

CALIFORNIA STATE UNIVERSITY **LONG BEACH**
SCHOOL OF CRIMINOLOGY, CRIMINAL JUSTICE, AND EMERGENCY MANAGEMENT

**Master of Science in
Emergency Services Administration**
Information Handbook



Leadership • Communication • Collaboration

▲ www.ccpe.csulb.edu/esa

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Program Description

The Master of Science in Emergency Services Administration (ESA) degree program at California State University, Long Beach (CSULB) is an entirely online program that will help you develop the leadership and critical thinking skills needed to build stronger organizations and disaster-resilient communities. The program will educate you in the interdisciplinary research and theory of disaster management as you create a project that directly strengthens and benefits your organization or community.

In recent years, emergency services professions have become extremely competitive, with demands for personnel to further their education to attain promotion and keep up with technical advances. Those in the following fields are well-suited for this program:

- Firefighters
- Law enforcement
- Emergency medical services personnel
- Military personnel
- Emergency managers
- Public health practitioners
- Public administrators
- NGO administrators
- Private business disaster planners
- Other professionals with a strong interest in how disasters influence their field

ESA Program Goals

University faculty researchers from disciplines across campus, in cooperation with emergency services personnel from many agencies, have developed the ESA program to meet the needs of emergency services professionals. This team has generated the following goals, which focus on following best practices in emergency management and organizational operations:

Provide Subject Matter Expertise. The program is taught by faculty from a wide range of professional fields and academic disciplines. Students and faculty critically examine multiple theoretical and research perspectives of historical, existing, and expectable disaster risks and community vulnerabilities across all phases of disaster management.

Maintain Subject Matter Currency in a Rapidly Changing World. Students will be confident and competent in the use of all methods of library research and Internet-based electronic technologies and software to gather information from wide-ranging disciplines and resources. These competencies can be used to find solutions to complex problems in real time, or they can be used to operate proactively to generate long-range planning materials.

Provide Organizational and Community Leadership. Students will develop new skills that can be used to manage individuals, resolve conflicts, and build efficient teams, as well as to move diverse communities forward as engaged contributors to solve problems or build strong interdependent support systems.

Advance the Emergency Management Discipline through Action-Oriented Research.

Students will develop their abilities to integrate multidisciplinary emergency management theory, research, and practice into their work. They will strengthen their leadership skills and the daily operations within their organizations and across communities. Students will also learn to anticipate and prepare for problems across all phases of disaster management.

Create Cultural Diversity and Global Awareness.

Building effective emergency management systems and resilient communities requires leaders to view diversity as an inherent strength in all operational efforts. Students will learn to identify, critically examine, and apply models of effective disaster management that have been tested by communities throughout the world.

Manage Resources.

As resources become more limited, effective emergency services professionals must be able to identify, procure, and create strategies that are necessary to build sustainable and effective operations. Students will learn risk-reduction analyses and implementation skills for developing resources through grant-writing, human and social capital, and public and private community resource development.

Communicate Across Stakeholders.

Communication—both written and oral—is critical to managing groups and advancing the discipline of disaster management. The program continuously challenges students to develop critical communication skills.

Admission Requirements

Admission to the program depends upon approval by the University’s Office of Enrollment Services and by the program’s Applicant Review Committee. The following sections provide information about general admission criteria, required documentation, deadlines, and other requirements. If you will be applying to the program, please follow these directions closely.

General Admission Criteria

1. You must complete an official CSULB graduate admissions form online using [Cal State Apply](#) and pay the appropriate application fee. You must have completed an appropriate baccalaureate degree from an accredited university before the first semester of your graduate studies. You can learn if your university is accredited by visiting [CollegeSource.org](#) and searching by name. More detailed information about graduate admission at CSULB is provided in the [University Catalog](#).
2. You must submit a current professional resume. You must also include a one- to two-page Letter of Intent that specifically details why you are seeking a Master’s degree in Emergency Services Administration through this program. In your letter, please include information about your preparedness to undertake graduate studies and your career plans after graduation. Both your resume and your Letter of Intent must be sent directly to the Program Office at the address found under Step 2 of the Application Process.
3. You must submit three letters of recommendation from persons able to testify to your academic ability, professional ability and/or character. These letters must be sent directly to the Program Office at the address found under Step 2 or by email to the Program’s

Graduate Advisor, who will place them in your file. If submitted by email, the University requires that the letter be sent through the email account of the person writing the recommendation.

4. You must have earned at least a 3.0 GPA in the last 60 semester units attempted. A student whose overall GPA is less than 3.0 but who presents acceptable evidence of professional potential, either through recent academic performance and/or experiential background, may be admitted by special action of the Applicant Review Committee. For help in determining your GPA, see CSULB's [Understanding Grades and Grading](#) web page.
5. The MS in Emergency Services Administration degree does NOT currently require the GRE or the GMAT for admission.
6. All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English, must demonstrate competency in English. For more information about this requirement, see the [University Catalog](#).
7. You must be accepted by both the University and the program's Applicant Review Committee for admission to the program.

Application Deadlines

The program admits students for a fall semester start date. The application deadline for Fall is usually June 1. Admission deadlines are subject to change. Please make sure that the University and program office receive all of the required materials by the deadline. Applications that are incomplete by the deadline will not likely be reviewed. You are strongly encouraged to submit materials early. In addition, we suggest that you confirm receipt of your application and receipt of your materials by contacting program staff on, or the week before, the deadline.

International Students

CSULB encourages eligible international students to apply for undergraduate and graduate level studies. The CSU must assess the academic preparation of foreign students. For this purpose, international students include those who hold U.S. temporary visas as students, exchange visitors, or in other nonimmigrant classifications. Application requests and questions should be directed to International Admission (cie-admission@csulb.edu), located in FND-180.

The CSU uses separate requirements and application filing dates in the admission of international students. Verification of English proficiency (see the section on the English Language Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission.

Application Process

Applying to the Master's program in Emergency Services Administration at CSULB requires several steps as outlined below.

