campus Master's degree programs. We are pleased to bring our convenient, one-night-a-week graduate programs to your local area. An affordable tuition for these programs has been arranged for teachers, and space in each cohort is limited to 20 students. Once you submit your application and application fee (Steps 1 and 2 below), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at **(714) 984-0146** or by email at [kcook@graduateprogram.org](mailto:kcook@graduateprogram.org).



**NOTE: Concordia University Irvine strictly limits class size to 20 students and accepts applications on a first-come, first-served basis.**

Complete steps 1 & 2 below to reserve your seat in this program.

Apply online at <http://www.graduateprogram.org/concordia-irvine/application-checklist> for faster processing.

### 1 Application (Pages 3 & 4)

Submit your [application online](#) or complete pages 3 & 4 and return by fax to **(800) 504-7618**.



### 2 Application Fee (Page 5)

Use our secure payment center to submit your [application fee online](#) or complete page 5 and return by fax to **(800) 504-7618**.



Once you have reserved your seat, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps. Congratulations on your pursuit of a Master's degree with Concordia University Irvine!

Sincerely,

**Kayla Cook**

Graduate Information Office  
**(714) 984-0146**

[kcook@graduateprogram.org](mailto:kcook@graduateprogram.org)

*Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.*



Once you have reserved your seat, please continue with the following steps to complete your admission file.  
**Note: You will not be eligible for financial aid until you have been accepted to the university.**

Complete your application steps online at: <http://www.graduateprogram.org/concordia-irvine/application-checklist>

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### Financial Aid & Payment Options (Pages 6 & 7)

Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go.

If using Financial Aid, Complete the **FAFSA**. For more information, see page 6. **It is in your best interest to complete the financial aid process as early as possible.**

If using a Pay-As-You-Go plan, follow the instructions on page 7.



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### Official Transcripts (Page 8)

Concordia University Irvine will request transcripts for you on your behalf. Transcripts are required from your degree granting institutions. Please complete the Transcript Release Form on page 8 and return by fax to **(800) 504-7618**.



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### Program Specific Requirements

**School Counseling applicants only:** Original/verified CBEST and Certificate of Clearance (in lieu of a CA teaching credential).

**Administration applicants only:** Verification of Experience, ACSA Membership Application and original/verified CBEST.



**NOTE:** A copy of your teaching credential is needed before you can begin the program. Concordia University will obtain a copy of your teaching credential for you prior to beginning the program as long as it is available from the Commission on Teacher Credentialing in California. If it is not available you will be required to provide a copy. A teaching credential is not required for the School Counseling program.

Completing your application steps online at <http://www.graduateprogram.org/concordia-irvine/application-checklist> will allow for more immediate processing of your application.

If you choose to submit paper forms for any of the steps above, documents should be faxed or mailed to:



Concordia University Irvine  
Graduate Admissions/School of Education  
5319 University Dr. #142  
Irvine, CA 92612



(800) 504-7618

Please type or print legibly in black or blue ink. To reserve your seat, return the application and the \$50 non-refundable application fee by mail: Concordia University Irvine, Graduate Admissions/School of Education, 5319 University Dr. #142, Irvine, CA 92612 or by Fax: **(800) 504-7618**. To expedite processing, please complete the application online at <http://www.graduateprogram.org/concordia-irvine/application-checklist>.

**Today's Date**

**Term in which degree or program will be initiated:**  Spring Semester 20   Fall Semester 20

**Name**  Last  First  Middle  Maiden/Other Name Used

**Address**  Street  City  State  Zip

**Home Phone** (  )  **Cell Phone** (  )  **Work Phone** (  )

**E-mail Address**  (An e-mail address is required.)

### PROGRAM SELECTION (Please check the program you are applying for.)

- Master of Arts in Education – Curriculum and Instruction
- Master of Arts in Education – Educational Administration w/Preliminary Administrative Services Credential
- Master of Arts in Education – School Counseling w/Pupil Personnel Services Credential
- Master of Arts in Education – Educational Technology
- Preliminary Administrative Services Credential

### PREFERRED CLASS LOCATION

(Please select the region most convenient for you. Locations dependent upon enrollment of a minimum of 12 students; maximum number of students per group is 20.)

