CSUDH | COLLEGE OF EDUCATION

A Quick Guide to Submitting a
COE Credential or Supplemental Program Application
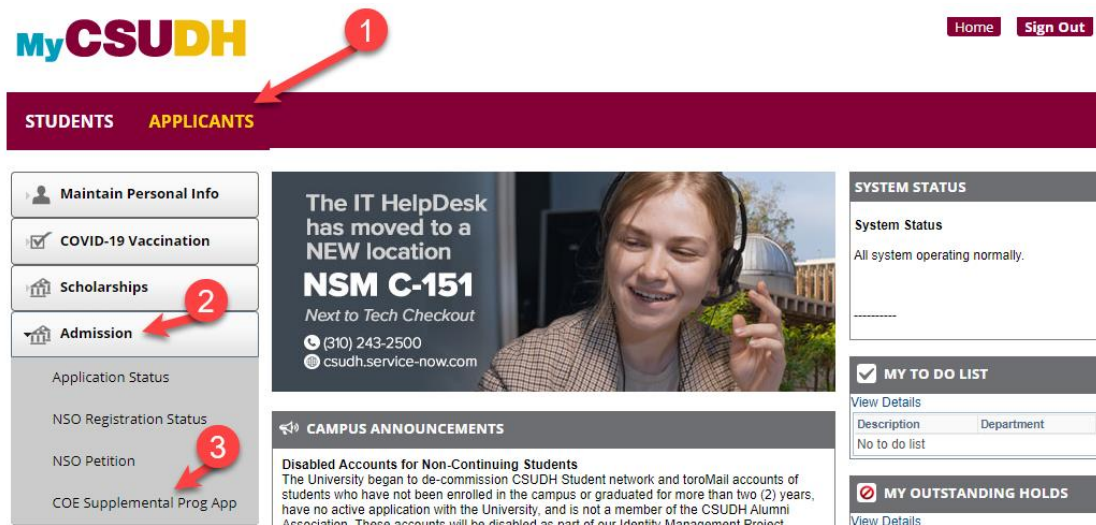
Access the COE Supplemental Program Application

The pathway to access the application will depend on your status. After logging into your MyCSUDH portal, please follow the instructions depending on selection of available tabs on the landing page. If you are new to CSUDH, please see MyCSUDH information in the FAQ section.
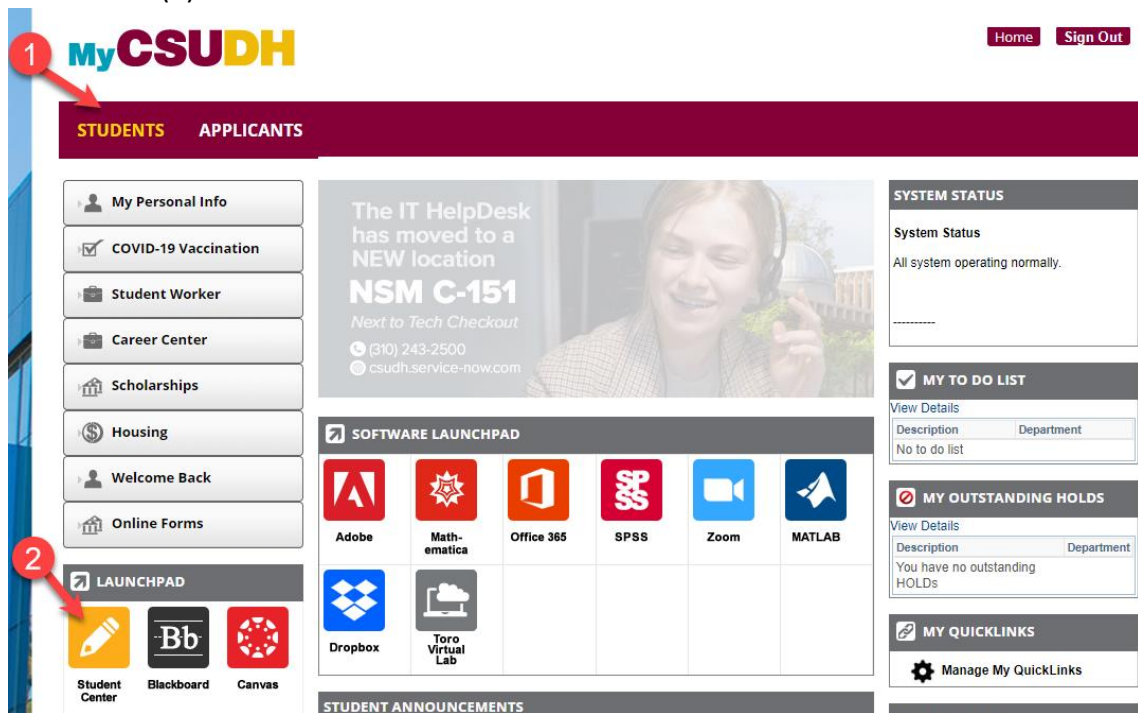