Step 1: Apply using the online [Cal State Apply Graduate Application Form](#). Cal State Apply is the California State University's online resource to help you quickly and easily

apply for graduate admission online. By applying online, you can start, stop, and save your application information throughout the process. You do not have to complete the entire application during one session. For example, you can save your work and revisit your application to add or change information when convenient. Please make sure that you meet application deadlines. Note the following as you complete your online application:

- Select **Apply Now** from the Cal State Apply home page.
- Sign in if you are a returning user.
- Select **Create an Account** if you are a first-time Cal State Apply user. This will start your application process.
- Enter your name, contact information, username, and password as requested. Agree to the terms and conditions.
- Complete your profile. Indicate that you are seeking graduate-level education. Select “Master’s degree or higher” from the drop-down menu under Education. Respond to all other questions and save changes. Start your application after you have saved these changes.
- Keep your previous academic information on hand when you apply. You will be asked to submit information about the colleges you have attended (including community college). You will need the **name of the college(s), dates attended, units completed, major, honors, and GPA**. **IMPORTANT:** For each institution that you identify on the application form, you will need a corresponding **transcript** sent to the CSULB Office of Admissions and Records.
- On the application form, identify **CSU Long Beach** as the University campus you wish to attend. Select online for the location field and delivery format. Select fall for the start term.
- Select “Show Available Programs” and Long Beach Extension “Emergency Services Administration” MS Degree.
- Select “I am done, review my selections.” Select “Continue to my application” when your selection has been saved. You will be presented with the CSU Application Dashboard.
- Submit information on the application form as requested. You may wish to collect this information before you apply for admission. You’ll be asked to identify (a) colleges attended, (b) personal information, (c) academic history, (d) supporting materials, and (e) program materials.
- The ESA Program at CSULB does **NOT** require standardized tests. Select “I am not adding any standardized tests” in this section of the application process. The absence of test scores will **NOT** affect your application to the ESA program.
- You will need to include a brief **Statement of Purpose**. The Statement of Purpose tells us why you want to enroll in the program. You may wish to

prepare this statement before applying. Then, paste or type your Statement of Purpose into the application form when prompted. NOTE: Content from this Statement of Purpose can be included in your separate Letter of Intent, which is also required for admission to the program. However, you may wish to make your **Letter of Intent** a more detailed narrative addressing more issues than generally included in this Statement of Purpose.

- When complete, submit your application and **pay the application fee**. You can pay by credit card online.

Step 2: Arrange for your **(a) letter of intent, (b) three letters of recommendation, and (c) resume** to be sent to the following address by the application deadline:

Emergency Services Administration Program
c/o Dr. Peter G. Kreysa, Graduate Advisor–FCS Building
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840

NOTE: These can also be sent by email to peter.kreysa@csulb.edu. Final admission to the program is determined by the program’s Applicant Review Committee. Simply applying to the program does not guarantee admission into the program.

Step 3: Arrange for your **official transcripts** to be sent directly to the Office of Enrollment Services at CSU Long Beach. Departments and campus offices often receive requests from applicants for an e-mail address that colleges/universities can use to submit electronic transcripts to CSULB. To better serve both departments and applicants, Enrollment Services has created the following e-mail address for this purpose: ES-IDPTrans@csulb.edu. For transcripts sent by U.S. Mail, transcripts should be sent directly to CSULB Enrollment Services. DO NOT send transcripts to the Department or to any specific individual on campus; they will be returned. You should arrange to have official transcripts sent to Enrollment Services at about the same time that you submit your application using Cal State Apply. If you have college transcripts at home, keep them in the official sealed envelope. Send (or arrange for your transcripts to be sent) to the following address:

Office of Admissions and Records, Enrollment Services
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840-0106

Once your transcripts are received by CSULB, they will be posted digitally to allow for easy access by the program’s Applicant Review Committee.

Step 4: Wait for your University admissions decision. You will be sent a note by email from CSULB’s Enrollment Services indicating whether your application for admission to the University and program was approved. These emails are sent within 3 to 5 business days after a final decision is made. Until these emails have been sent by Enrollment Services, University personnel are not permitted to communicate with applicants about admission approval.

Step 5: Once admitted, you will be sent additional information directly from the program about how to register for classes. Before enrolling in any courses during your first semester, please wait for specific instructions and information. For example, you will be told which classes to enroll in during your first semester. In semesters thereafter, you may enroll in classes of your own choosing, although we will continue to recommend a sequence of classes each semester.

Step 6: Once admitted, we will send you a note by email, which will include information about the student online orientation session.

Step 7: Register for classes and begin your graduate program. Contact the Graduate Advisor for the Emergency Services Administration Program, Dr. Peter Kreysa, and specifically ask for information about developing an approved Program Plan of your graduate studies and the requirements for Advancement to Candidacy. A Program Plan is provided in the appendix of this booklet. You will learn more about these program paperwork requirements during the new student orientation.

Peter G. Kreysa, Ph.D.
email: peter.kreysa@csulb.edu
Phone: (562) 985-8111

University and Program Regulations

The following sections provide important information about University and program regulations. See the [University Catalog](#) for detailed information.

Grade Point Average Requirements

The following grade point average (GPA) requirements must be met by all students:

- You must maintain an overall graduate GPA of 3.0 (B) while enrolled at the University. If your GPA falls below 3.0 for two semesters in a row, you will be academically dismissed from the University and you will not be allowed to continue in the program. To regain admission, you will be required to take other graduate-level courses elsewhere and you will be required to apply for re-admission. Re-admission is not guaranteed. In addition, you must pay all associated fees for re-admission. If your GPA consistently remains below 3.0, you will be permanently dismissed from the University and you will not be allowed to continue your studies at the University.
- No course with a grade lower than a “C” may be applied toward your degree requirements.
- An incomplete grade not otherwise resolved will automatically revert to the letter grade indicated on the “Requirements for Assigning an Incomplete Grade” form. Incomplete grades must be resolved before graduation and usually within one year of the close of the semester in which the Incomplete Grade was originally assigned.
- Your Cumulative Graduate Grade-Point Average shall be calculated on all upper-division and graduate-level coursework attempted at CSULB after completion of a baccalaureate degree. This is true even for courses you may take outside of the Department and which may not be related to Emergency Services Administration. For example, if you enroll in an

upper-division undergraduate physical education course and fail that course, that failing grade will be calculated in your University Cumulative Grade-Point Average. Make sure you earn a grade of “B” or better in every class you take at CSULB. We do not encourage students to take courses outside of the program’s requirements or electives, without obtaining prior approval to do so by the ESA Graduate Advisor.

- Graduate students cannot repeat and delete courses either for credit or to improve their grade-point average. But you may repeat courses and average grades for courses required for the degree. The grade for a second attempt of a course does not negate the first attempt.

Graduate Writing Assessment Requirement

Graduate students are required to satisfy the GWAR, and they must complete the requirement before Advancement to Candidacy. These students must attempt the WPE during their first semester at CSULB. Students who have previously (1) received a degree from an accredited college or university in the United States; (2) received a degree from an accredited non-US institution located in a country where English is a primary language of communication; or (3) received a score of 4 or higher on the analytical writing portion of the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT) are exempt from the WPE. Graduate students who believe that they may be exempt from the WPE must submit a Graduate Student Petition to Satisfy the CSULB GWAR to the Testing, Evaluation & Assessment department at CSULB. The petition form is available at BH-216 or at [Testing Forms](#). Graduate students who have graduated from a CSU have satisfied the GWAR and are not required to complete additional assessment.

Students who receive a score of four or higher on the analytical writing test of the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT) may submit their score to satisfy the GWAR. A copy of the official score report should be submitted to Enrollment Services (123 Brotman Hall) or to Testing, Evaluation & Assessment (BH-216). Students who are off-campus or reside outside the United States may contact the GWAR coordinator for more information.

Course and Unit Requirements

You must complete a total of 32 units, including transfer units. The following tables provide an example of a sequence of courses students complete in the program if they wish to complete the program within two or three years.