- Irvine  Online

#### Online Options:

- Online Educational Administration - Synchronous Class Meetings on Tuesdays
- Online Educational Administration - Synchronous Class Meetings on Wednesdays
- Online Educational Administration - Synchronous Class Meetings on Thursdays
- Online Curriculum & Instruction -  1 year fast track  2 year
- Online Educational Technology -  1 year fast track  2 year
- Online School Counseling - Synchronous Class Meetings on Tuesdays (26 month fast track)
- Online School Counseling - Synchronous Class Meetings on Wednesdays (26 month fast track)
- Online School Counseling - Synchronous Class Meetings on Thursdays (26 month fast track)
- Online School Counseling - Synchronous Class Meetings on Thursdays (33 month standard track)
- Online Preliminary Administrative Services Credential - Synchronous Class Meetings on Tuesdays
- Online Preliminary Administrative Services Credential - Synchronous Class Meetings on Wednesdays
- Online Preliminary Administrative Services Credential - Synchronous Class Meetings on Thursdays

### GENERAL INFORMATION

**Social Security Number**  **Date of Birth**  **Gender:**  Male  Female

**Citizenship**  USA  Permanent Resident  Other Country

**Study Visa Issued**  Yes  No **Institution**

**Have you or a sponsor (parent/spouse) ever served in the United States Armed Forces?**  Yes  No

**Do you consider yourself to be Hispanic/Latino?**  Yes  No

#### Please identify an ethnic or racial group (optional):

- American Indian or Alaska Native
- Black or African American
- White
- Asian or Pacific Islander
- Native Hawaiian/Other Pacific Islander
- Prefer not to respond

#### Please identify a religious group (optional):

- Baptist
- Church of Christ
- Lutheran
- Roman Catholic
- Presbyterian
- Other

## Educational History

Please list your highest degree granted below. If your GPA was below a 2.7, please list additional schools as well. In order to be admitted to Concordia, an official transcript from your highest degree granting institution is required. Concordia University will request transcripts on your behalf, but **only if you submit the form on Page 8 before the transcript deadline.**

1. College/University Name  City  State

Zip Code  Start Date  End Date  Degree or Certificate

Degree Completed?  Yes  No Major or Program of Study

Is this your Highest Degree?  Yes  No

2. College/University Name  City  State

Zip Code  Start Date  End Date  Degree or Certificate

Degree Completed?  Yes  No Major or Program of Study

3. College/University Name  City  State

Zip Code  Start Date  End Date  Degree or Certificate

Degree Completed?  Yes  No Major or Program of Study

## Credentials Held

California Preliminary  California Professional Clear  Other State(s)

Current  Expired Date   Out of State Certification held  Eligible for Out of State Certification

## Tests

The only test required for admission is the CBEST test and that only applies to Education Administration and School Counseling students. If you have taken any of the below tests, please indicate the date.

CBEST (Date):   PRAXIS: Single Subject (Date):   MSAT (Date):

CSET (Date):   SSAT (Date):   GRE/MAT (Date):

## Current Place of Employment

School  District  Title

Address  Phone

## Other

Applying for Financial Aid?  Yes  No  Not sure

*(Forms are available from the Financial Aid Office, Graduate Admissions Office, and at [www.cui.edu](http://www.cui.edu). See page 6)*

Have you been convicted of a felony within the last seven years?  Yes  No

*If yes, describe in full on a separate sheet of paper including date(s) and disposition of case. A conviction will not necessarily disqualify you from admission.*

## Nondiscrimination Policy

Concordia University does not discriminate on the basis of race, color, national and ethnic origin, sex, or disability in any of its policies, procedures or practices. This includes, but is not limited to, admission, employment, financial aid, educational services, programs and activities.

## Certification

I certify that, to the best of my knowledge, the information furnished on this application is true and complete. I agree that, if admitted, I will abide by the rules and regulations of Concordia University as given to me by my graduate program and as stated in my program handbook. I also understand that it is my responsibility to review my program handbook after being admitted to the university and to be aware of the policies outlined therein. I also understand that I am not eligible for financial aid unless I am accepted into a post-baccalaureate or graduate program. I am not eligible to receive financial aid for any courses taken prior to admission to the graduate program.

I certify that I have read the above and that I have completed a bachelor's degree at a regionally accredited college or university or will have completed a bachelor's degree prior to enrollment.

Student Signature  Today's Date

Please type or print legibly in black or blue ink. To reserve your seat, return the application and the \$50 non-refundable application fee by fax: **(800) 504-7618** or by mail: Concordia University Irvine, Graduate Admissions/School of Education, 5319 University Dr. #142, Irvine, CA 92612. To expedite processing, please submit your payment online at <http://www.graduateprogram.org/concordia-irvine/application-checklist>.

