

COEHS Graduate Studies

UNIVERSITY OF NORTH ALABAMA



ORIENTATION

- ▶ **Welcome to graduate studies through the College of Education and Human Sciences!**
 - ▶ Whether you are new to the classroom or a seasoned educator, we are thrilled to have you enroll as a graduate student through the COEHS.
 - ▶ This presentation serves as an overview of what to expect during the course of your graduate studies.
 - ▶ Please pay attention to deadlines outlined here.
 - ▶ Refer back to this presentation anytime for a refresher. This information is intended to bolster success in your program of study.
 - ▶ Questions or concerns? Contact the Coordinator for Graduate Enrollment and Support, Mr. Drake Jackson (djackson5@una.edu ; 256.765.4966; Wendell W. Gunn University Commons).



COEHS Faculty and Staff will communicate with you via your assigned **UNA email** address. Please check this email account regularly to avoid missed deadlines and important announcements.

* The acceptance letter you received via email from Graduate Admissions contains your UNA portal credentials/email address. Any alternate email address used during the admissions process will *not* be used by our faculty and staff.

* Please be sure to include your full name as it exists in Banner (your official academic record) on all communications with faculty and staff.



“So... I’ve been conditionally admitted. What does that mean?”

You have received your admission letter via email. You may note that you have been granted **conditional admission status** (does not apply to all graduate students). This is not uncommon and should not be viewed as a cause for worry. This does not mean that UNA has concerns about your ability to successfully complete your program of study.

What it does mean is that there are some things that need special attention in order to put you in line for certification at the completion of your program. The conditions of your admission have been spelled out for you in your letter and may include things like taking your Praxis II Content Area Exam, entering GTEP, taking a particular class, maintaining a certain minimum GPA, or taking the Praxis I Core Academic Skills for Educators Exam.

Once the conditions have been met and you have been accepted into GTEP (discussed later in this presentation), your admission status is converted to *unconditional*. This qualification is determined by UNA’s Certification Officer as a part of the process of admission to GTEP. Questions? Email educatorprep@una.edu.

Before first-time registration:

New or newly back to
UNA?

*PRIOR TO COURSE REGISTRATION DURING YOUR FIRST SEMESTER, YOU MUST SIGN A **STUDENT FINANCIAL RESPONSIBILITY AGREEMENT** LOCATED IN YOUR UNA PORTAL'S STUDENT/ACADEMICS TAB.

THIS REQUIREMENT WILL APPEAR AS A FINANCIAL HOLD UNTIL SATISFIED. DO NOT LET THAT WORRY YOU, IT WILL BE CLEARED ONCE YOU HAVE ACKNOWLEDGED UNDERSTANDING OF AN AGREEMENT TO THE STATEMENT.

* **SEEK ADVISEMENT**– YOU WILL NOT BE REQUIRED TO SECURE A PIN FOR REGISTRATION LIKE YOU MAY HAVE AS AN UNDERGRADUATE. BUT, YOU SHOULD STILL CONTACT THE ADVISOR ASSIGNED TO YOU ON YOUR ACCEPTANCE LETTER (UNLESS YOU HAVE COME TO US AS AN UNCLASSIFIED GRADUATE STUDENT) TO ARRANGE AN APPOINTMENT BY PHONE OR IN PERSON.



Need help with Canvas?

<https://www.una.edu/distance/help/>

About Canvas

Canvas is the online space for all current UNA courses and can be located here: <https://una.instructure.com>. In Canvas, students have access to course syllabi, assignments, discussions, files, and more. The content and features available for each course are determined by the Instructor, so some courses may have almost all material available on Canvas while other courses may utilize minimal functions in Canvas.

Getting Started With Canvas

Students using Canvas for the first time may want to view the [Canvas Overview video](#) to get familiar with basic use on Canvas (including the dashboard screen, finding a course site, viewing reminders, and more).

For questions or help using a specific Canvas feature, the [Canvas Guide for Students](#) (arranged by Canvas Tool) may contain the information you need. In addition to the web guides, there are also some [Video Guides](#) available on select common topics.



Tk20

What is it? Why am I paying for it?

All students in programs leading to certification with the ALSDE and students in some HHP programs are assessed a one-time subscription fee of \$125.

- ▶ Tk20 is a comprehensive data management and learning outcomes assessment system (replaces LiveText) that provides a robust set of tools to help track and enhance students growth as they progress through UNA's programs.
- ▶ All candidates in undergraduate and graduate programs leading to educator certification, undergraduate programs in Exercise Science, Fitness Management, Health Promotion, Recreation, and Sport Management, and all CACREP accredited programs are required to purchase Tk20.
- ▶ Candidates will have access to Tk20 for 10 years after initial account activation.
- ▶ Your Tk20 log in information will be the same as your UNA Portal username and password.
- ▶ You will be prompted by your instructor(s) when you need to access Tk20 for the first time. Do not be alarmed if you cannot log in immediately after purchase.

Advanced Portfolios

- ▶ Students enrolled in traditional MAED programs (*not* Alternative A) are responsible to complete an advanced portfolio prior to completion of their programs.
- ▶ The advanced portfolio is a self-driven, culminating assessment which requires your ongoing engagement.
- ▶ For those to whom this applies, the portfolio will be launched in your Tk20 account during your first semester of studies.
- ▶ Log in to your Tk20 account (after initial prompting by your instructor) and familiarize yourself with the portfolio's expectations, rubrics, and required artifacts.
- ▶ Documents may be uploaded in Tk20 at any time during your studies as you have them prepared.
- ▶ The compiled binder in Tk20 should be complete midway through your final semester of coursework.
- ▶ Your completed portfolio assessment will be evaluated by a faculty member in your program's department at the conclusion of your coursework. A passing score is required for graduation.
- ▶ Questions? Please speak with your assigned advisor (identified in your acceptance letter).

