



College Counseling Certificate

Program Handbook

Table of Contents

INTRODUCTION

WELCOME	3
PROGRAM BENEFITS	4
TARGET AUDIENCE	4

CURRICULUM INFORMATION

EXPECTATIONS	5
PROGRAM COURSE SEQUENCE	5
COURSES DESCRIPTIONS	6
CONTENT AND SIGNATURE ASSIGNMENTS	10

LOGISTICS

CERTIFICATE COMPLETION	11
REGISTRATION	12
COST	13
CONTACTS	13

Handbook prepared by Dr. Esther Hugo, Academic Advisor, UCLA College Counseling Certificate Program, March 2013 / Revised July 2018

Welcome

We are so pleased for your interest in UCLA Extension's College Counseling Certificate Program. Our program is and is seen as the “gold standard” in the community of professional college counselors.

This program was first of its kind in the nation, and was created at the urging of a broad group of interested constituents to address the lack of commonly recognized training or certification in the field. Since its founding the program has mirrored broad and dramatic changes in the college admissions process and has made a significant contribution to the development and growth of college counseling as a profession.

UCLA Extensions' College Counseling Certificate program has undergone regular revisions to ensure that it continues to meet the broad needs of counselors. One of the most dramatic developments for the program was the move to being offered fully online. This change made this program broadly accessible to counselors in a wide range of settings both in and outside of the traditional school base. Currently more than 60% of students in the program are outside of California and more than 12% are international.

The college admissions process has evolved dramatically over the years and has become increasingly competitive, selective, and specialized. College counseling has moved from an adjunct activity for high schools guidance counselors into a booming business that includes independent educational consultants that offer specialized services to targeted students.

This program handbook provides individuals interested in the *College Counseling Certificate Program* with a clear understanding of the entire program, including its scope and goals, requirements and procedures.

The handbook is designed for you to review program benefits, course descriptions, course content, signature assignments, and the recommended program sequence. In addition, information on the academic calendar, registration, and the Practicum, are presented.



Program Benefits

The certificate program in College Counseling signifies the completion of a specialized program of courses and training. It designates professional development in this unique field. Program applicants must have a bachelor's degree.

With the six required courses and Practicum, the UCLA program is considered among the most rigorous in the nation. Many schools and colleges regard the program as a positive factor in hiring and offering promotions.

Program Target Audience

The program is designed for:

- College and career counselors who want to develop professional competencies
- High school counselors who need specialized knowledge to transition to college counselors
- College Admission personnel who want to be more familiar with high school processes
- Junior/middle school counselors who want to give students an early start in planning their post-secondary options
- Teachers who want to be better informed about student's available options
- Individuals wishing to build an independent college counseling practice



Course Expectations

The required courses and the Practicum are offered each quarter. On average, you may expect to spend 10-15 hours per week on coursework, per class. This involves reading the lecture materials and supporting resources, completing and submitting assignments electronically, and interacting with your peers.

We recommend that a student enroll in no more than two classes per quarter. Students wanting to complete the program within one year must take two classes per quarter and the Practicum during the last quarter. If students take one class each quarter, the program may be completed in two years; the maximum is five years.

Program Course Sequence

The program consists of six courses and a practicum. There are five required courses and one elective. Students choose their elective from the defined list.

All required courses are offered every quarter. Not all electives are offered every quarter, please consult the UCLA Extension website for the current course schedule.

Required Courses

EDUC X 414.81 Counseling the College Bound Student	4.5
EDUC X 414.82 The College Admissions Process	4.5
EDUC X 414.89 Financial Aid Fundamentals	4.5
EDUC X 414.90 Testing/Career Assessment	4.5
EDUC X 414.84 Special Issues in College Counseling	4.5
EDUC X 414.85 Practicum in College Counseling	6.0

Defined Electives – Choose 1

EDUC X 414.96 The Business of Educational Consulting	
EDUC X 414.98 College Counseling for International Students	
EDUC X 414.99 Preparing Community College Students for Transfer	4.5
EDUC X 414.97 Higher Education in the Public Interest	
EDUC X 414.80 Finalizing the College Counseling Process	

Total Units 33

Here is the recommended sequence for required courses:

1. Counseling the College Bound Student
2. The College Admission Process
3. Testing and Career Assessment
4. Financial Aid Fundamentals
5. Special Issues in College Counseling
6. Elective
7. Practicum in College Counseling

Course Descriptions

EDUC X414.81 *Counseling the College-Bound Student*

The overview of college counseling covers the differences between guidance and college counseling, the college counselor's unique responsibilities, the college counselor's timeline, and computer tools. Students learn techniques to manage a college counseling office and create informational programs for students and parents. The process of academic planning for college and issues of adolescence are discussed and various environments – public and private high schools and independent practice – in which college counseling takes place are compared and contrasted. (Required)