- Academic program:  Master of Arts in Education – Educational Administration w/Administrative Services Credential  
 Master of Arts in Education – Curriculum and Instruction  
 Master of Arts in Education – School Counseling w/Pupil Personnel Services Credential  
 Master of Arts in Education – Educational Technology  
 Preliminary Administrative Services Credential (PASC)

### TO PAY BY CREDIT CARD:

- Please use this section to pay your \$50 non-refundable application fee.
- Fill out this section only and fax it to **(800) 504-7618** or mail this form to Concordia University Irvine, Graduate Admissions/School of Education, 5319 University Dr. #142, Irvine, CA 92612
- Contact the Graduate Information Office at **(714) 984-0146** to pay by phone.

Date

Name of Student

Name on Card

Cardholder Address

City  State  Zip Code

Card Type  Master Card  Discover  AMEX  Visa **Amount: \$50.00**

Card Number  Expiration Date  CVV/Security Code

Signature  Printed Name

Telephone Number of payee

(in case there is a problem processing the transaction and we need to contact the card holder for additional information)

### TO PAY BY CHECK:

- Please use this section to pay your \$50 non-refundable application fee.
- Fill out this section only and fax it to **(800) 504-7618** then mail this form and your personal check to Concordia University Irvine, Graduate Admissions/School of Education, 5319 University Dr. #142, Irvine, CA 92612.
- Please make checks payable to: CONCORDIA UNIVERSITY.

Student Name  Student Signature

**If you plan on using Financial Aid to assist in the payment of tuition, you must complete the following steps:**

- 1** If you do not already have one, **Obtain a FSA ID:** Go to <https://fsaid.ed.gov/npas/index.htm>. Supply your name (as it appears on your Social Security Card), Social Security number, date of birth and either an e-mail or street address to which you want the FSA ID sent.
- 2** **Complete the 2019-2020 Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov).** Be sure to complete all sections of the FAFSA and include our school code and name in the appropriate box(es) on the FAFSA your information will be sent to Concordia University. Our school code is: **Concordia University, CA federal code #013885.**

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Once all of these steps have been completed **and you are accepted (or conditionally accepted) to the graduate program** and registered for classes, the Financial Aid Office will review your information and determine your eligibility for financial aid. You will then receive a financial aid award notification via your eagles email from the Concordia Financial Aid Office. You will need to accept the full or partial amount or decline each offer in My Records. The offer of financial aid becomes official only upon receipt of the electronic acceptance. New students accepting financial aid must complete Loan Entrance Counseling and sign your Master Promissory Note (MPN). Note: If you are accepted after the first day of classes, you will be ineligible for aid until the next term.

**Students must apply for financial aid annually.** The 2019-2020 academic and financial aid year begins with May 2019 courses. The 2019-2020 FAFSA and financial aid application are available online. The financial aid year will start over with May 2020 courses.

**Questions? Contact Emily Allen at [emily.allen@cui.edu](mailto:emily.allen@cui.edu)**

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## TEACHER LOAN FORGIVENESS PROGRAM

The Teacher Loan Forgiveness Program is intended to encourage individuals to enter and continue in the teaching profession. If you meet certain qualifications, you may be eligible for forgiveness on Direct Subsidized and Unsubsidized Loans and your Subsidized and Unsubsidized Federal Direct Loans. This is a separate, federal program. The U.S. Department of Education will determine your eligibility for this program. To verify your eligibility you must call **1-800-4-FED-AID** or visit <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.

**This is not a Concordia University Irvine program.**

If you have been accepted into the Masters program and submitted your 2019-2020 Federal Aid application (FAFSA), please contact financial aid at (949) 214-3066 for information on your financial aid eligibility. You may be responsible for full or partial class payment depending on your aid package. Upon registration, you will be mailed a bill with payment instructions.

## PAYMENTS

Payments can be mailed in, made in person or online. We accept cash, check and e-check, money order, and cashier's check. Credit and Debit card payments will no longer be accepted as of July 1, 2016.

## PAYMENT PLANS

As an alternative to a direct payment by cash or check Concordia University Irvine is pleased to present our Undergraduate and Graduate students and families with the TuitionPay Monthly Payment Plans, administered by Sallie Mae.

TuitionPay is an interest-free and debt-free way to spread tuition payments over a number of months instead of in lump sum payments. You will also save on interest charges by reducing the need to borrow student loans. TuitionPay offers plans to pay one semester at a time or the entire academic year.

Visit [www.cui.edu/studentlife/financial-aid](http://www.cui.edu/studentlife/financial-aid) for more information and to enroll in a payment plan.

If you have questions on the amount to budget on the TuitionPay program, please contact the Bursar's Office at **(949) 214-3075** or by email at [studentaccounts@cui.edu](mailto:studentaccounts@cui.edu).

