College of Education, Health and Human Sciences
Instruction and Curriculum Leadership

Masters of Arts in Teaching
Graduate Licensure Program

Teacher Education Advising
And Student Services Support Center
Ball Hall 202
Memphis, TN 38125
http://www.memphis.edu/tep/
901-678-2377
901-678-3814 (Fax)

Note: An individual may not seek teacher licensure at the University of Memphis unless they have a 3.00 GPA from an accredited institution in their undergraduate program. You are cautioned not to enroll in graduate coursework if you do not meet this standard, tuition cannot be refunded.
To apply for degree seeking status in the MAT program please **complete steps 1-4 by the departmental deadline** listed above:

____1.) Take and pass all sections of the Core Academics Skills for Educators (CORE). (Reading, Writing and Math)
The test is offered on campus during specific testing windows at the Testing Center, call 1-800-853-6773 to schedule the test. Please send test scores to Institution Codes: 1459 and 8190. Include your social security number with the registration and scoring information. *You can purchase a study guide from any local bookstore. If you have already taken the GRE, you may have the CORE waived if the scores are appropriate (verbal 143, quantitative 138, writing 3.5) and are less than 5 years old.

____2.) Take and pass the Praxis II Content Knowledge Exam required for your licensure area. Please refer to [http://www.state.tn.us/education/lic/nte.shtml](http://www.state.tn.us/education/lic/nte.shtml) to verify what exam you should take. You must visit [www.ets.org/praxis](http://www.ets.org/praxis) to view test dates and register for a test. Please send test scores to Institution Codes: 1459 and 8190. Include your social security with the registration and scoring information. *You can purchase study guides from the ETS website, amazon.com or local bookstores.

____3.) Complete Graduate Admissions requirements:

   Fill out and submit the electronic Admissions Application found at: [https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon](https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon)
   - In the “Planned Course of Study” section of the application
     - Select “Instruction and Curriculum Leadership MAT”.
     - Enter one of the following concentrations: Early Childhood, Elementary, Secondary, or Special Education. (Art, Music, P.E. and ESL you can enter Secondary)
   - Submit your application fee.
     - $35 application fee for U.S. residents
     - $60 application fee for International Non-U.S. residents
   a. If transcripts are not on file already, please submit official transcripts from all institutions you have attended to Graduate Admissions 101 Wilder Tower Memphis, TN 38152.

____4.) Meet all ICL Departmental MAT admissions requirements:

   - Submit the ICL Departmental MAT application to Ms. Stormey Warren in 215 Ball Hall Memphis, TN 38152 along with copies of your CORE and Praxis II Content Knowledge scores. The application can be found at: [http://www.memphis.edu/tep/pdfs/mat-application.doc](http://www.memphis.edu/tep/pdfs/mat-application.doc). (This is a fillable Word document, it will download to your computer, and it will not take you to a webpage. Check your download folder if Word does not automatically open.)

**Admission to the MAT program is not the same as admission to the TEP program. You must apply to be Provisionally admitted to TEP before enrolling in any education courses. See step 5 for more information.**

____5.) **Apply for Provisional admission to TEP by the deadline in order to enroll in Education courses.**

   a. Please refer to the Provisional TEP application for more information on the application process and deadlines. [http://www.memphis.edu/tep/graduate-tep-application.pdf](http://www.memphis.edu/tep/graduate-tep-application.pdf).

____6.) Once you are provisionally admitted you must activate your University email account. The acceptance letter that you receive from the Office of Admissions will explain how to do this. The user name and password for your email is the same for myMemphis, the registration system.
As long as all requirements have been met, as soon as registration opens you can log on to myMemphis (see page 6) and register for courses from the Self Managed Advising Sheet.

7.) Apply to your clinical teaching semester by the deadline of the semester before you plan to complete your clinical teaching semester.
   a. All Level 1 and Level 2 courses must be completed before you will be approved to move forward to the clinical teaching semester.
      • You must apply while you are in your last semester of courses. The deadlines are early so be informed. (fall deadline date is the 1st Tuesday in March and spring deadline date is the 1st Tuesday in September)
      • Information about clinical teaching semester can be found at: http://www.memphis.edu/tep/clinical-practice.htm. 
      • You must have passed ALL required Licensure Praxis II Licensure exams prior to your clinical teaching semester. Visit the following website for a complete list of exams: http://www.state.tn.us/education/lic/nte.shtml. Praxis II scores will not be accepted late. (Office must receive them 30 days before the 1st day of the clinical teaching semester)
      • You must have a 3.25 graduate grade point average.
      • You must complete a successful Program Faculty Interview.
      • You must submit an exemplar of your work while in the program.
      • You must score adequately on the Teacher Insight.
   b. If you hold a Transitional License, or have 3 years at a private school you may qualify to have the clinical teaching semester waived but you will have to take the Professional Seminar course (ICL 7993) because of the Teaching Performance Assessment (edTPA).
      • Complete all Level 1 and Level 2 courses.
      • Submit the “Experience In Lieu of Student Teaching” application packet to Mary Lanier in 202 Ball Hall. You may obtain a copy of the requirements and the application at the following address: http://www.memphis.edu/tep/components/2015_in_lieu_of_(clinical)teaching.pdf.
      • If you are degree seeking, in order to graduate all of the above requirements must be completed by the deadline for the Masters Degree Candidacy Form (MDCF). http://www.memphis.edu/gradschool/. The “In Lieu of” packet and the MDCF should be submitted to Mary Lanier in 202 Ball Hall by the deadline. No signatures are needed on the MDCF at that time.
      • You are applying for Graduation and your Teacher License at this time.

