



EDUCATION NEWS

Academic & Student Services Newsletter

SYRACUSE UNIVERSITY

SCHOOL OF EDUCATION

<http://soe.syr.edu/>

FALL 2009

Academic & Student Services

The Office of Academic & Student Services, located in 270 Huntington Hall, will be a vital resource throughout your School of Education career. Everything you need to know, from graduation requirements to creating a credential file for your job search, is contained in this newsletter. We have two academic advisors available to assist you with your advising/academic needs.

All undergraduate and graduate students, please contact the following advisor according to the first letter of your last name:

A – L Pam Hachey pkhachey@syr.edu
M – Z Carol Radin cvradin@syr.edu

High School/College Transcripts

If you are an undergraduate or graduate student in a teacher preparation program, it is imperative that we have a copy of your high school transcript sent to 270 Huntington Hall for foreign language verification. This process needs to be completed before you graduate, so that we can clear you for graduation and the Registrar's Office can post an award date on your Syracuse University transcript. If you have taken courses through another college or university, please have an official copy of the transcript sent to 270 Huntington Hall.

New York State Child Health & Life Safety Seminar

This is a mandated online seminar which includes the following six topic areas; child abuse prevention, violence prevention, alcohol/drug/tobacco prevention, child abduction prevention, fire & arson prevention and highway/general safety.

The completion of this seminar is a *graduation requirement* for students in a program leading to certification. In addition, this is a requirement for Syracuse University's institutional recommendation to NYSED for teacher certification. You must complete the seminar and pass the exam BEFORE student teaching. For instructions on how to enroll in the seminar, please email Fran Cooney at fcooney@syr.edu. Note: If you are enrolled in the Health and Exercise Science program, this New York State seminar is not a graduation requirement, although it is recommended.

Staff Members

Amie Redmond

Assistant Dean for Academic and Student Services

315-443-2506

amredmon@syr.edu

Barbara Maphey

Administrative Assistant

315-443-2506

bamaphey@syr.edu

Carol Radin

Assistant Director of Academic Advising

315-443-9320

cvradin@syr.edu

Pam Hachey

Assistant Director of Academic Advising

315-443-2526

pkhachey@syr.edu

Linda DeFrees

Coordinator of Career Services & Certification

315-443-4759

ldefree@syr.edu

Fran Cooney

Office Coordinator

315-443-9319

fcooney@syr.edu

Laurie Deyo

Undergraduate Admissions Recruiter

315-443-4269

lldeyo@syr.edu

Liza Rochelson

Graduate Admissions Recruiter

315-443-2505

gradrcrt@gwmail.syr.edu

December 2009/May 2010 Grads

Please contact Carol Radin or Pam Hachey, to make sure that all required paperwork has been filled out for graduation and certification. The following documents/requirements must be on file in the Office of Academic and Student Services before graduation.

Undergraduate Candidates:

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **October 15, 2009**
- Completion of NY State Child Health & Life Safety Seminars
- Foreign Language Verification

Masters Candidates:

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **October 15, 2009**
- Completion of NY State Child Health & Life Safety Seminars (if applicable)
- Official transcript from each institution that shows credit hours to be transferred to the Program of Study
- Official degree bearing transcript from your undergraduate institution
- A Program of Study form

C.A.S. Candidates:

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **October 15, 2009**
- Official degree bearing transcript from your undergraduate institution
- Official degree bearing transcript from your graduate institution
- Official transcript from each institution showing credit hours to be transferred to Program of Study

Doctoral Candidates:

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **October 15, 2009**
- Formal Program of Study
- Intent to Defend – Submit to Barb Maphey the semester before you plan to defend
- Request for Examination Form – Must be filed with Barb Maphey four weeks prior to defense date

Graduation Check

If you are a second semester junior/senior or graduate student close to graduation, please email Pam (if your last name begins with A-L) or Carol (if your last name begins with M-Z). Some of the items requested will be the following:

- Official transcripts from other institutions you have attended
- Completed Program checklist
- Filed Diploma Request on MySlice Applications
- Child Health & Life Safety Seminar for New York State certification

Education Career Services

The Education Career Services Office is located in 270 Huntington Hall. It offers a variety of services to all Syracuse University students who are seeking positions as teachers, school counselors, speech and language pathologists, library media specialists or administrators. This office does not place students in positions; rather it facilitates researching employment opportunities and assists students in the job search. Services provided include resume assistance, setting up a credential file, job search information, and teacher certification information.

Credential File

A credential file contains letters of recommendation and serves as an important source of information to potential employers. Copies of your letters are sent at your email request to potential employers as part of the job application process. Credential file packets are available in the Career Services office and a \$35 registration fee is required to establish a file. For more information, please call Linda DeFrees at 315-443-4759 or email lundefree@syr.edu.

NY State Teacher Certification (Frequently Asked Questions)

1. What tests do I need to take and pass to be certified in New York State?

The **LAST** (Liberal Arts & Sciences Test), the **ATS-W** (Assessment of Teaching Skills-Written) and the **CST** (Content Specialty Test). Two CSTs (Multi-Subject and Students with Disabilities) are required for the Inclusive Early Childhood Special Education, Inclusive Elementary & Special Education, and the Early Childhood Special Education programs. Test dates, registration information and preparation guides can be found on the New York State Teacher Certification Examinations web site at www.nystce.nesinc.com. Any questions, please contact Linda DeFrees at lundefree@syr.edu.

2. Is fingerprinting required for seeking New York State certification?

Yes. Please contact Michelle Mondo, 150 Huntington Hall, at 315-443-2685 or mrmondo@syr.edu for information regarding the fingerprinting clearance process and to make an appointment.

3. Is Teacher certification automatic once I graduate?

No. You will need to complete the New York State teacher certification tests, the Child Health & Life Safety online seminar, and fingerprinting clearance. Information on how to apply for teacher certification through NYSED TEACH Online Services will be sent to students prior to graduation.

Information Reminder

Please make sure your current contact information is registered correctly, so that we can contact you! Your syr.edu email address is an approved form of communication at Syracuse University. Be sure to check it often or have it forwarded to your current email.

Important Dates and Deadlines

Mid-term

Wednesday, October 21

Academic Drop Deadline / forms due in 270 Huntington Hall

Wednesday, October 28

Registration for Spring Semester

Wednesday, November 11 – Friday, November 20

Academic Withdrawal Deadline / petitions due in 270 Huntington Hall

Friday, November 20

Last Day of Extended Campus classes

Thursday, December 17

Last day of classes

Monday, December 14

Reading days

Tuesday (Dec. 15/am only), Saturday & Sunday, Dec. 19-20

Final Examinations (check MySlice or Time Schedule of Classes for your exam times)

Tuesday (Dec. 15/pm only), Wed, Thurs, Fri (Dec. 16, 17 & 18), Mon (Dec. 21)