

# Spring 2008 -- Advising Info and Updates

## Important Dates:

- ❑ **Advising begins Monday, March 17<sup>th</sup>.** Appointment sheets for your office door are in file at EECE front desk.
- ❑ **Spring registration begins Tuesday, March 25<sup>th</sup>. Summer registration began on February 5<sup>th</sup>.**
- ❑ **Dropping classes:** final day to drop full semester classes for Spring 2008 is **Thursday, April 3<sup>rd</sup>.**  
Note: Drops are now done by the student on the computer – no pink slips needed.
- ❑ **Dept. Essay Retake** – retake is **Friday, April 4<sup>th</sup>** from 2-5 pm. This is **ONLY** for students who failed in a previous semester and have done some form of remediation and also for those who scored a “no test”. Student must complete a retake form (available at EECE front desk) and submit this to Dr. Melody Chuang for permission to retake the essay test.
- ❑ **Fall 2008 Essay Test Dates: September 19<sup>th</sup>** (retake date is October 24<sup>th</sup>)
- ❑ **PFY** -- application forms (to enter PFY in January 2009) will be available on-line the second week of Fall semester at [www.mnstate.edu/eece](http://www.mnstate.edu/eece) and will be due to the EECE desk one week later.
- ❑ **Student teaching applications (non PFY):** for Spring 2009 are due September 15, 2008
- ❑ **Graduation applications** (EC, SPED and ELEM majors) – for Fall 2008– these applications should have already been submitted to the STL dept in February. After Barb/Coleen check them, Karen Danbom signs them and we send them over to the Records Office. They are due to the Records Office in early September.
- ❑ **Free drop/add:** the free drop/add deadline is the first five business days of the term. Any courses dropped after the fifth business day will be given a grade of “W” and will carry a full tuition/fee charge.

## New and Important Information

- ❑ **Access Codes** – each faculty advisor received a list of advisees and their access codes for Fall 2008. **Use the second listing you received in the mail – with codes beginning with a “4”. Shred the incorrect one you received previously (codes beginning with a “3”).**
- ❑ **Specialty Area Changes:**  
for science – CHEM 110 now has its own lab, CHEM 110L (previously CHEM 200L was taken with CHEM 110) for preprimary – see below  
for Comm. Arts – since ENGL 372 has a prerequisite, advise students to take ENGL 382 (Lit for Non-Majors) which will be offered Spring 2009. We will also need to complete a Course Exception form (STL faculty can sign this) until this change goes through APAC.
- ❑ **Early Childhood Major and Preprimary Specialty Area** – as faculty work on program redesign they have changed some course offerings and are substituting new offerings for specific requirements:
  - EECE 290 -- replaces EECE 280 **AND** SPED 423
  - EECE 490 Building Partnerships in EC -- replaces EECE 435 **AND** SPED 443
  - SPED 427 -- replaces EECE 431
  - EECE 490 Primary Methods is strongly encouraged but is not required
  - EECE 436 – Administration of EC Programs is required for North Dakota licensureAdvisors will need to complete a Course Exception form to get these recorded correctly on the student’s DARS. Permanent program changes with some new course numbers were recently approved by the Dept. These still need to be approved by APAC.
- ❑ **MATH 303 and Transfer Students** – student must meet the test score prerequisite (either ACT score or Accu-Placer Test score). Accu-Placer Tests are taken at the Advising Center in Flora Frick. Based on these scores the Math Dept. may require that student takes a remedial math or Math 102 before Math 303.
- ❑ **HLTH 125** (1<sup>st</sup> Aid/CPR) is still being offered Fall 2009 but will then be changed to HLTH 225 (still 2 cr.)
- ❑ **Dragon Core/ Liberal Studies program** – date of enrollment at MSUM determines which general education requirement the student must follow. Freshman entering Fall 2006 or later are under the Dragon Core. Transfers enrolling in Fall 2007 or later are under the Dragon Core. Old liberal studies requirements have a sunset date of

Summer 2009. For more information on DC and to see courses that have been approved, go to [dragoncore.mnstate.edu](http://dragoncore.mnstate.edu) DC students must have a minimum of **14 courses and 42 credits** in the Dragon Core.

- ❑ **Dragon Core and STL majors – We cannot assume that certain courses will be approved as part of the Dragon Core and should NOT make any promises to students.**

MATH 303, MATH 304, EECE 230, ED 294, BIOL 170, AMCS 233 and SPED 320 are currently **NOT** approved as Dragon Core courses.