8.) Once you have completed all course requirements and are enrolled in the Professional Seminar, submit all of the required documents for graduation by the deadlines. You may go to the following site to view graduation requirements and deadlines: http://www.memphis.edu/gradschool/graduation.php.

9.) For students who completed clinical teaching: Contact Mary Lanier, the Licensing Coordinator to inquire about how to apply for your teaching license at mlanier@memphis.edu.

Important Notes:
• You must maintain a 3.25 GPA to remain in the TEP.
• You are allowed to graduate with two C’s, you are only allowed to repeat two courses but you can only repeat a course one time.
• The student is responsible for checking the various deadlines throughout his/her program of studies.
• Students should contact the MAT Advisor if they have questions regarding professional and academic requirements. However, please keep in mind that this program is self-managed, all of the information you need is on the web, know what the requirements and deadlines are throughout your program of study.
LaRuth Lofties, the MAT Advisor is located in 202 Ball Hall and can be reached at 678-4177 or llofties@memphis.edu should you need assistance.

- **Do not send any official transcripts to the Office of Teacher Education they must be sent to Graduate Admissions in 101 Wilder Tower.**

**Important Names and emails:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Dr. Sutton Flynt</td>
<td><a href="mailto:esflynt@memphis.edu">esflynt@memphis.edu</a></td>
</tr>
<tr>
<td>Coordinator of TEP Admissions &amp; MAT Advisor</td>
<td>Ms. LaRuth Lofties</td>
<td><a href="mailto:llofties@memphis.edu">llofties@memphis.edu</a></td>
</tr>
<tr>
<td>Teacher Licensing Coordinator</td>
<td>Ms. Mary Lanier</td>
<td><a href="mailto:mlanier@memphis.edu">mlanier@memphis.edu</a></td>
</tr>
<tr>
<td>Clinical/Field Experiences</td>
<td>Dr. Jennifer Nelson</td>
<td><a href="mailto:jnelsn1@memphis.edu">jnelsn1@memphis.edu</a></td>
</tr>
<tr>
<td>Clinical/Field Experiences</td>
<td>Ms. Shelley Hand</td>
<td><a href="mailto:sbarntt@memphis.edu">sbarntt@memphis.edu</a></td>
</tr>
<tr>
<td>Admission to MAT</td>
<td>Ms. Stormey Warren</td>
<td><a href="mailto:shutsell@memphis.edu">shutsell@memphis.edu</a></td>
</tr>
</tbody>
</table>

**Important Numbers:**

- Office of Teacher Education: 678-2377
- Graduate Admissions: 678-2910
- IT Helpdesk: 678-8888
- Registrar’s Office: 678-2810
- Bursar’s Office: 678-5579
- Financial Aid Office: 678-4825
## Registration Quick Guide for myMemphis

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td><strong>Login to the Spectrum Portal</strong> - <a href="https://my.memphis.edu/cp/home/displaylogin">https://my.memphis.edu/cp/home/displaylogin</a> - with your UUID and Password, the same combination used for U of M e-mail.</td>
</tr>
</tbody>
</table>
| **Step 2** | **Select the Student tab.** On the portal’s Student tab, find the Registration Tools channel:  
- This channel contains links to the 3 key registration functions: (1) Registration Status, (2) Look Up Classes, and (3) Add or Drop Classes.  
- When selecting any of these 3 functions, you will be prompted for a Term. Select the desired term and then click [Submit]. |
| **Step 3** | **Click the Registration Status link:**  
- Verify your earliest date to register; you cannot register before this date.  
- Check to see if you have any holds; if you do, scroll to the bottom of the screen and click [View Holds] to see what you must do to remove the hold. You cannot register if you have a registration hold. Logout (Step 8) and clear the hold before attempting to register.  
- Look for any permits issued to you. If you have a permit, make note of the CRN. |
| **Step 4** | **Click the Look Up Classes link:**  
- Select options to search for the classes you want. Click [Class Search].  
- When the results are displayed, make note of the CRNs of courses/sections you want. |
| **Step 5** | **Click on the Add or Drop Classes link.**  
- **If You Have Been Cleared by Your Advisor to Register:**  
  - You will see the Add or Drop Classes screen.  
  - Read the instructions and important information.  
  - Scroll to the bottom of the screen and enter your CRNs in the row of open blocks.  
  - Click [Submit Changes]. The screen will refresh and your courses will be listed. *Web Registered* will appear to the left of those courses you have successfully registered for. Courses you did not successfully register for will be listed below these, with a brief explanation of the problem.  
  - Adjust your classes as needed.  
  - Some students must file proof of MMR (measles, mumps, and rubella) immunization with Student Health Services in order to register as full-time students. If you are such student and have not filed your proof, Spectrum will limit your enrollment to part-time status until you do so. You will see the "measles" message after you click [Submit Changes], and you will notice that Spectrum did not enroll you in all the courses you selected. See: [Immunization > MMR](https://my.memphis.edu/cp/home/displaylogin) for information on submitting your proof.  
- **If You Have NOT Been Cleared by Your Advisor to Register:**  
  - You will get the Alternate PIN Verification page.  
  - Do not enter anything; logout instead.  
  - See your advisor: only your advisor can clear this PIN. Once it is cleared, you will not see the Alternate PIN screen again during the semester. You will be able to register. |
| **Step 6** | **Print your Detailed Schedule:**  
- Look in the upper right-hand corner of the Add or Drop Classes screen. Click on RETURN TO MENU.  
- From the Registration menu, select Student Detail Schedule.  
- Print your schedule and log out. |

**If you need assistance contact the IT Help Desk at 678-8888.**