## 8 WEEK CLASSES TUITION REFUND

Week 1:	Add or drop without penalty
Week 2:	72% Refund; 28% Prorated Tuition
Week 3:	58% Refund; 42% Prorated Tuition
Week 4:	40% Refund; 60% Prorated Tuition
Weeks 5-8:	No refunds

## REFUNDS DUE TO DROPPED COURSES OR WITHDRAWAL

Students dropping courses within the refund period may be eligible for a tuition refund in accordance with the University's fee schedule and refund procedures. Please contact the Bursar's office for further information. Concordia University's refund policy is determined by a weekly percentage until the 60 percent or greater point in the semester is reached. The student is responsible for paying any outstanding charges to the university. It is the student's responsibility to officially drop a class if he/she decides not to attend. To officially drop a course, you must email your academic advisor and/or contact the registrar's office.

Academic Advisor (Administration)	Deborah Verdecia	<a href="mailto:deborah.verdecia@cui.edu">deborah.verdecia@cui.edu</a>	<b>(949) 214-3536</b>
Academic Advisor (C&I and Tech)	Mariah Lucas	<a href="mailto:mariah.lucas@cui.edu">mariah.lucas@cui.edu</a>	<b>(949) 214-3595</b>
Academic Advisor (Counseling)	Jill Swisher	<a href="mailto:jill.swisher@cui.edu">jill.swisher@cui.edu</a>	<b>(949) 214-3347</b>
Bursar's Office	Edgar Lopez	<a href="mailto:edgar.lopez@cui.edu">edgar.lopez@cui.edu</a>	<b>(949) 214-3073</b>
Registrar's Office		<a href="mailto:registrar@cui.edu">registrar@cui.edu</a>	<b>(949) 214-3079</b>

Concordia University requires official transcripts from your highest degree granting institution. Follow the steps below to request transcripts from each school that you attended.

## TO ORDER TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

**NOTE: Many colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.**

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(714) 984-0146**.
- 4 Please fax any unofficial transcript copies you have to **(800) 504-7618**. This will allow Concordia University to expedite your file to the review process.

### ***Please have all official transcripts sent to:***

Concordia University Irvine  
Graduate Admissions/School of Education  
5319 University Dr. #142  
Irvine, CA 92612

### ***Or have electronic transcripts sent directly to:***

**[tiffany.coldiron@cui.edu](mailto:tiffany.coldiron@cui.edu)**

**Remember: An admission decision cannot be made until all transcripts are received.**



The Commission on Teacher Credentialing in California (CTC) requires all Administrative Credential program students to verify their years of experience on district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, director of human resources, or designated staff member. The school or designated staff member other than the applicant must verify all experience.

Concordia University - School of Education is required to have the original letter verifying student experience in the student file kept in the Credentialing Office. **Applicants will not be fully accepted into the program until the original letter is in the student's file. A scanned copy of the letter may be used for Conditional Acceptance.**

**The Letter of Verification must be printed on School or District letterhead and include the following:**

- 1 Applicant's full name
- 2 Current place of employment; district, city, state
- 3 Dates (Month/Year) of full-time employment
- 4 Prior teaching experience and schools served
- 5 Area or subject(s) taught
- 6 Superintendent, assistant superintendent, director of personnel, director of human resources, or designated staff member signature in ink with date. Please include printed name. Electronic signatures cannot be accepted.
- 7 The following two (2) questions also need to be answered:
  - a) Has the applicant completed **two years** of full-time successful teaching or counseling in public, nonpublic, or private school for admission into the Preliminary Administrative Services Credential/ Master of Arts in Educational Administration program? **\*Substitute or part-time service does not apply.**
  - b) Has the applicant completed **five years** of full-time successful teaching or counseling in public, nonpublic, or private school of equivalent status, and hold a valid California Clear Credential required to file for the Preliminary Administrative Services Credential? **\*Substitute or part-time service does not apply.**

***Please mail your original letter to:***

Concordia University Irvine  
Graduate Admissions/School of Education  
5319 University Dr. #142  
Irvine, CA 92612

## 2019-2020 Academic School Year

Name  First  M.I.  Last  
Position/Title

### Business

District  School   
Address  City   
State  ZIP  Work Phone (  )  Extension

### Home

Address  City   
State  ZIP  Home Phone (  )  Cell Phone (  )

Preferred Mailing Address  Home  School  District

Check here if you wish to view ACSA publications online only.

Fax No. (  )  Work Email Address

Personal Email Address  Date Credential Expected

NOTE: Individuals employed in positions designated as management or supervisory are eligible only for Regular Membership in ACSA.

