



Thank you for your interest in the master's degree counseling programs offered by the University of Northern Colorado. This document is provided in an attempt to address the some of the frequently asked questions regarding the program, the schedule, and the admissions process. After reading this information, should you have additional questions, there are contact numbers listed below of people who can help you. The information in this document was updated November 2008.

**What are the degrees offered?**

The University of Northern Colorado offers two master's degree programs: Clinical Counseling and School Counseling (K-12). These two programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Successful completion of these programs fulfills the educational requirement for licensure as either a Licensed Professional Counselor or a Licensed School Counselor. At the Denver/Lowry campus, we also offer the course work that meets the educational equivalency requirements for Colorado state licensure as a marriage and family therapist.

**Why is CACREP accreditation important?**

Most students who enter our professional training programs are interested in professional growth and development. This typically means that they will be seeking state licensure as licensed professional counselors, school counselors or marriage and family therapists. Our CACREP accreditation assures students that 1) the programs, faculty standards and curriculum are monitored, updated and reviewed by external evaluators on a regular basis and 2) that the application process for LPC licensure is streamlined. The State of Colorado has recognized CACREP accreditation as an appropriate standard for counselor training. Applicants who do not attend CACREP accredited programs are required to complete an educational equivalency worksheet; include supporting documentation [e.g., course syllabi and course descriptions] see <http://www.dora.state.co.us/mental-health/lpc/LPCoriginal.pdf> With your degree from UNC, there is no need to document an equivalent education; you have already met the standard.

**Do you offer certification only courses for school or clinical counseling?**

Not at the present time. The faculty in the School of Applied Psychology and Counselor Education (APCE) do not wish to offer certification only courses. We believe that the study and practice of these fields (school and or clinical counseling) require a program of study and interaction, not just isolated coursework. Therefore students seeking only coursework to fulfill certification requirements may wish to check with other institutions of higher learning.

**Where are the programs located?** Both programs are offered in Denver and Colorado Springs.

In **Denver** we are located on the Lowry campus  
UNC Center for Extended Studies  
1059 Alton Way, Building #758  
Denver, CO 80230  
Phone: 303-637-4335 or 1-800-232-1749  
To schedule an appointment with the advisor contact  
Julie Brumfiel at phone number: 303-637-4335

In **Colorado Springs** we are located at the Pikes Peak Clinical College campus  
University of Northern Colorado  
On-site Contact: Crystal Alvarado  
11195 Hwy 83, RR 25  
PPCC-Rampart Range Campus  
Testing Department, Room S-101-G  
Colorado Springs, CO 80921  
Phone: 888-786-2336 (toll free)  
Colorado Springs phone: 719-502-2102  
Fax: 719-502-2103

Dr. Libbe Gray  
Denver/Colorado Springs Advisor  
Clinical Internship Coordinator UNC Center for Extended Studies  
1059 Alton Way, Building #758  
Phone: 303-518-2929  
To schedule an advising appointment with Dr. Gray call Julie Brumfiel at phone number:  
303-340-4335

Dr. Linda Black  
Denver/Colorado Springs Program Coordinator  
APCE Campus Box 131  
UNC  
Greeley, CO 80639  
970-351-2731

**What are the deadlines for admissions to each program?**

The Denver program admits on a rolling basis, so there is no firm deadline for admissions materials. All applicants must have a completed admission packet, including the UNC Graduate Application, and have attended an admissions workshop before he or she can have his or her file considered for admission.

The Colorado Springs program is cohort-based model of instruction. Therefore, students are admitted to begin coursework in the fall of each year. Some students are admitted

prior to the fall deadline and can take course in advance of the fall start date, yet it is assumed that most of the coursework will be taken in the scheduled cohort sequence. Again, a completed admissions packet and attendance at an admissions workshop are necessary before an applicant's file will be considered for admission.

### **What constitutes a completed admissions packet?**

Applicants must complete:

1. The UNC Graduate School Application forms available online at <http://www.unco.edu/grad/admissions/home.htm>.
2. Applicants must complete the application forms required by the School of Applied Psychology and Counselor Education (APCE). You may get these forms by contacting Gloria Sedillos at [gloria.sedillos@unco.edu](mailto:gloria.sedillos@unco.edu) or by phone at 970-351-2731. These forms are returned to Gloria. Our mailing address is School of Applied Psychology and Counselor Education Campus Box 131 University of Northern Colorado Greeley, CO 80639.
3. Official transcripts from previous institutions. Originals copies of your transcripts go to the UNC Graduate School, you may send photocopy to the School of APCE.
4. Three letters of reference. There is a form for your reference in the packet you receive from the APCE department. You only need to get three letters and return them to the APCE department. Please be sure your references can evaluate your work as a professional. Therefore, personal friends, former therapists, family members or members of the clergy are not appropriate sources of referral.
5. Complete the personal statement form. In writing this statement please provide the relevant information in enough detail so that the admissions committee can get a sense of who you are. Please maintain a balance between statements that are too lengthy and those that are simply bullet pointed; either extreme limits its usefulness to the admissions committee.
6. Sign up for and attend the admission workshop. There are three workshops scheduled each year. Two in Denver, generally in the spring and fall terms, and one in Colorado Springs during the summer term.

