

TIPS FOR FILLING OUT THE MASTER'S ADVANCEMENT TO CANDIDACY FORM

The link to this form can be found in your OnBase forms or at <https://www.csus.edu/graduate-studies/current-students/forms.html>. The form provides general instructions when you click the top right tab labelled "Instructions".

While the Office of Graduate Studies's deadlines are October 1 (if you plan to enroll in HIST 500 in Spring) and February 1 (if you plan to enroll in HIST 500 in Fall), because the form needs to be reviewed and signed by the Graduate Coordinator before it goes to the Office of Graduate Studies, please **submit it at least 3 days before the official deadlines**.

Note that you do NOT have to fill out entries that are not marked by a red asterisk.

Student Information

Under "Semester" and "Year", pick the current one.

"Degree Program": History MA

"Concentration": leave blank

"Writing Requirement Met": Yes (as you have successfully passed HIST 200)

"Returning from break in enrollment": If you were not enrolled last semester, then say "Yes"; otherwise, "No"

"List CORE courses needed..."

By clicking "Add" at the right corner, you will be able to add information about all the required courses that you have taken (are taking or will be taking).

For the **Comprehensive Option**, the required courses are: HIST 200, 201, 202, 209, one 280 (you pick one, if you have taken, or are taking, multiple), one 281 (you pick one, if you have taken, or are taking, multiple), and 400. For the **Specialized Option**, the required courses are: 200, 201 OR 202, 209, and three 280 or 281 seminars (your pick). You can find this information also at <https://www.csus.edu/college/arts-letters/history/ma-history-degree-requirements.html>.

For each entry, under subject, write "HIST"; under course number, write the number; under school, write "CSUS"; under semester and year, write the semester and year in which you have taken, are taking, or will be taking the course; and under units, write "3".

"List courses for concentration and/or electives"

By clicking "Add" at the right corner, you will be able to add information about all the elective courses that you have taken (are taking or will be taking).

For the **Comprehensive Option**, you need 6 units of upper-division undergraduate courses or graduate courses (you pick two non-required courses that you have taken, are currently taking, or planning to take). For the **Specialized Option**, you need 9 units of upper-division undergraduate courses or graduate courses (you pick three non-required courses that you have taken, are currently taking, or planning to take). You can find this information also at <https://www.csus.edu/college/arts-letters/history/ma-history-degree-requirements.html>. For each entry, under subject, write “HIST”; under course number, write the number; under school, write “CSUS”; under semester and year, write the semester and year in which you have taken, are taking, or will be taking the course; and under units, write “3”.

“List culminating experience...”

Under subject, write “HIST”; under course number, write “500”; under school, write “CSUS”; under semester and year, write the semester and year in which you are planning to do your culminating experience; and under units, write “3”.

Make sure that you have listed **a total of ten courses**, including HIST 500.

“Ready to submit”: Review your answers and click that box.

Sign, insert the date, and submit!