October 12, 2015

Dear Early Childhood Studies Graduate Student,

Please read this information carefully and save it for future reference. I hope it will be helpful as you plan for the upcoming months and for the successful completion of your degree program.

As always, if you have additional questions, please consult with your faculty mentor or me.

There is a new course rotation revised 9/13 located at http://www.cedu.niu.edu/seed/academic/earlyChildhood/ECS_Course_Rotation.doc

Leslie Hecht
Graduate Academic Advisor
(815-753-8457; lbhecht@niu.edu).

The last day to apply for the May 2016 completion is January 8, 2016. The application is available now.

The schedule for spring is posted. Please be aware that each department will release their schedule once it is complete. If courses for a particular department are not yet posted check again in another day or two.

Priority registration starts November 2, 2015. Students in graduate degree programs will start registering November 3, 2015. SAL registration starts November 12, 2015.

Student registration appointments are available; please check My NIU for your time to register. Remember you will be registering for Spring 2016.

It is very important that you check your NIU email account for any correspondence from NIU. If you regularly use another email system, please set up that system to check your NIU email.

Students may take no more than 16 hours in a single semester. I will not complete overload paper work if you are requesting to take more than 16 hours.

General Information

My NIU Academic Requirements Report

- This report replaces the degree progress report. This report from the Self Service area of your Student Center. The report will have your requirements for your degree, the classes you have completed and how they fit into your degree program. (Students who were admitted prior to Fall 2008 will not have a Academic Requirement Report, please contact me for your Program of Study). The first few times you view the report use the Expand All feature to see all of the courses.
• NOTE: These requirements are for the degree only not for licensure so please check with me about your licensure requirements.

• Please look over your report and check the catalog under which you were admitted (this is the year you admitted to the Graduate School for your program, not the year you may have started classes as a student-at-large). It is your responsibility as a Graduate Student to know the catalog under which you were admitted. Each catalog year is slightly different so please look over your catalog. Depending on your program your advisor may have to approve any elective course work that you take for the program. The reports are a little tricky to read but it would be a good idea to bring a copy if you are meeting with your advisor or mentor. My NIU has a tutorial on how to run the reports, you can start at http://www.niu.edu/myniutraining/training/student_training.shtml

• The PDF feature shows a transcript of your NIU course work and the report.

• If you have been admitted to NIU but your program of study in My NIU is still listed as Student-at-Large, please contact the Graduate School 815-753-0395, immediately to have them change your status. Newly admitted students are required to go to My NIU to accept their admissions before their program is listed. There is a very short time frame in which to do this or your status remains at SAL, and you will still be considered an SAL for registration and you will not be able to apply for graduation.

• Grading is now a “+/-“ option available check with your instructor and the syllabus for the grading scheme for your class.

• Incomplete grades become an “F” within 120 calendar days if you have not made up the work. If you are planning on asking your instructor for an Incomplete, please make sure you complete and sign off on the “Incomplete/Reversion Grade Form”. This form outlines what activities you need to complete to remove the incomplete grade and also allows the instructor to assign a grade other than “F” if you do not complete the activities.

My NIU Registration

• Check your My NIU Student Center to make sure there are no encumbrances or holds on your registration eligibility. This includes Bursar’s and Health Holds.

• Please read the Class Notes section on the classes you are going to register for spring. This area holds important information about registering for classes, such as permits, who to contact, and other details. You can find the notes by starting at the basic course information after a search.

Click on the hyperlink that is associated with the Section of the course.
Section 0001-LEC(1825)

- It is your responsibility to check the information for each course prior to the beginning of each semester for changes and course cancellations.

- If you receive an error message when you register, please read the message carefully. If you don’t understand it, copy and paste it into an email to me. This way I can figure out what is going on and how we can fix it.

- We are finding that students using the “Wish list” feature of My NIU are having problems registering for general permit and student specific classes. You may have to register for each class separately.

- To have registration move smoothly, we are getting information to you regarding course offerings prior to registration. As your SEEC (and some SESE) courses have permits you will need to notify me of your desire to enroll for certain course work. Please notify me via email before registration opens if you need to be placed on the permission list. I will not be accepting telephone calls for registrations to reduce the backlog of telephone calls I receive during registration. Please do not call the main office, your faculty mentor, or the faculty for a class in an effort to gain entry into a class for which you do not have the appropriate prerequisites. Please do not ask any instructor to over-enroll you into a course. The capacity for each course is based on the content of the course and the room size and is set by the Special and Early Education Department.

- We are unable to fill rooms over capacity due to safety issues.

