

Information for Faculty Advisors/Mentors

The following is the flow of students' certification process from their start at UCM to Student Teaching. Most are students' responsibility, but it can be helpful for mentoring. Links to all requirements have been included where applicable.

Freshman Year (1st Transfer semester)

- **Students Complete:**
 - Civics Exam - on Blackboard
UCM requirement.
 - Fingerprinting/Background check completed and sent to UCM (machs.mo.gov)
Ideally, they complete this at least 1 month before their first field experience with UCM
 - Codes and Instructions can be [found here](#)
 - Sign the Rap Back form with Cert Office
Cert Office will not need another background check after this one.
DESE will need one within a year of certification sent directly to them.

Sophomore Year (1st Transfer semester)

- **Students Complete:**
 - [Application for Admission to Teacher Education Program](#)
We need this filled out sooner rather than later. Helps us track students' progress.
 - Pass MoGEA (www.mo.nesinc.com) or GEA (if 20 or higher composite ACT)
This is a DESE requirement as well as a UCM one. They need a Gen Ed Assessment before student teaching
- **Certification Office:**
 - Emails the student what they are still missing to be admitted into the program

Sophomore - Junior Year

- **Faculty Complete:**
 - [Program Recommendation for Teacher Education](#)
We won't be using physical forms anymore but instead asking faculty to submit this Google Form recommendation to have students admitted to the program.
We understand the timing for this will vary for some programs
This is separate and ideally before the recommendation for student teaching.
- **Certification Office:**
 - Emails all students that have over 80 credit hours to apply for Student Teaching for the appropriate semester
 - Note is added that if they do not know when they will Student Teach, then they should contact their Academic Advisor

2 semesters before Student Teaching

- **Students Complete:**
 - [Application for Student Teaching](#)
 - This is the initial notification to our office that a student wants to Student Teach and what semester. This list is who we will end up sending placement requests to and will invite them to the Checklist meeting the next semester.
 - Apply for Graduation (via MyCentral)
 - We ask students to apply earlier than most other UCM students in case they are missing graduation requirements they did not know about. This will give them time to complete the requirements before Student Teaching
 - Create a [DESE Profile](#)
 - In order to be ready for certification, students have to show us they have a DESE profile created since this is where they will apply for certification later.
 - [Student Teaching Placement Request](#) (via an email from Cert Office in Summer (Spring ST) or in late Fall (Fall ST))
 - Reminder: Elementary & Early Childhood both have a separate process
If students are taking a 50-hour field experience or a practicum within a block the semester before student teaching, we will plan for a year-long placement into student teaching.

Senior Year

- **Students Complete:**
 - Attend the Mandatory Student Teaching Checklist Meeting
 - Complete the following tasks and submit them to the Certification Office:
 - MOCA Attempted (www.mo.nesinc.com)
 - Students must have at least attempted the MOCA in order to be enrolled in Student Teaching. This needs to take place before the beginning of the Student Teaching semester. It is best if completed before enrollment starts for their Student Teaching semester (March for Fall ST, November for Sp ST).
 - Submit an updated resume
 - Submit an [Information Release form](#)
 - Show proof of a background check on their DESE Profile that is within at least 1 year of their graduation month
- **Faculty Complete:**
 - [Program Approval for Student Teaching](#)
 - Typically complete at the beginning of the semester before the student is ST
 - [Complete EDA Form](#)
 - Ideally done during each field exp, however, Senior EDA is extremely important
- **Certification Office:**
 - Collect student documents
 - Request placement from student desired school districts to the best of our ability

- Placement confirmation is not shared with students until near the end of the semester
- Assign supervisors to each student
- Create the FLDX Student Teaching classes and assign supervisors as instructors
- Enroll students in their Student Teaching classes

End of Student Teaching semester

- **Students Complete:**
 - Apply for Initial Certification ([DESE Profile](#))
 - This is completed on the DESE Profile and is ideally submitted a few weeks before the finals week.
 - Pass the MOCA (www.mo.nesinc.com)
 - We will not submit a recommendation to DESE for a student that has not passed the MOCA. Typically we return the application and have them apply after they pass it.
 - Send an [official transcript](#) to DESE with the degree awarded!
 - The biggest reason I have found students not being officially certified on time for jobs is due to forgetting to send a transcript to DESE!
 - Student Teacher Work Sample (STWS) Submission:
- **Supervisor Complete:**
 - Intro Visit Form: <https://forms.gle/RBMKcHy1v8GDfhFV8>
 - MEES Rubric:
 - MEES Formative: <https://forms.gle/Kp9DGav2KEMSRhTY9>
 - MEES Summative: <https://forms.gle/AH9ytJKZkVPQGkuf7>
 - Dispositions: <https://forms.gle/8xucR3ujJ3rK1Etg7>
 - STWS Rubric & Scoring:
 - https://docs.google.com/forms/d/1dE8lzeUBJO1f2s9g89_Ab4LGtu6cr4i6aRjzOCd-wLw/edit

Other Helpful Links

TEC Appeals Form:

<https://docs.google.com/forms/d/e/1FAIpQLSf80bMgNSFt37beGXgl8pXDrxkSefP4YvvqnN6w3dj22koVIO/viewform>

ChromeRiver Walkthrough:

https://docs.google.com/document/d/1c1MCy-0B5URjfDdIJNJ3Nxt51EQU913Sii6DY2D_clA/edit?usp=sharing

Matrix Updates:

<https://docs.google.com/document/d/14wVK50h8DVjZ1OyIR7RNdk388KnAwLvybT7hVmVKpM/edit?usp=sharing>

Official Matrices:

<https://drive.google.com/drive/folders/1WP3OHxKAVAEUjn6PfeUvGOdCgaCFZS5?usp=sharing>

Educator Prep Handbook:

https://docs.google.com/document/d/1Yc1JakEPI6DSL_y_oE_4J4BnKFFLeViKZ8BGHJvtBeEs/edit?usp=sharing