\*\*\*\*\* ENGL 102 will NOT be in Dragon Core – **our students should be taking ENGL 202 for their related requirement – it is an Area 6, writing intensive course.**

\*\*\*\*\* **AMCS 233 is in process of approval as area 7, writing intensive (WI designation will begin Fall 08)**

**BUT** – based on the advising information that was given to the 2006 and 2007 entering freshmen who had declared their major in SPED, EC or ELEM ED, the MSUM administration has made some **ONE TIME** adjustments. These adjustments are NOT guaranteed for future students.

Here are the two adjustments: EECE 230 counting for Area 2 and ENGL 102 for Area 6.

Check the student's DARS for these adjustments. If you or the students have questions or concerns, please contact Coleen or Barb.

\*\*\*\***DC Areas 8, 9, 10** –students benefit if they find course that is also Writing Intensive at the 300 or 400 level.

- ❑ **Dragon Core and MN Transfer Curriculum: through Summer 2009**, the MN Transfer Curriculum rubric may be used to designate courses taken at MSUM as Dragon Core courses. These include AMCS 233 as Area 7, BIOL 170 as area 10 OR 4 , GEOS 170 as Area 10 OR 4. Through summer 2009, this rubric may also be used to find a more expansive list of course options for electives in Areas 8, 9 and 10. Use the “Advanced Search” feature and then under “MN Transfer Curriculum” select the desired category (Global for area 8, Ethics for area 9, environmental for area 10). The form “DC Exception for Transfer Students” (see attached) may be used to get these DC designations on DARS for any student (not just transfer students).
- ❑ **Dragon Core and transfers students:** students who have completed an AA degree or the MN transfer curriculum have met the Dragon Core requirements except for needing one writing intensive course designated by the major at the 300 or 400 level (EECE 441 and 488 are approved as WI; SPED 494 is in approval process).
- ❑ **Major requirements** – are determined by the date the student declares their major. This includes the related requirements, professional core and major. This date can be checked by the Records Office staff. **SPED majors fall under the new related requirements if they declared SPED as their major in Fall 2007 (or later) or entered MSUM as freshman in fall 2007.**
- ❑ **Corrick Center** courses are now designated as CCGE (used to be MDS courses)
- ❑ **Forms/Handouts:** These forms are new/updated and are available in the file drawer at the EECE front desk.
  - \* **Program handouts** (for ELEM ED, SPED and EC majors) – these include both old Liberal Studies course designations and approved Dragon Core designations
  - \* **Advising grids for students on Dragon Core** – color coded (SPED= green, EC= yellow, ELEM= white)
  - \* **PPST information**
  - \***Double majors in Early Childhood and Elementary Education**
  - \***Early Childhood and Preprimary Specialty Area** – current course offerings and substitutions

### **General Reminders:**

- ❑ **Total Credits** – students should be reminded to check their credit totals. Total must be 128 with at least 45 credits in the Liberal Studies **OR** 42 cr. in Dragon Core. Also have students check to be sure all their credits are showing up on DARS – sometimes AP, PSEO or transfer credits are not on their DARS. If DARS needs correcting, have student check with the Records Office.
- ❑ **DARS Transcripts** – the Degree Audit Reporting System (DARS) version should be used for ALL students. If you need help interpreting the DARS please contact Barb Worman or Coleen Roller. If there are errors on a student's DARS, have them contact the Records Office. The “General Education” version of the academic record will be incomplete; do NOT use them anymore.

- EECE 367J Intermediate Practicum – requires approximately 30 hours in classroom and 15 hours of seminar.

If student is an Elementary Education Major

**We recommend that they take EECE 367J concurrently with their Specialty Area methods course:**

Communication Arts & Literature

English 494 – Teaching Adolescent Literature and Reading - NOW OFFERED FALL ONLY

Mathematics

Math 316 – Teaching Mathematics in the Middle School - NOW OFFERED SPRING ONLY

Science

Bio/Phy/Chem 442 – Science Methods in the Middle School - NOW OFFERED SPRING ONLY

Preprimary

EECE 333 – Discovery Learning - OFFERED FALL and SPRING

Social Studies

The Social Studies methods course is taught during PFY - these students take EECE 367J either semester