See an APPLICANTS Tab ONLY?:

If so, on the (1) Applicants tab, click on the (2) Admission panel and select (3) COE Supplemental Prog App.
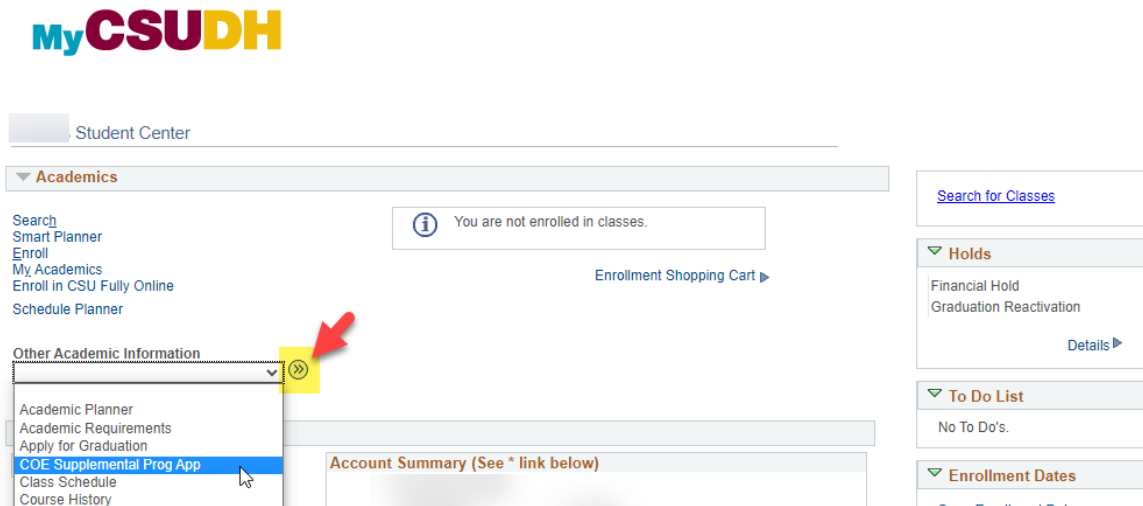
See a STUDENTS tab?:

1. If so, to access the program supplemental application from the (1) STUDENTS tab, click on (2) Student Center icon.

2. In the Student Center, go to Other Academic Information and from the dropdown list, select COE Supplemental Prog App and click on the double arrow.

STEP 1: Complete the COE Supplemental Program Application
'Step 1 - Submit Program Selection' page will display.

My CSUDH

CSUDH
College of Education

ID :   Email :

Your Credential Applications

Term	Program	Option	Cohort	Status

Credential Application

Step 1 - Submit Program Selection

Select an available Term [   ] 🔍   **Status**

1. Select the Program Level [   ]   3. Select a Credential Option [   ]
2. Select a Credential Program [   ]   4. Preferred Cohort (Optional) [   ]

Degree Information

| Ugrd Degree [ ] | Major [   ] | Term Graduated [ ] | Institution [   ] |
| Pbac Degree [ ] | Major [   ] | Term Graduated [ ] | Institution [   ] |

For more information and required forms visit the webpages: Credential Information

[Step 1 Submit Program Selection]   [Step 2 Attach Admission Requirements]

1. **Select an available Term**
   Click on the magnifying glass icon and click on the term you are applying for.

2. **Program selection (See Program Codes & Descriptions Table for more information)**
   Click on the magnifying glass icon to Select the Program Level, Credential Program, a possible Credential Option and a Preferred Cohort if applicable. Please note that not all programs have options or cohorts for a particular term.

3. **Complete Degree Information**
   Key in your Ugrd Degree (BA or BS) and Major. Click on the magnifying glass icon and search for the Term you graduated.

4. **Click Step 1 Submit Program Selection Button**
   This will take you to Step 2.