Information for Academic Advisors

Advising Links		
MyCentral	https://mycentral.ucmo.edu	Quick link to MyCentral login
Blackboard	https://courses.ucmo.edu	Quick link to Blackboard
Achieve	https://achievesuccess.ucmo.edu/am/Default.aspx?ReturnUrl=%2fam%2f	Quick link to Achieve
Banner Reinstatement Workflow	https://banner.ucmo.edu:4470/wfbanp/logon.jsp?jsessionid=hynzTFdHVJCDIFZdDCXnzW2VyXYpPvnV1vJ86vRVKPClsyBPhnd!1897182706	Reinstatement appeal review (Usually Seniors)
Slate	https://www.admissions.ucmo.edu/manage	Check student admission status and scanned transcripts
Xtender	Access from Banner	Old scanned admission transcripts
TES (Transfer Evaluation System)	https://tes.collegesource.com/	See catalogs and course descriptions for universities and colleges across the nation
COE Curriculum Committee	https://ucmo.curriculog.com/	Curriculog is where the agenda and request for COE changes are listed
CARE team	https://cm.maxient.com/reportingform.php?UnivofCentralMissouri&layout_id=11	Link to submit a CARE team referral
Disposition Form		Here is where you can put in disposition concerns for all Education Majors
COE Faculty Mentor Assignments	https://docs.google.com/spreadsheets/d/1zCXDAH4xeS5olzrjPVdOXT_6FabtWOLol7qo2q8k5wk/edit?usp=sharing	This link will show you all of the faculty mentors for each major in the college of education
Teacher Education Program and Certification Links - Bookmark these for easy access :		
DESE Matrices	https://drive.google.com/drive/folders/1WP3QHxKAVAcUjn6PfEeUvG0dCgaCFZS5?usp=sharing	Check our certification requirements
DESE Profile	https://apps.dese.mo.gov/webLogin/login.aspx	Starting page for students to create DESE profile
DESE Profile Directions	https://www.youtube.com/watch?time_continue=189&v=mLT4ETTFUm0&feature=emb_logo	Directions on DESE Website, video.
Certification Office's main website	https://www.ucmo.edu/college-of-education/clinical-services-and-certification/	Can also get to it with the shortcut link www.ucmo.edu/cert
Admission to TE (Teacher Education)	https://www.ucmo.edu/college-of-education/clinical-services-and-certification/teacher-certification/	Certification Office's link to their Admission to Teacher Education requirements, including the link for students to Apply for Admission to the TE
Field Experience Observation Form	https://www.ucmo.edu/college-of-education/clinical-services-and-certification/teacher-certification/field-exp-observation-form.pdf	Form students can print off, fill out, get signatures of UCM prof, and turn into Lov 2170 to get credit for field experiences. Transfer students who did field experience elsewhere must fill this out and turn in for credit for each field experience not at UCM.
TEC Appeal Form	https://forms.gle/aMgippOSZ24zHZGP7	2020 appeal form for students to fill out
Application to Student Teach	https://docs.google.com/forms/d/e/1FAIpOLScedYKtGx7wvGOsMrL_-DYCKZZfth6_sh2CMjuDHa8jbsQlzw/viewform?gxids=7628	

Substitute Teaching Certificate Checklist	https://dese.mo.gov/educator-quality/certification/checklist-substitute-teachers	Step-by-step instructions for applying for sub certificate
MEGA website (MOGEA & MOCA)	http://www.mo.nesinc.com/	Registration webpage for MOGEA and MOCA MoGEA pass scores below. All MoCA pass scores are 220.
Raise GPA Calculator	https://advising.wisc.edu/gpacalculator	Easy calculator for figuring hours of A needed to meet specific GPA requirement
Enrollment Links		
Enrollment Access Timeline	https://www.ucmo.edu/current-students/office-of-the-registrar-and-student-records/dates-and-deadlines/when-can-i-enroll/index.php	Schedule of enrollment access by earned credit hours (check earned hours in SHATERM screen)
Enrollment Deadlines	https://www.ucmo.edu/current-students/office-of-the-registrar-and-student-records/dates-and-deadlines/enrollment-deadlines/index.php	Last day to add and drop is biggest thing. Other dates useful as well.
Holds Information	https://www.ucmo.edu/current-students/office-of-the-registrar-and-student-records/enrollment/holds/index.php	Basic info about each type of hold and contact info
Mandatory Immunizations	https://www.ucmo.edu/offices/health-center/immunization-form.pdf	Required form for students
Foundations Block	https://drive.google.com/drive/folders/0B1I6qyitls62cG9OTI9wVmVJUFE?usp=sharing	Where we track foundations block enrollments each fall and spring

PSY 4230 IS NO LONGER ALLOWED FOR TEACHER CERTIFICATION! Students who successfully completed PSY 4230 Spring 2016 or earlier are grandfathered in.

MoGEA pass scores for UCM:

The University of Central Missouri's MoGEA cut scores for this academic year are:

MoGEA subtest code	MoGEA subtest name	UCM's passing score, Aug. 31, 2015 – ? (currently no push to change this from DESE)
066	Reading Comprehension and Interpretation	183
067	Writing	167
068	Mathematics	180
069	Science and Social Studies	188

- Post bac UG students do not take the MoGEA!! Notify Certification Office and make sure the audit shows it is met (if it says it isn't, contact Admissions to have the post bac degree coded in, it will show met).
- If a student transfers to a different institution with a higher pass score on the MoGEA, they will need to retake it to meet that school's pass score
- If a student has a 20 or higher on their ACT, they do not have to take the MOGEA or the GEA. If a student is a transfer student, they will need to request their ACT scores sent to UCM. SAT scores are not counted in this.

Major Codes for 2019 catalog

Program	Code
Art, BSE	41-260
Elementary Education - Early Childhood Birth-Grade 3, BSE	41-286
Elementary Education - Grades 1-6, BSE	41-285
Middle School-Junior High School, BSE - Business Education	41-840 MS01
Middle School-Junior High School, BSE - Engineering and Technology	41-840 MS02
Middle School-Junior High School, BSE - General Science	41-840 MS03
Middle School-Junior High School, BSE - Language Arts	41-840 MS04
Middle School-Junior High School, BSE - Math	41-840 MS05
Middle School-Junior High School, BSE - Social Science	41-840 MS06
Middle School-Junior High School, BSE - Speech/Theatre	41-840 MS07
Modern Languages - Education Option, BA (Option 3)	42-574 ML03
Music Education - Instrumental, BME	45-440
Music Education - Vocal, BME	45-441
Physical Education - Elementary-Secondary Certification K-12, BS	43-670, PE06
Physical Education, Sports & Rec Ed, BS	43-670, PE08
Physical Education, Adapted Sports Ed, BS	43-670, PE07
Secondary Education BSE: Agriculture Education	41-695 E328
Secondary Education BSE: Biology	41-695 E487
Secondary Education BSE: Business Teacher Education	41-695 E270
Secondary Education BSE: Chemistry	41-695 E485
Secondary Education BSE: Earth Science	41-695 E280
Secondary Education BSE: Engineering & Technology Teacher Education	41-695 E282
Secondary Education BSE: English	41-695 E311
Secondary Education BSE: Family Consumer Science Education	41-695 E572
Secondary Education BSE: Mathematics	41-695 E459
Secondary Education BSE: Physics	41-695 E486
Secondary Education BSE: Social Studies	41-695 E264
Secondary Education BSE: Speech Communication & Theatre	41-695 E362
Special Education - Autism and Severe Disabilities, BSE	41-784 SE04
Special Education - Cross Categorical Disabilities, BSE	41-784 SE01
Special Education - Early Childhood Special Education, BSE	41-784 SE03
English, BA	42-303
Occupational Education, BS	43-249
Educational Studies & Training, BS	43-675

