



**California State University, Long Beach
College of Education
Teacher Preparation Advising Center (TPAC)**

EED – Room 67 • Phone 562-985-1105 • FAX 562-985-1106

REQUEST TO ENROLL IN A METHOD COURSE TO ADD A CREDENTIAL

Date: _____ Social Security # (Last 4 digits): _____ CSULB ID # _____

Name _____
Last First M.I.

Address _____
Street Apt. # City Zip

Phone _____ Email _____

I currently hold a Multiple Subject Credential and would like to add-on a Single Subject Credential in: _____

I plan to enroll in EDSS 450 _____ during _____
Term

I currently hold a Single Subject Credential and would like to add-on a Single Subject Credential in: _____

I plan to enroll in EDSS 450 _____ during _____
Term

I currently hold a Single Subject Credential and would like to add-on a Multiple Subject Credential

I plan to enroll in EDEL 452 _____
Term

I plan to enroll in EDEL 442, 462, 472 or SCED 475: _____
(Circle one) Term

Step 1:

ATTACH THE FOLLOWING:

- A copy of your current credential from the CTC website
- Proof of Subject Matter Competency (Passing CSET scores or a Subject Matter Waiver Letter for Single Subject Credential)

Step 2:

- **IF YOU ARE PLANNING TO ADD ON A SINGLE SUBJECT CREDENTIAL**, take this form to the Subject Area Faculty Advisor for the subject area you are adding on to get his/her approval to take EDSS 450 course. Submit completed form to EED-67 with attachments and signature below for final approval and issuance of a temporary admit card.

The student listed above is approved to take EDSS 450 _____ during _____
Term

Single Subject Area Faculty Advisor Signature: _____ Date: _____

- **IF YOU ARE PLANNING TO ADD ON A MULTIPLE SUBJECT CREDENTIAL**, submit this completed form along with all attachments to EED-67 for final approval and issuance of a temporary admit card.

Candidates that receive final approval will be issued a temporary admit card and be allowed to show up to the desired course on the first day of class and ask to be added if there is space in the course. If the instructor gives permission to add the class a permit will be issued so that you may enroll. The class schedule can be found online at www.csulb.edu/schedule.

Candidates that are not currently matriculated CSULB students should enroll through Open University. More information on how to enroll through Open University can be found online at www.cppe.csulb.edu/openuniversity.