Community Counseling
Master of Science Degree Program

For more information please contact:
Southwestern Oklahoma State University
Department of Psychology
Director: Jorie H. Edwards, Ph.D.
jorie.edwards@swosu.edu 580.774.6052
SUBJECT: SWOSU Community Counseling Program Information

Thank you for your interest in applying to the Department of Psychology Community Counseling Program at Southwestern Oklahoma State University. Please find below general program information, specific admission directions, and other useful information to guide you through the process of admission should you decide to apply to the program.

**General Program Information**
The Community Counseling Program requires 33 hours of coursework, and leads to the Master of Science (M.S.) degree. There are no electives. At this time, many classes can be completed via interactive television, although specific sites are not guaranteed. Courses that have an on-campus requirement are marked with an asterisk. The required courses are as follows:

- **COUN 5513:** Introduction to Counseling and Guidance
- **COUN 5593:** Advanced Tests and Measurements
- **EDPSY 5743:** Life Span Development
- **PSYCH 6628:** Research Methods*
- **PSYCH 5633:** Advanced Abnormal Psychology
- **COUN 5373:** Theories and Techniques of Family Counseling
- **COUN 5213:** Community Counseling**
- **COUN 5543:** Theories and Techniques of Counseling***
- **COUN 5553:** Theories and Techniques of Group Counseling****
- **COUN 5893:** Ethical, Legal/Professional Standards
- **COUN 5563:** Practicum in Counseling*****
- **EDUC 5950:** Capstone Experience (One day exam)******

* Has a one time on-campus orientation, including library demonstration, prior to the semester starting
**Requires you to be on-campus one day of the five day seminar
***Fall section is 3 weekends on-campus; Spring section is offered online
****Meets on-campus regularly throughout the semester
*****The capstone exam requires you to be on campus for this one day, which occurs mid-semester in your final semester

Many of our students in the community counseling program are working full-time and have families so we strive to provide a practical, yet, challenging program that is also student-friendly. All of our courses are available in the evenings or on weekends.

**Admission Requirements for Graduate Degree Programs in Psychology**
You can find additional information at the Psychology Department Graduate Web Site: [www.swosu.edu/psych/gradinfo.asp](http://www.swosu.edu/psych/gradinfo.asp)

**Admission to SWOSU**
If you have not previously attended SWOSU, the first step is admittance to the University, which you can do by going to [http://www.swosu.edu/admissions/index.asp](http://www.swosu.edu/admissions/index.asp).
Admission to the Community Counseling Program
The second step is getting admitted to the Community Counseling Program. One must meet the following pre-requisite requirements to be considered for the Community Counseling Program:

- One (1) Statistics course.
- Two (2) Psychology courses.

To apply to the program, complete the appropriate materials attached in this packet.

- The first step is to complete the “Application for Graduate Admission” and “Transfer of Credits Form”. Please complete these forms and return them to the graduate office or email them to: graduatestudies@swosu.edu.
- The second step is to give the “Master of Science Recommendation Form” to two individuals and have them complete the forms and return them to the graduate office. (The address is on the form.)
- The third step is that you must complete an OSBI background check dated within one year of the application. The form is in the packet. We only need the Name search, not the fingerprints; therefore, the total cost is $15.00. Please return the OSBI background check to the chair of the Psychology Department, Dr. Barnett. You can fax it to 580-774-7100 or mail it to his attention at 100 Campus Drive, Weatherford, OK 73096.
- ALL of the above materials must be completed by June 1 for Fall entry or November 1 for Spring entry. Only those students with completed materials will be invited for admission interviews. Interviews are held in June and November by invitation only. Notification about interviews are sent through email.
- However, you are permitted to take up to 9 hours of coursework prior to full admission. If you wish to do so, you must contact Dr. Jorie Edwards at jorie.edwards@swosu.edu to create a plan of study. COUN 5513: Introduction to Counseling is the first required course for all students.

Tuition Waiver
The College of Professional and Graduate Studies offers the opportunity for a tuition waiver. To apply for the waiver, you must have been admitted to the graduate program, have completed coursework at SWOSU, be currently enrolled in a minimum of six graduate hours, have a minimum of a 3.50 GPA and must be an Oklahoma Resident. Therefore, you cannot receive a waiver for your first semester; however, we encourage you to apply for a tuition waiver for every semester. The application form is also in the packet on our website.