   NOTE: you will not be able to make changes in Step 1 after you Submit.

STEP 2: Attach Admission Requirements'

'Step 2 Attach Admission Requirements' application attachments page will display.

1. **Double Check Documents for Attachment**
Make sure you have the correct admission requirements ready for upload.
NOTE: Once you attach a document, you can only view the attachment. You cannot change what you have attached.

2. **Attach Documents**
When ready, click the 'Attach' link to the right of an admission requirement. Then click 'Choose File' to search your device for the correct attachment. Double click your document to choose it. When the name of the correct document appears next to 'Choose File', click the 'Upload' button. A message will show what has been attached. Click 'OK' and continue to attach the rest of the admission requirements.

3. **Application Complete/Incomplete**
Once **ALL** attachments have been uploaded, your application will automatically go into complete status. If **ANY** attachments are omitted, your application will be incomplete and will not be processed.

Frequently Asked Questions:

Why is the term selection field grayed out?
Only current open available terms will be available for selection.

I uploaded the wrong document; can I delete and upload the correct document?
No, once attachments are uploaded you cannot detach them. Uploading incorrect documents will delay the processing of your application. If you uploaded the wrong document, please email the COE Program Admissions Unit and include your Name, Student ID, the program and term you are applying for, along with the updated document.

I received notice that I have missing documents; how do I submit them?
If you received notice of missing documents, please forward the incomplete email along with the missing documents to the COE Program Admissions Unit.

Need help completing the application?
Information sessions are available to assist with the application process. You can find information on upcoming dates on the COE website. You can also contact Glenda Sturdivant in the Program Admissions & Credentials Unit at 310-243-3525.

How do I know my application was submitted?
Once all required documents have been uploaded, the Status display will be updated from "Self Service Initiated" to "Self Service Completed".

I just submitted my Cal State Apply application; how long until I receive my information to activate MyCSUDH portal?

New CSUDH applicants will receive an acknowledgement notification email with Student ID and information on activating their MyCSUDH portal within five working days of submitting their Cal State Apply application.

Program Codes and Descriptions Table

Program Code	Description (Program)	Who should select this application?
EC	SPE ECSE (Early Childhood)	Application for program admission-Preliminary Education Specialist in Early Childhood Special Education (ECSE) - Student Teaching and University Interns
EC_E	SPE ECSE: Clinical Student Teacher	Early Childhood Special Education (ECSE) - Student Teaching candidates applying for clinical practice admission
EC_I	SPE ECSE: Clinical Intern	Early Childhood Special Education (ECSE) - Intern candidates applying for clinical practice admission
MS	TED MS (Multiple Subject)	Application for program admission-Preliminary Multiple Subject (MS) - Student Teaching and University Interns
MS_I	TED MS: Clinical: Intern	Multiple Subject (MS) Intern Candidates applying for Clinical Practice admission
MS_E	TED MS: Clinical: Student Teacher	Multiple Subject (MS) Student Teaching Candidates applying for Clinical Practice admission
MSN	SPE MMSN (Mild Moderate Support Needs)	Application for program admission-Preliminary Education Specialist in Mild to Moderate Support Needs (MMSN) - Student Teaching and University Interns
MSN_E	SPE MMSN: Clinical Student Teacher	Mild to Moderate Support Needs (MMSN) - Student Teaching candidates applying for early clinical practice admission

Program Code	Description (Program)	Who should select this application?
MSN_I	SPE MMSN: Clinical Intern	Mild to Moderate Support Needs (MMSN) - Intern candidates applying for clinical practice admission
SS	TED SS (Single Subject)	Application for program admission- Preliminary Single Subject (SS) - Student Teacher and University Interns
SS_I	TED SS: Clinical: Intern	Single Subject (SS) Intern Candidates applying for Clinical Practice admission
SS_E	TED SS: Clinical: Student Teacher	Single Subject (SS) Student Teaching Candidates applying for Clinical Practice admission
XSN	SPE EXSN (Extensive Support Needs)	Application for program admission- Preliminary Education Specialist in Extensive Support Needs (ESN) - Student Teaching and University Interns
XSN_E	SPE EXSN: Clinical Student Teacher	Extensive Support Needs (ESN) - Student Teaching candidates applying for clinical practice admission
XSN_I	SPE EXSN: Clinical Intern	Extensive Support Needs (ESN) - Intern candidates applying for clinical practice admission

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