- Remember with My NIU, departments will not be able to directly register students for course work. It will be your responsibility to register for each course you wish to take. We will use the same process and priority system with one change. After you send me your preferences, instead of me registering you for a course, I will put your name on the course list (electronically) and then you must access My NIU and register for the course. The University wants students to take responsibility for their registration (apparently departments in other Colleges the were registering students with out permission from the student, some students were claiming they never wanted the class).

- You should be able to check My NIU once registration begins to verify your course schedule. This is especially important if you drop a course. You need make sure the course is dropped from your schedule. If you do not check and the drop was not completed you may have to withdraw from a course at later date and this will cost you a portion of the tuition.

- The drop date for the classes you register for should be posted on your schedule that is listed on your My NIU Student Center. If you look over your schedule, there is a calendar icon (Deadlines)
on the immediate left side of each class. Clicking this calendar this will open another screen with the drop date listed. After the drop date, you may withdraw, from a class but there will be a monetary penalty assigned depending upon how long you attended the class, see example below.

- To add or withdraw from courses after the drop date you must get a form from that department. Both you and the instructor must sign the form and get it to the Special and Early Education (SEED) department office. For a withdrawal, the Graduate School will log it in on the day they receive the form, and this will affect your refund for the course. We have been getting the forms to the Graduate School the next day after the form is signed. (If it is more convenient, you can request an add or withdrawal using email. Send your email to me lbhecht@niu.edu via your Z-ID email and we will get the paperwork started.

- If you trying to drop or withdraw from the only course you are enrolled for in the semester you must get a Schedule Change Form to drop or withdraw from the course. We can take care of these via email but you need to let me know ASAP so we get the course in by the drop deadline (no charge) instead of Withdrawal (that will cost you a portion of the tuition).

- Do not delay, the College of Education and the University are very serious about cancelling classes that do not meet the minimum enrollment requirements. If you do not register before December 1, 2015, there is a possibility that a course may be cancelled due to low enrollments. Even if you have a reserved seat, you MUST register for the class using MY NIU.

- If you are registering for a variable hour course such as clinicals, student teaching or independent study, My NIU defaults to 1 hour. Make sure you enroll for the correct number of hours. Once the class is over we cannot change that information, and it may affect your graduation.

Course closures (Wait lists)

- I will maintain a list of eligible students if a SESE or SEEC course is closed.
• If there are multiple names on a wait list, priority will be given to students who are completing their program this semester and then those who are required to have a course for student teaching in Fall 2016. Students already admitted to our program have priority over SALs.

• If a seat becomes available, I will notify the next student on the wait list. I do this to verify that the student still wants the seat. Do not telephone or email to see if a seat is available. I may call or email (via your Z-ID email) as late as the first day of class if a seat becomes vacant.

Application for Degree

• If you have the FERPA shade pulled on your records your name will not appear in the graduation program.

• Dates for submission of the Application for the Degree (graduation). You now must use My NIU for apply. The $35 fee will be automatically placed in your Bursars account.

<table>
<thead>
<tr>
<th>Expected Semester of graduation with M.S.</th>
<th>Date to apply for Graduation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer (Aug) 2016</td>
<td>April 1, 2016</td>
</tr>
<tr>
<td>Fall (Dec) 2016</td>
<td>September 2, 2016</td>
</tr>
<tr>
<td>Spring (May) 2016</td>
<td>January 18, 2016</td>
</tr>
</tbody>
</table>

It is your responsibility to check the Graduate School website as these dates may change, www.grad.niu.edu.

Clinical Office

• Early Childhood informational meeting was January, 2015. For all early childhood majors who plan on student teaching during the Spring 2016 semester.

• The meeting for teacher candidates who want to take SEEC 583 in the spring 2016, and student teach in the Spring 2016 was is January 31, 2015, http://www.cedu.niu.edu/seed/clinicals/earlyChildhood/. If you missed any of these dates/deadlines please contact Val Sawyer, vsawyer@niu.edu the ECE clinical experiences coordinator.

• If you are signing up for SEEC/TLEC 586, TLEC/SEEC 582, or TLEC/SEEC 583 you have passed your Basic Skills/TAP/ACT/SAT exam prior to enrollment for the classes. If you passed the Basic Skills/TAP/ACT/SAT exam I also need a copy of a current TB card (this must be current during the time of the clinical). I also need to have proof you completed your NIU Safety Tutorial and the mandated reporter training before you can sign up for the course. Criminal Background Checks are completed at the district you are student teaching. Please follow the district’s rules regarding the CBC.

• If you do not have a current TB card, complete the Safety Tutorial, or proof you completed mandated reporter training you will not be allowed in the cooperating school.

• Student teachers please follow the directions of the Clinical office about the requirements.
Licensure

If you are seeking licensure but not graduating let me know so I can make sure your paper work is ready for recommendation to the State.