### Limitations

**NOTE:** A change of employment designation to administrative or supervisory will result in a membership type and dues change. Student members do not have voting privileges, and are not eligible to serve as ACSA officers, directors, or committee members, nor are they eligible for Professional Legal Services. Qualifying members may remain in the Student category a maximum of four years. Beyond that a change in membership type and dues will result.

Concordia University Irvine will pay the ACSA membership fee for all new registered students starting the Master's of Arts in Education: Educational Administration program for the 2019-2020 school year. Membership will begin in September 2019 and will expire on June 30, 2020.

## For

Experienced educators who aspire to become the next generation of school leaders embodying the values of 21st century learning.

## What you Learn

The program integrates the knowledge, skills, and competencies necessary to become highly accomplished professionals and outstanding leaders of public and non-public educational institutions, including the ability to be proactive and decisive with a moral and ethical commitment to the organization's mission, the cognitive and communication skills necessary to facilitate meaningful change and flexibility in using decision-making and motivational strategies for effective stewardship of time, resources, and personnel. Students will learn how to collaborate, communicate, think critically, and creatively lead the schools of tomorrow.

## How you Learn

**Blended Option:** This is a blended cohort program offered on the Irvine campus. Each term, cohorts will complete one course every eight weeks. Three courses will meet face-to-face from 4:30-8:30 p.m. during weeks 1, 3, 5 and 8. The other five courses will meet online asynchronously during which candidates actively engage with each other through reflective thought, shared experiences, and peer collaboration. There are three Saturday symposiums during the program that take place on campus in Irvine from 8 a.m. to 12 p.m. A practicum meeting will follow at 12:15 p.m. with your supervisor. Also, your practicum courses will take place concurrently with your other courses in order to accelerate your completion time.

**Online Option:** This is an online cohort program. Each term, cohorts will complete one course every eight weeks. Classes will meet online for three courses with synchronous sessions during weeks 1, 3, 5 and 8. The other 5 courses will meet online asynchronously. Your practicum courses will take place concurrently with your other courses in order to accelerate your completion time. All online students must have access to a computer with internet connection, web camera, and microphone.

## Career Outcomes

Upon completion of the program, students will earn a Master of Arts in Education: Educational Administration and be prepared for the California Administrator Performance Assessment through content and experiences embedded in the Administrative program. Possible career opportunities include: Principal, Assistant Principal, and District Administrator.

## Prerequisites

In addition to the admission requirements for a graduate degree in the School of Education, the following are prerequisites for admission to the Education Administration program. (1) Documentation of at least two years of successful teaching or counseling experience. (2) A valid CA teaching credential or PPS credential. (3) Original CBEST or Verified copy of your CBEST.

## Course List

<b>Core Curriculum</b>	EDUA 516	Instructional & Transformational Leadership	3 Units	<b>Total Hours: 24 Units</b>
	EDUA 517	Curriculum Design & Evaluation	3 Units	
	EDUA 556	Legal & Political Aspects in Education	3 Units	
	EDUA 557	Human Resources	3 Units	
	EDUA 558	Financial Resources	3 Units	
	EDUA 561	Analyzing Data to Inform School Improvement & Promote Equity	3 Units	
	EDUA 562	Facilitating Communities of Practice	3 Units	
	EDUA 563	Supporting Teacher Growth	3 Units	
<b>Fieldwork Experience</b>	EDUA 590	Administrative Practicum	3 Units	<b>Total Hours: 6 Units</b>
	EDUA 591	Advanced Administrative Practicum	3 Units	
<b>Master's Degree Total: 30 Semester Hours</b>				

**NOTE:** All courses are listed in numerical order. They are not listed in the order in which they will be offered. All courses subject to change. Each practicum has a three term duration (EDUA 590A, 590B, 590C and EDUA 591A, 591B, 591C). The units and the final grade are only posted to the third term. There is a fee for each practicum.

## For

Experienced educators who aspire to become the next generation of school leaders embodying the values of 21st century learning.

## What you Learn

The program integrates the knowledge, skills, and competencies necessary to become highly accomplished professionals and outstanding leaders of public and non-public educational institutions, including the ability to be proactive and decisive with a moral and ethical commitment to the organization's mission, the cognitive and communication skills necessary to facilitate meaningful change and flexibility in using decision-making and motivational strategies for effective stewardship of time, resources, and personnel. Students will learn how to collaborate, communicate, think critically, and creatively lead the schools of tomorrow.

## How you Learn

**Blended Option:** This is a blended cohort program offered on the Irvine campus. Each term, cohorts will complete one course every eight weeks. Three courses will meet face-to-face from 4:30-8:30 p.m. during weeks 1, 3, 5 and 8. The other three courses will meet online asynchronously during which candidates actively engage with each other through reflective thought, shared experiences, and peer collaboration. There are three Saturday symposiums during the program that take place on campus in Irvine from 8 a.m. to 12 p.m. A practicum meeting will follow at 12:15 p.m. with your supervisor. Also, your practicum courses will take place concurrently with your other courses in order to accelerate your completion time.

