Thank you for your interest in our master’s degree programs. This packet has been designed not only for the application process, but also to provide information regarding the master’s programs and graduate studies in general both through written information in this packet and through directing you to specific websites on UNC’s webpage.

The following master’s programs are offered in our Professional Counseling Program at the University of Northern Colorado (UNC):

1. Clinical Mental Health Counseling (option of taking Couples & Family Licensure option courses)
2. School Counseling (K-12)

*The Council for Accreditation of Counseling and Related Educational Programs (CACREP) accredits both the clinical and school counseling programs of study. The couples and family licensure option is not a degree program yet provides students the educational and internship experience to be eligible for state licensure by examination in Colorado as a Marriage and Family Therapist.

For complete Program Requirements for these master’s programs go to:
http://catalog.unco.edu/
   a. Click on Graduate Degrees
   b. Scroll down to access the degree programs.

Applying for a master's degree program is a two-fold process. You must apply to BOTH the Graduate School AND the Professional Counseling Program. Please follow these admission guidelines:

1. **GRADUATE SCHOOL APPLICATION:** If you need further information about the application you can contact the UNC Graduate School at (970) 351-2831 or email them at gradsch@unco.edu. The graduate application, two official transcripts from each college attended, and the application fee should be sent to the UNC Graduate School.

2. **Professional Counseling Program:** Complete the application to the Professional Counseling Program. The application consists of the following:
   - Supplementary Data Sheet – Typed or Neatly Printed
   - Personal Statement – Typed
   - Attendance at an Admissions Screening Workshop at either the Denver or Colorado Springs Center locations. You can contact Gloria Sedillos at gloria.sedillos@unco.edu or call 970-351-2731 to RSVP for the Admissions Screening Workshop.
   - Three (3) personal references ON Professional Counseling Forms provided in the Application Packet, **DO NOT USE Graduate School Recommendation forms** (Please see the note on references below)
   - Preferred (Not Required): Two Years of Work Experience – If you received your bachelor’s degree before the age of 25, it is recommended that you have two years of post-degree work experience.
These application items should be returned to UNC, Attn: Gloria Sedillos, APCE McKee Hall 248, Campus Box 131, Greeley, CO 80639-0120

Please read the following information carefully:

GRADUATE RECORD EXAM (GRE): If your GPA is less than 3.0 on the last 60 credit hours of completed course work in your undergraduate degree program then you will be required to take the GRE to be considered for admission. If your GPA is 3.0 or higher on your last 60 hours of completed course work then the GRE requirement is waived. This calculation is completed by the UNC Graduate School so please contact them at 970-351-2831 to determine if this requirement will or will not be waived.

PERSONAL REFERENCES: You will be required to obtain Personal References for your application to the Professional Counseling Program. Use the three reference forms provided in the Professional Counseling Packet. DO NOT USE THE REFERENCE FORMS PROVIDED BY THE GRADUATE SCHOOL. Recommendations on Graduate School recommendation forms WILL NOT be accepted. Please use sources that have observed you in a professional or academic setting. Refrain from using family members or close personal friends for references – they are not objective evaluators of your professional and academic ability.

ADMISSIONS SCREENING: The final step of the admissions process is to attend an Admissions Screening Workshop. Please contact Gloria Sedillos at gloria.sedillos@unco.edu, 970-351-2731 or 1.800.232.1749 to RSVP for the workshop. Criteria which are assessed during the workshops are: compatibility between personal/career goals and program goals; intellectual qualities; listening skills; and professional judgment of appropriate personality characteristics as evidenced by interviews, interpersonal communication style, group activities and general observation. After the screening, the faculty considers data from the application and screening, and the selections are made for admission to the programs.

PHONE INTERVIEWS: Phone interviews are granted only for extreme financial hardship due to traveling long distances (Colorado or neighboring states do not fall within that category). It is the committee’s discretion to grant a phone interview. Applicants are strongly encouraged to attend the admissions screening workshop. If unable to do so a formal written request for a phone interview must be submitted. A phone interview request will be considered only if the following criteria have been met:
1) formal written request for phone interview is received (gloria.sedillos@unco.edu)
2) all application materials (both Professional Counseling and Graduate School) are received and your file is complete,
3) GRE scores have been received (if GPA is below 3.0).

NOTE: Your file must be complete at the time the phone interview is arranged.