Suggested 2-Year Program

| Semester 1: Fall | | Semester 2: Spring | | Semester 3: Summer | |
|------------------|----------|--------------------|----------|--------------------|----------|
| Course | Units | Course | Units | Course | Units |
| EMER 500 | 3 | EMER 530 | 4 | Elective | 3 |
| EMER 506 | 3 | EMER 540 | 3 | Elective | 3 |
| EMER 548 | 3 | | | | |
| Total | 9 | Total | 7 | Total | 6 |
| Semester 4: Fall | | Semester 5: Spring | | | |
| Course | Units | Course | Units | | |
| EMER 671 | 3 | EMER 694B | 3 | | |
| EMER 694A | 1 | | | | |
| EMER 661 | 3 | | | | |
| Total | 7 | Total | 3 | | |

Suggested 3-Year Program

| Semester 1: Fall | | Semester 2: Spring | | Semester 3: Summer | |
|------------------|------------|--------------------|----------|--------------------|----------|
| Course | Units | Course | Units | Course | Units |
| EMER 500 | 3 | EMER 530 | 4 | Elective | 3 |
| EMER 506 | 3 | EMER 548 | 3 | | |
| Total | 6 | Total | 7 | Total | 3 |
| Semester 4: Fall | | Semester 5: Spring | | Semester 6: Summer | |
| Course | Units | Course | Units | Course | Units |
| EMER 540 | 3 | EMER 661 | 3 | EMER 698* | 2 |
| Elective | 3 | EMER 671 | 3 | | |
| | | EMER 694A | 1 | | |
| Total | 6 | Total | 7 | | |
| Semester 7: Fall | | | | | |
| Course | Units | | | | |
| EMER 694B | 3 | | | | |
| or EMER 698* | 2 | | | | |
| Total | 2-3 | | | | |

*EMER 698 is the Thesis project and is a total of 4 units, but units can be divided among semesters.

Course Notes:

- EMER 500** Information Literacy and Practical Writing Applications for Emergency Management (3 unit, 5-week course taken at the beginning of the semester)
- EMER 506** Emergency Planning and Management (3 units)
- EMER 530** Applied Research Methods and Analytical Techniques for Decision Support and Innovation (4 units); Prerequisite is EMER 506.
- EMER 540** Understanding Management Organizations: Constructs for Influencing Complex Systems (3 units); Prerequisite is EMER 506.
- EMER 548** Risk, Crisis, and Inter-Agency Communications (3 units)
- EMER 661** Emergency Management Leadership Across the Megacommunity (3 units)
- EMER 671** Proposal: Strategic Planning and Integrative Practices in Emergency Services Administration (3 units); Prerequisites are EMER 500, EMER 506, EMER 530, EMER 540, and EMER 548; EMER 671 and EMER 694A are recommended to be taken concurrently.
- EMER 694A** Project Proposal Defense: Strategic Planning and Integrative Practices in Emergency Services Administration (1 unit); May be taken for up to 9 units; EMER 671 are recommended to be taken concurrently and all courses except EMER 694B must be completed.
- EMER 694B** Project: Strategic Planning and Integrative Practices in Emergency Services Administration (3 units); Prerequisite is EMER 671, 694A and Advancement to Candidacy.
- EMER 698** Thesis (1-4 units); Prerequisite is Advancement to Candidacy.

Also, please note the following rules and regulations:

- Your program of studies for the Master's degree must contain only graduate-level courses (500-level or 600-level courses).
- You must complete at least 24 units as a matriculated student at CSULB. You may use no more than six approved transfer credits into the program. All transfer credit must be graduate-level, related to the program, and must have been completed at an accredited institution. Official university transcripts must be on file with CSULB Enrollment Services to apply transfer work to your program of studies and all requests for transfer must be made directly to the ESA Graduate Advisor, and receive approval for transfer.
- For the Project Option, you must complete both EMER 694A for 1 unit and EMER 694B for 3 units. EMER 671 and 694A should be taken concurrently, completed, and approved by faculty; additionally, Advancement to Candidacy needs to be in place, before enrollment in EMER 694B is allowed.
- The thesis option prerequisite is EMER 671 and Advancement to Candidacy. EMER 698 must have a minimum of 4 units and can have up to 6 units. Enroll in 2 units each semester taken.
- You must meet all program requirements, and be enrolled in the semester in which you graduate. If you have completed all of your coursework, including EMER 694A and EMER 694B (Project) or EMER 698 (Thesis), but have not completed the written or oral presentation of your work to your committee, you may register in GS-700 (Graduate Studies 700). GS-700 is used only to fulfill the continuous enrollment requirement if you have completed all degree courses before your semester of graduation. Students may not enroll in more than two semesters of GS-700 without approval from the Graduate Advisor and the Dean's Office. So please plan accordingly.
- No waiver of course requirements, credit by examination, or credit earned by correspondence may be used to satisfy Master's degree requirements.

Advancement to Candidacy

The formal process of setting your program's requirements is known as Advancement to Candidacy. Advancement to Candidacy must occur at least one semester or summer session **before** the semester in which you expect to graduate. Please contact the Graduate Advisor when you are ready to Advance to Candidacy. Advancement should take place when you are close to completing your program of study. It is your responsibility to make sure that you complete this requirement because the University will not contact you to sign the required form. You may not Advance to Candidacy unless you have completed the Graduate Writing Requirement (GWAR), and you must have at least a 3.0 grade point average. In addition, you must be enrolled in the semester or session in which Advancement to Candidacy occurs, so please plan accordingly.

Project/Thesis Requirements

Students graduating with an MS in Emergency Services Administration degree from CSULB are required to complete either a project or a thesis. The project and the thesis are designated as signature assignments used to represent and determine a student's final assessment of the competencies they have achieved through the program. We expect both the project and the thesis to represent the quality and rigor of work that students would be proud to present to their professional communities. A thesis is developed to add to the research body of knowledge while a project represents applied research to translate knowledge into practice. The

CSULB [University Catalog](#) details the differences between a thesis and a project, as defined by the Trustees of the California State University system.

ESA students choosing to complete a thesis must enroll in EMER 698, Thesis, and complete 4 units. The guidelines and requirements for thesis students are available from the ESA Graduate Advisor and follow the same requirements and procedures as discussed in the CSULB University Catalog.

The ESA Signature Assignment Guide differentiates the thesis and project, providing guidance for each option. The formal definition of a project is presented below directly from the University Catalog:

“A project is a significant undertaking appropriate...to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.”

A project is to be equivalent in challenge, rigor, and significance to a thesis, and equivalent in its value to a student’s learning or contributions to the field.

Regardless of whether you choose to complete a project or a thesis, you are required to enroll in EMER 671, Strategic Planning and Integrative Practices in Emergency Services Administration. This 3-unit course is designed to prepare you for either the project or the thesis, and it will provide you with guidance in the development of your proposal. You should enroll in EMER 671 in the semester immediately before you undertake your project or thesis.