General Tips

- All majors require a 3.0 content area GPA and a 3.0 professional education GPA
- Majors with highest job placements: Sciences, Math, Special Education, Middle School
- Questions about Foundations Block field placement? Contact Dr. Gregg Montgomery (gmontgomery@ucmo.edu). If in stand alone FLDX 2150, contact Certification Office (Lov 2170)
- In the past, all Foundations Block placements were single school. Starting Spring 2019, they are working on Split Placements: Urban + Suburban, or Urban + Rural. (except Elem/EC, only 1 still)
- Questions about articulating FLDX 2150? Contact Dr. Matt Thomas and Mr. Gregg Montgomery. Send syllabus if possible.
 - For transfer students bringing in ANY field experience, have them fill out the [Field Experience Observation Form](#)
- Questions about articulating EDFL 2240? Contact Dr. Matt Thomas and Dr. Alex Pagnani (pagnani@ucmo.edu). Send syllabus if possible.
- Admission to the Teacher Education program is tracked in Clinical Services and Certification by Jamie Aragon (clinicalsvs@ucmo.edu). You can review with students on the Admission to the Teacher Education Program document we use by using Banner (SPACMNT & SOATEST) and Degree Audit.
- SoTL = School of Teaching & Learning (follow them on social media!) - Dr. Matt Thomas, Chair. Julie Batusic, OP
- SPEL = School of Professional Education & Leadership - ~~Dr. Bart Washer~~, Chair. Lacey Fischer, OP
- If you have a student who took POLS 1510 and HIST 1350/1351 out of state they won't meet the MO constitution requirement. You need to email the students information to Dr. Robynn Kuhlmann who will add them to a Blackboard course and they must pass an exam to meet the requirement
- Starting Fall 2019 catalog and forward, all students are required to complete the Civics Exam. It is free and on their Blackboard. A hold will be placed in the first semester if not completed.
 - If you update a student to a catalog requiring the civics exam, you must request access for the student through Testing Services.
- For COE students who are “in trouble,” besides including the program coordinator in email, send school Chair and Dr. Ann McCoy an FYI in case the issue ends up in their lap.
 - If it is also related to certification/ background check/etc., make sure to include Andi Dieckman in the FYI.
 - It is better to overshare than undershare!

Alternative Certification:

www.ucmo.edu/altcert

- Sarah Cavanah is the main contact for Alt Cert
- Elem Ed, Early Childhood Elem Ed, and Special Ed (all 3) should probably do undergraduate program
 - Programs are attempting to build MATs for these 3.
 - MAT programs are approved, have them speak with grad faculty first
 - If they are a paraprofessional (para) they may qualify for the informal Para-Program
 - Have them talk to Brenda Fuhr (fuhr@ucmo.edu) and Linda Glasgow (glasgow@ucmo.edu)
 - <https://www.ucmo.edu/college-of-education/paraprofessionals-degree-pathways/>
- Sec Ed & MS ed, and K-12 with UG degree in content area, can more easily do alt cert if their previous degree is related to the area they want to teach.
 - Must have 3.00 major GPA, 3.00 prof ed (if have anything) must be met before they can pursue alt cert

- Must be able to pass a background check

Committees

1. Teacher Education Council - TEC - meets once a month, assistant to the dean sends out info. Reviews TE policies, procedures, out of COE curriculum (this is the one place we can review it at), all TE relevant curriculum. We have a non-voting voice to assist them with decision making
 - a. TEC Exceptions Committee: subcommittee, advisors are not part of it because students must meet with faculty to start the process. Link to the petition form is above in the links. Sometimes I would email the student and the faculty with the TEC exception link since they may not have it handy for when they meet with students. Must be made clear that student must have Dept approval to submit petition, and that student **MUST** meet requirements before they can move into student teaching semester.
2. COE Curriculum committee: just for College of Education curriculum. We are a non-voting member to provide advice and feedback to the committee/programs on how their changes may or may not work. We work closely with the Registrar's Office (who also comes as a non-voting member) to make sure all wording is correct and what the program intends is actually what they are submitting.
 - a. We do a lot of reminding programs of changes that need to be made (i.e. prerequisites that can be updated due to curriculum changes; program revisions to make them make sense; etc.)

Things to review with the Cert office for new hires:

3. Walk-thru of Admission to the Teacher Ed program
4. Explanation of DESE profile - must do all of the steps on the sheet to the end (also now a video on DESE website).
 - a. NEVER EVER EVER CREATE A SECOND PROFILE, that will screw them up all over the place, State level mess up.
 - b. Filling out incorrect information on the DESE Profile is **illegal**. Students will have to go to a court in Jefferson City to get it fixed.
 - c. Students through summer 2018 had to do the \$22 Missouri Educator Profile through MEGA. The name is so similar it confuses students. The MEP is not the DESE profile.
5. Any changes/subs that are allowed
6. Alt Cert info

Yearly timeline - what to know to do :)

November	Recover from enrollment Final review Student Teachers for Spring (email reminders about MoCA, ST checklist, major sub's, etc.; email faculty any program sub's, etc.) Not enrolled reports
December	GPA reviews after grades are posted (if you have kiddos on the line; the ST that were iffy, etc.) Remind programs of curriculum changes Make sure ST and Block students are correctly enrolled Check Fall Foundation Block grades for Ds and Fs as well as multiple C grades (remind them to enroll in Spring repeats)

<p>January</p> <p>Spring Holds: GPA recovery New student</p>	<p>LAST CHANCE FOR CURRICULUM UPDATES, ALL DUE BY FEB 1ST (a ton usually come in to be reviewed)</p> <p>What is happening with Orientation?</p> <p>Pre semester start up</p> <p>International Orientation</p> <p>Walk-ins for add/drop and last minute major changers?</p> <p>Remind programs of any “must have” curriculum changes</p> <p>Ask for initial Fall student teaching list to start reviews (Dr. Ann McCoy)</p> <p>Start Curriculum summary</p> <p>Start Foundations Block tracking form for Fall Foundations Block (work with Matt Thomas’ office)</p>
<p>February</p>	<p>Freshman orientation plan (should have meetings/information?? Make sure dates are on calendar? How are depts notified of the dates and their parts in orientation?)</p> <p>Finish initial student teaching reviews</p> <p>Make sure curriculum summary is completed. FSUCC deadline is March 1 for changes to make it into the catalog for next year.</p> <p>GPA holds: for TE students who have a 2.75 or below (use your discretion - if you are already working with them, they may not need a hold; freshman may just need email reminder and no hold); for non-TE major, 2.00 or below</p>
<p>March</p>	<p>Finish Curriculum summary</p> <p>Create GE sheets for all programs for next year’s catalog</p> <p>Start Graduation Plan templates for the next catalog, send to faculty for review</p> <p>Freshman Orientation a la carte list (usually test during spring break?)</p> <p>Enrollment starts after spring break</p>
<p>April</p>	<p>Prep for orientation</p> <p>Review fall student teachers (get updated list)</p> <p>Graduation problem children review (email comes from registrar@ucmo.edu)</p> <p>Check with TEC committee for updated TEC appeals, make sure everything is done there.</p> <p>Update general education one pagers (if still use, very helpful for orientation enrollment)</p> <p>Update graduation plans</p>
<p>May</p>	<p>Check Spring Foundation Block grades for Ds and Fs as well as multiple C grades (remind them to enroll in Spring repeats)</p> <p>ORIENTATION</p>
<p>June</p>	<p>ORIENTATION</p>
<p>July</p>	<p>ORIENTATION</p> <p>Updated TEC Petition link? (ask Associate Dean COE for it)</p>
<p>August</p> <p>Fall holds: Senior Review New student</p>	<p>International Orientation</p> <p>Walk-ins for add/drop and last minute major changers?</p> <p>Start sending programs any suggestions for Curriculum changes</p> <p>Start Foundations Block tracking form for Spr Foundations Block (work with Ann McCoy’s office)</p>
<p>September</p>	<p>Senior Reviews, decide who gets holds and who doesn’t</p>

