

**SAN DIEGO STATE UNIVERSITY/IMPERIAL VALLEY
DIVISION OF EDUCATION
SHORT-TERM EXPLORATORY PROGRAM (STEP) APPLICATION PACKET**

GENERAL INFORMATION FOR MULTIPLE SUBJECT AND SINGLE SUBJECT EDUCATION PROGRAM

Please carefully review our program information and application procedures and allow yourself adequate time to gather the required application materials. Completion of the application materials with the corresponding stipulated requirements is a minimum criterion and does not ensure admission. Factors such as professional judgment of the Admissions and Retention Committee and date by which admission requirements are fully met may determine admission. In addition, please note that each student is responsible for knowing all of the rules and regulations outlined in the Bulletin of the Graduate Division. It is highly recommended that each student meet with the program advisor, prior to applying to the Short-Term Exploratory Program.

SHORT-TERM EXPLORATORY PROGRAM:

The SHORT-TERM EXPLORATORY PROGRAM (STEP) will allow you to take up to twelve units from the Division of Education without having to complete the full application process for our regular credential program. Division of Education courses are offered in a cohort model and will only be offered once per academic year, therefore, depending on which semester you enter, you will be able to enroll in ED 451, TE 303, TE 402 or SPED 500. In addition, you will also have to provide documentation verifying that you have all required clearances approved to participate with fieldwork in public schools.

NOTE: All students enrolled in STEP are required to complete the admission process for the credential program once the admission process has opened. Please keep in mind that enrolling in STEP does not guarantee admission for the credential program.

APPLICATION MATERIALS:

Your application and all required materials must be submitted as a packet in the order listed in the particular application to the Division of Education (in WF 169 or 179) during regular office hours or by registered mail. You must initial one box in each section on the departmental application as evidence that you have provided, or are in the process of providing the required materials.

If you prefer to submit your application materials by mail, please send all materials via "Registered Mail, Return Receipt Requested" to ensure receipt and filing date. The Division of Education office will assume no responsibility for receipt of mailed materials sent without such a request. Factors contributing to the overall quality of the application's presentation, such as neatness, clarity, and thoroughness are important components in the faculty's evaluation and review of each application.

UNIVERSITY ADMISSION:

You must submit a separate CSU Graduate/Post-baccalaureate application to be admitted to San Diego State University as a post-baccalaureate or graduate student. CSU Graduate/Post-baccalaureate applications are available online at www.csumentor.edu. Appropriate application fees must be submitted.

It is your responsibility to read and review SDSU's *Bulletin of the Graduate Division* for details on university policies, requirements, course descriptions, and listing of fees. You may obtain a copy of the *Bulletin of the Graduate Division* from the SDSU Aztec Bookstore (760) 768-5574 or view it online at <http://www.ivcampus.sdsu.edu/information/catalog/>

INSTRUCTION FOR APPLYING:

1. Retain these first two pages for future reference.
2. Make a copy of your application and all accompanied materials for your records.
3. Submit your applications to the Division of Education office in WF 169 or 179. When you go through all the paperwork with you to make sure it is complete.

DIVISION OF EDUCATION:

Mailing Address:

San Diego State University-Imperial Valley
Division of Education
ATTN: Betty Wong
720 Heber Avenue
Calexico, CA 92231

DOE Administrative Assistant

Office: West Faculty Building, Room 169

Phone: (760) 768-5512

Fax: (760) 768-5529

Website: http://www.ivcampus.sdsu.edu/teacher_ed/

DOE Credential Analyst: Betty Wong

Office: West Faculty Building, Room 179

Phone: (760) 768-5551

Email: bwong@mail.sdsu.edu

Walkin/Office Hours:

Monday-Friday 10:00 a.m.- 5:00 p.m.

**SDSU- IMPERIAL VALLEY
DIVISION OF EDUCATION
SHORT-TERM EXPLORATORY PROGRAM (STEP) APPLICATION**

Spring

Fall

(Submit to WF 169 or 179)

Year

**** A SEPARATE APPLICATION FOR ADMISSION INTO SAN DIEGO STATE UNIVERSITY IS REQUIRED. ****

1. PERSONAL INFORMATION FORM (Please type or fill out electronically and print out)

Should you change your address, phone number or email address during the application process or preparation program, you must notify both the Division of Education and the SDSU Office of the Registrar. Changing information with the Office of the Registrar does not change your record with the Division of Education.

Legal Name _____
FIRST MIDDLE LAST

Red ID _____ DOB _____
(If you have one)

Gender _____ Ethnicity _____
(Optional)

All Former Names _____

Mailing Address _____
STREET CITY STATE ZIP

Permanent Address _____
STREET CITY STATE ZIP

Primary Phone _____ Other Phone _____
Emergency Contact _____
Name Phone

E-mail Address _____

Teaching Subject: Multiple Subject Single Subject Bilingual Authorization

Optional: Data on gender and ethnicity requested for statistical reporting purposes only.

Courses to be taken: (Course/Semester)

ED 451		TE 303	
TE 402		SPED 500	
OTHER		OTHER	

Please acknowledge with your initials that the following items are attached to this application packet in the following order:

1. CERTIFICATE OF CLEARANCE *(Initial one box below)*

All candidates are required to verify their personal and professional fitness for service in a public school through this state and federal review. (Excerpts from the Education Code regarding this clearance are listed toward the end of this application)

Completed - I have attached one of the following certificates/permits/credentials issued by the California Commission on Teacher Credentialing (CTC).

Print out of CTC web page showing the granting of my Certificate of Clearance (must be valid throughout program and at the time you apply for your credential).

A copy of my Emergency 30-Day Substitute Permit or printout from the CTC web page showing my permit as granted (must be valid throughout program and at the time you apply for your credential).

In Progress - I have applied on-line for a Certificate of Clearance directly to the CTC **or** have applied for an Emergency Permit at the County Office of Education. **I have attached a payment confirmation page from the on-line CTC application (or County Office) as proof of submission.** I understand that I will not be admitted to the program without the granting of this clearance.

2. APPLICATION TO THE UNIVERSITY *(Initial one box below)*

Current SDSU Undergraduate/Graduate Student - I verify that I am currently an SDSU matriculated (fully accepted) student. I am eligible for enrollment as a continuing student for next semester.

New Applicant - I have submitted a separate Graduate/Post-baccalaureate Application for admission to San Diego State University for next semester. I have attached a printout of the on-line confirmation page showing that my university application has been submitted. Confirmation #:

PLEASE PHOTOCOPY YOUR ENTIRE APPLICATION PACKET FOR YOUR RECORDS.

Materials submitted for purposes of admission and enrollment in a credential program become the property of the Division of Education. Under the Federal Family Educational Rights and Privacy Act, the Division of Education cannot return any application materials (unless you should decide not to attend) or make copies from your file once you have been admitted to the program. **Completion of the application materials with the corresponding stipulated requirements is a minimum criterion and does not ensure admission. Factors such as professional judgment of the Admissions and Retention Committee and date by which admission requirements are fully met may determine admission. An analytical essay and an oral interview are required as part of the process.**

I have read and understand this entire packet. I certify that all statements, transcripts, and other information submitted with this application are true and correct.

X

Signature

Date