Timelines and Deadlines

You must complete all of the requirements for your degree within 7 years of the date your first course was completed on your program of studies. This is a University requirement and it includes transfer work. For example, if the first course you are using in your program of studies was completed at the end of fall 2010, you must complete the program by the end of fall 2017. We expect all students to enroll with the intent of graduating within 2 to 4 years of admission. Adjustments to semester course loads can be made for work or family emergencies. Thus, you may take longer than 4 years to complete your degree. However, it is your responsibility to keep track of your timeline and meet all deadlines. You must be enrolled during the semester in which you graduate.

Your approved program of studies remains in effect so long as you are making satisfactory progress. To ensure minimum satisfactory progress toward your degree, you must be continually enrolled each fall and spring semester and complete all degree requirements. If you break enrollment without completing and submitting a Leave of Absence Form ([Educational Leave](#)) you will be required to re-apply for admission to the University and you will be required to pay all associated fees for re-admission. Re-admission is not guaranteed. According to the University Catalog, the maximum Educational Leave you may take is one year, with the opportunity for an extension to two years maximum. Students on Educational Leave do not receive many University services, such as online library access.

Deadlines change each semester. It is your responsibility to know and meet all deadlines. Please do not rely upon your classmates, departmental staff, faculty, or the ESA Graduate Advisor to keep you informed of deadlines. Instead, you should visit the CSULB website periodically for up-to-date information about deadlines and note them in your calendar. Below is a partial list of deadlines you need to know and meet.

Registration and Enrollment

See the Schedule of Classes online for registration and enrollment deadlines. You can register for courses any of the following ways, by logging on to your MyCSULB account (see instructions below), in-person at CCPE which is open M–F from 8:00 am to 5:00 pm, or by calling the College of Continuing and Professional Education (CCPE) and by using a credit card (Visa or MasterCard only). You can call either (562) 985-5561 or (800) 963-2250. You need to provide the clerk with the course prefix (EMER) and course number. These phone lines are open M–F from 8:00 am to 5:00 pm. Some registration and enrollment deadlines that you must be aware of include:

- Last day to use MyCSULB: After this deadline, you must use a late registration form for registering or adjusting your schedule
- Last day to register late (includes a late fee, signatures on forms from the department and faculty)
- Last day to drop a class
- Last day to withdraw from a class
- Last day to pay financial obligation

How to Enroll Online

1. To begin registering for classes, log on to your MyCSULB account.
 - a. Click on My Page
 - b. Click on Student Center
 - c. Click on Academics
 - d. Click on Enroll
2. You can view your current classes for the term, add a class, and place yourself on a waitlist.
3. You will be prompted to select a term. Click on the radio button for the corresponding term and click the “Continue” button.
4. Your Class Schedule for the selected term will display. Icons will indicate your enrollment status (Enrolled, Dropped or Wait Listed).

Search for Classes When Enrolling

You can search for classes by clicking on the “Search” button below the ‘Class Search’ option on the left side of your shopping cart. The basic search allows you to search using general class information. If you receive a “no matching values found” message, make your search less specific.

For additional assistance, see [Searching the Schedule of Classes](#).

Note: When searching for classes during your enrollment period, you can click on the “Select Class” button on the Class Search Results page to add the class to your Enrollment Shopping Cart. If you are already enrolled in a class, the “Select Class” button will not appear for the section you are enrolled in.

Class Enrollment Options

1. Multiple Component Courses: For classes that require a related component (e.g. lab, activity, etc.), you must specify the related class section.
2. Units: For classes with variable units, you may specify the number of units being taken.
3. Continue selecting classes until you have entered all the classes in which you would like to register, and then click on the “Proceed to Step 2 of 3” button.*

4. Confirm the classes you wish to add and click the “Finish Enrolling” button.
5. Icons will indicate the enrollment status (Open, Closed, or Wait Listed). **Note:** The Waitlist icon will only display during the waitlist period. Once the Last Day to Waitlist has passed for the term, the class will display a status of Closed.

***Note:** If attempting to add a course in which you:

- currently have an incomplete grade;
- received a grade of C, B, A or CR;
- already repeated a course once at CSULB; or
- reached the repeat limit, you will be prevented from enrolling and will receive an error message.

You will need to remove the course from your enrollment request in order to add other courses and complete your registration.

Students may not re-enroll in a course for which they have received a grade of “I” (Incomplete) until that “I” has been converted to a grade other than “I” (e.g., A–F, CR/NC). An error message will appear if you are attempting to enroll in a class in which you have received an “Incomplete” and it has not yet been resolved.

Enrollment Results

The system will display the status of each enrollment request. Be sure to review the errors and/or messages.

Possible Messages

- The class is currently full. You may place yourself on the waitlist (see below for more information about waitlisting).
- There is a time conflict between this class and one you are already enrolled in for this term.
- A Requirement Designation (GE Indicator) was assigned; these are used to help the degree audit process and require no action on your part.
- You have not met the Pre-requisites or Co-requisites for this class. Refer to the message details to see what the requirements are for the course. For further information, refer to the University Catalog or contact the Department.

Enrolling into a Waitlist

Waitlisted classes will count towards your maximum number of units allowed for registration, but you will only be charged for fees based on your number of units “enrolled.” Additional charges, if any, will be assessed if you are successfully enrolled from the waitlist.

Note: To see classes that are currently full, uncheck the “Open Classes Only” checkbox. Then you will see all classes offered for a course and can choose to waitlist in ones that are currently full.

- To place yourself on the waitlist of a class, check the “Waitlist if class is full” checkbox and then click the “Next” button. If there is no space available in the class, you will be placed on the waitlist unless the waitlist is already full.
- If you were placed on a waitlist, a message will be returned indicating your position on the list.

Note: Be sure to update your email address in the Personal Information section. Communications regarding changes to your registration will be emailed to your “Preferred” email address.

Viewing Your Class Schedule

Once you have registered and paid for your classes through CCPE, you can view your class schedule in MyCSULB under “View My Class Schedule” in the “Registration and Academics” section. Please allow 72 hours for processing before reviewing your schedule. It is important that you are registered into the appropriate course sections. Add/Drop registration activity after the first class meeting is subject to review by the College of Health and Human Services and CCPE and does not guarantee enrollment in the course. It is your responsibility to ensure accuracy of your student records at all times.

Graduation

You must [apply to graduate](#) long before the semester in which you wish to graduate. If you plan to graduate in May, the deadline for submitting this form is usually October 1 the year before. If you plan to graduate in December, the deadline for submitting this form is usually March 1. You must be enrolled in the semester in which you graduate. Forms are available on the CSULB Enrollment Services website in the area called [Forms](#). Visit the [CSULB website](#) for more information about graduation deadlines. For example, if you intend to participate in the graduation ceremony, you must order your cap and gown by the published deadline. You must take responsibility for knowing and meeting these deadlines. Submit your request to graduate early to avoid delays, missing deadlines, and late fees.

