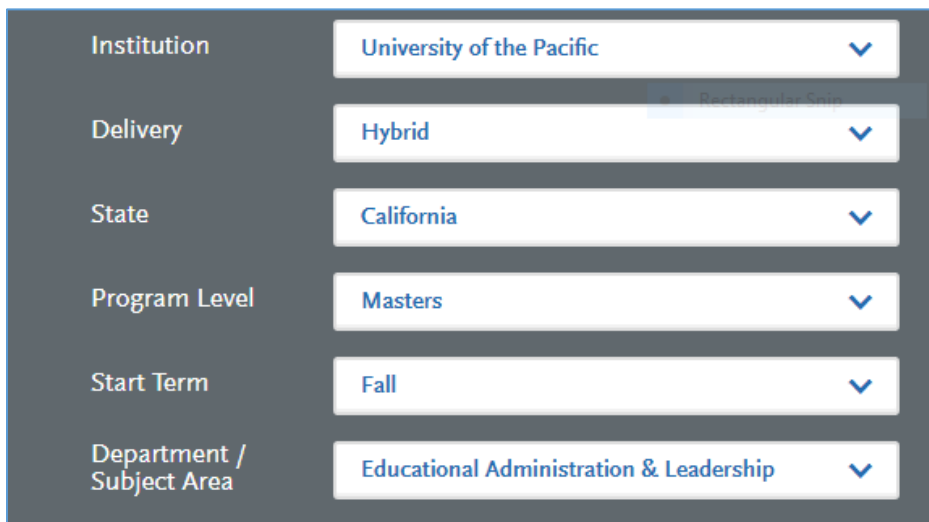


Welcome! This guide provides information to support you in completing specific sections of the GradCAS online application for Benerd in Sacramento's **Master of Education: Organizational Learning & Effectiveness** program.

- Please visit the [GradCAS Applicant Help Center](#) if you have questions that are not addressed in this guide.
- You may also contact Katrina Jaggears, kjaggears@pacific.edu or (916) 340.6151, if you have questions at any time during the application process.

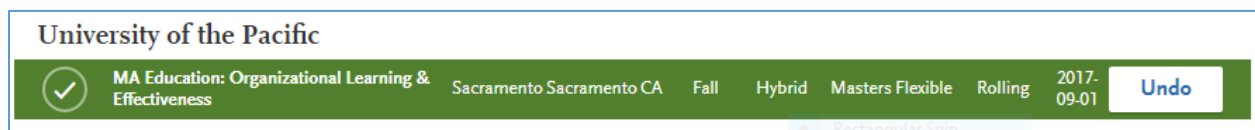
Getting Started: Selecting Your Program

1. Create an account, including a user name and password.
2. GradCAS will ask you to **Add a Program** to begin the application process. Please select the following options from the drop down menus:



A screenshot of a web form with a dark grey background. It contains six rows of dropdown menus. Each row has a label on the left and a white box with a blue border on the right. The selected options are: Institution: University of the Pacific; Delivery: Hybrid; State: California; Program Level: Masters; Start Term: Fall; Department / Subject Area: Educational Administration & Leadership. Each dropdown menu has a small blue downward arrow on the right side.

3. Click on the check mark to select your program:



A screenshot of a confirmation screen with a white background and a blue border. At the top left, it says "University of the Pacific". Below that is a green bar with a white checkmark in a circle on the left. To the right of the checkmark, the text reads: "MA Education: Organizational Learning & Effectiveness". Further right, it lists "Sacramento Sacramento CA", "Fall", "Hybrid", "Masters Flexible", "Rolling", and "2017-09-01". At the bottom right of the green bar is a white button with the text "Undo".

After selecting your program, click on the **My Application** tab in the upper left corner of your screen to exit this page.