TWO YEARS WORK EXPERIENCE – POST BACHELORS: If you received your bachelor’s degree before the age of 25, it is recommended that you have two years of post-degree work experience. If you received your bachelor’s degree at 25 years of age or older, then post-degree work experience is not required.

NUMBER OF APPLICANTS ACCEPTED: At this time the number of off-campus (Denver and Colorado Springs) students is not limited. Each student is assessed on an individual basis.

WRITTEN COMPREHENSIVE EXAMINATION: The M.A. degree programs are contingent upon successfully passing a written comprehensive examination. This examination is the Counselor Preparation Comprehensive Examination (CPCE). It is a program requirement that the student have specific course work completed before being permitted to take the examination.

TRANSFER CREDITS: A maximum of six (6) semester hours (nine (9) quarter hours) may be transferred into a master's program from another accredited university that offers master's degrees. Transfer credits will not be considered until an applicant has been admitted. Transfer credit will not be accepted if the work was used to obtain any degree at any institution, or if the work was completed more than five calendar years prior to the completion of a student's master's program. Transfer credit must be compatible with the student's program and must be "A" or "B" work. Warning: Transfer of credit may shorten the program length, as the five-year time limit is a Graduate School policy.
FINANCIAL AID: For information on Financial Aid, contact the Office of Financial Aid at 970-351-2502 or 303-637-3061 #5 or visit their website at http://www.unco.edu/ofa/index.asp

FELLOWSHIP ASSISTANCE: There are no fellowship assistance available through the off-campus programs.

TEACHING AND RESEARCH ASSISTANTSHIPS: There are no teaching or research assistantships available to master’s students from the Professional Counseling Program.

PROGRAM EMPHASIS: Our master's programs focus on clinical work with clients rather than on research. Our master's programs emphasize personal and professional growth as well as academic rigor in preparation for the counseling profession.

PROGRAM PHILOSOPHY/MISSION: CLINICAL MENTAL HEALTH COUNSELING. The Counseling faculty views potential candidates as unique, with strengths and assets to be identified, encouraged and developed during their graduate education. Although the University is housed in the Rocky Mountain region, students in the program come from diverse backgrounds in terms of age, gender, race, ethnicity, region of the country/world, sexual orientation, etc. Given the diverse nature of the student population and future clientele, faculty members strive to train counselors for ethical practice with all forms of client diversity. The knowledge of human relations skills necessary to help individuals recognize their own and other persons’ unique promise and discover opportunities for its expression form the core of preparation for students in professional counseling. Such knowledge and skills are learned in part from research and study in the behavioral and social sciences, various skill development activities and supervised practica. Opportunities for a broad understanding of human behavior and human relationships are included in the education of the student in Counseling.

The Counseling faculty is committed to the development of broadly based competent professional counselors skilled in helping people with personal, career and leisure concerns in community agencies. The requirements of the program are conceptualized within the framework and standards set forth by the counseling profession, Colorado State law, Graduate School and job requirements.

PROGRAM PHILOSOPHY/MISSION: SCHOOL COUNSELING. The Counseling faculty views potential candidates as unique, with strengths and assets to be identified, encouraged and developed during their graduate education. Although the University is housed in the Rocky Mountain region, students in the program come from diverse backgrounds in terms of age, gender, race, ethnicity, region of the country/world, sexual orientation, etc. Given the diverse nature of the student population and future clientele, faculty members strive to train counselors for ethical practice with all forms of client diversity. The knowledge and human relations skills necessary to help individuals recognize their own and other persons’ unique promise and discover opportunities for its expression form the core of professional preparation for students in professional counseling. Such knowledge and skills are learned in part from various skill development activities and supervised practica. Opportunities for a broad understanding of human behavior and human relationships are included in the education of the student in Counseling.

The Counseling faculty is committed to the development of broadly based competent professional counselors skilled in helping people with personal, career and leisure concerns in educational institutions. The requirements of the program are conceptualized within the framework and standards set forth by the counseling profession, Colorado state law, Graduate School and job requirements.