Second Master’s Degree

A graduate student who is currently enrolled in a Master’s program at CSULB must complete that Master’s program before enrolling in courses for another degree. A graduate student who already holds a Master’s degree from this or any other accredited institution but desires to become a candidate for a second Master’s degree in a different field is subject to the following regulations:

1. All admission requirements of the University and college or department must be met (all general regulations listed in the Catalog apply to the second Master’s degree)
2. Enrollment and approval of candidacy for the second degree will be granted only after the first degree has been completed and awarded
3. All requirements for the new degree must be completed
4. After awarding of the first Master’s degree, a minimum of 24 units of graduate residence credit must be earned at this University including the minimum of 500/600-series units mandated by the major department in which the student is earning the second Master’s degree
5. No more than six units earned on the first degree may be applied to a second Master’s degree
6. Prerequisites for an advanced course must be completed prior to enrollment in the advanced course (an instructor may disenroll a student who does not provide evidence of adequate preparation)
7. All prerequisites must be completed prior to application for candidacy
8. Two Master’s degrees cannot be awarded concurrently
9. The area or discipline in which the second degree is earned shall be designated on the transcript and a second diploma awarded
10. This information is from the 2017–2018 University Catalog and subject to change.

CSULB Identification Cards

The CSULB Student Identification Card can provide you with access to an array of services/privileges all over campus, including the use of: Library services, Beach Club debit, meal plans, computer lab access, copiers, and more. If you live near campus, you may obtain a student identification card by visiting the campus [ID Card Services Office](#) located near the University Bookstore. You need only present a photo ID, such as a driver's license and proof of registration. You must also fill out an application and agreement form. If you do not live near campus, you can obtain a picture-less student identification card by emailing IDCard@csulb.edu with the specific request. Indicate that you are a distance-learning student in the Emergency Services Administration program and that you are unable to travel to campus to pick up a photo identification card.

Appendix A Program Outline and Course Descriptions

Program Outline

1. Satisfactory completion of 32 units of approved graduate courses is required, as outlined below.

Take all of the following courses (22 units):

- **EMER 500** Information Literacy and Practical Writing Applications for Emergency Management (3)
- **EMER 506** Emergency Planning and Management (3)
- **EMER 530** Applied Research Methods and Analytical Techniques for Decision Support and Innovation (4)
Prerequisite: EMER 506
- **EMER 540** Emergency Management Organizations: Constructs for Influencing Complex Systems (3)
- **EMER 548** Risk, Crisis, and Inter-Agency Communications (3) *Prerequisite:* EMER 500
- **EMER 661** Emergency Management Leadership Across the Megacommunity (3) *Prerequisites:* EMER 500, EMER 506, EMER 530, EMER 540
- **EMER 671** Proposal: Strategic Planning and Integrative Practices in Emergency Services Administration (3) *Prerequisites:* EMER 500, EMER 506, EMER 530, EMER 540, and EMER 548. EMER 671 and EMER 694A are recommended to be taken concurrently

2. Take two additional elective courses selected in consultation with a faculty advisor (6 units).

3. Take all of the following courses as noted (4 units)

Project Students take both of the following courses:

- **EMER 694A** Project Proposal Defense: Strategic Planning and Integrative Practices in Emergency Services Administration (1) *Prerequisites:* EMER 671 and Advancement to Candidacy; this course is Part 1 of 2. EMER 671 and EMER 694A are recommended to be taken concurrently.
- **EMER 694B** Project: Strategic Planning and Integrative Practices in Emergency Services Administration (3)
Prerequisite: EMER 672; this course is Part 2 of 2.

Thesis Students take the following course:

- **EMER 698** Thesis (1–4) *Prerequisite:* Advancement to Candidacy

Course Descriptions

500. Information Literacy and Practical Writing Applications for Emergency Management (3)

Prerequisite: None. *Corequisite:* None. Research processes and methods for retrieving emergency management information. Writing preparation for academic and professional documents in emergency management. On-campus and free-source e-learning technologies to interface with program content, student and faculty communications, and course projects and evaluations. Construction of web pages. Letter grade only (A–F). Not open for credit to students with credit in EMER 502 or EMER 504.

506. Emergency Planning and Management (3)

The planning and management processes and the issues involved in large-scale emergencies. The nature of natural and technological risk and emergency will be explored via case studies. Public sector roles in contingency planning and response will be assessed. Letter grade only (A–F). Same course as PPA 542. Not open for credit to students with credit in PPA 542 or EMER 542.

530. Applied Research Methods and Analytical Techniques for Decision Support and Innovation (4)

Prerequisite: EMER 506. Critical analysis of interdisciplinary research, theory and multi-methods appropriate for application within emergency services and management are examined using quantitative and qualitative analysis. Letter grade only (A–F).

540. Emergency Management Organizations: Constructs for Influencing Complex Systems (3)

Historical events, policies, and complex organizational settings that shape emergency management organizations. Critical reviews of modern and post-modern organizational theories associated with complex systems. Strategic improvements in emergency management organizations. Letter grade only (A–F).

545. Disaster Mental Health Issues in Emergency Management (3)

Prerequisite: EMER 500. Theories and practical applications of emergency mental health and self-care for those responding to, or managing response to, widespread natural and human-induced disasters. Letter grade only (A–F).

547. Continuity of Operations, Recovery, and Emergency Management (3)

Prerequisites: EMER 500 and EMER 506. Development and maintenance of comprehensive emergency management programs for business and industry. Plan development and implementation, vulnerability analysis, hazard identification, life safety, property protection, communications and community outreach. Letter grade only (A–F).

548. Risk, Crisis, and Inter-Agency Communications (3)

Prerequisite: EMER 500. Theory and practical applications of emergency communications for those responding to or managing response to widespread natural and human-induced disasters. Letter grade only (A–F).

601. Technology, Cybersecurity, and Emergency Management (3)

Prerequisite: EMER 500 and EMER 506. Role of technology in effective emergency management. Exploration of Internet, disaster simulation software, and geographic tools such as GIS, GPS, and direct and remote sensing devices through case study analyses and in-class simulations. Letter grade only (A–F).

605. Public Health Issues in Emergency Management (3)

Prerequisite: EMER 500. Roles and responsibilities of the public health system in emergency management. Structure of public health systems, management tools, public health intervention strategies, communication, collaboration, and ethical considerations. Role of public health regarding assessments following disasters and maintaining public health standards. Letter grade only (A–F).

631. International Emergency Administration Systems: Comparative Analysis (3)

Prerequisite: EMER 500 and EMER 506. Comparative analysis of international emergency management systems and structures. Implications of emerging threats and disasters in an increasingly interdependent world. Letter grade only (A–F).

650. Graduate Seminar (3)

Prerequisites: EMER 500 and EMER 506. Students will undertake literature reviews and/or research to explore emerging issues, trends and research in the field of emergency services administration. Letter grade only (A–F).

661. Emergency Management Leadership Across the Megacommunity (3)

Prerequisites: EMER 500, EMER 506, EMER 530 and 540. Competencies of professional emergency management defined through the megacommunity. Models of strategic leadership in all phases of disaster

management, with often competing professional organizations and networks, across culturally and economically diverse constituencies, and for natural or human-made disasters. Letter grade only (A–F).