October	Aaaaaack! And enrollment starts. And finishes. WTF

Field Experiences

- Students must show field placements in 10 different areas (see page two of the “Admission to the Teacher Education Program” sheet, in acadvise drive “College of Education” “Teacher Education Program Info” folder or the “Field Experience Observation Credit Form”, available [here](#)).
- The main ones are RURAL, URBAN, SUBURBAN (typically they have the other 7 once these are met)
- Jaime Aragon in Cert Office tracks these in SPACMNT
- Ann McCoy (Matt Thomas might be taking it later) tracks all of her Elem/EC block field placements
- Foundations Block field placement is tracked by Cert Office already
- Any “ala carte” enrollment or transfered EDSP 2100 or FLDX 2150 - have students fill out field xp form
- If they transferred a field placement, same form but no faculty signature - have them take the completed form to LOV 2170 and verify if there is any other documentation they need to provide.
- For Elementary Ed and Early Childhood Elementary Ed, must have Rural completed before the Junior Blocks (Foundations Blocks already set up that way). If they must do ala carte FLDX 2150 or EDSP 2100 class, make sure to add “must do Rural” to whichever field placement course they need (EDSP 2100 or FLDX 2150)
- For the majors that can’t do the blocks (BMEs, sometimes others based on where they are), they need:
 - EDSP 2100 - Urban placement (has 6 hours, easier to meet)
 - FLDX 2150 - Suburban or Rural (or Urban if the student wants, BUT they must meet all three before student teaching)

Agriculture, Secondary Ed BSE - 9-12 certification

- Faculty mentor: Dr. Krystle Gremaud (pronounced Gruh-mawed), but you can also refer them to Mr. Mike Keilholz (pronounced Kyle-holes), the lead instructor for Ag Ed.
- We have even and odd year graduation plan templates because of the complex way that AGRI classes are available. Follow this to the letter!
- The Ag program also puts together an Aggie Guide. Mike Keilholz should be getting us a copy of it as soon as it’s updated.
- If students ask about the Farms, refer them to Travis Hume. Super nice guy. His cell phone number is 660-262-8405, and his email is thume@ucmo.edu.
- Advise potential students to get here ASAP. Transferring in at any point is very difficult.
 - Do not encourage AA or AAT
- Be prepared to tell students that their Composition II class will not count toward Gen Ed. CTE 3060 - Technical Writing is a certification requirement.
- AGRI 4150 is no longer offered. You can take one of the following to fulfill your natural resources requirement on the AG certification matrix.
 - AGRI 3210 -OR-
 - AGRI 3320 -OR-
 - AGRI 4300 -OR-
 - AGRI 4610

Art, BSE - K-12 certification

- Faculty mentor: Dr. Rahila Weed

- Dr. Weed put together a [Survival Guide](#) for Art majors that has a ton of good info in it. You can grab a hard copy in Art Center 120.
- Straightforward major requirements.
- The ART TE classes are on a Fall only/Spring only rotation (ART 3911, ART 3915 & FLDX 3000, ART 4915 & EDFL 4970 & FLDX 4970)
- Not a commuter-friendly program due to studio classes. Prepare transfer students for that.
- Program recommendation for admission to TE only after sophomore review.
- Program will show “still need” in major on the audit, because ART 4920 is taken during student teaching (listed in both major and prof ed)
- Must pass Sophomore Review before enrolling in ART 3221.
- ART 3221 (OR ART 4221 IN THE OLD CATALOG), program approved specific substitutions for students who couldn’t get into it (long story):
 - ART 4010 SP Theory and Criticism (or some title like that)
 - Can take “other” ART 4850 or 4860 (one required already, but if take the second one can sub it in for 3221 - must take both for this to work!)
 - There was a PHIL 3500 Aesthetics course approved 201810/201820 (one time thing when original ART 4221 professor retired and they needed options ASAP - not an option any more!!)
- Starting in the 2022/2023 catalog - ART 2610 will be required

Biology (BIOL), Secondary Ed BSE, 9-12 certification

- Faculty mentor: Dr. Mohammad Ahmadibasir, goes by Mo Basir.
- Try to stick to the grad plan as much as possible. Don’t overload on labs - 2 a semester is pretty heavy.
- DO NOT LET THEM TAKE A BREAK BETWEEN CHEM 1131 and CHEM 1132!!! Gen Chem 2 is the make it or break it for these majors.
- Watch out for co-req on STCH 4050 of STCH 4020 (not required for BSE students). You’ll have to override it.
- Suggested Biology course sequence:
 - a.
- There is a new BS area for Education in the traditional Biology degree (Area 8) and then a MAT version of Biology in grad school - not recommended from advising/certification perspective!
- Sequence of STCH courses:
 1. STCH 3020 (Spring only)
 2. STCH 4010 (Fall only)
 3. STCH 4050 (Fall only)

Business (BTE) Secondary Ed BSE, 9-12 certification

- Faculty mentor: Dr. Krystle Gremaud
- CTE 4145 must be taken in a Fall semester, face-to-face. CTE 4160 must also be F2F. Hybrid/online courses for CTE 4145 & 4160 are designed for CTTE and other non-trad programs and will not prepare the students well for teaching certification.
- OK to sub CTE 1210 with CIS 1600 for transfers/change of majors.
- ACCT 2100 is no longer offered. Take ACCT 2102 instead.
- Students should take EDFL 2250 in Junior block with CTE 4973 and FLDX 3000.
- Senior block is Fall only.