World Languages

Consult with the Education Advisor in the Department of Languages

If student is an Early Childhood Education major

Take EECE 367J concurrently with EECE 333 - Discovery Learning - OFFERED FALL and SPRING

- **Specialty Areas:** many of the specialty area courses are only offered once per year, check the Bulletin. Specialty Area courses which carry a Liberal Studies and/or a Dragon Core designation may be used to meet BOTH the MSUM's Liberal Studies/Dragon Core requirement and the Specialty Area requirement.
- **Spanish Specialty Area** – the MN pass rate for the PRAXIS II test is very low for students doing this Specialty Area. Advise students that this is a very tough test to pass – even some Spanish majors have trouble passing. The test does include a verbal proficiency component. A language immersion experience is highly recommended.
- **Corrick Center students transferring OUT of Corrick Center:** student must begin this process with their Corrick Center advisor and then see Barb Worman or Coleen Roller to be assigned an STL advisor.
- The Corrick Center class: MDS 115 Interpersonal Communication can substitute for CMST 100.
- **Holds that block registration:** students will not be able to register until they take care of Holds (Immunization, Business Office, Library, etc.) These are noted on the student's DARS.
- Students registering for Tri-College courses must register at the MSUM Records Office, NOT on the computer. Tuition and fees are paid to MSUM.
- **GPA difficulties** -- suggestions for students:
  - retake courses with a grade of D or F
  - take Personal Development courses such as Academic Success
  - take courses that are NOT blocked by SARTE criteria (300/400 level in ED, SPED, EECE and ART 350 are blocked by SARTE).
- **Excess credits** – all students need to complete an Excess Credit Permit if they are planning to take more than 20 credits per semester; students with fewer than 60 earned credits need to complete a permit form to take more than 18 credits. This form should be submitted to the Dean's office
- **Course exception approvals:** Some course substitutions are done automatically by the Records Office (i.e. ones that have already been approved for "all students"). Lynn Mahlum can approve these for many transfer courses – so sending students to her can save them having to travel to various departments. Students may still need to secure signatures for courses offered by some depts. (i.e. English or math specialty area, sciences). Exceptions that we approve and process apply ONLY to the major or related requirements, they do NOT apply to the Liberal Studies or Dragon Core (the Records Office determines how courses apply to Liberal Studies/Dragon Core). Send the Course Exception form to the Records Office right away so they can be entered on DARS. The EECE chair signature is only required for substitutions that apply to ALL students or are atypical.

- ❑ **PPST/PRACTICE I** – the computer version is currently offered through the Prometric Testing Center at the Sylvan Learning Center in Fargo (no longer given in Ballard Hall). Cost is still \$125. The pencil/paper version (cost is \$145) can be arranged through the ETS web site ([www.ets.org](http://www.ets.org)). New Praxis I handout is available at front desk in 214 Lommen or online at [www.mnstate.edu/edhuman/praxis1.cfm](http://www.mnstate.edu/edhuman/praxis1.cfm)
- ❑ **SARTE** – <http://www.mnstate.edu/edhuman/sarte.cfm> is the web location for instructions and forms. A “How to Access SARTE Online” handout is posted by the computers in the main office and is also available in the Dean’s office or the EECE front desk file drawer. Deadline for this semester was March 10<sup>th</sup> but students can still submit their SARTE application. **The DARS may say “OK” for the SARTE section but that does not mean the student has actually turned in their SARTE packet.**

  1. **SARTE applications need to be complete** – including grades for Ed 205, 205e and 294 and grades for at least one of the following: CMST 100 or AMCS 233. Tell students to use the SARTE forms as a checklist to be sure it is complete. If something is missing use a Provisional SARTE Override request form and then have the student submit the application once everything is completed (this saves on having to mail the packet back to the student).
  2. **Provisional SARTE Override** (for new transfers and students who have issues with GPA, incomplete application, writing criteria, etc.) there is a form in the Dean’s office and at the EECE front desk. Be sure to note the rationale for the provisional admittance. If the student needs a GPA override, each course and section number must be listed on the Provisional SARTE form. Peggy then needs to enter two overrides – one for SARTE and one for GPA. This form is submitted to the Dean’s office.
  3. **Students admitted to Teacher Education** will receive a letter indicating their admission status. It will also be indicated on their DARS transcript (program code is 0027). Those who submit their forms and are not admitted will have all their forms mailed back to them.
- ❑ **PRAXIS II** – information is available at [www.mnstate.edu/edhuman/praxis2.cfm](http://www.mnstate.edu/edhuman/praxis2.cfm) This information should help students work through the Praxis II registration process. This web page also has live links to ETS and the MN and ND Dept. of Education web pages. Praxis II information is also on the bulletin board outside the Dean’s office.

