CHECKLIST for Graduate Special Education Programs

PLEASE REVIEW DOCUMENTS AT THE GRADUATE PORTION OF OUR WEBSITE AT THIS LINK WHEN REFERENCE IS MADE TO THE WEBSITE - http://ed.mnsu.edu/sped/graduate_programs/

1. If you haven’t already, apply to the Graduate Studies department (you can do so online at http://grad.mnsu.edu/) and indicate what disability area you are interested in – ASD, EBD, ECSE, DD, and/or LD. You will be assigned an advisor if you are accepted and hear from Graduate Studies in an email to the email address you indicated on your application. DEADLINES FOR ADMISSIONS ARE – APRIL 20 FOR SUMMER; JULY 1 FOR FALL; AND NOVEMBER 20 FOR SPRING.

2. Please set up your MavMail (email) account right away (http://www.mnsu.edu/its/mavmail/) and you can have your MSU Mankato email forwarded to a different email address, or plan to check your MavMail regularly.

3. Be sure your advisor has a copy of your transcripts. Even though you have had official ones sent to the Graduate school, it makes it easier for your advisor to see a copy to create your Plan of Study (which are the courses that you need to take). Your advisor may meet with you in person or do this via email, but you need to contact your advisor when you receive notice of who this will be. PLEASE KEEP COPIES OF YOUR PLAN OF STUDY. YOU WILL NEED TO SUBMIT IT WITH YOUR STUDENT TEACHING APPLICATION AS WELL AS YOUR GRADUATION APPLICATION.

4. It is up to you to decide which campus you want to take your classes from (on-campus in Mankato – and this is indicated on the Class Schedule on the MSU website (http://www3.mnsu.edu/courses/) as “AH” – meaning Armstrong Hall; or “OC” – meaning “off-campus” at our site at 7700 France Ave., Edina). Courses alternate between being on-campus and being at 7700, so if you see a class listed at one site one semester, then it will be at the other site the next semester. Face to face sessions are in the evenings or weekends. We have limited summer classes. If it says “Online” along the same line, then the class is taught online. Please be sure to read the “Notes” link if there is one on the course schedule. We do recommend that you take the courses in a particular sequence as outlined in the Plan of Study. Course Schedule link is at the bottom of the MSU homepage. http://www3.mnsu.edu/courses/. THE DOCUMENT ON OUR WEBSITE CALLED GRADUATE PROGRAM OUTLINE LISTS OUR CLASSES AND WHEN/WHERE/HOW WE OFFER THEM.

5. Some students want to take only one class at a time, while others take more. That is up to you to decide, and you can register as soon as you know what you want to take, and as soon as the registration window opens. The classes do fill up fairly quickly so you will want to stay on top of this each semester. Registration windows are at this link - http://www.mnsu.edu/registrar/dates.html

6. Prior to taking classes at the Edina site, if you do NOT already have a MavCard, please email Ruth Gregory, the manager at that site, at ruth.gregory@mnsu.edu and ask her when they will be taking pictures for the Mavcards (student ID card) so that you can have access to the building. On your first day of classes at 7700, if you do not have your Mavcard yet, you can park in the front of the building (in the small parking lot that faces France Ave) and sign in at the security desk. You can’t do that permanently, however, so you will need to get your Mavcard ASAP and park in the back parking lot – use the back entrance at the top of the outside steps and swipe your Mavcard to get in the building.
7. You will also need to apply for Professional Education if you are an initial license teacher candidate. This needs to be done during your **FIRST semester** in the program. You can find information at this link - [http://ed.mnsu.edu/professionaled/](http://ed.mnsu.edu/professionaled/) Please review this website thoroughly. **THERE IS ALSO A DOCUMENT ON OUR WEBSITE CALLED PROFESSIONAL EDUCATION ADMISSION WHICH PROVIDES SOME INFORMATION.**

8. If you do not already have a teaching license, then you will need to take the MTLE Basic Skills test during your **first** semester of classes. You can go on their website for more information at [www.mtle.nesinc.com/](http://www.mtle.nesinc.com/).

9. **ONE YEAR** before you plan on student teaching, you need to apply for student teaching. The application is on the Office of Field and International Experience website at [http://ed.mnsu.edu/field/](http://ed.mnsu.edu/field/) **THIS IS VERY IMPORTANT TO REMEMBER TO DO!** This application needs to be TYPED, and due dates are listed on that site. **PLEASE CHECK OUR WEBSITE FOR THE STUDENT TEACHING APPLICATION REMINDERS** for guidance.

10. If you have been accepted as a student in a licensure-only program and decide to continue on and pursue your Master’s degree, you need to complete a form with your advisor’s signature. You can find the form **ON OUR WEBSITE CALLED UPGRADE TO MASTERS.** If you wish to make a change in advisor, you must submit the form that is also found on our website.

11. You will need to apply for graduation at least several months ahead of time so be sure to plan for that and ask what you need to do. Graduation services information is available at this link - [http://www.mnsu.edu/graduation/](http://www.mnsu.edu/graduation/) The graduation hooding ceremony and actual commencement is for students completing their Master’s degrees (not for students who are completing licensure-only programs). Please let your advisor know when you are completing your Master’s so we can encourage you to attend the hooding and commencement ceremonies. It is a great celebration of your accomplishments! If you are an initial Special education license student, you can also attend the Pinning Ceremony the day before graduation. Please communicate with your advisor and about each of these.

12. **Even if you are not completing your Master’s at this time,** WE ASK THAT you apply for graduation so that your transcripts will indicate completion of your LD, EBD, DCD, ASD, or ECSE graduate certificate (licensure) program. You will find the form on our website as well.

13. You will also need to take the Pedagogy (you may choose either elementary or secondary) and the Content Area tests with MTLE (Special Education Core Skills – Birth to age 21) as you near the end of your program, in order to be licensed. You can register for these tests at [www.mtle.nesinc.com/](http://www.mtle.nesinc.com/)

14. When you finish the licensure program of your choice, you will apply for the license on the MDE website, and you can also contact the MSU Mankato College of Education Licensing Officer – Gail Orcutt, at gail.orcutt@mnsu.edu

15. If you want to add a new licensure area, you need to CONTACT YOUR ADVISOR TO COMPLETE A FORM so the new licensure area can be added to your record, and to be eligible for financial aid.

16. **PLEASE WATCH THE SPECIAL EDUCATION HOMEPAGE FOR ANNOUNCEMENTS** ([http://ed.mnsu.edu/sped/](http://ed.mnsu.edu/sped/)) Fax: (507) 389-5888