Chemistry (CHEM), Secondary Ed BSE, 9-12 certification

- Faculty mentor: Dr. Mohammad Ahmadibasir, goes by Mo Basir.
- Try to stick to the grad plan as much as possible. Don't overload on labs - 2 a semester is pretty heavy.
- Watch out for co-req on STCH 4050 of STCH 4020 (not required for BSE students). You'll have to override it.
- Sequence of STCH courses:
 1. STCH 3020 (Spring only)
 2. STCH 4010 (Fall only)
 3. STCH 4050 (Fall only)

Elementary (grades 1-6) & Early Childhood (Birth-Grade 3) Education

- Access [ECEL Faculty Mentors](#)

- Students must take the MOGEA (if needed) prior to their first block, must be admitted to the Teacher Education Program prior to their 2nd block.

- For Elementary Ed students must take the MOCA before Senior Block. For Early Childhood students must take the MOCA during Senior Block, preferably mid-semester.

- For Elementary Ed students transferring with AAT, you can sub their MATH 1620 if their GPA is strong and they have passed the MOGEA. (For Elem Ed you don't need permission to sub MATH 1520 for MATH 1620)

Block classes at MIC:

- Young Learner (YL) block - Fall only MF 8:30-3, also need ECEL 3225 M 4-5:45.
- Early Learner (EL) block - Spring only MW 8:30-3
- Intermediate Learner (IL) block - Spring only MW 8:30-3, also ECEL 3468
- Senior (Sr) block - W

Block classes at Warrensburg:

- Junior (JR) Blocks are Tuesday/Thursday - 8-3:15 (approximately).
- Senior blocks are 3 days a week: Monday on campus and then 2 days in the field (typically Tuesday and Wednesday).
- All blocks offered every semester

- Students MUST be added to the Clinical Pathways Sheet to be enrolled in their blocks. Track placement [here](#).

- In ECEL classes, they use an adjusted grading scale. An A is 93% or above! Warn students.

- It is common to sub MATH 1111 in for 1820 (must have a C or higher)

- The Junior blocks can be taken in any order, but students MUST meet requirements to continue into the program

- ECE majors to be in Early Childhood Principles (ECEL 2830) before or during their Early Learner Block

- If a student wants to drop ECEL 3225 during their first Jr. Block, send them to their faculty mentor for written permission.

- ECEL 2900 and 2901 are no longer on the matrix so regardless of the catalog it is unnecessary.

- For **Freshman** major changers that didn't take EDFL 1400 or Spring starters - enroll in EDFL 1500 for Spring and then waive EDFL 1400.

- Starting in 2022/2023 catalog - only MATH 1111 can substitute for MATH 1520

- Starting in 2022/2023 catalog - Recommend ECEL 2110 for their extra gen ed elective

- For Elementary Senior Block:

IF ECEL 4850 AND 4160 are showing as deficient BUT the student is in ECEL 4800.

ECEL 4800 substitutes for ECEL 4850. Note on audit: ECEL 4800 for ECEL 4850 catalog change

ECEL 4160 remove course/change limit. Note on audit: ECEL 4160 catalog change

It is possible if we have students under the 2019-2020 catalog or earlier they might have the flip occur. We hope to catch these with just moving to 2020-2021 catalog or newer.

IF ECEL 4800 is showing deficient AND the student has ECEL 4850 and 4160 but the student doesn't qualify for newer catalog.

ECEL 4850 substitutes for ECEL 4800. Note on audit: ECEL 4850 and 4160 for ECEL 4800 catalog/matrix change

- For Early Childhood Senior Block:

If you have a student in the 2021-2022 catalog and enrolled in Senior Block, we have permission to waive ECEL 4160 for Fall 2021. Note on audit: Course removed catalog update dpt apr

Hi Ann!

Per our discussion, this is a follow up email outlining approved subs and exceptions that are common for transfers and major changers going into Elementary (Elem), Early Childhood (EC) and Special Ed:

For all three:

- Math 1820 can be subbed with MATH 1111 (College Algebra) or higher or BIOL 1110- Andi
- MATH 1620 can be subbed with MATH 1520/ACST 1300 or a transferred contemporary math
- With MoGEA or 20 composite ACT AND AA/AAT/GenEd Cert/Core 42 Block, only required 1 college level Math class
- HIST 1400, 1401 and 1402 are fine for any COE degree as long as they have passed the MOGEA and they are not content required classes.

For Elem & EC:

- EDFL 1400 & 1500 will be waived for all transfer and major change (Sophomore-Senior standing) students

For Elem & EC, with MoGEA or 20 composite:

- ECEL 2520/2510 can be subbed with a HIST/POLS/GEOG/ECON or other Social Sciences prefix course (pending a passing grade) if the student has an excess of those types of classes
- ECEL 2620 can be subbed with a CHEM/PHYS or other physical science prefix course (pending a passing grade) if the student has an excess of those types of classes
- ECEL 2610 can be subbed with a BIOL/GEOS/EASC or other life/earth science prefix course (pending a passing grade) if the student has an excess of those types of classes
- POLS 1510 can be subbed for any Social and Behavioral course

Early Childhood certificates (students will need to apply separately for these when applying for graduation):

Program and Community Partnerships in Early Childhood Education (10-656)

Teaching in the Early Childhood Classroom (10-655)

Understanding the Child in the EC Ed (10-654)

[CLINICAL PATHWAY](#)

- Clinical Coordinator - Dr. Angela Danley

Remember that this spreadsheet is for Ann and Matt's use to track students through the program and for planning purposes. We MUST keep it organized in order for it to be useful to them.

A few notes:

- ALWAYS use the drop down options in the cells that indicate they have one. Do not type anything that is not listed as an option.
- There were a lot of students who had graduation plans but were not tracked on the spreadsheet at all. If you create or update a grad plan for an Elementary or Early Childhood major, add them to the spreadsheet or adjust their placement accordingly. Doing this all at once while the student is with you will cut down on errors on the spreadsheet or missing students.
- If you are working with a student who indicates they want to go to MIC for their Block classes remember the following:
 - Fall ONLY: Young Learner block & ECEL 3225 (MATH 1620 will also be offered fall 2020 at MIC. This is not yet a permanent offering) .
 - Spring ONLY: Early & Intermediate blocks, ECEL 2850 and MATH 2820
 - **NOTE:** Because we only offer specific blocks at MIC each semester, you should not see an MIC student listed in the Early or Intermediate columns for a FALL semester. Same goes for Spring - you shouldn't see a Young student listed in the SPRING.
 - List Brenda as their advisor, make sure to include her in any email to/about the student
- Use the following major abbreviations:
 - Elem - Elementary
 - EC - Early Childhood
 - Elem/EC - Elementary major + Early Childhood minor
 - NO OTHER codes should be listed/are necessary. A SpEd minor doesn't affect anything for these tracking purposes.
- You should never see an Early Childhood (EC) major listed with IL.
- You should never see an Elementary (Elem) major listed with EL.
- Use the Find feature to verify if your students are listed.
 - (Ctrl + F) Type the student's 700#.
- If the student wants to do Senior Block in St. Louis, indicate this in the Campus column. Same for MIC students.
- Comments should be used SPARINGLY. This is not a good place for extraneous information.
 - If you do have additional info about the student that is crucial to put in here, add it in the cell next to the concerning semester (examples: “GPA concern”, etc.)
- Once or twice a semester you should run a list of your ECEL students and check where they are on the spreadsheet to make sure you haven't missed anyone.
- If you know a student is admitted to the Teacher Education program already, please go ahead and mark that they are admitted.