671. Proposal: Strategic Planning and Integrative Practices in Emergency Services Administration (3)

Prerequisites: EMER 500, EMER 506, EMER 530, EMER 540, and EMER 548. Capstone course focusing on all phases of disaster management of selected disaster case studies, a natural disaster and human-made event, using existing research literature, Internet-based simulation software, and post-incident evaluation techniques. Letter grade only (A–F). Note: EMER 671 and EMER 694A are recommended to be taken concurrently.

690. Selected Topics in Emergency Management (1-6)

Prerequisites: EMER 500 and EMER 506. Group investigation of selected topics. Letter grade only (A–F). May be repeated to a maximum of 6 units with different topics in the same semester. Topics announced in the Schedule of Classes.

694A. Project Proposal Defense: Strategic Planning and Integrative Practices in Emergency Services Administration (1)

Prerequisite: EMER 671 and Advancement to Candidacy. Capstone course synthesizing research on all phases of disaster management and research methodologies leading to the development and implementation of a collaborative group project designed to provide practical solutions to an existing problem within the emergency services megacommunity. Letter grade only (A–F). May be repeated up to 9 units in different semesters.

694B. Project: Strategic Planning and Integrative Practices in Emergency Services Administration (3)

Prerequisite: EMER 671. Presentation to ESA faculty of EMER 694A Capstone Group Project delivered through digital media. Evaluation of individual student electronic portfolios. Letter grade only (A–F). May be repeated up to 3 units in different semesters.

695. Independent Study (1-6)

For students who wish to focus their studies on a specific area of emergency services administration which coincides with a faculty member's research or practical expertise. Letter grade only (A–F).

697. Directed Studies (3)

Prerequisite: Advancement to Candidacy. Research in an area of specialization under the direction of a faculty member. Letter grade only (A–F).

698. Thesis (1-4)

Prerequisite: Advancement to Candidacy. Planning, preparation, and completion of a thesis. Letter grade only (A–F).

Selected Elective Course Descriptions

CRJU 604. Terrorism, Homeland Security and Criminal Justice (3 units)

Set against the background of our global community, an examination of the relationship between the historical and contemporary motivations and goals of terrorism, United States Homeland Security and select aspects of the United States criminal justice systems.

GEOG 558, Hazards and Risk Management (3 units)

Broad overview of hazards and disasters, whether natural or technological, emphasizing the physical and social dynamics that interact to produce hazard, the spatial and temporal distributions of various hazards and policy options for disaster preparation, loss reduction, and community resilience.

Appendix B Frequently Asked Questions

What is the ESA program?

The MS in Emergency Services Administration degree program (ESA) is an entirely online 32-unit graduate program. We use a “lock-step” sequence cohort model where students progress with their same cohort colleagues throughout their program of study. Courses are 1–3 units and will generally run for 15 weeks during the fall or spring semesters, and if offered in the summer, for 12 weeks. There are currently no winter session ESA courses available. The program uses team-focused projects.

What makes ESA unique?

ESA is an interdisciplinary program delivered exclusively online that prepares students for leadership responsibilities in emergency services administration and disaster management. Through the systematic study of the emerging discipline of emergency management, students will learn to more effectively analyze complex disaster management problems and develop strategic planning skills which encourage greater coordination and collaboration across all stakeholders within any disaster management community.

Who is ESA designed for?

ESA was designed to bring together students representing many different emergency services professionals living and working throughout the state, country, and world. ESA seeks students who recognize that to advance in their career and to attain better leadership skills, they must become a more educated professional. Upon completion of this program you will be more skilled in effectively creating interagency collaboration to reduce vulnerabilities and strengthen disaster resilience within the communities you serve.

Who should apply?

- Firefighters
- Law enforcement
- Emergency medical services personnel
- Military personnel
- Emergency managers
- Public health practitioners
- Public administrators
- NGO administrators
- Private business disaster planners
- Other professionals with a strong interest in how disasters influence their field

What are the ESA program requirements?

The ESA program requires a total of 32 graduate-level units. Of this total, 27 units of coursework are required of all students, while 6 additional units may be taken as electives. Since we look for students to come from many different backgrounds, with varied professional experience, we provide a strong set of foundational required courses and allow students to generate in their electives a path of study that can strengthen a specific set of competencies in emergency management, their professional organization, or as their own career leadership development dictates.

Many of the ESA courses are specifically designed to support students’ development of their projects or theses. The problems tackled in these culminating projects can be sanctioned through students’ senior

administrators within their own organization, through ESA's collaborative partnerships with multiple agencies throughout the world, or generated by the student.

ESA examines emergency management research and theory with a constant "eye" to practical application in the real world. ESA requires students to complete a project or thesis as a final assessment of their studies. We want all of our graduating students to know they will make a positive difference in the lives of those they serve and in the organizations they have been educated to lead.

Who teaches the ESA courses?

CSULB full-time faculty teaching in the ESA program currently come from eight different programs/departments on campus with part-time faculty practitioners representing emergency services, public health, and private industries directly involved in emergency management.

What will I study?

Required courses focus on developing competencies in:

- Leadership skills
- Writing and critical thinking skills
- Emergency management and planning
- Gathering information and research data for making more informed and strategic decisions
- Interagency risk and crisis communications
- Public health issues
- Homeland security
- Business continuity
- International emergency management
- Grant writing and administration
- Finance and budgeting
- Hazards and risk management
- Strategic planning and integrative practices in emergency services administration
- And many more

Where are the classes held?

The ESA program is delivered entirely online.

How and where is the advising done for ESA?

Advising is conducted utilizing web-based technology and by email or telephone.

When are the classes held?

Classes are held in the fall and spring semesters and in summer sessions. All classes are entirely online. Most faculty have developed their courses to offer intensive study and discussion of course topics in weekly lessons, which can be delivered in real time or through content made available online. Any content delivered in real time will be recorded and made available later to students unable to participate in the initial online discussions. Using the latest digital technologies, faculty and students can study all phases of disaster management through lectures and discussions delivered in real time or through weekly lessons designed to accommodate students' professional working schedules.

Do I take the same classes with the same students every semester?

No, ESA does not expect all students to pursue this program in lock-step, as changes in work assignment and/or family responsibilities frequently have an impact on degree planning. Students are expected to plan their work and family demands in order to finish their degrees in a timely manner. Adjustments to student schedules can be made in consultation with the ESA Graduate Advisor. All students must complete their degrees within seven years.

What will my first semester look like?

All students entering their first fall semester must commit to enrolling and completing the same initial seven units of ESA courses. These courses introduce students to the functionality of the ESA online technologies, critical writing and thinking, and library research skills, as well as the foundational principles, competencies, and research and theory in emergency management. The content and course assignments in these first semester courses have all been closely integrated to ensure students experience a successful start to their graduate studies. After the first semester, two new courses for each cohort, along with additional elective courses, are made available for each of the original cohorts moving through the program.