Advisor
Dr. Jorie Edwards serves as the graduate advisor for all Community Counseling students. If you have any further questions, please do not hesitate to contact her at 580-774-6052 or jorie.edwards@swosu.edu.

Please let us know if we can assist you in any way and thank you again for your interest in our program.

Sincerely,
The Psychology Department
Southwestern Oklahoma State University  
Department of Psychology  
COMMUNITY COUNSELING  
APPLICATION CHECKLIST  

Please verify that the following have been completed and/or included in order to meet the minimum requirements* for admission:

- Admission to Southwestern Oklahoma State University
- SWOSU Application for Graduate Admission (included in packet)
- Prerequisites for acceptance into the M.S. program of Community Counseling:
  - One (1) three hour undergraduate or graduate statistics course
  - Two (2) additional 3 hour courses in Psychology or Educational Psychology
- An undergraduate GPA of at least 3.0 on a 4.0 scale
  OR
- An undergraduate GPA of 2.5-2.99 (on a 4.0 scale) or above and a satisfactory minimum score with respect to the combination of GPA and GRE scores is required:
  \[ \text{GPA} \times 100 + \text{GRE} = 530 \]
- SWOSU Transfer of Credits Form (included in packet)
- Two professional recommendations completed by individuals who are in a position to rate academic aptitude, motivational and character factors. (forms included in packet)  
  - Note: These should be sent directly from reference to the Graduate Office.
- An original OSBI background check (instructions included)

*Minimum requirements do not guarantee admission into program. Successful completion of interview is required to be considered for admission. Interview invitations will be sent to your listed email.
Southwestern Oklahoma State University
Graduate Catalog

MASTER OF SCIENCE DEGREE
Area of Specialization
Community Counseling
(Code No. 846)

Admission Requirements for Graduate Degree Programs in Psychology

1. Bachelor’s degree from a college or university accredited by a regional accrediting association is required
2. An undergraduate or graduate statistics course and two additional courses in either Psychology or Educational Psychology.
3. A cumulative undergraduate GPA of 3.0 on a 4.0 scale. –OR–
   A cumulative undergraduate GPA of 2.5 – 2.99 on a 4.0 scale (overall undergraduate Ret/Grad GPA, (or) GPA on
   the last 60 semester hours) with a satisfactory minimum score with respect to the following equation of GPA and
   GRE scores: GPA x 100 + GRE = 530
   (The GRE score will be a sum of the scores on the verbal and quantitative tests.)
4. University Application for Admission or Readmission should be completed, either online or on paper and sent to
   the Registrar’s office.

The following steps should be completed and forms sent to the Graduate Office via email to graduates@swosu.edu
or 100 Campus Dr., Weatherford, OK 73096:

5. Application for Graduate Admission
6. 9-Hour Policy Agreement
7. Official transcript(s) of all credit earned
8. Two recommendation forms
   • These recommendations should be completed by individuals who are in a position to rate academic
     aptitude, motivational, and character/disposition factors.
   • Forms should be sent directly from the reference to the Graduate Office
   • These forms are available in the program handbook on the psychology department website.
9. An original OSBI Background Check
   • The procedure for completing the check is in the application packet.

The deadlines for application for the M.S. program in Community Counseling are June 1st for the Fall Semester and
November 1st for the Spring Semester. Applications will not be accepted for Summer admission.

Acceptance into any of the Psychology Master programs will require completing an on-campus face-to-face interview. The
interviews are typically scheduled for June for Fall applicants and November for Spring applicants. Applicants will be
notified about interview information through the email address provided on the application. Interview information will not
be sent out until the application deadline has passed (Notification of interview will be sent after June 1st for the Fall
semester and after November 1st for the Spring Semester).

