

Department of Educational Leadership

Steps to join a Specialist in Educational Leadership
(for Administrative Licensure) Cohort
Admission and Enrollment

Joining a cohort is a two part process:

1. Return the complete cohort application to Department of Educational Leadership, can be found on the cohort page: <http://ed.mnsu.edu/edleadership/cohorts.html> (this page also lists the plans of study currently in progress.)
2. Apply to the College of Graduate Studies and Research for admission
To apply to the graduate school go the following web site <http://grad.mnsu.edu/applying/>

In the application, check that you are seeking a Specialist degree. The proposed graduate Department/Program: Educational Leadership/Specialist. The term you wish to enter is the first semester that is listed on the cohort plan of study. Your student status will be full time.

You will need to submit the following materials to the [College of Graduate Studies](#):

- [Online Application for Graduate Study](#)
 - You must arrange for an official transcript from institution(s) you have previously attended. Students who attended Minnesota State Mankato do not have to arrange for transcripts from this institution. Transcripts to be sent directly to the [College of Graduate Studies](#), not the department.
 - \$40.00 non-refundable application fee
- Send the following item to [Student Health Services](#):
- [Immunization Record](#)

What you can expect:

When enough participants have been admitted to form a cohort, you will be notified that the cohort will begin as scheduled in the plan of study. After you are admitted to the College of Graduate Studies and Research (also referred to as grad studies or grad school), the Department of Educational Leadership will send you a welcome letter with your tech ID from your advisor. Your advisor is your point of contact to assist you with your program.

Our Expectations:

Your advisor is available to provide you with guidance throughout your program. However, it is your responsibility to familiarize yourself with the processes, deadlines and procedures of your chosen graduate program by using the tools provided by the MSU web site. For the Specialist program, you will frequently refer to “[Important Steps to Follow for Degree Completion](#)” available on the Specialist forms and resources web page: <http://ed.mnsu.edu/edleadership/speciallicense.html> as well as the program requirements listed at: <http://grad.mnsu.edu/programrequirements.html>. Follow your plan of study to determine which classes you should take, you will register online at: <http://www.mnsu.edu/registrar/registration.html>. Advisors/Instructors do not register students for classes.

Web Sites you will need:

- Financial/Tuition: <http://www.mnsu.edu/campusub/>
- Information Technology (email, etc.): <http://www.mnsu.edu/its/started/>
- Other resources for new/current students: <http://ed.mnsu.edu/edleadership/otherforms.html>
- Department of Educational Leadership: <http://ed.mnsu.edu/edleadership/>
- Forms for your program: <http://ed.mnsu.edu/edleadership/speciallicense.html>
- Class Schedules: <https://secure2.mnsu.edu/courses/Default.asp> (**always** read the notes)
- Registration Deadlines: <http://www.mnsu.edu/registrar/dates.html> (select the term calendar)
- Registration Help: <http://www.mnsu.edu/registrar/comregproblems.html>
- Late Registration: <http://www.mnsu.edu/registrar/regappeals.html>
- College of Graduate Studies and Research: <http://grad.mnsu.edu/home.html>
- College of Graduate Studies general information: <http://www.mnsu.edu/supersite/academics/bulletins/graduate/current/>
- College of Graduate Studies student forms/resources: <http://grad.mnsu.edu/student/>
- College of Graduate Studies & Research deadlines: <http://grad.mnsu.edu/importantdates.html>

THIS DOCUMENT IS AVAILABLE ON THE WEB AT:

http://ed.mnsu.edu/edleadership/docs/specialist/steps_to_join_a_specialist_in_ed_leadership_cohort.pdf