Professional Memberships. All students in the Clinical Mental Health Counseling program are required to hold and maintain membership in the American Counseling Association (ACA). Students in the School Counseling program are required to hold and maintain membership in either ACA or the American School Counseling Association (ASCA). Application forms for professional organizations are available online at www.counseling.org or http://www.schoolcounselor.org. The faculty highly recommend memberships in the Colorado Counseling Association or the Colorado School Counselor’s Association.
COURSE WORK AS AN UNCLASSIFIED STUDENT: A maximum of nine (9) semester hours may be taken as an unclassified student before admission is complete. However, you may not enroll in classes for APCE ‘majors only’ until you are admitted and registration in classes will only be approved if space is available.

Should you have further questions regarding our master’s programs, please contact the advisor of the Professional Counseling Programs for Denver and Colorado Springs, Dr. Danielle Kahlo (Danielle.kahlo@unco.edu) or contact the following:

  Keith Wyatt - 303-637-4332 or keith.wyatt@unco.edu (Denver)  
  Laurie Schmaus - 303-637-4335 or laurie.schmaus@unco.edu (Denver)  
  Gloria Sedillos – 970-351-2731 or gloria.sedillos@unco.edu (Greeley)

Important Websites:

- University of Northern Colorado Site: http://www.unco.edu/ (Departments are listed in Alphabetical Order under the A-Z Index)
- UNC Graduate School admission paperwork and various other forms: http://www.unco.edu/grad/admissions/home.htm
- Information on financial resources at UNC: www.unco.edu/sfr or www.unco.edu/grad
- UNC APCE Off-Campus Degree Programs in Denver & Colorado Springs: http://www.unco.edu/extendedstudies/extended/index.html
- UNC Catalog: http://catalog.unco.edu
- UNC Registrars Office: www.registrar.unco.edu
- American Counseling Association  www.counseling.org
- American School Counselors Association  www.schoolcounselor.org
- CACREP  www.cacrep.org
MASTER’S DEGREE APPLICATION PACKET INSTRUCTIONS

1. Respond to the Personal Statement Questions at the bottom of this page. Further instructions are provided below.
2. Complete the Supplementary Data Sheet that is included in this packet.
3. Distribute the three (3) Personal Reference Forms that are included in this packet to persons who can evaluate your academic and/or professional skills. Have them return their recommendations with their signature across the back flap of the envelope to the address designated on the bottom of the reference form. A ‘free form’ letter from your recommendation sources is also accepted, but the enclosed master’s recommendation form MUST be used as the primary source. Graduate School recommendation forms WILL NOT be accepted.
4. You MUST attend an Admissions Screening Workshop (please see information above).

The following information: Personal Statement, Supplementary Data Sheet, and all letters of reference are to be mailed to: Gloria Sedillos, UNC, Applied Psychology and Counselor Education, Campus Box 131, McKee Hall Room 248, Greeley, CO 80639-0120.

-----------------------------------------------------------------------------------------------------------------------------

Personal Statement Questions

Please respond to the following questions.

I. WORK EXPERIENCE
   A. Please list the jobs you have had since receiving your bachelor's degree. Please list them beginning with your present position and ending with the first job you took after graduation. Your listing should include the name of each employer, the address, the dates of employment, and a brief statement describing your major responsibilities.

   B. Volunteer Experience: Please list all volunteer experience you have had including a summary of what that experience involved.

II. PROFESSIONAL
   A. What are the three most significant professional experiences you have had?

III. INTERESTS
   A. To what community organizations or groups do you belong?

   B. In what subjects, activities, or topics are you particularly interested?

IV. SELF-PERCEPTIONS
   A. What, to you, are your major assets both personally and professionally?

   B. What, to you, are the things about yourself that you would most like to modify, improve, or change?

V. ASPIRATIONS
   A. Why do you want to receive preparation as a counselor?

   B. What are three major goals in life that are important to you?
DO NOT submit an application unless you have:

1. _____ Completed your BA/BS
2. _____ Achieved a 3.00 GPA on your last 60 semester hours of coursework OR attained a cumulative score of 297 or above on GRE (Quantitative and Verbal) and 3.5 on Analytical Writing
3. _____ Three (3) recommendation forms on the appropriate APCE forms (NOT the Graduate School recommendation form)

It is recommended that you have two years of post-BA work experience prior to beginning your graduate program.