Earth Science, Secondary Ed BSE, 9-12 certification

- Faculty mentor: Dr. Mohammad Ahmadibasir, goes by Mo Basir.
- Try to stick to the grad plan as much as possible. Don't overload on labs - 2 a semester is pretty heavy.
- Watch out for co-req on STCH 4050 of STCH 4020 (not currently required for BSE students). You'll have to override it.
- This is a low population program so the GEOS classes are offered as-needed, not on a rotation. Requires communication between student/advisor/faculty to make sure courses are going to be offered.
- Sequence of STCH courses:
 1. STCH 3020 (Spring only)
 2. STCH 4010 (Fall only)
 3. STCH 4050 (Fall only)

Educational Studies & Training, BS, not for certification! (formerly Occupational Education)

- Faculty mentor: Dr. Michelle Conrad
- Will be advised by Brenda Fuhr and Katie Honomichl at MIC
- Ed Studies started 202010 catalog
 - a. Need to be in 202110 as much as possible so Comp. 10 shows on audit
- Typically adult students with full time jobs or students that were not able to finish a certification degree in Ed in this program
 - a. Many returning or adult students will need to complete the placement exam
 - b. Many of these students want online course work only
- Degree is good for people who are interested in teaching, but Teacher Certification is not required (i.e. Teaching classes at their work, teaching at a trade school, etc.)
- Work with Faculty mentors to decide what classes count toward 24 hours Specialty Area
 - a. This is a very flexible area
- Lots of Free Choice Electives in this program, make sure students get to 120 hours AND the 30 hours of Upper Level credit (20 needs to be from UCM)!
- Watch out for CTTE certificate courses - avoid these if student is not pursuing the certificate
- Many T&OE prefixes have been changed to CTE. Can substitute per Dr. Washer & Dr. Conrad.
 - a. T&OE 3110 is now CTE 4145.
 - b. Ed Studies Majors can take the CTE 4145 hybrid section. Advisors can override the department consent

Engineering & Technology (ETTE), Secondary Ed BSE, 9-12 certification

- Faculty mentor: Dr. Krystle Gremaud
- Refer to the DESE certification matrix for the 12 hours of ETTE electives. Students should choose a variety of prefixes. (The list has 262 options)
- Warn students about the odd times for courses. Welding is typically a night class!
- CADD 1105 no longer exists. CADD 1170 is now 3 hours and includes what 1105 was.
- Students will take ET 1010 in place of ET 1020
- ATM 1010 will no longer be offered (Automotive program is going away) - working on an update to the matrix
- Work closely with Dr. Gremaud for possible substitutions!!
- Junior block classes (CTE 4973, EDFL 2250, FLDX 3000) MUST be taken together and in a Spring semester!
- Watch FLDX 3000 section - needs to be with Dr. Gremaud.
- Senior block classes (CTE 4974, CTE 4160, EDFL 4970, FLDX 4970) MUST be taken together and in a Fall semester!

English (BA)

- School chair: Dr. Marc Joseph, wants to be called Marc
- Faculty mentor: Dr. Ben Johnson
- Try to get English majors in Dr. Chelsea Everly Orman's ENGL 1020 and 1030 sections.
- As of 202010 catalog, the program now offers a Literature and Creative Writing Track -- there are two separate grad plans for each track
- ENGL 2051, 2052, 2053 are no longer offered - substitute any other Creative Writing class
- Must have a minor -- most commons ones are History, Creative Writing, and Technical Writing

- NOTE: Cannot be Creative Writing Track and have the Creative Writing minor
- LOTS of free-choice electives in this program. Make sure student gets to 120 credit hours
- Watch out for fall-only, spring only courses!
- Will offer at least one class in 4 of the 5 areas each semester. They are currently on a not offering rotation of area 1, 4, 2, 3 (No Area 2 in Fall 2022; No Area 3 in Spring 2023; etc.)
- 6-9 hours of a language required
- BSEs have to take ENGL 3110 - English Grammar, ENGL 3120 - History of English Language (HEL), and ENGL 3040 - Advanced Rhetoric but BA students **do not**. They can take the courses as electives though.
- ENGL 2010 and 2020 sections are capped at 34 seats. However, Dr. Joseph/Dr. Johnson will allow us to add English BA or BSE students to these sections (up to 35) because they are required to take the specific gen ed lits.

English (ENGL), Secondary Ed BSE, 9-12 certification

- School chair: Dr. Marc Joseph, wants to be called Marc
- BSE Faculty mentor: Dr. Amanda Brewer
- Try to get English majors in Dr. Chelsea Everly Orman's ENGL 1020 and 1030 sections.
- Students need to take ENGL 3240 - Critical Approaches to Literature in their sophomore year (spring, preferably). This course sets the foundation for success in their upper-level literature courses. Without it, they will struggle!
- Watch out for fall-only, spring-only courses!
- Will offer at least one class in 4 of the 5 areas each semester. They are currently on a not offering rotation of area 1, 4, 2, 3 (No Area 2 in Fall 2022; No Area 3 in Spring 2023; etc.)
- Coordinate class schedule with Marc to make sure there aren't any time overlaps between the courses (3000 level and 4000 level).
- ENGL 2010 and 2020 sections are capped at 34 seats. However, Dr. Joseph/Dr. Johnson will allow us to add English BA or BSE students to these sections (up to 35) because they are required to take the specific gen ed lits.
- Although ENGL 4360 - Shakespeare is a 4000-level course, students can easily take this in their sophomore year.
- Try to limit students to TWO lit courses per semester. Keep in mind that, on average, each UL lit class will read roughly 9 novels. 2 lit classes = about 18 novels. 3 lit classes = about 27 novels (overwhelming!)
- Try not to take ENGL 3110 and ENGL 3120 in the same semester.
- FATE interview for admission to TE = Full Admission to Teacher Education. Student must schedule this with their faculty mentor. Interview with mentor and one other professor + review of ~2 papers.
- ENGL 2830 - Literature for Adolescents: students will be split into 5 teams. Each team teaches 1 novel for 2 weeks of the semester. AMAZING class.
- ENGL 4840 - Composition and Evaluation: students will be split into pairs. Each pair will teach a specific writing unit to the rest of the class
- Starting Fall 2019: ENGL 4972 will become a 4-credit hour class (previously 2 hours). BSE English students will no longer take EDFL 4212.