EDUC X414.82 *The College Admission Process*

This class offers in-depth information on options in postsecondary education. Topics include application calendar options, choosing a college, admission options, letters of recommendation, and admissions criteria of public and private colleges and universities. (Required)

EDUC X414.90 *Testing/Career Assessment*

College-bound students encounter a series of standardized examinations as they progress toward college admission, The PSAT/NMSQT, SAT, Subject tests, ACT, and Advanced Placement tests are the most common. Topics include what each exam tests for, validity of test results, issues of bias, and the effect of coaching. In the realm of career planning, numerous career inventories can help all students identify their career interests and propensities. Widely used career instruments are explored. (Required)

EDUC X414.89 *Financial Aid Fundamentals**

Financial aid is complex and information intensive, and college counselors must understand this important component of the college admission process. Topics include the history of financial aid, types and sources of financial aid, applications for federal, state and institutional aid. In addition, students learn how eligibility is determined, aid is awarded, and scholarship services.

*For students working internationally, College Counseling for International Students can be taken in place of the required Financial Aid Fundamentals course. (Required)

EDUC X414.84 *Special Issues in College Counseling*

This course in the College Counseling Certificate focuses on individual groups of students who present unique challenges, such as students with learning disabilities, undocumented students, first-generation students, students who are members of the LGBT community, transfer students, etc. The specificity and changeability of the course content allows the program to keep information current and provide students with recent views or changing critical elements in the counseling profession. (Required)

EDUC X414.85 *Practicum in College Counseling*

Apply theory and methodology in a genuine counseling situation under professional supervision. Students complete 65 hours of supervised fieldwork in a local counseling venue. Fieldwork must consist of individual counseling or meeting with students in group settings. For those who may have difficulty making arrangements to complete 65 hours of student counseling, they may complete 35 hours of counseling as well as a pre-approved research project which will be submitted to the instructor at the completion of the class. Students also participate in the online portion of the course in which practicum experiences are shared with colleagues and reviewed by the instructor. (Required)

Students enrolled in the Practicum receive additional feedback and support from an experienced college counselor and their peers. Practicum students value the ongoing interaction because it maintains their connection to an academic community as they work at their sites.

In addition, Certificate candidates are responsible for securing their own Practicum sites. Candidates can set up a Practicum at a local school venue, with an established independent counselor, or some other site which provides opportunities for college counseling. Candidates must submit a proposal for their Practicum experience and at the conclusion of the course, the Certificate of Completion. A proposal must be submitted before enrollment in the practicum is approved. You can find the proposal form at this link: [Practicum Proposal form](#)

Elective Course Descriptions:

EDUC X 414.80 *Finalizing the College Counseling Process*

Drawing on the theory and information presented in the required courses included in the UCLA College Counseling certificate program, this 45-hour course provides a project-based learning approach for Practicum-ready students to apply their knowledge and experience. Using the latest research and publications available in the field, this interactive class draws on the theory and information presented in other required courses and challenges students to apply their knowledge, strategies and approaches with real life students. Emphasis is on the development of tools and strategies in determining student goals, aspirations, college lists, admission and financial options, all focused on helping students and their families make the final college decision. This course is designed to meet the needs of counselors in public, private or independent settings.

EDUC X414.96 *The Business of Educational Consulting*

Educational consultants are unique among business professionals because their goal is not just to have a profitable practice, but also to truly make a difference in the lives of their clients. This course will focus on how to create a successful practice using basic business principles and entrepreneurship skills. Topics covered will include steps needed to begin the process: early decisions, formulating the business plan, business structures, fee setting, contracts, creating a marketing plan, and social media. The material in this course is intended to help you create your personal business template so you can launch a successful educational consulting business. (Elective)

EDUC X414.97 *Higher Education in the Public Interest*

Higher education in the United States is a massive enterprise. Colleges and universities are unique institutions because they are businesses in the public interest. The ways in which they structure their business models (including pricing), admission and financial aid policies, and philosophies of access determine who becomes educated in our society, who can afford to attend, and consequently impacts social structure in our society. This course gives students a behind-the-scenes look at the socio-political, economic, and philosophical structures of colleges and universities in America. As a result, students gain a better understanding of how admission and financial aid policies and programs are structured. This gives each student a new angle from which to counsel prospective students seeking enrollment at colleges and universities in the United States.

EDUC X414.98 *College Counseling for International Students**

The college admission process for international students is explored with an emphasis on the special needs and requirements for international students applying to U.S. colleges and universities. This course will explore the challenges in helping international students understand and navigate the unfamiliar landscape of the U.S. university system, while helping students and families understand the importance of fit vs. rankings. In addition, issues unique to international students such as testing requirements, financial, and visa requirements, the ethics of working with agents, writing effective personal statements and demonstrating interest from afar will also be explored. (Elective)

*This elective may be taken in place of the required Financial Aid Fundamentals course. If this course is to replace Financial Aid Fundamentals, then it cannot also count as your required elective. A separate elective will be needed.