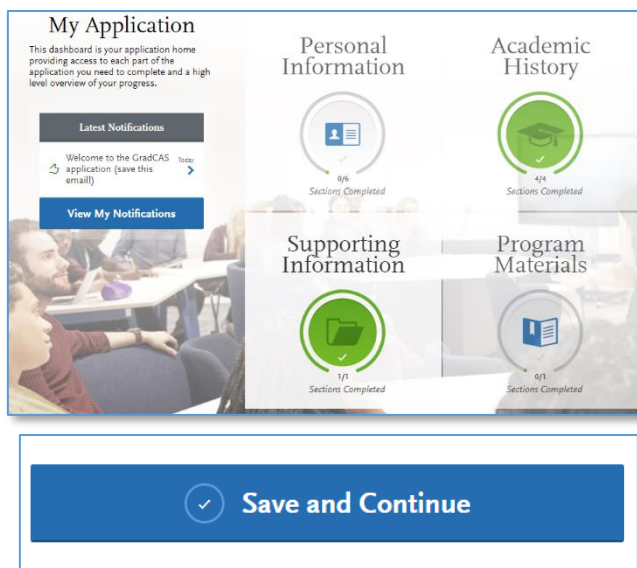
Completing Your Application

The application consists of four main sections:

1. **Personal Information**
2. **Academic History**
3. **Supporting information**
4. **Program Materials**

Each section will ask you to enter information and/or submit supporting documents. You can monitor your progress and navigate between application sections using the dashboard on the home page.

You may exit the application and come back to work on sections as you have time. As you move through the application and enter information, please save your work by clicking the Save and Continue button at the bottom of the page.



1. **Personal Information Section**

You will provide the following information in this section:

- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Other Information:
 - Language Proficiency
 - SSN
 - Military Status

Please note: You must also read and acknowledge the **Release Statement** before you can continue with the application.

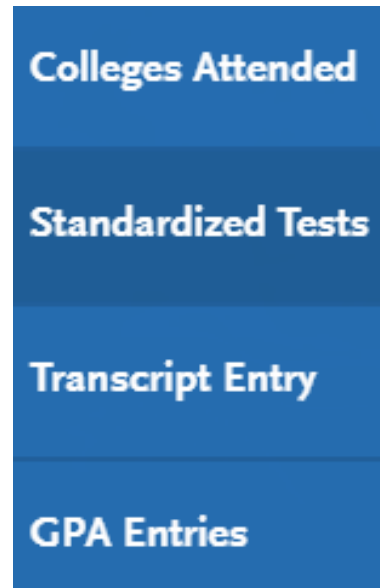
2. Academic History Section

Colleges Attended: Enter requested information for each college or university attended. This is also where you will complete the actions required to submit your transcripts. **Official transcripts from each college and university must be submitted directly to GradCAS.** If you are not able to follow the process outlined on the Transcript Request Form, please see other options for submitting official transcripts here: <http://bit.ly/transcriptinfo>

Standardized Tests: You are not required to provide standardized test scores for the MA program. Please select **I Am Not Adding Any Standardized Tests.**

Transcript Entry: You are not required to enter information about specific coursework.

GPA Entry: For each college or university, please enter Total Credit Hours and GPA only if it is reported on your transcript.



3. Supporting Information Section

Uploading your CV or Resume in this section is optional. You are, however, required to upload your CV or Resume in the Program Materials section.

4. Program Materials Section

You will upload supporting documents in this section. All documents must be uploaded to the GradCAS system. **Please do not mail supporting documents to University of the Pacific.**

In the **Documents** section, please upload the following:

- A current **CV or Resume** that contains the requested information.
- A 300-500 word **personal essay** that addresses the prompt and questions provided.
- A **writing sample**. We use the sample in lieu of the GRE to ensure you possess the writing skills required to be successful in the program. This is in addition to your personal statement, and we encourage you to submit something you've already written, including:
 - A paper you wrote for an undergraduate class
 - A report or white paper you've produced for work

Complete the steps in the **Recommendations** section to request a recommendation from three people. **Your recommendations must be submitted through the GradCAS system.** After you make the request, you may wish to remind your recommender to look for an email and check spam and junk mail folders just in case.



You must answer the required items in the **Questions** section to complete your application.

Ready to submit?

Once you have completed all application sections and uploaded the required supporting documents, it is time to submit your application.

- Click on the **Submit Application** tab at the top of the page.
- Please review your application and make any necessary changes before completing this step. You cannot make changes after the application is submitted.
- Click on the **Submit** button.
 - If you cannot click the button, please revisit your application and address any sections that are incomplete.

Congratulations! You have completed the application process. If you have questions and concerns about the process or your application, please contact Katrina Jaggears: kjaggears@pacific.edu or (916) 340.6151.