As you begin working toward your degree or certificate, know that the library has a number of resources and services that can help. We offer subscription databases to help with locating information, instructional videos, and online or face-to-face appointments with a librarian. We're here to help you succeed, so please let us know if you have any questions. If you would like to learn more about what Collier Library has to offer contact Leigh Stanfield at dlthompson@una.edu or 256-765-4466.



UNA'S COLLIER LIBRARY: SERVICES AND SUPPORTS

[HTTPS://WWW.UNA.EDU/LIBRARY/INDEX.HTML](https://www.una.edu/library/index.html)



Information Technology Services

<https://www.una.edu/its/>



Did you know that, as an actively enrolled student, you are entitled to a **FREE** copy of Microsoft Office?

Click [HERE](#) for information about how to get started in Office.

Trouble with your UNA Email or Portal?

ITS is available to help!

Email Support:

Email helpdesk@una.edu

UNA Portal Issues:

<https://www.una.edu/its/unaportal-info--faq/index.html>

Password Reset:

<https://pwcr.una.edu/UNAPWCR/Login.aspx>

Have questions about technology security?

See the resources made available by ITS here:

<https://www.una.edu/its/technology-security/index.html>



Teacher Testing

<https://una.edu/education/teacher-education/teacher-testing.html>

Praxis I Core Academic Skills for Educators – Code 5751

Replaces the AECTP Basic Skills Test (BST) and is required for all Alt A students effective Summer 2017.

Praxis II (Subject Area) Exam

Required prior to internship for all Alt A students (look up code corresponding with your teaching field here:

<https://www.una.edu/education/docs-clinical-experiences/201617%20FALL%20PRAxis%20EXAM%20CODES%20edited%2003032017.pdf>) and prior to program completion for MAED/Class A Certificate Instructional Leadership (Code 5411) students and for MAED School Counseling (Code 5421).

UNA Testing Services

Testing Services staff is available to help with questions/concerns about scheduling and exam registration.

<https://www.una.edu/successcenter/testing/>



Graduate Teacher Education Program (GTEP)

ALL ALTERNATIVE A AND TRADITIONAL MAED GRADUATE STUDENTS (WITH THE EXCEPTION OF SCHOOL COUNSELOR CANDIDATES) MUST APPLY FOR ADMISSION TO GTEP. DOING SO WILL PROMPT AN AUDIT OF YOUR RECORDS BY UNA'S CERTIFICATION OFFICER, PAVING THE WAY FOR LICENSURE UPON SUCCESSFUL COMPLETION OF YOUR PROGRAM.

ALTERNATIVE A STUDENTS WILL APPLY AS A PART OF EITHER ECE 500 OR ED 585 (DEPENDENT UPON TEACHING FIELD) DURING THEIR FIRST SEMESTER OF STUDIES. A COMPLETED MULTICULTURAL EXPERIENCE FORM AND INTERVIEW WILL BE A PART OF THE PROCESS OF ACCEPTANCE.

[HTTPS://WWW.UNA.EDU/EDUCATION/GRADUATE-PROGRAMS/ALTERNATIVE-A.HTML](https://www.una.edu/education/graduate-programs/alternative-a.html)

TRADITIONAL CLASS A STUDENTS WILL APPLY DURING THEIR FIRST SEMESTER OF COURSEWORK.

[HTTPS://WWW.UNA.EDU/EDUCATION/REQUIREMENTS-CLASS-A-TEACHING-FIELD.HTML](https://www.una.edu/education/requirements-class-a-teaching-field.html)



“

Internship/Practicum/Residency

”

REQUIREMENTS VARY BY PROGRAM

- Each program has its own guidelines and requirements regarding practical experience prior to licensure.
- Students must contact their advisors (identified on admission letter) to discuss any internship/practicum/residency that applies based on their selected program.



Graduation Application Deadlines!

<https://www.una.edu/registrar/commencement/index.html#Apply>

Very important! Whether or not you intend to walk at commencement, you **MUST** apply to graduate two semesters ahead of your intended completion. **Example: Planning to finish in Spring of 2019? Apply by Fall 2018 deadline of October 1st.** Failure to apply on time will delay the issuance of your degree and could impact any resulting pay increase anticipated. Questions? Contact registrar@una.edu.



ALSDE Licensure



<https://www.alsde.edu/sec/ec/Pages/forms.aspx?FormName=NAL>

If you are in a educator/instructional support licensure program, you **must** apply to be certified/licensed by the Alabama State Department of Education (ALSDE) in the final semester of your program of study. Watch for emails (in your UNA email account) from the Certification Officer with details about dates and any unsatisfied requirements (e.g., Praxis II Content Exam Scores, Praxis I Core Academic Exam scores, exit portfolio, signed program of study).

Requirements for completion of each program are different. You must act upon all messages delivered to your UNA email address from Educator Preparation/the Certification Officer as quickly as possible to avoid missing deadlines.

- ▶ Avoid delays in the processing of your ALSDE Form NAL by following these tips:
 - ▶ Enter a response for every item– leave no question with out a bubble filled in.
 - ▶ Print and turn in the following to Educator Preparation (Stevens Hall, Room 510): application, signed and dated bar code/signature page, and receipt for online payment (if applicable).
 - ▶ If you did not pay online, turn in documents with a Money Order or Cashier's Check made payable to the ALSDE (no personal checks will be accepted).
 - ▶ You must complete the form online– applications filled out by hand will not be accepted.
 - ▶ Feel free to visit any of UNA's computer labs if you need a place to access the internet and print your completed form.