**Online Option:** This is an online cohort program. Each term, cohorts will complete one course every eight weeks. Classes will meet online for three courses with synchronous sessions during weeks 1, 3, 5 and 8. The other 3 courses will meet online asynchronously. Your practicum courses will take place concurrently with your other courses in order to accelerate your completion time. All online students must have access to a computer with internet connection, web camera, and microphone.

## Career Outcomes

Upon completion of the program, students will be prepared for the California Administrator Performance Assessment through content and experiences embedded in the Administrative program. Possible career opportunities include: Principal, Assistant Principal, and District Administrator.

## Prerequisites

In addition to the admission requirements for a graduate degree in the School of Education, the following are prerequisites for admission to the Preliminary Administrative Services Credential (PASC) program. (1) Documentation of at least two years of successful teaching or counseling experience. (2) A valid CA teaching credential or PPS credential. (3) Original CBEST or Verified copy of your CBEST.

## Course List

<b>Core Curriculum</b>	EDUA 556	Legal and Political Aspects in Education 3	3 Units	<b>Total Hours: 18 Units</b>
	EDUA 557	Human Resources 3	3 Units	
	EDUA 558	Financial Resources 3	3 Units	
	EDUA 561	Analyzing Data to Inform School Improvement & Promote Equity 3	3 Units	
	EDUA 562	Facilitating Communities of Practice 3	3 Units	
	EDUA 563	Supporting Teacher Growth 3	3 Units	
<b>Fieldwork</b>	EDUA 590	Administrative Practicum 3	3 Units	<b>Total Hours: 6 Units</b>
	EDUA 591	Advanced Administrative Practicum 3	3 Units	

*Note: Each practicum has a three term duration (EDUA 590A, 590B, 590C and EDUA 591A, 591B, 591C). The units and the final grade are only posted to the third term. There is a fee for each practicum.*

**Master's Degree Total Hours: 24 Semester Hours**

**NOTE:** All courses are listed in numerical order. They are not listed in the order in which they will be offered. All courses subject to change.

## For

Educators who wish to advance in their pursuit of emerging best-practices for teaching based on current research, innovative technology integration, and cutting-edge classroom strategies.

## What you Learn

This program offers candidates the opportunity to develop the skills and mindset indicative of innovative educational leaders. An enhanced understanding of teaching and learning in a digital and global world will transform candidates' skills in utilizing curriculum design to produce rich and meaningful instruction. Educators will be shaped and prepared to positively impact their schools and communities through active learning and reflection.

## How you Learn

**Online Option:** This is an online cohort program. Students will engage in coursework through an online learning management system, complete assignments, participate in online discussions, and collaborate on group activities. For the two year track, students will complete one 3-unit course every 8 weeks. For the one year accelerated track, students will complete two 3-unit courses every 8 weeks. All online students must have access to a computer with a strong internet connection and Microsoft Word software.

## Career Outcomes

Upon successful completion of the program, candidates will earn a Master of Arts in Education: Curriculum and Instruction degree. Possible career opportunities include:

- Educator or Department Leaders
- Curriculum Specialists
- Instructional Coaches
- District Liaisons
- State Representatives
- Higher-Education Professors

## Prerequisites

In addition to the admission requirements for a graduate degree in the School of Education, applicants must also have teaching experience and access to a classroom. This program is also open to non-credentialed teachers pending further review of their teaching experience.

## Course List

<b>Core Curriculum</b>	EDU 515	Instructional Leadership	3 Units	<b>Total Hours: 12 Units</b>
	EDU 520	Curriculum Design & Assessment	3 Units	
	EDU 550	Educational Discourses: Change & Reform	3 Units	
	EDU 580	Educational Research: Methods & Analysis	3 Units	
<b>K-12 Strand</b>	EDU 586	Educational Technology (Level II)	3 Units	<b>Total Hours: 15 Units</b>
	EDU 524	Coping with Stress & Violence in Today's Classrooms	3 Units	
	EDU 542	School, Community, & Diverse Family Structures	3 Units	
	EDU 547	Brain-based Teaching & Learning	3 Units	
	EDU 595	Developing Character and Ethics	3 Units	
<b>Capstone Experience</b>	EDR 605	Capstone Project (Prerequisites: EDU 580 and approval of program director)	3 Units	<b>Total Hours: 3 Units</b>
<b>Master's Degree Total Hours: 30 Semester Hours</b>				

**NOTE:** All courses are listed in numerical order. They are not listed in the order in which they will be offered. All courses subject to change.

