



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

**Masters of Arts in Teaching
Graduate Licensure Program Checklist**

**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 2.75 GPA from an accredited institution. You are cautioned not to enroll in graduate coursework if you do not meet this standard, tuition cannot be refunded.

How to become a Graduate Non-Degree Seeking Student:

If you have missed the deadline for MAT admissions to be degree seeking you must start the program as non-degree seeking and then apply for degree seeking status by the deadline before you have completed more than 12 hours. **To become a non-degree seeking graduate student please complete the following:**

- _____ 1.) Complete Graduate Admissions requirements:
 - a. Submit the **Admissions Application** found at: <http://www.memphis.edu/gradschool/forms.php> there is a \$35 application fee.
 - In the “Planned Course of Study” drop-down box, scroll down and select “Non-Degree Seeking”, do not enter a concentration or select any other degree.
 - b. Submit the **Non-Degree Agreement form** found at the previous web address.
 - c. If transcripts are not on file already, please submit official transcripts to Graduate Admissions 101 Wilder Tower Memphis, TN 38152.
 - d. You must submit copies of your transcript(s) to 202 Ball Hall prior to beginning course work.

- _____ 2.) You will be notified by email from Graduate Admissions once you have been admitted.

- _____ 3.) Once you are 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.

- _____ 4.) **Apply to TEP by the deadline, in order to enroll in education courses.** Please refer to the TEP application for more information on the application process and deadlines.
 - a. <http://www.memphis.edu/tep/pdfs/graduate-tep-application.pdf>.
 - b. Admission to TEP is not the same as admissions to MAT. **You are not considered degree seeking when you are admitted to TEP.** You must fulfill all of the MAT admissions requirements by the application deadline in order to become degree seeking.
 - c. You must submit a copy of your undergraduate transcript to 202 Ball Hall

- _____ 5.) As long as all requirements have been met, once registration opens you can log on to myMemphis (see page 6) and register for courses from the Self Managed Advising Sheet.

- _____ 6.) In order to receive student loans you must complete the following:
 - a. A FAFSA form (www.fafsa.gov) should already be on file at the University of Memphis.
 - b. Contact the Financial Aid office at 678-4825 and fulfill any requirements they have.
 - c. **Non-degree** seeking students must get cleared by **Stormey Warren** in order to receive financial aid. **After you register** please email her at shutsell@memphis.edu with the following information: Name, U Number, Licensure Area, and that you need financial aid clearance.

If you plan to become degree seeking in the MAT program you must meet all of the admissions requirements by the deadline, BEFORE you complete more than 12 hours.

Masters of Arts in Teaching

Departmental Deadlines for MAT Degree Seeking Applications:
April 1 for Summer and Fall – October 1 for Spring

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 Praxis I PPST. (Reading, Writing and Math) The test is offered on campus Monday –Saturday 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 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 PPST waived.

- _____ 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> to verify what exam you should take. **Some of these exams are only offered 7 times a year.** You must visit 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 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:
 - a. Submit the application found at: <http://www.memphis.edu/gradschool/forms.php>. There is a \$35 application fee. (NOTE: if you filled out this application to become a “non-degree seeking” student you can fill out the Readmissions Application at this point so you will not incur the \$35 fee.)
 - In the “Planned Course of Study” drop-down box, scroll down and select “Instruction and Curriculum Leadership MAT”. Then type in one of the following concentrations: Early Childhood; Elementary; Middle School/Special Ed.; Secondary; or Special Education. (Art, and ESL can either leave the concentration field blank or you can enter Elementary or Secondary)
 - b. 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 Praxis I PPST and Praxis II Content Knowledge scores. The application can be found at: <http://www.memphis.edu/tep/pdfs/mat-application.pdf>.

If you have met all of the requirements listed above by the departmental deadline your file will be reviewed and you will be notified by mail from Graduate Admissions of your admissions status.