What is MyCSULB?

[MyCSULB](#) has been adopted by the [California State University](#) system to provide convenient web service to students, faculty, and staff. At MyCSULB, you can maintain your student records and receive information that will keep you informed on updates to University policies and procedures regarding your path from new student to graduate. It is your responsibility to maintain and ensure accuracy of your student records at all times. Please work with the Graduate Advisor and review your MyCSULB records frequently throughout your academic career to ensure accuracy of your records and to avoid problems.

When will I graduate?

Most students graduate within two to three years after starting the program. You must graduate within seven years.

When is the admission deadline?

Usually June 1 for admission to the fall semester. Deadline is subject to change.

What is the program cost?

Course fees for the ESA program are subject to change. For updated costs, see the Fees section at www.ccpe.csulb.edu/esa. Costs for books, software, or other course materials are in addition to the course fees.

What college grants the ESA degree?

The ESA program is housed within the School of Criminology, Criminal Justice, and Emergency Management in the College of Health and Human Services (CHHS) on the campus of California State University, Long Beach. When you graduate, your diploma will read “Master of Science in Emergency Services Administration.”

How do I apply?

Every step in the process for applying to the ESA program is detailed in the CSULB University Catalog and on the ESA website.

How can I get more information?

For more information, please e-mail the ESA Graduate Advisor, Dr. Peter Kreysa, at peter.kreysa@csulb.edu.

Appendix C Master's Student Checklist

1. It is your responsibility to read, know and meet all University policies and deadlines. Visit the [CSULB website](#) frequently for information about policies and deadlines.
2. After you have been admitted into the program, email the Graduate Advisor and request information about graduate student orientation, which usually takes place online before the semester begins.
3. Refer to the College of Continuing and Professional Education (CCPE) Schedule of Classes and enroll in courses that apply to your Program of Studies. For example, enroll in the core (required) courses listed on the program plan and take electives when core courses are not available. Most students enroll in 6 units each semester.
4. Take only approved 500-level or 600-level courses. At least 60% of your courses must be at the 500/600-level AND completed as a matriculated (admitted and enrolled) student. Courses taken before your admission would be considered transfer courses even if taken at CSULB. A maximum of 6 units of graduate coursework may be transferred into the program. Transfer courses must be graduate-level courses taken at an accredited institution of higher education and must appear as graduate classes on an official university transcript.
5. You must take a minimum of 24 units as a matriculated (officially admitted and enrolled) student at CSULB.
6. You must maintain an overall 3.0 GPA. You may not use courses in your program in which you receive a grade lower than a "C." Resolve all incomplete grades by the deadline specified by your instructor (usually within one year). The University does not "repeat-delete" graduate courses. All grades earned will remain on your transcript forever and will be calculated towards your GPA. If your GPA falls below 3.0 you will be placed on probation and dropped from the program for a repeat probation.
7. You must be enrolled in the first semester after admission or you will be dropped from the program and required to re-apply for admission and again pay fees.
8. No waiver of course requirements, credit by examination, or credit earned by correspondence may be used to satisfy degree requirements.
9. Graduate and certificate program students are required to satisfy the GWAR, and graduate students must complete the requirement before advancement to candidacy. These students must attempt the WPE during their first semester at CSULB, except that students who have previously (1) received a degree from an accredited college or university in the United States; or (2) received a degree from an accredited non-US institution located in a country where English is a primary language of communication; or (3) received a score of 4 or higher on the analytical writing portion of the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT) are exempt from the WPE. Graduate and certificate students who believe that they may be exempt from the WPE must submit a Graduate Student Petition to Satisfy the CSULB GWAR to Testing, Evaluation & Assessment. The petition form is available at BH-216 or at [Testing Forms](#). Graduate and certificate students who have graduated from a CSU have satisfied the GWAR and are not required to complete additional assessment.
10. If you are completing the EMER Project Option, you must register in EMER 694A for 1 unit and EMER 694B for 3 units. Complete EMER 694A before enrolling in EMER 694B.
11. If you are writing a thesis, you must take 4 units of EMER 698 (thesis writing). You will also be required to complete [Institutional Review Board](#) (IRB) requirements by completing several forms at the

beginning of your thesis work. After you have completed 4 units of EMER 698, you may register for GS-700 with departmental approval to maintain enrollment until graduation. Students must be continually enrolled each semester (except summer sessions) until graduation. Once you have completed EMER 698 and received a grade of RP (Reported Progress), you are committed to writing a thesis. You may not later switch to the Project Option.

12. **You must Advance to Candidacy at least one semester or summer session before the semester in which you expect to graduate.** Advancement to Candidacy occurs at the time you receive formal approval of your Program of Study. Advancement requires that you and faculty sign the form on the reverse side of this checklist. In order to Advance to Candidacy, you must (a) have met the GVAR requirement, (b) have completed a minimum of 6 units within the program, (c) have a 3.0 GPA, (d) advance to candidacy at least one semester before graduation, and (f) be enrolled in the semester or summer session in which Advancement occurs. Contact the Graduate Advisor or Dept. Administrator when you want to Advance to Candidacy. You may not both Advance to Candidacy and graduate in the same semester, so plan ahead.
13. **You must be enrolled in the semester in which you graduate.** You may enroll in GS-700 (Graduate Studies 700) with Departmental approval to meet this requirement if you have completed all of your coursework.
14. You must [apply to graduate](#) long before the semester in which you wish to graduate. The deadline for submitting this form for spring or summer graduation is usually mid-October. The deadline for submitting this form for fall graduation is usually early March. Visit the [CSULB website](#) for updated and specific deadline information and to order a cap and gown if you plan to attend the commencement ceremony.
15. You must be continually enrolled each spring and fall semester. If you are not enrolled each spring and fall semester you will be dropped from the program and you will be required to re-apply for admission and pay all fees. If you are dropped from the program, your re-admission is not guaranteed. If you cannot remain continually enrolled each semester, you may request Educational Leave for 1 year by completing and submitting an [Educational Leave Form](#). Forms are available on the University website in the area called “forms.”
16. You must complete all degree requirements within seven years to receive your ESA MS Degree. If you do not meet this requirement, your coursework expires after seven years, including transfer courses. Taking Educational Leave does not stop the clock on the seven-year requirement to complete all degree requirements.
17. In order to graduate, you must have no outstanding financial obligations to the university. Contact Student Accounting Services in Brotman Hall Room 170-A or call (562) 985-8280 to verify that your financial obligations have been met.