## For

Individuals who aspire to become school counselors serving students in grades K – 12 and school districts in the state of California.

## What you Learn

The school counseling program offers candidates the opportunity to engage in courses focused on research-based foundational theory, skill development and practical experiences needed to serve diverse student populations. Guided field work experiences in site-based school environments provide opportunities to practice skills in educational assessment, personal, social, academic and career counseling; program coordination, supervision and consultation; interaction with administrators, teachers, parents, support services and outside agencies within the context of current law, district policies and professional ethics.

## How you Learn

**Blended Option:** This is a blended cohort program offered on the Irvine campus. Each term, cohorts will complete one course every eight weeks. Each course has four classes that will meet face-to-face from 4:30-8:30 p.m. during weeks 1, 3, 5 and 8. The other four classes will meet online asynchronously during which candidates actively engage with each other through reflective thought, shared experiences, and peer collaboration. Most candidates complete the program in thirty-three months or less.

**Online Option:** This is an online cohort program. Each term, cohorts will complete one course every eight weeks. Classes will meet online for 4 synchronous sessions during weeks 1, 3, 5 and 8. The other 4 classes will meet online asynchronously. Most candidates complete the program in thirty-three months or less. All online students must have access to a computer with internet connection, web camera, and microphone.

## Career Outcomes

Upon successful completion of the program, candidates will earn a Master of Arts in Education: School Counseling degree and will be eligible for the California Pupil Personnel Services Credential. Although this program is designed to prepare candidates to serve as school counselors in the state of California, additional career opportunities might include options such as:

- Employment specialist/case manager
- Career advancement counselor
- Post-secondary admissions counselor/recruiter
- Post-secondary academic advisor
- Student services specialist/financial aid counselor
- Residential life director
- Adoptions counselor
- Substance abuse counselor
- Juvenile corrections counselor

## Prerequisites

In addition to the admission requirements for a graduate degree in the School of Education, applicants must submit a Basic Skills Verification (through CBEST results or other state-approved alternatives) and a valid teaching credential or Certificate of Clearance.

## Course List

EDSC 511	Introduction to School Counseling	3
EDSC 522	Theories of Counseling	3
EDSC 550	Counseling Diverse Populations*	3
EDSC 590	Practicum in School Counseling	3
EDSC 515	Leadership: Intervention, Consultation & Collaboration	3
EDSC 535	Counseling Exceptional Children	3
EDSC 541	Psychopathology	3
EDSC 551	Legal and Ethical Issues**	3
EDSC 591	Fieldwork in School Counseling	6
EDSC 531	Human Communication: Group Process	3
EDSC 561	Crises Response, Interventions & Management	3
EDSC 562	Career Counseling and Development	3
EDSC 520	Educational Assessment	3
EDSC 580	Educational Research: Methods and Analysis	3
EDSC 605	Capstone Project	3
<b>Master's Degree Total Hours: 48 Semester Hours</b>		

\*Practicum begins concurrently with EDSC 550

\*\*Fieldwork begins concurrently with EDSC 551

## For

Educator leaders who wish to advance their pursuit of innovative and emerging technology within a broad spectrum of teaching and learning environments.

## What you Learn

This program will offer candidates the opportunity to develop the skills and behaviors demonstrated by innovative educational leaders. An enhanced understanding of teaching and learning in a digital and global world will transform the candidates' skills in embedding technology into their design and facilitating rich and meaningful instruction. Experiences and interactions in the program will shape candidates into effective teacher-leaders prepared to continuously learn and reflect, and positively impact their community.

## How you Learn

This is an online cohort program. Students will engage in coursework through an online learning management system, complete assignments, participate in online discussions, and collaborate on group activities. For the two year track, students will complete one 3-unit course every 8 weeks. For the one year accelerated track, students will complete two 3-unit courses every 8 weeks. All online students must have access to a computer with a strong internet connection and Microsoft Word software.

## Career Outcomes

Upon successful completion of the program, candidates will earn a Master of Arts in Education: Educational Technology degree. Possible career opportunities include (but are not limited to):

- Director or manager of eLearning, training, or instructional services
- Educational technology director for a school, county, or district
- Teacher on Special Assignment (TOSA) in educational technology training
- Instructional/Digital Learning Coach
- Professor/instructor for a higher education institution

## Prerequisites

In addition to the admission requirements for a graduate degree in the School of Education, applicants must also have teaching experience and access to a classroom. This program is also open to non-credentialed teachers pending further review of their teaching experience.