Family Consumer Sciences (FCSE), Secondary Ed BSE, K-12 certification

- Faculty mentor: Dr. Krystle Gremaud
- Students need to take CFD 1220 or PSY 2220 AND PSY 3220 to meet certification requirements.
 - PSY 3220 now has additional options on matrix
- Students need to take CHEM 1104 as a freshman.

- From SP21 forward, FOOD is now a spring only class. Previously it was fall only.
- Watch out for fall-only, spring-only classes.
- Don't delay on the FAME classes
- For the 2021-2022 academic year, BTE 3110 will be SP22!
- Junior block classes (CTE 4973, FCSE 3710, EDFL 2250, FLDX 3000) MUST be taken together and in a Spring semester!
- Watch FLDX 3000 section - needs to be with Dr. Gremaud.
- Senior block classes (CTE 4974, CTE 4160, EDFL 4970, FLDX 4970) MUST be taken together and in a Fall semester!

Mathematics, Secondary Ed BSE, 9-12 certification

- Faculty mentors: Dr. David Ewing, and Dr. William "Bill" McGalliard (Math Ed program coordinator)
- Students need to take MATH 1161 and 1162 Calculus Support Labs.
- Students usually take the Foundations Block classes ala carte as MATH 2221 and/or MATH 1152 times overlap with Foundations Block.
 - We're trying out a TR block Fall 2020 that works well for math!
- Watch out for fall-only, spring-only classes! These can cause huge prereq issues.
- I suggest discussing incoming transfer students with the faculty mentors for suggestions on how to get the student caught up on Math courses.
- Math Education Advisory Board meeting in spring semester. Absolutely worth going!
 - Timing subject to change
- MATH 1850 is only 4 weeks long. Students will be required to create a 4-year plan. Prepare to meet with them to review it.
 - Athletes will still need to enroll in the class and make arrangements with the faculty
- MATH 3710 - Linear Algebra and MATH 4710 - Algebraic Structures are the two toughest courses the students will take. Try not to have additional straight-math classes in those semesters (Math Ed courses are fine to pair with).
- Must complete math exam and interview to gain program recommendation for admission to TE.
- You need permission to sub MATH 1520 for MATH 1620 for math majors
- Transfer students with college algebra can be placed in MATH 1150.

Middle School, BSE, 5-9 certification

- Faculty mentors: Dr. Joanie Hartnett (lead), Mrs. Christy Price-Richardson
- The [Matrix](#) is your best friend for these students. Check, double-check, and triple-check that they're meeting their hours requirements - especially for transfer students!
- There's a lot of double-dipping in gen ed and major hours requirements. Always count to make sure they will be at 120!
- Senior block is typically offered in the Summer - students can do this in between their Junior blocks if absolutely necessary, but always discuss with Dr. Hartnett first!
- MS Business - refer to matrix for major area courses.
- MS ETTE - refer to matrix for major area courses.
- MS ELA - watch out for fall-only and spring-only courses. These students MUST take ENGL 2830 - Literature for Adolescents BEFORE they start the MS Block courses (EDFL 3230, 3240, 4130, and 4140) or else they will have time conflicts.
- MS General Science - must have BIOL, CHEM, EASC, and PHYS courses. **(STCH 4050 does not count in DESE major GPA calculation!)**
- MS Math - be sure to code the MS Math minor, too. Students will automatically complete it. (480)

- Students can take MATH 4851 in the same semester as MATH 2822- Joanie and Bill approved
- sub MATH 1111 for MATH 1820- Joanie and Bill approved
- Can sub MATH 1151 for MATH 2824 and MATH 2825
- MS Social Science - very transfer-friendly program. Lots of sub options from matrix.
- MS Business- CTE 1210 and CTE 3060 are recommended, but NOT required
- EDFL 4074 - Methods of Teaching Middle School Social Studies is the class that middle school social studies students are taking in replacement of SOSC 4074.
 ****Fall only class--BUT- I have had kids that had to take it during student teaching and it wasn't a big burden on them with TEC permission.- Dr. Hartnett****

Modern Languages, BA Option 03, K-12 certification

- Faculty mentor: Dr. Kristy Boney, Dr Gregory Streich is the chair of the school over this program
- UCM can confer certification in Spanish, French, and German.
- Warn students that they will need to study abroad in order to complete their hours requirement. FREN and GER - plan for 2 semesters abroad.
- ML 4054 - Methods of Teaching Foreign Language is Fall only. It is a state-wide consortium class. Students will enroll in it here but may complete the class through SEMO or NWMSU.
- Seal of Biliteracy can award students credit similar to CLEP or AP
 - Contact Testing Services to have work posted

Music, Instrumental or Vocal, BME K-12 certification

- New students MUST complete an audition and test for placement in order to be admitted to the music program. This also determines their Theory course placement.
- Faculty mentor: Dr. Anthony Pursell (Instrumental)
- Faculty mentor: Jackson Thomas (Vocal)
- DESE only counts half of lessons in GPA calculation and 3 credits of ensemble .
- My favorite saying about music is, “Recital - forever and always.” Students take 7 semesters of recital. It is ALWAYS Tuesday at 11. If a student fails Recital in one semester, they will have to double up on recital attendance the next semester. They must contact Dr. Sentgeorge about this.
- Music students have to do a work-around in Schedule Planner in order to enroll. Schedule Planner only allows enrollment in 10 CRNs at once. Music students typically have to enroll in 13-15 CRNs. I suggest they enroll in everything but Recital, Lessons, and Ensembles first, then return to Schedule Planner to finalize their enrollment. Or just do manual enrollment!
- If a student fails Theory and Aural Training, they are set back by 1 year.
 - Students are allowed to move forward with Ds, HOWEVER they will most likely have to repeat any Ds
- Vocal and Instrumental Music Ed have tons of fall-only, spring-only classes. [Course Rotation Sheet](#)
- Encourage Music Ed students to do Science with Lab in their very first semester - otherwise it gets increasingly more difficult to complete it. Or they HAVE to take it in the summer.
- Highly encourage summer classes (gen eds) to stay on track/lower number of required hours per semester.
- Junior year - 19.5-21.5 required hours - student must contact the Music program to up their maximum hours in Banner.
- Encourage students to complete their Urban observation with EDSP 2100 - Education of the Exceptional Child. Only 6 hours of observation required. This lowers the amount of driving they will have to do on top of their CRAZY schedules.

- Freshman and Sophomore year - take 1 credit hour lessons (30 minute lessons). Their instructors will encourage them to take the 2 credit hour lessons (1 hour). Most students DO NOT have the room to do this.
- Junior and Senior year - take 1.5 credit hour lessons (30 minute lessons).
- Students truly enjoy ensembles... but these ensembles are 1 credit hour each. Remind students that they are only required to take 1 ensemble per semester and that only 1 ensemble per semester will count toward their degree. Taking more ensembles will make it difficult to complete all degree requirements within 4 years. And they do have specific ensemble requirements.
 - Check audit, and have them talk with Music program if they have additional questions. Not all large ensembles are coded into the audit :(
- Department recommendation - only given after student's sophomore exam and completion of Piano proficiency.