  1. North Dakota now requires Praxis II tests; they are not exactly the same as the ones MN requires.
  2. Early Childhood tests for MN have changed recently. Check test numbers carefully – this applies to EC majors and to students double-majoring in EC and Elementary Ed.
  3. Students completing the Science or Communication Arts specialty areas have test time conflicts and need to complete the “Out of Session” registration process (see the web site above or Lynn Mahlum).
  4. Passing scores for Praxis II tests are posted outside the Dean’s office (212 Lommen).
  5. Tests are pencil-paper version only. They are still given on the MSUM campus.
- ❑ **Student Teaching** – [www.mnstate.edu/fieldexp](http://www.mnstate.edu/fieldexp) and click on “Student Teaching Information”  
For more info talk with Renee Kerzman:  
 Aldine Independent School District (17 miles north of Houston).  
 Urban Teacher Education Project – St. Paul  
For more info talk with Lynn Mahlum  
 MN Common Market – areas served by other MN universities; must apply at least one year in advance  
 Abroad – London, Mexico City and Switzerland.  
 Out of Area – very limited option, requires special application and permission  
 ED 443E is taken the semester prior to student teaching for situations described above. Interested students should contact the Field Experience office one year prior to student teaching. For more info check with Lynn Mahlum.
- ❑ **Graduation** –application may be found at [www.mnstate.edu/records/forms.cfm](http://www.mnstate.edu/records/forms.cfm) This application needs a dept. signature and is due to the Records Office early in the semester that student is graduating. It’s best to complete this prior to the student teaching semester. The Curriculum Worksheet for Teaching License should be completed at the same time. STL Chair signature is required on both forms.
- ❑ **Minnesota Licensure** – go to the MSUM Records Office page [www.mnstate.edu/records/forms.cfm](http://www.mnstate.edu/records/forms.cfm) This provides links to information and the MN Dept. of Education license application. Application for a teaching license should be done about the time of graduation since there is a 60 day window from the date of applying to complete the entire process.

- ❑ **North Dakota Licensure** – see bulletin board outside the Dean’s office or contact Lynn Mahlum. Bonnie Thompson in the Records Office has ND application forms. ND requires that Elementary Education majors have courses in history, geography and college algebra. ND requires that EC majors have EECE 436 – Administration of EC Education Programs.

If you need a DARS or advisor access code for an advisee not on your web advisee list contact Barb Worman, Coleen Roller or the Records Office.  
**We will need the student’s ID number to access this information.**

## Other STL Advising Information

### 1. Minnesota Licensure Information

A. Early Childhood Majors ----- earn a license to teach children from infancy through grade 3

B. Elementary Education Majors

earn a core license to teach children in kindergarten through grade 6 PLUS additional grades/ages which are determined by the Specialty Area completed:

Specialty Area	License Scope
Preprimary	Kind. - Gr. 6 plus ages 3-4 years
Communication Arts & Literature	Kind. - Gr. 6 plus Gr. 5-8 in English
Mathematics	Kind. - Gr. 6 plus Gr. 5-8 in Math
Science	Kind. - Gr. 6 plus Gr. 5-8 in Science
Social Studies	Kind. - Gr. 6 plus Gr. 5-8 in Social Studies
World Language and Culture	Kind. - Gr. 6 plus Gr. 5-8 in Spanish

**Praxis II tests are required by Minnesota in all Specialty Areas except the Preprimary Specialty Area.**

2. **PRAXIS I** – If there are no scores on transcript and it has been some time since they took the test or they took the PPST/Praxis I at another location, have the student check with the Records Office to be sure MSUM received OFFICIAL scores. **They could contact the testing service to request that scores be sent to MSUM (this costs \$40) OR wait until their Praxis II scores are sent (these score sheets will show ALL Praxis test scores).**

Current Minnesota passing Praxis I scores are:

Reading	320 or 173
Writing	318 or 172
Math	316 or 171

3. Writing Requirement – all EECE majors need to demonstrate their writing proficiency before Admission into Teacher Education. Evidence of adequate written communication skills includes one of the following:

- A minimum grade of 3.0 in each of at least 2 courses (6 credits) of Freshman English **and** a passing score on the writing portion of the PPST exam.
- Passing score on EECE department essay exam.
- See info page at front desk for criteria for a student who has a grade of “P” in one of their Comp courses

4. SARTE information – Instructions and new application forms are available online at <http://www.mnstate.edu/edhuman/sarte.cfm>

5. Course offerings – take notice that some of the courses in the Specialty Areas **are only offered once per year**. Remind students to check the MSUM Bulletin and plan carefully.