**MASTERS DEGREE SUPPLEMENTARY DATA SHEET**

(Type or Print Legibly)

Last Name________________________ First_____________________ Middle__________  Date: ________________

Address__________________________________________  City_____________  State: _____ Zip: __________

Home Phone________________________________________ Office Phone________________________________________

Email _________________________________________  Bear#: ___________________________

First term and year expected enrollment:  __ Fall  __ Spring  __ Summer  20____

**Proposed Program (check one)**

M.A.:  ____ Clinical Counseling  (Clinical)

____ Licensure Option in Couples & Family Therapy

____ School Counseling (K-12)  (SC)

**Site:**  ____ Denver

____ Colorado Springs

**Education**

A. Undergraduate Education

School________________________________________ Degree____ Year____ Major________

School________________________________________ Degree____ Year____ Major________

B. Graduate Education

School________________________________________ Degree____ Year____ Major________

School________________________________________ Degree____ Year____ Major________

(APCE Office Use only: Please do not write below this line)

____ GPA

____ Application from Graduate School

GRE Verbal _______

1  2  3  Letters of Recommendation

GRE Quantitative ______

____ Statement of Goals

GRE Analytical ______

____ Supplementary Data Sheet

GRE Total ______

____ Signed up for Pre-Admission Workshop

____ Phone Interview (Formal written request received and reviewed by Admissions Committee)
The applicant should fill out this section:
(Name of Applicant)__________________________is applying for admission to a Master’s Degree program at the University of Northern Colorado.

Waiver of Access
I have requested that this appraisal form be completed by __________________________ for use in the Graduate Program selection process by faculty of the School of Applied Psychology and Counselor Education. In accordance with the Family Educational Rights and Privacy Act of 1974 (check one)
____ I waive access to this report, which shall be considered confidential.
____ I do not waive access to this report (non-confidential).

Date:_____________  Applicant’s Signature:_____________________________________

Note: If the applicant has agreed to the waiver printed above, we shall preserve the strict confidentiality of this document, and it will be made available only to University officials. If the applicant has not agreed, this report will be made available to the applicant on request. If this portion of the form is not completed, we will assume that the applicant HAS NOT waived access.

Respondent should fill out this section:
1. How long have you known the applicant? _____Years _____Months
2. How well do you feel you know the applicant? _____Casually _____Well _____Very well
3. In what capacity have you known the applicant? ___________________________________

RATINGS: In rating the applicant in the areas indicated below, please keep in mind the comparison group you have indicated (first year grad students, teachers, mental health professionals, etc.).

4. Indicate comparison group: _______________________________________________________________________
5. Please rate the following:

<table>
<thead>
<tr>
<th>Specific Characteristics</th>
<th>Very Low (1)</th>
<th>Modest (2)</th>
<th>Good (3)</th>
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<td>3</td>
<td>4</td>
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<tr>
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<tr>
<td>Empathic capacity</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Maturity of judgment</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Conscientiousness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>N/A</td>
</tr>
<tr>
<td>Ability to work independently</td>
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<td>Open-mindedness, tolerance for deviance</td>
<td>1</td>
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<td>3</td>
<td>4</td>
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<td>N/A</td>
</tr>
</tbody>
</table>
6. Some talented individuals make mediocre scholastic records. Is the applicant's scholastic record, as you know it, an accurate index of his/her scholastic ability? Yes _____ No _____ Don't know______
If your answer is “no,” please explain briefly. _____________________________________________________

7. Please check any personality characteristics that would interfere with the applicant's ability to work effectively with others.

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<tr>
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<td>Shyness, seclusiveness</td>
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<tr>
<td>Overly sensitive to criticism</td>
<td>1</td>
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<td>Other problems:</td>
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<td>Please specify:</td>
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8. Summary Rating: I consider the applicant's potential to function as a professional to be in the: (please circle one)

Lowest 25% Middle 50% Upper 25% Upper 10% Upper 5% Upper 1% Unable to Judge

9. Please include additional comments regarding applicant’s assets and liabilities. Thank you

Signature of Respondent: ____________________________ Date: ________________

Name (printed or typed): ____________________________ Title: ______________________

Address: ____________________________ Institution: ______________________

City, State, Zip: ____________________________ Phone: ______________________

Please return this form to: Gloria Sedillos, UNC, Campus Box 131, McKee Hall Room 248, Greeley, CO 80639-0120
Professional Counseling
University of Northern Colorado

MASTER DEGREE REFERENCE FORM

The applicant should fill out this section:
(Click on Applicant)__________________________is applying for admission to a Master's Degree program at the University of Northern Colorado.