Occupational Ed, BS - no longer exists - See Educational Studies & Training

Physical Education K-12, BS K-12 certification

- Faculty mentor: Dr. Ken Bias
- In addition to K-12 certification, we also have Sports & Rec Ed and Adapted Sports Ed. Be aware these last 2 concentrations do not offer teacher certification
- VERY DIFFICULT TO TRANSFER INTO - Will take at least 3 years typically
- PE 1100 and 2100 are no longer offered at the same time, so a student could possibly take them in the same semester.
- Follow the grad plan as closely as possible.
- Students CANNOT delay on taking HLTH 1350. Must be completed before the junior year or it conflicts with everything.
- Do not allow students to push AT 3610 to senior year - it will conflict.
- A lot of PE K-12 students will say they don't like science - remind them that Physical Education is all about science! KIN 1800, KIN 2800, and KIN 2850 are entirely science courses.
- Don't call it "PE" - it is "Physical Education" (and let students know that too :))
- KIN 1101 is a prerequisite for KIN 1800, but we can override this since KIN 1101 is not required.
- Dr. Bias recommends students take BIOL 2010 before KIN 1800
- Physical education majors need to take the Tues. Thursday foundations block option
- Gen Ed class grades are still required to be C or better per Dr. Bias.
- PSY 4230 is still listed as a GE KA III requirement, but DESE doesn't accept it and Dr. Bias wants that to be an open GE KAIII. Sub any GE KAIII that is a C or better. No approval needed.
- Transfer students may be able to substitute Gen Eds with Dr. Bias' permission.
 - DANC 2100 and BIOL 2010 are not required on the DESE matrix.
- Can sub HLTH 1350 for HLTH 4330 in the Coaching minor if student is already CPR and First Aid certified.

Physics, Secondary Ed BSE, 9-12 certification

- Faculty mentor: Dr. Mo Basir
- GOOD LUCK TO YOU. (No, but seriously, the student will have to ask for particular PHYS classes to be offered each semester. Warn them that they need the PHYS program faculty to LOVE THEM)
- FOLLOW THE MATRIX no matter what a faculty member tells you.

Social Studies, Secondary Ed BSE, 9-12 certification

- Faculty mentor: Dr. Starlynn (Star) Nance is VERY involved in advising her students. Include her in ALL EMAILS to SS majors.
- After initial appointments with us, she prefers to be the main advisor
- Dr. Nance recommends getting all content specific classes done in Freshman/Sophomore year if possible.
 - [Cheat Sheet](#)
- Transfer-friendly program. Great for MCC transfers.
- World history classes (1400, 1401, 1402) are ALL required for certification and conflict with SOSC courses in junior spring and senior fall. Try and take these as early as possible.
- Students might want to consider being a coach if they want to nab an ideal teaching position.
- It is not History Education. It is not Psychology Education. It is SOCIAL STUDIES. Make sure students understand what all the program encompasses.
- Don't let students take a break after ECON 1010 - go straight to ECON 1011.
- Refer students to faculty mentor, Dr. Star Nance, for graduation planning, enrollment, and planning when to take their 6 MOCA sections.
- Changes to MOCA coming Fall 2019

Special Education, BSE

- **Cross Cat SE01, K-12**
- **Autism & Severe Disabilities SE04, Birth or K - 12**
- **Early Childhood SE03, Birth-Grade 3**

Note: SE02 was the old Severely Developmentally Disabled option, name change required a new concentration number, hence SE04 for A&SD

- Faculty mentors: Dr. Lisa Robbins (coordinator), Dr. Theresa Earles-Vollrath, and Mrs. Lana Hopping.
- There is a SPED community on Blackboard - students can request to be added if they don't have access.
- Fall-only, spring-only classes.
- ASD and EC majors: EDSP 4350 is a spring-only Saturday class at MIC. Only meets 4-6 times during the semester.
- MATH 3890 is fall only. MATH 4890 is spring only. These courses used to be offered in the summer but aren't anymore because they will not make. Plan accordingly.
- Students should take their Qualifying Exam (QE) as soon as they've taken EDSP 2100 & EDSP 4140. It covers the student's knowledge of IEPs, 504s, special education laws, etc. - all of which is covered in EDSP 2100. They should contact their faculty mentor to set that up.
 - SpEd QE is only offered once a semester (October and March), including Summer right now.
 - Includes 2 sections - 50 multiple choice questions and 3 disposition essays.
 - Students can retake if they don't pass. Encourage students to appeal to retake it.
- Refer to Course Rotation Schedule (ask Dr. Robbins for access) when creating graduation plans to avoid MIC night classes.
- PRACTICUMs (ECSE 4440, SDD 4330&4450, Cross-Cat 4421&4422&4423) must have passed SPED Qualifying Exam, apply for practicum in the SPED blackboard, and send copy of degree audit to Dr. Robbins the semester before. Practicum observations are ALL DAY on Tuesdays (Raytown, Blue Springs, and Warrensburg placements available FA19)
- EDFL 3215 has prereq EDFL 3210. Override because 3210 no longer exists.
- Starting in the 2022/2023 catalog - MATH 1520 will now be the required general education math

- PSY 3220 will double count in major and gen ed for Cross-Cat and ASDD; ECSE majors will still have to take CFD 1220
- ECEL 3225 is still required - most likely changing to once a year offering

Speech Communication & Theatre, Secondary Ed BSE, 9-12 certification

- Faculty mentors: Dr. Aaron Scully (Theatre side and main faculty mentor) and Dr. Nicole Freeman (COMM side)
- COMM classes are difficult to get into. Students can't delay!
- THEA 1900 - students must contact the Theatre program for enrollment. It will never apply correctly on the audit.
- Several required performance experiences - refer student to faculty mentor

GEN ED Transfers:

GNED1901 = Transferred Composition II
GNED1902 = Transferred Comm Writ
GNED1903 = Transferred Mathematics
GNED1906 = Transferred Managing Info
GNED1907 = Transferred History
GNED1908 = Transferred Soc/Beh Sci
GNED1909 = Transferred Literature
GNED1910 = Transferred Humanities
GNED1911 = Transferred Comm Oral
GNED1912 = Transferred Engagement
GNED1914 = Transferred Biol w/ Lab
GNED1915 = Transferred Biol w/ NO Lab
GNED1916 = Transferred Chem w/ Lab
GNED1917 = Transferred Chem w/ NO Lab
GNED1918 = Transferred Earth Sc w/ Lab
GNED1919 = Transferred Earth Sc w/ NO Lab
GNED1920 = Transferred Phys w/ Lab
GNED1921 = Transferred Phys w/ NO Lab
GNED1922 = Transferred Modern Language
GNED1923 = Transferred Fine Arts
GNED1924 = Transferred Geography