EDUC X414.99 *Preparing Community College Students for Transfer*

This course emphasizes the development of knowledge and skills with regard to guiding and supporting community college students through all steps of their community college education, from enrollment through application and transfer admission. Students will learn about community college matriculation processes, course selection, transfer application, and how to strategically position prospective transfer students for admission to public and private colleges and universities. Students will explore the current community college landscape as well as big issues like challenges for disadvantaged populations and persistence towards transfer. Students will learn about the critical programs essential to supporting persistence and transfer, like those for first-generation college students, articulation agreements, admissions priority agreements, honors and financial aid. (Elective)



Course Content and Signature Assignments

Students are encouraged to keep a Portfolio of signature assignments from the core courses, for potential employment.

Course	Topics Covered	Signature Assignments
Counseling the College-Bound Student	<ul style="list-style-type: none"> • College Process Overview • Counseling Office Management • Creating Informational Programs for Students and Parents • Roles and Responsibilities of School-Based and Independent Counselors 	<ul style="list-style-type: none"> • Counselor Interview • Student Advising Session • Letter of Recommendation
The College Admission Process	<ul style="list-style-type: none"> • College Admission: Current Research • Factors in College Selection • Landscape and Current Admission Issues • Community College Admissions • Application Components • Letters of Recommendation • Essays and Interviews • Admissions Case Study 	<ul style="list-style-type: none"> • Letter of Recommendation based on a student case study and transcript • Essay Presentation for classrooms or clients • Assessment of college “fit” using Astin’s environmental variables
Testing/Career Assessment	<ul style="list-style-type: none"> • PSAT, ACT, SAT, AP Components • Admission Offices and Test Scores • Coaching and Test Preparation • Holland and Super Career Theories • Ethics and Testing • Career Values and Labor Markets 	<ul style="list-style-type: none"> • Career-Style Interview with student or colleague • Kuder Journey System • O-net Exploration

Course	Topics Covered	Signature Assignments
Financial Aid Fundamentals	<ul style="list-style-type: none"> • History of Financial Aid • FAFSA Components • Counseling families • Interpreting financial aid awards • Student and Parent loans • Appeals and Special Circumstances • Scholarships 	<ul style="list-style-type: none"> • Award Letter analysis • Research on college financial aid forms • Debt advisor analysis
Special Issues in College Counseling	<ul style="list-style-type: none"> • Institutional Interests and the Admission Process • Special Student Populations: Athletes, Artists, Students with Disabilities • Diversity in Admissions • Undocumented and International Students 	<ul style="list-style-type: none"> • Case Studies Analysis on College Applicants • Athlete flyer with NCAA and NAIA programs • Disabled Student Services Questionnaire • Art college comparison
Practicum in College Counseling	<ul style="list-style-type: none"> • Recap of major points from required courses • Reflections on Practicum experience • Portfolio compilation 	<ul style="list-style-type: none"> • Journal postings • Recap and Reflection of Practicum Assignment • Peer Interaction • Portfolio

Certificate Requirements and Completion

Students have a maximum of five years (20 quarters) to complete the Certificate. If you allow more than five years to lapse, you must have your course history evaluated to determine if you need to repeat a course. If you wish to earn the Certificate, be sure to file an Application of Candidacy and submit your official transcript during or immediately following your first quarter.



Registration: Getting Started

Please note that you do not have to be admitted in the certificate program in order to take college counseling courses.

Follow these steps to officially enroll in the program:

1. Complete the online application at our UCLA Extension [website](#).
2. Submit an official transcript indicating proof of bachelor's degree with your online application.

If you earned a degree at a school outside the United States, please submit your transcript to a transcript evaluation service to determine if the degree is equivalent to one earned in the US. Use this link to locate an [evaluation service](#).

Only a PDF version of the official transcript will be accepted with your online application.

To successfully complete the certificate program you must:

1. Complete the program with a 3.0 GPA or better.
2. Complete the 65-hour Practicum course (6 units) with a "Satisfactory" grade.

Program Cost

Regular Enrollment Course Fee: \$792

Practicum Regular Enrollment: \$545

Certificate Fee: \$100

Total Cost Package: \$5,397

Textbooks are not included in the course fees. Please see online course listing for textbook information and fee.

If you have questions regarding Financial Aid Assistance, call 310-825-4246 or go to the website: [Financial Aid](#)

Program Contact

Martha Hochstrasser, Program Representative

Email: onlineecc@uclaextension.edu

Phone: 310-825-4191