As with all of our teacher candidates seeking licensure must have the following items completed prior to student teaching.

• A passing score on the Basic Skills/Test of Academic Proficiency/ACT+writing, or SAT. You can find information located at http://www.il.nesinc.com
• Criminal Background Check completed at the district you are student teaching. Please follow the districts rules regarding the CBC.
• A copy of a current TB check. This must not expire while you are student teaching. We can take a photocopy of one you may on file as long as it has not expired.
• Proof that you completed the Safety Tutorial at NIU. This is a free tutorial and can be completed at any time.
• Mandated reporter. If you have a certificate or proof you completed a course please send me a copy of the form. If not you can visit http://www.cedu.niu.edu/seed/clinicals/earlyChildhood/index.shtml to complete a tutorial.
• A passing score on the Content Area test #107. You can find information located at http://www.il.nesinc.com

• The State rules in effect important for approvals and endorsements: All professional education and content-area coursework that forms part of an application for licensure, endorsement, or approval that must be passed with a grade no lower than C or equivalent in order to be counted towards fulfillment of the applicable requirements. This includes any course work you completed as an undergraduate you wish to be counted toward an endorsement. The website address for licensure rules is http://www.isbe.net/rules/archive/default.htm

• Teacher candidates who need to complete licensure to tests can find information on line at the ICTS web site, http://www.il.nesinc.com. Please let me know if you are seeking licensure in the summer or fall. I can get started on your licensure check. Recommendations for licensure will not be completed until the end of the semester when all grades are posted.

• Safety Tutorial-Candidates seeking initial licensure from NIU must also complete School Safety Tutorial for Pre-service Teachers. This is a no cost online exam required of all teacher candidates at NIU. Teacher candidates will not be recommended for licensure until the tutorial is complete. The tutorial directions and links are located at http://www.teachercertification.niu.edu/teachercertification/safety_tutorial/safety_tutorial.shtml. Once you complete the module a note will be made in My NIU and the department will be able to access the data.

• Mandated reporter. If you have a certificate or proof you completed a course please send me a copy of the form. If not you can visit http://www.cedu.niu.edu/seed/clinicals/earlyChildhood/index.shtml to complete a tutorial.
• The edTPA is required for recommendation for licensure. Even if the university recommends you the State will not grant your licensure until the edTPA is completed and the scores are reported.

• **Test Scores** Remember the testing services or NIU does not send individual scores to the department. It is your responsibility to send a copy of the passing test scores to Gail Myers (gmyers@niu.edu) or me, so the scores can be included in your licensure file.

• For students completing this spring. Once you are granted your licensure please register it immediately at your Regional Office of Education. You have 6 months to register the license or it will be considered lapsed. Penalties are completing additional course work or paying a fine, [http://www.isbe.net/licensure/pdf/ELIS-faq.pdf](http://www.isbe.net/licensure/pdf/ELIS-faq.pdf)

### Course Offerings Planned for Spring 2016

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Section</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SESE 524</td>
<td>Please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll.</td>
<td>Sec 0001, Tues, 6:00-8:40pm, DeKalb,</td>
<td>This will be a combined course with SESE 424 limited number of SESE 524 seats.</td>
<td></td>
</tr>
<tr>
<td>SEEC 511</td>
<td>Please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll.</td>
<td>Sec 0001, Wed, 6:00-8:40pm, DeKalb,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEEC 532</td>
<td>Please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll.</td>
<td>Sec 0001, Mon, 6:00-8:40pm, DeKalb,</td>
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</tr>
<tr>
<td>SEEC 585A/B</td>
<td>Student teaching. The clinical office will be in touch when you have permission to register.</td>
<td>Paper work for Spring 2015 should have been turned in Spring 2016. Clinical office.</td>
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<tr>
<td>SEEC 586</td>
<td>Please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll. Requires completion of a CBC, a current TB test on file, mandated reporter, and completion of the Safety Tutorial.</td>
<td>Sec 0001, Variable hour, TBD. Please contact your faculty mentor to determine the number of hours.</td>
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</tr>
<tr>
<td>SEEC 598</td>
<td>Please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll.</td>
<td>Sec 0001, Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTIC 501, 520, LTIC 547</td>
<td>None, may be used for your ELL licensure requirement instead of LTIC 501</td>
<td>Please check My NIU for times and locations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTRE 516</td>
<td>My NIU</td>
<td>Thurs. Please check My NIU for times and locations.</td>
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</tr>
<tr>
<td>ETR 519 or 520</td>
<td>My NIU</td>
<td>Please check My NIU for times and locations.</td>
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</table>

Revised Oct, 2015