## Course List

<b>Core Curriculum</b>	EDUT 501	Foundations of Educational Technology Teacher Leadership	3	<b>Total Educational Technology Semester Hours: 27 Units</b>
	EDUT 520	Curriculum Design & Assessment	3	
	EDUT 586	Educational Technology	3	
	EDUT 521	Leveraging Technology for All Students	3	
	EDUT 522	Emerging Learning Technologies	3	
	EDUT 547	Brain-Based Teaching and Learning	3	
	EDUT 523	Collaborative Design for eLearning	3	
	EDUT 531	Nurturing Learning Communities	3	
	EDUT 580	Research in Education	3	
<b>Capstone Experience</b>	EDUT 605	Capstone Project (Prerequisites: EDUT 580 and approval of program director)	3	<b>Total Capstone Semester Hours: 3 Units</b>

**Master's Degree: 30 Semester Hours**

## Thank you for your interest in Concordia University Irvine!

### OUR MISSION STATEMENT

Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.

### ADMISSION REQUIREMENTS

The admission committee seeks candidates who show evidence of ability to achieve success in a graduate program by the following:

**For full admission:** A cumulative GPA of 2.7 or better (4.0 scale) in all previous college work.

**For conditional admission:** Students with a cumulative GPA of 2.69 or less will be able to petition for admission in a formal letter to be considered as a candidate in the admission process. To initiate the petition process, the candidate must submit a letter of explanation for previous low grades including why grades in the new program will be acceptable. The Dean may accept the petition, deny the candidate admission, or refer the matter to an Application Review Committee.

### TRANSFERRING UNITS *(School Counseling, Educational Technology and Curriculum & Instruction only; no other programs accept transfer units)*

A maximum of 6 semester units (2 courses) can be accepted provided that the units are not more than 5 years old, and meet the minimum grade for transfer. Minimum grade for transfer is a 2.7 on a 4.0 scale (B-). You may contact your academic advisor in the School of Education for an unofficial evaluation of transfer credit before you are admitted. An unofficial evaluation does not guarantee transferability of units. Transfer units must be graduate level (500+). Concordia cannot accept credential courses, continuing education units, or extension courses for transfer. Transfer of credit is applied only after you are admitted to the program. Your admissions file must be complete and you must be admitted to the program before we can officially consider your other graduate coursework from other colleges or universities. Please Note: The Educational Administration program is standards-based rather than course-based. Because the state standards are spread throughout all courses of these programs, transferring units is very difficult because a candidate may have taken a course with a similar description that still lacks specific state standards. As such, transfer units cannot be accepted into the Educational Administration program.

### CONCORDIA UNIVERSITY TUITION GUARANTEE

The tuition rate is \$570 per unit for students beginning the program in Fall 2019 and Spring 2020. The tuition rate at which a student begins the program is guaranteed to students provided they remain continuously enrolled. A student is considered "continuously enrolled" provided that the student does not miss more than two courses (one semester) in his/her cohort sequence. Concordia University reserves the right to offer different tuition rates for future cohorts or other programs. There is a one-time \$150 program fee at the start of the program, and a one-time \$185 graduation fee near the end of the program. There are additional fees for the practicum and fieldwork hours associated with the Educational Administration, Preliminary Administrative Services Credential and School Counseling programs.

### COHORT INFORMATION

Although our off-campus programs are scheduled to meet one evening per week, same time and location, we reserve the right to change the meeting time and/or location due to any unforeseen or extenuating circumstances. These programs are dependent upon a minimum enrollment of 12, and class sizes are limited to 20 students for all face-to-face and online cohorts. Please Note: Concordia University Irvine reserves the right to move a face-to-face cohort to the online format should enrollment drop below the required minimum number of students.

### IMPORTANT CONTACT INFORMATION

Graduate Information Office	Kayla Cook	714-984-0146	<a href="mailto:kcook@graduateprogram.org">kcook@graduateprogram.org</a>
Financial Aid Office	Emily Allen	949-214-3571	<a href="mailto:emily.allen@cui.edu">emily.allen@cui.edu</a>
Bursar's Office (Billing, payment plans)	Edgar Lopez	949-214-3073	<a href="mailto:edgar.lopez@cui.edu">edgar.lopez@cui.edu</a>
Academic Advisor (Administration)	Deborah Verdecia	949-214-3536	<a href="mailto:deborah.verdecia@cui.edu">deborah.verdecia@cui.edu</a>
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Academic Advisor (Counseling)	Jill Swisher	949-214-3347	<a href="mailto:jill.swisher@cui.edu">jill.swisher@cui.edu</a>