Appendix D Directory of Faculty and Staff

Ryan Fischer, Ph.D., ESA Program Director,
School of Criminology, Criminal Justice, and
Emergency Management
Phone: (562) 985-1677
Email: ryan.fischer@csulb.edu

Peter Kreysa, Ph.D., ESA Graduate Advisor/
Associate Professor, Family and Consumer
Sciences
Phone: (562) 985-8111
Fax: (562) 985-8815
Email: peter.kreysa@csulb.edu

Shirley Feldmann-Jensen, DPPD, MPH, ESA
Program Coordinator, Associate Professor, School
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Management
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Joseph Aubele, Librarian/ESA Lecturer,
University Library
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Email: joseph.aubele@csulb.edu

Jude Colle, MS, Lecturer, School of Criminology,
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Studies in Education and Counseling
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Criminology, Criminal Justice, and Emergency
Management
Email: doug.weeks@csulb.edu

Appendix E

Program Plan for the Master of Science Degree in Emergency Services Administration (ESA) Advancement to Candidacy

General Information

Students are asked to complete the Program Plan on the following page and submit this completed form to the ESA Graduate Advisor, Dr. Peter Kreysa, at peter.kreysa@csulb.edu. Note the following:

- After you complete this form and have it approved, you will Advance to Candidacy, which sets your program of studies.
- You must complete and submit the form at least two to three semesters before you graduate.
- You must be enrolled in the semester in which you Advance to Candidacy.
- You can complete this form by hand in pen or by typing the information directly into the form.
- If you complete the form by hand in pen, please print clearly and fax or scan the form to the Graduate Advisor, Dr. Peter Kreysa, at peter.kreysa@csulb.edu. He will verify receipt.
- If you want to complete the form electronically by typing the information directly into the form, contact the Graduate Advisor, Dr. Peter Kreysa, at peter.kreysa@csulb.edu and request an MS Word version of the form.
- You cannot both Advance to Candidacy and graduate in the same semester, so please plan accordingly.
- You must have earned a grade point average of 3.0 in order to Advance to Candidacy. If you Advance to Candidacy and later earn a cumulative grade point average below 3.0, your Advancement may be removed and you will have to start the process all over again only after achieving a cumulative grade point average above 3.0.
- You must have fulfilled the Graduate Writing Assessment Requirement (GWAR) before Advancing to Candidacy. See the [University Testing](#) website for information about the GWAR and the WPE.
- After you have Advanced to Candidacy, you will receive a congratulations letter from the Associate Dean of the College of Health and Human Services. Please watch for this letter.
- You can verify that you have Advanced to Candidacy by viewing your transcript on MyC-SULB. The words “Milestone Completed: Advancement to Candidacy” will appear at the bottom of your transcript. Please verify that this milestone appears on your transcript a few weeks after you have submitted your request. If this milestone does not appear on your transcript, contact the Graduate Advisor with this information.

See Next Page for the ESA Program Plan

CALIFORNIA STATE UNIVERSITY **LONG BEACH**
 COLLEGE OF HEALTH AND HUMAN SERVICES
 SCHOOL OF CRIMINOLOGY, CRIMINAL JUSTICE, AND EMERGENCY MANAGEMENT

Program Plan for the MS Degree in Emergency Services Administration¹ 8/7/2017

Student Number: _____ Email: _____

Name: _____
 Last First Middle

Address: _____
 Number and Street City State Zip

Program Entry Date: _____ Mandatory Completion Date² (7 years maximum): _____

GWAR/WPE Requirement Met?³: Yes Expected Graduation Semester and Year⁶: _____

| Course | Course Title | Units 500/600 | Completed Sem./Year | Grade ⁴ |
|---|---|------------------|-------------------------|--------------------|
| CORE REQUIRED COURSES (22 Units) | | | | |
| EMER 500 | Information Literacy and Practical Writing Applications for Emergency Management | 3 | | |
| EMER 506 | Emergency Planning and Management | 3 | | |
| EMER 530 | Applied Research Methods and Analytical Techniques (Prerequisite is EMER 506) | 4 | | |
| EMER 540 | Emergency Management Organizations: Constructs for Influencing Complex Systems | 3 | | |
| EMER 548 | Risk, Crisis, and Interagency Communications (Prerequisite is EMER 500) | 3 | | |
| EMER 661 | Emergency Management Leadership Across the Megacommunity (Prerequisites is EMER 500, 506, 530 and 540) | 3 | | |
| EMER 671 | Strategic Planning & Integrative Practices in Emergency Services Administration. (Prerequisites are EMER 500, EMER 506, EMER 530, EMER 540, and EMER 548; EMER 671 and EMER 694A are recommended to be taken concurrently.) | 3 | | |
| Total Core Units Earned | | 22 | | |
| REQUIRED PROJECT OR THESIS COURSES (4 Units) Take EMER 694A and EMER 694B (Project) or Take EMER 698 (Thesis) | | | | |
| <input type="checkbox"/> Project Option: Select Project or Thesis option. Check here if selecting project option: | | | | |
| EMER 694A | Project Proposal Defense: Strategic Planning and Integrative Practices in Emergency Services Administration (Prerequisites are EMER 671 and Advancement to Candidacy; this course is Part 1 of 2. EMER 671 and EMER 694A are recommended to be taken concurrently.) | 1 | | |
| EMER 694B | Project: Strategic Planning and Integrative Practices in Emergency Services Administration (Prerequisites: EMER 671; this course is Part 2 of 2.) | 3 | | |
| <input type="checkbox"/> Thesis Option: Select Thesis or Project option. Check here if selecting thesis option: | | | | |
| EMER 698 | Thesis (Prerequisite is Advancement to Candidacy) | 4 | | |
| Total Project or Thesis Units Earned | | 4 | | |
| SPECIALIZATION (ELECTIVE) COURSES (6 Units) (Use this section to identify specialization or elective courses you have taken, or will be taking, in your program.) | | | | |
| | | 3 | | |
| | | 3 | | |
| Total Specialization or Elective Units Earned | | 6 | 32 units required as of | |
| Total Units Earned in Program | | 32 | Fall 2016 | |

SIGNATURES FOR ADVANCEMENT TO CANDIDACY⁵:

 Student Date

Peter G. Kreysa, Ph.D. Date
 Graduate Advisor

Ryan G. Fischer, Ph.D. Date
 Program Director

Jennifer Ostergren, Ph.D., CCC-SLP Date
 Associate Dean, CHHS

Important Endnotes to Program Plan

- ¹ This form must be completed and filed with the Department and Administration at least one semester before graduation.
- ² You must be continually enrolled each semester to remain in the program. If you are not enrolled each semester, you will be dropped from the program unless you complete an [Educational Leave](#) form.
- ³ You MUST meet the University's [GWAR](#) requirements before Advancement to Candidacy.
- ⁴ Grades below a "C" cannot be used to fulfill degree requirements.
- ⁵ To Advance to Candidacy, You must (a) meet the GWAR requirement, (b) have completed 6 units within the program, (c) have a 3.0 GPA, (d) advance to candidacy at least one semester before graduation, and (e) be enrolled in the semester or summer session in which Advancement occurs. Contact the Graduate Advisor or Dept. Administrator when you want to Advance to Candidacy. You may not both Advance to Candidacy and graduate in the same semester, so plan ahead.
- ⁶ The deadline to apply for graduation is approximately 6 months prior to commencement. See the [CSULB website](#) for deadlines.

[End of Document]

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