Upon acceptance into any of these graduate programs, the candidate must successfully complete a Plan of
Study with his/her advisor.
Placement into the practicum and LPC internship courses requires approval from the Departmental Internship/Practicum
Approval Committee (IPAC).
NOTE: Meeting the minimum standards does not guarantee acceptance into the program.
For more information on the program and to find application materials, visit: www.swosu.edu/psych
MASTER OF SCIENCE DEGREE
Area of Specialization
Community Counseling
(Code No. 846)

I. Required Professional Education and Psychology Core (15 hours)
   COUN 5513 Introduction to Counseling & Guidance
   COUN 5593 Advanced Tests & Measurements
   COUN 5893 Ethical/Legal/Professional Standards
   PSYCH 5143 Research Methods
   EDPSY 5743 Life Span Development

II. Required Community Counseling Specialization Core (18 hours)
    PSYCH 5633 Advanced Abnormal Psychology
    COUN 5213 Community Counseling
    COUN 5373 Theories/Techniques Family Counseling
    COUN 5543 Theories/Techniques of Counseling
    COUN 5553 Theories/Techniques Group Counseling
    COUN 5563 Practicum in Counseling

III. Capstone Experience
     EDUC 5950 Graduate Capstone Experience (must be completed during final semester)

IV. Total Required for the Master's Degree - 33 Hours

- The Master of Science Community Counseling Program does NOT lead to certification as a school counselor. See the Master of Education School Counseling program for information regarding school counseling certification.

- Completion of the Master of Science Degree in Community Counseling is applicable towards eligibility requirements for the Licensed Professional Counselor (LPC) Act. See the LPC Curriculum Program for information regarding application and LPC coursework requirements.
Application for Graduate Admission

Return all admission credentials to:
Southwestern Oklahoma State University
College of Professional and Graduate Studies
Education Bldg. Room 104
100 Campus Drive
Weatherford, OK 73096-3098

Unclassified graduates complete sections 1 – 1 only.

1. Name: ________________________________
   Last                      First                      Middle Initial                      Maiden

   Address: ____________________________________________
   Street or Box ___________________ City __________ State __________ Phone: __________ Zip __________
   SW ID #: ____________________________ Birth Date: ___________ State __________ Phone: __________ Zip __________
   Email: ____________________________________________

2. Check the Area of Specialization:
   □ Master of Business Administration
   □ PharmD/MBA (limited to admitted PharmD Students)
   □ Master of Education (M.Ed.)

   Area of Specialization ________________________________________
   □ Certified Track      □ Non-Certified Track
   □ M.Ed./M.S. School Psychology
   □ Master of Music (M.M.)
   □ Performance □ Music Education

3. Undergraduate Degree: __________________________________________
   University: ___________________________ Major: ___________________________ Minor: ___________________________
   Graduate Degree Work: ___________________________ University: ___________________________ Hours: ___________________________
   Degree Obtained: ___________________________ Date: ___________________________

   Master of Education and Master of Science (Management) applicants must have the official copy of the Graduate Record Exam (GRE) score sent to the Graduate Office if the applicant’s undergraduate GPA is below 2.50 or if the applicant’s undergraduate GPA is equal to or greater than 2.00 and the first six to nine (6-9) hours of graduate course work are below a 3.00 GPA.

   Master of Business Administration and Master of Science (Management) applicants must satisfactorily complete the Inbound CPC-based Comprehensive Exam for their specific degree.

   Identify test and test date planned or completed: □ GRE   Test Date: ___________________________

4. Provide two references with the appropriate reference form. Master of Education, Master of Science, and Master of Business Administration applicants must have two confidential report forms (may be obtained from the Office of the Dean for Professional and Graduate Studies or at the Graduate Studies web site (www.swosu.edu)) completed by professionals in a position to rate academic aptitude and motivational factors. Master of Music degree applicants must submit two reference letters. Documents should be sent directly from the reference to the Graduate Office.

   Reference: ___________________________ Address or Institution: ___________________________
   Reference: ___________________________ Address or Institution: ___________________________

   The Graduate Catalog states SWOSU’s policy as follows: A maximum of nine applicable semester hours of graduate credit from accredited colleges and universities may apply toward requirements of a graduate degree at SWOSU. All applicable credit earned at SWOSU prior to admission into a degree program is considered transfer credit. If the nine-hour policy is exceeded by graduate hours earned at SWOSU and/or another university, those hours will not apply to your degree program. I understand and agree to abide by this nine-hour policy established by SWOSU for the benefit of the student. I understand that withholding information requested in the application or giving false information may make me ineligible for admission to, or continuation in, Southwestern Oklahoma State University.

