Specialized Masters or Post Bacc Program Procedures

Approved SPB or SMP programs: Specialized Post Bacc or Specialized Masters Programs are specifically tailored to help prepare and strengthen a candidate for health professional schools. These programs can be academic enhancers – to strengthen GPA or career changers, for non-science majors (that have little or no science pre-requirements completed). All SMP/SPB on this database are approved. http://www.bio.uci.edu/wp-content/uploads/2012/12/Undergrads_resources_Specialized-Masters-and-Post-Bacc-Programs1.pdf

Programs not on this list either are not approved or have not been evaluated. You are welcome to inquire any program not on the list by emailing our office and providing the programs name and direct URL link, for review. Email us at hsac@darwin.bio.uci.edu and provide the schools name, programs title, and direct URL link of program, for evaluation.

1. Before proceeding to submit request, it is important you that you have received pre-approval for the program(s) you are considering. Please reference HSAC Policies and FAQ “Locations we send to, section Approved SPB or SMP programs” page 5-6 for more information.
2. Once the prospective program is approved or has been pre-approved, you can proceed to submitting a request on HSAC
3. After all letters of recommendation have arrived in your file, click confirm
4. In the section: Add School or Application Service name
   a. Type in the schools name, program name, & mailing address.
   b. You can continuously type in all the requested information in the same field. You can choose to separate lines by using commas, though note in the final request you will not see the separated lines.
   c. Any information missing will delay the processing of your request.
5. Application Service ID field : should be left blank
6. You can repeat process #4 multiple times, as needed to add your schools.
7. Once complete adding schools, click on the link, Submit Schools for Processing
8. Your HSAC online request form will appear
9. At the bottom of that page there is a confirm button. Review the page and then PRESS CONFIRM. Students often miss this final step. If you do not press confirm again the request will not be sent to our office. If you have submitted your request correctly you will receive an email confirmation with a screen shot of your original request. Upon receiving the confirmation email do not attempt to click confirm on the email. It is a screen shot and serves only as a confirmation of receipt. If you do not receive an email confirmation, you did not submit your request correctly. Please revisit your steps or call an HSAC Letters of Rec. advisor at 949-824-4698
10. To add more pre-approved programs and submit another HSAC request, repeat steps 4 thru 9 at any time.
11. Some schools may ask you to print out their cover sheet to accompany your letters. We do not send out cover sheets from other schools. UCI BS LOR has its’ own cover sheet. Remember it is our policy to send the exact same packet to every school.
12. You request will be automatically placed in cue for processing once your email request has been received. Should there be a problem with your request you will be contacted by an HSAC Letters of Rec. advisor.