Waiver of Access

I have requested that this appraisal form be completed by________________________ for use in the Graduate Program selection process by faculty of the School of Applied Psychology and Counselor Education. In accordance with the Family Educational Rights and Privacy Act of 1974 (check one)

____I waive access to this report, which shall be considered confidential.
____I do not waive access to this report (non-confidential).

Date:_________________ Applicant’s Signature:__________________________________________

Note: If the applicant has agreed to the waiver printed above, we shall preserve the strict confidentiality of this document, and it will be made available only to University officials. If the applicant has not agreed, this report will be made available to the applicant on request. If this portion of the form is not completed, we will assume that the applicant HAS NOT waived access.

Respondent should fill out this section:

1. How long have you known the applicant? _____Years  _____Months
2. How well do you feel you know the applicant? _____Casually  _____Well  _____Very well
3. In what capacity have you known the applicant? ___________________________________

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<td>N/A</td>
</tr>
<tr>
<td>Overly sensitive to criticism</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Other problems</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Please specify: ________________________________________________________________

8. Summary Rating: I consider the applicant’s potential to function as a professional to be in the:  (please circle one)
   Lowest 25%  Middle 50%  Upper 25%  Upper 10%  Upper 5%  Upper 1%  Unable to Judge

9. Please include additional comments regarding applicant’s assets and liabilities. Thank you

Signature of Respondent:________________________________________  Date: ______________________
Name (printed or typed):________________________________________  Title: ___________________
Address:______________________________________________________  Institution:__________________
City, State, Zip:_______________________________________________  Phone: ____________________

Please return this form to: Gloria Sedillos, UNC, Campus Box 131, McKee Hall Room 248, Greeley, CO 80639-0120
Professional Counseling  
University of Northern Colorado  
MASTER DEGREE REFERENCE FORM

The applicant should fill out this section:  
(Name of Applicant) __________________________ is applying for admission to a Master’s Degree program at the University of Northern Colorado.

Waiver of Access

I have requested that this appraisal form be completed by __________________________ for use in the Graduate Program selection process by faculty of the School of Applied Psychology and Counselor Education. In accordance with the Family Educational Rights and Privacy Act of 1974 (check one)

_____ I waive access to this report, which shall be considered confidential.

_____ I do not waive access to this report (non-confidential).

Date: _______________  Applicant’s Signature: ________________________________________

Note: If the applicant has agreed to the waiver printed above, we shall preserve the strict confidentiality of this document, and it will be made available only to University officials. If the applicant has not agreed, this report will be made available to the applicant on request. If this portion of the form is not completed, we will assume that the applicant HAS NOT waived access.

Respondent should fill out this section:

1. How long have you known the applicant? _____ Years _____ Months
2. How well do you feel you know the applicant? _____ Casually _____ Well _____ Very well
3. In what capacity have you known the applicant? ____________________

RATINGS: In rating the applicant in the areas indicated below, please keep in mind the comparison group you have indicated (first year grad students, teachers, mental health professionals, etc.).

4. Indicate comparison group: ___________________________________________________________________

5. Please rate the following:

<table>
<thead>
<tr>
<th>Specific Characteristics</th>
<th>Very Low (1)</th>
<th>Modest (2)</th>
<th>Good (3)</th>
<th>Very Good (4)</th>
<th>Truly Exceptional (5)</th>
<th>Unable To Judge (N/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Ability</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Creative, innovative thinking</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Capacity for objective evaluation of self</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Energy level at work activity</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Empathic capacity</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Maturity of judgment</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Conscientiousness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Ability to work independently</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Ability to work closely with others</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Capacity to handle stress</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Open-mindedness, tolerance for deviance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>
6. Some talented individuals make mediocre scholastic records. Is the applicant's scholastic record, as you know it, an accurate index of his/her scholastic ability?  Yes______ No______ Don't know______

If your answer is “no,” please explain briefly. __________________________________________________________
_____________________________________________________________________________________________

7. Please check any personality characteristics that would interfere with the applicant’s ability to work effectively with others.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Definitely No Problem</th>
<th>Minor Problem</th>
<th>Moderate Problem</th>
<th>Significant</th>
<th>Unable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anxiety</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Dependency</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Low self-esteem, unusual need for approval</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Hostility, anger</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Pushy, aggressive manipulative</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Shyness, seclusiveness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Impulsive, hasty</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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