

# Master in Clinical Mental Health Counseling Program

Southern Oregon University

## APPLICATION INSTRUCTION SHEET

PLEASE FOLLOW THESE INSTRUCTIONS WHEN COMPLETING THE APPLICATION

### **Admission:**

Students interested in applying to the Master in Clinical Mental Health Counseling program are required to submit a formal [application](#) for admission to the CMHC Program. In addition, a separate [application](#) for graduate admission to Southern Oregon University must be submitted to the University. **Applicants are encouraged to apply by February 1 for priority consideration. After February 1, applications MAY be given consideration if space is available.**

### **Steps for Admission:**

- 1) Fill out and submit the SOU [Application for Graduate or Post Baccalaureate Admission](#). The application includes a \$60 non-refundable application fee. The fee applies to both new and former SOU students. That office should be consulted regarding tuition, fees, and financial aid.
- 2) Complete the online [Master in Clinical Mental Health Counseling application](#) by February 1.

### **Instructions for the Master in Mental Health Counseling Admission Application:**

Fill in your name, and address. Upload a current resume or CV.

#### **I. Admissions Tests Required:**

- a. The GRE is not required for admission. If you have a test score that you would like to submit, enter the requested information. NOTE: Test scores can be accepted up to 5 years from the test date.
- b. Foreign students must submit a record of having taken the TOEFL with a computer based test score of 207 or above, or an internet score of 76 or above.
- c. If you are waiting to take the test, please indicate when you are scheduled to take it.

#### **II. B.A. or B.S. Degree:**

Applicants must complete a baccalaureate degree from a regionally accredited college or university before they can start the program. Failure to do so will require reapplication to the CMHC for a later academic year. If an applicant is currently completing a baccalaureate degree at the time the CMHC application is submitted, another official transcript must be sent to the admissions office after completion of the degree, verifying that the degree was awarded.

You will also have the opportunity to list honors, awards or other experience relevant to your application.

III. **GPA Requirements:**

Southern Oregon University graduate admissions rules require a GPA of at least 3.0 in the most recent ninety (90) quarter hours (sixty [60] semester hours) of **undergraduate** work. Those with less than a 3.0 undergraduate GPA may meet this requirement by successfully completing 12 credits of approved graduate course work at SOU as a **post-baccalaureate** student with a minimum 3.0 GPA. **All applicants must have their institution(s) submit official transcripts directly to the SOU Admissions Office.**

IV. **Prerequisite Course work:**

All applicants must have taken General Psychology, Statistics, Methods/Research Design, Developmental Psychology, and Abnormal Psychology, before the beginning of their graduate program (fall term).

V. **Essay Questions:**

Answer the topic essays that address how you have demonstrated motivation, self awareness, In completing the CMHC application, you will be asked to respond to multiple short-essay prompts. These may be related to your preparation, motivation, and your thoughts about core counseling values. In your responses, we are seeking original work, clear and effective writing, evidence of self-reflection, and a balance between succinctness and thoroughness. Please refer to the online application portal for the actual essay questions.

VI. **Conditions for Retention and Admission:**

Read the [Conditions for Admission and Retention policy](#) before you sign the application.

VII. **Applicant's Informed Consent:**

Read the Applicant's Informed Consent information before you sign the application.

VIII. **Letters of Recommendation:**

Via the online application, you will be asked to submit the names and email addresses of 3 references. The CMHC program will then email a survey to those individuals, requesting a letter on your behalf. We advise that you inform the letter writers that you will be submitting their name and they will be contacted by the CMHC program. We recommend that 2 of these assessments come from a student's current or prior faculty members.

IX. **Western Regional Graduate Program (WRGP)**

If you would like to be considered for a WRGP award please submit a 300 word essay. The essay should address how you bring diversity to the student body and/or academic excellence. Students from the following states may apply: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, South Dakota, Utah, Washington, and Wyoming. **You may email the essay to CMHC@sou.edu**

X. **Certify:**

Once you digitally sign the application, all data submitted becomes the property of Southern Oregon University. Please make copies of all information for your records.

**Missing File Items:**

Applicants are responsible for verifying, with the CMHC Application Support Specialist, whether their file is complete. If, after the application deadline of February 1, an applicant's file is incomplete, then the student will be notified. If the missing information is supplied, then the applicant may be considered for admission, though this is not guaranteed.

Notification will either be by email or phone. **It is the applicant's responsibility to check on the completeness of her/his file, to contact sources, and to keep the Graduate Program Office informed of any changes of address or phone number.**