   Incomplete application materials will not be kept more than two years.

   □ By checking this box, I submit my application for SWOSU Graduate Admission. Date (M/D/Y): ___________________________
TRANSFER OF CREDITS

The Graduate Catalog states SWOSU’s policy as follows:

A maximum of nine applicable semester hours of graduate credit from accredited colleges and universities may apply toward requirements of a graduate degree at Southwestern Oklahoma State University (SWOSU). Only coursework with grades of A and B is eligible for transfer. All applicable graduate credit earned at SWOSU prior to admission into a degree program is considered as transfer credit. **

This policy means that graduate hours earned at SWOSU and/or another university which exceed 9 hours will not apply to a degree program.

** All 5000 level Business courses are “By Signature Only”.

I understand and agree to abide by this 9-hour policy established by SWOSU.

Printed Name ________________________ SID # __________________ Date __________

Signature ____________________________
The applicant’s who name appears above is applying for admission to the Southwestern Oklahoma State University Master of Science program. Please give a candid evaluation of the applicant’s capabilities by completing this form. Your time and effort involved in preparing this recommendation are greatly appreciated. This recommendation will be held in confidence unless a letter from the applicant is attached stating s/he wishes to view it. If necessary, may we contact you to discuss the applicant?   Yes [ ] No [ ]

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How long have you known the applicant? ________________________________________

In what capacity have you known the applicant? __________________________________

What is the probability of the candidate’s successful completion of the Master’s Program? Please check one.

[ ] Unlikely   [ ] Possible   [ ] Very Likely   [ ] Almost Certain

GENERAL STATEMENT: Please elaborate the basis of your ratings and any additional information you consider relevant. Also please describe any reservations you have about the applicant’s ability to complete a Master’s degree or to become a trusted professional. (use back of sheet or a separate page if necessary)

Name and Title (Please Print or Type)

School/Firm

Address

Phone Number
RECOMMENDATION FORM FOR ______________________________________

STUDENT ID # _____________________________

The applicant’s who name appears above is applying for admission to the Southwestern Oklahoma State University Master of Science program. Please give a candid evaluation of the applicant’s capabilities by completing this form. Your time and effort involved in preparing this recommendation are greatly appreciated. This recommendation will be held in confidence unless a letter from the applicant is attached stating s/he wishes to view it. If necessary, may we contact you to discuss the applicant? Yes ☐ No ☐

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☐ Unlikely ☐ Possible ☐ Very Likely ☐ Almost Certain

GENERAL STATEMENT: Please elaborate the basis of your ratings and any additional information you consider relevant. Also please describe any reservations you have about the applicant’s ability to complete a Master’s degree or to become a trusted professional. (Use back of sheet or a separate page if necessary)

Name and Title (Please Print or Type)

School/Firm

Address Phone Number
Criminal Record Check

Oklahoma State Bureau of Investigation (OSBI) Record Check Information

All prospective students in the M.Ed. and M.S. Psychology Programs must submit an Oklahoma State Bureau of Investigation (OSBI) record check.

Students must submit an OSBI record check to the Department of Psychology by the application deadline. Submit the ORIGINAL OSBI Check – no alterations to the sheet(s) will be accepted. You can download the application from the following website (PDF): http://www.ok.gov/osbi/documents/RecordCheckForm.pdf

Students can send completed application to:

- Oklahoma State Bureau of Investigation
- Criminal History Reporting Unit
- 6600 North Harvey, Building #140
- Oklahoma City, OK 73116

Or can go in person to:

- OSBI (close to 63rd and Broadway Ext.)
- From 63rd turn North on Robinson (1 block West of Broadway Ext.)
- And go to sign saying Building #6
- Enter door on south side of OSBI building
- Go to window and fill out application

The cost is $15.00 – Payable in cash, cashier’s check, money order or credit card (NO PERSONAL CHECKS)

All requests received in the mail must include a stamped, self-addressed envelope.