6. Math 303 and Math 304 – we recommend they take these in the junior year. These two courses use the same textbook – students should keep their book for both semesters. **Transfer Students** – must meet the test score prerequisite (either ACT score or Accu-Placer Test score). Accu-Placer Tests are taken at the Advising Center in Flora Frick.

7. Variable Credits – for courses with variable credit (i.e. EECE 467K, student teaching, etc.) it is important that the student enter the number of credits desired when registering for the course. This must be entered as a four digit number – 1 credit is entered as 0100, 12 credits is entered as 1200. If this is not done, student will get an error message that says “invalid credits”.

## **Transfer Students** --- information to check and discuss with transfers

**A. Liberal Studies:** check that student meets the full amount required for each category (no rounding up). Students with an AA or baccalaureate degree have met MSUM's liberal studies requirements – except for those on the Dragon Core who need one 300-400 level writing course designated by the major. Check to be sure AA degree is on MSUM transcript. If not, have the student request an official transcript from their former school AFTER they have completed the AA degree. **Students with an AS or AAS must still complete MSUM's university liberal studies requirements.**

\*\*\*\* **Substituting a class for a major requirement does not mean the class counts toward the student's liberal studies/dragon core requirements – a separate academic appeal must be submitted.**

**B. MATH 303 and Transfer Students** – student must meet the test score prerequisite (either ACT score or Accu-Placer Test score). Accu-Placer Tests are taken at the Advising Center in Flora Frick. Based on these scores the Math Dept. may require that student takes a remedial math or Math 102 before Math 303.

**C. Course Substitutions:** if a course the student has taken seems to be equivalent to a requirement for the STL major we need to officially approve that substitution on the Course Exception form. Some substitutions are processed by the Records Office at the time of admission to MSUM. Check the DARS for these substitutions. Do NOT send students to the History department for approval of course substitutions. The EECE Department makes those determinations.

### **Substitution and Waiver Contacts – student should bring course description & syllabus to meeting**

ED 205, ED 205E, ED 294, ED 310  
AMCS 233, SPED 320, MATH 303

Dr. Lynn Mahlum, 213 Lommen  
[mahlumly@mnstate.edu](mailto:mahlumly@mnstate.edu) 477-2256

Biology 170  
and Science Specialty Area

Dr. Allison Wallace, 407-O Hagen Hall  
[wallacea@mnstate.edu](mailto:wallacea@mnstate.edu) 477-2843

Geoscience 170

Dr. Russ Colson, 201 King Hall  
[colson@mnstate.edu](mailto:colson@mnstate.edu) 477-5832

Physical Science 170

Dr. Linda Winkler, 307 Hagen Hall  
[winklerl@mnstate.edu](mailto:winklerl@mnstate.edu) 477-2460

Math courses  
and Math Specialty Area

Dr. Vernon Wolff, 365 MacLean Hall  
[wolffj@mnstate.edu](mailto:wolffj@mnstate.edu) 477-4006

AMCS 233

Phyllis May-Machunda, 328 MacLean Hall  
[maymach@mnstate.edu](mailto:maymach@mnstate.edu) 477-2975

Early Childhood major courses and  
other EECE courses, ART 350, MUS 319

Dr. Karen Danbom, 214N Lommen Hall  
[danbom@mnstate.edu](mailto:danbom@mnstate.edu) 477-5942

Specialty Areas

Communication Arts: Sheila Coghill, English Dept.  
Science: Alison Wallace, Biology Dept.  
Math: Vern Wolff, Math Dept.  
Spanish: John Hall, Languages & Cultures Dept.  
Social Studies: see your STL advisor, **NOT** History Dept.

#### **See advisor for Course Exception memo for:**

CMST 100 (Speech) ---- EECE 230 or PSY 202 (Child Dev/Dev Psych) ---- Social Studies Specialty Area