**Do I need to take the GRE?** If applicants' grade point average for their last 60 credits of undergraduate work [or graduate if they hold another degree or has attended another degree program] is at 3.00 or higher, then they do not need to take the Graduate Record Examination. If applicants' GPA for their previous 60 hours of coursework is lower than 3.00 then they will need to take the examination as part of the admissions process. The UNC Graduate School completes the calculation for the GPA, so if you have questions please contact them directly at (970) 351-2831

**What is the cost of the program?** During the 2008-09 school year, students paid \$340/credit hour but were NOT charged any student fees OR for recent out of state transfers any out-of-state tuition costs. Typically tuition has been increased anywhere from \$8-\$12 increments per credit hour in the last 3 years.

**Can I transfer in courses from another institution?** Coursework and transfer credits are evaluated **once** an applicant is admitted. Generally speaking, if the course was a graduate level course, within the last five years, from an accredited institution, and was not part of another degree, it is likely to be considered appropriate for transfer. Applicants are referred to the UNC Catalog to verify the requirements. The determination of transfer credits is made after admission in consultation with the student's advisor and with the consent of the Graduate School.

**How long does the admissions process take?** Once applicants' file are complete [Graduate School application is processed, 3 letters of recommendations, official copies of the applicants transcripts, the personal statement are received, and the applicant has attended a pre-admission workshop] the admissions committee will review the materials and provide a decision to applicants within 4 weeks. To check the status of your application, contact Gloria Sedillos at [gloria.sedillos@unco.edu](mailto:gloria.sedillos@unco.edu) or 970.351.2731.

**Can I take classes before I am admitted?** Some applicants chose to take classes in their selected program of study prior to admission. All applicants or interested parties are encouraged to speak with Dr. Libbe Gray, EDP advisor, prior to enrolling in coursework, as *some classes have prerequisites or are for majors only (previously admitted students)*. Some applicants find that this is a useful way to evaluate whether or not graduate study is right for them. Although, in most cases the faculty supports this notion, it should be noted that enrolling in classes prior to admission is 1) **no guarantee of admission** and 2) should applicants be admitted, the length of the program begins with the first course they took, assuming they wish to include it in their program of study.

**When are the classes held?** Classes are held in an intensive weekend format. Most classes are held over two weekends; Friday evenings 4-10, Saturdays 8-5, and Sundays 8-4. Experiential classes (practicum and internship) have schedules that vary. To view the current **Denver** schedule go to [http://www.unco.edu/extendedstudies/extended/current/programs/A-E/De\\_Comm\\_Counsel\\_School\\_Counsel\\_MA.htm](http://www.unco.edu/extendedstudies/extended/current/programs/A-E/De_Comm_Counsel_School_Counsel_MA.htm)

For a sample of the current Colorado Springs cohort schedule [http://www.unco.edu/extendedstudies/extended/current/programs/A-E/CS\\_Comm\\_Counsel\\_MA\\_Cohort%20XIII\\_School\\_Counsel\\_Cohort\\_VI.html](http://www.unco.edu/extendedstudies/extended/current/programs/A-E/CS_Comm_Counsel_MA_Cohort%20XIII_School_Counsel_Cohort_VI.html)

The schedules are posted months in advance and students are expected to attend all sessions. Very rarely schedules are changed and students are notified via the program list servs. If you have a personal conflict with one of the scheduled dates, you would work with Dr. Gray to find the next available section of that course.

Students in the Extended Studies program can take some courses at the Greeley campus; they need to discuss it with their advisor to ensure the schedule fits their needs.

**How do I find out about my syllabi, textbooks, and course expectations?**

On the schedule pages mentioned above course syllabi are highlighted in the Red link “Syllabi” just click on the red icon and the syllabi should load. Pay attention to course prerequisites, they should be listed on the instructor’s syllabi and you may also check by reviewing the APCE Student Handbook Course restriction table, available on line in the Student Handbook or by checking the UNC Graduate Catalog for each course at for clinical counseling and school counseling and for the couples and family licensure option at the Denver site.

**Where do I get my textbooks?**

Students are free to order their texts online or from any vendor. The UNC Barnes and Noble Bookstore also has many of the texts available. Students may check the master schedule, registration information and textbook information at <http://www.unco.edu/current/accessible.shtml#classes>

**Is financial aid available?**

Yes, financial aid is available through the Office of Financial Aid at UNC. You can contact them directly at <http://www.unco.edu/ofa/index.asp> Please be sure to note there are deadlines for submitting requests for the FASFA and other financial aid documents. The personnel in this office are ready to assist you.

**How long is the program of study?**

Most students complete the degree program in 2 to 2 ½ years. Much of this depends on personal factors for students [e.g., availability, family and work commitments, and or finances]. Students have a total of 5 years to complete the program once they are admitted.

**Is there a thesis requirement?** Not in this program of study. All students are required to take a comprehensive examination to complete their course of study. Currently we utilize the Counselor Preparation Comprehensive Examination (CPCE) [view information at <http://www.cce-global.org/cpce> ] for all students and the school counseling major have an additional written comprehensive essay.

**How can I speak to an advisor?** An on-site advisor, Dr. Libbe Gray and an academic coordinator Dr. Linda Black serve the master’s degree programs. For brief questions you can contact either via their email address [libbe.gray@unco.edu](mailto:libbe.gray@unco.edu) or [linda.black@unco.edu](mailto:linda.black@unco.edu) To schedule an advising appointment with Dr. Gray call Julie Brumfiel at phone number: 303-340-4335