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

The following three steps only need to be completed if you are starting as degree seeking. If you started as non-degree you have already completed them.

_____ 5.) **Apply to TEP by the deadline in order to enroll in Education courses.**

- d. Please refer to the TEP application for more information on the application process and deadlines. <http://www.memphis.edu/tep/pdfs/graduate-tep-application.pdf>

_____ 6.) Once you are 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.

_____ 8.) Apply to student teach by the deadline of the semester before you plan to student teach.

- a. All Level 1 and Level 2 courses must be completed before you will be approved to student teach.
 - b. 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)
 - c. If you are degree seeking it would be beneficial to complete EDPR 7521 before student teaching as it is a prerequisite to the Project and you will not be permitted to take those two together. The Project must be completed after student teaching.
 - d. Information about student teaching can be found at:
<http://www.memphis.edu/tep/student-teaching.htm>.
 - e. You must have passed **ALL** required Licensure Praxis II Licensure exams prior to student teaching. Praxis II scores will not be accepted late. (Office must receive them 30 days before the 1st day of student teaching)
- **If you hold a Transitional License, or have 3 years at a private school you may waive the Level 3 Student Teaching semester after completing the following requirements:**
 - f. 1 full year on an Transitional Teaching License or 3 full years at an approved private school
 - g. Pass all Praxis II exams required for licensure. Visit the following website for a complete list of exams: <http://www.state.tn.us/education/lic/nte.shtml>.
 - h. Complete all Level 1 and Level 2 courses.
 - i. If you are degree seeking you may enroll in the Masters Project during your last semester of required teaching experience.
 - j. 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/pdfs/in-lieu-of-student-teaching.pdf>.
 - k. **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.**

____ 9.) Once you have completed all course requirements and are enrolled in the Masters Project, 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>.

____ 10.) For students who completed student 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 3.0 GPA to remain in the TEP and MAT programs.
- 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 ICL Graduate 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:

Director	Dr. Sutton Flynt	esflynt@memphis.edu
Coordinator of TEP Admissions & MAT Advisor	Ms. LaRuth Lofties	llofties@memphis.edu
Teacher Licensing Coordinator	Ms. Mary Lanier	mlanier@memphis.edu
Instructor/Coordinator of Education	Ms. Penny Sevier	pbsevier@memphis.edu
Academic Services Coordinator	Ms. Katie Henderson	katie.henderson@memphis.edu
Clinical/Field Experiences Associate Director	Ms. Jennifer Nelson	jnelsn1@memphis.edu
Clinical/Field Experiences Assistant Coordinator	Ms. Whitney Young	wabrown1@memphis.edu
Non-Degree Seeking Financial Aid	Ms. Stormey Warren	shutsell@memphis.edu

& Admissions to Master of Arts in Teaching

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	
Step 1	Login to the Spectrum Portal - https://my.memphis.edu/cp/home/displaylogin - with your UUID and Password, the same combination used for U of M e-mail.
Step 2	<p>Select the Student tab. On the portal's Student tab, find the Registration Tools channel:</p> <ul style="list-style-type: none"> ▪ 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	<p>Click the Registration Status link:</p> <ul style="list-style-type: none"> ▪ 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	<p>Click the Look Up Classes link:</p> <ul style="list-style-type: none"> ▪ 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	<p>Click on the Add or Drop Classes link.</p> <p><u>If You Have Been Cleared by Your Advisor to Register:</u></p> <ul style="list-style-type: none"> ▪ 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. <ul style="list-style-type: none"> * Some students must file proof of MMR (measles, mumps, 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 for information on submitting your proof. <p><u>If You Have NOT Been Cleared by Your Advisor to Register:</u></p> <ul style="list-style-type: none"> ▪ You will get the Alternate PIN Verification page. ▪ Do not enter anything; logout instead.

	<ul style="list-style-type: none"> ▪ 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	<p>Print your Detailed Schedule:</p> <ul style="list-style-type: none"> ▪ 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.	