Welcome
Welcome to the School of Education’s Office of Academic and Student Services. Please visit our office located at 111 Waverly Avenue, Suite 230, above the SU Health Center. The general information phone number is 315-443-9319. The Office of Academic and Student Services will be a vital resource throughout your School of Education tenure. Everything you will need to know, from graduation requirements to making application for teacher certification, is contained in this newsletter. The office staff will assist you with your academic needs in helping to make your academic journey a successful one. We wish you a very exciting and rewarding semester in the School of Education!

Meet the Office Staff
Amie Redmond  Assistant Dean for Academic and Student Services  amredmon@syr.edu
Carol Dewitt  Administrative Assistant to the Assistant Dean  cedewitt@syr.edu
Pam Hachey  Assistant Director of Academic Advising (A-K)  pkhachey@syr.edu
Carol Radin  Assistant Director of Academic Advising (L-Z)  cvradin@syr.edu
Zachary Schuster  Undergraduate Admissions Recruiter  zmschust@syr.edu
Laurie Deyo  Graduate Admissions Recruiter  lldeyo@syr.edu
Linda DeFrees  Coordinator for Career Services & Certification  ladefree@syr.edu
Crystal Ross  Office Coordinator Front Desk  crross@syr.edu

What’s New in Academic and Student Services?
Fingerprinting Service
Fingerprinting service for teacher certification is now offered in this office. Fingerprint clearance is a requirement for obtaining teacher certification. It is recommended that you complete the fingerprint process before starting your student teaching placements as school districts are beginning to mandate that students be fingerprinted before the start of student teaching.

To begin this process (which can take up to 2 months), you will be need to complete the online fingerprint application and make payment through the NYSED TEACH web site at http://www.highered.nysed.gov/tcert/teach/. Scroll down and click on the TEACH Online Services box to begin. It is advised to pay online with a credit card for faster processing.

Once you receive your packet of fingerprint materials which will include 2 fingerprint cards, please email NYSCHLSS@syr.edu to make an appointment to roll your fingerprints. Please bring the entire packet and your SUID to your appointment.
Contact Information Reminder
Please make sure that your current contact information is correct, so that we can contact you. Update your address and telephone information on MySlice under Personal Services. Your syr.edu e-mail address is an approved form of communication at Syracuse University. Be sure to check it often or have it forwarded to your current e-mail.

School of Education Student Listservs
The School of Education’s Office of Academic & Student Services will periodically e-mail messages to the undergraduate and graduate listservs. Our “From” e-mail address will appear as e-Acad Serv. Messages will include important information about upcoming events, scholarships, workshop and certification reminders, and job and volunteer opportunities.

The School of Education Web Site
Please explore the School of Education web site at http://soe.syr.edu/. Click on the Academic and Student Services link to find updated information on current processes and services that are in place for students. This is an excellent resource to keep you informed of any changes and additions that occur throughout the academic year. Please be sure to “like” the School of Education on facebook at https://www.facebook.com/SUSchoolOfEd and follow us on twitter at http://www.twitter.com/SUSchoolofEd.

Check your syr.edu e-mail!
Syracuse University has established e-mail as the primary vehicle for official communication and an official e-mail address is established and assigned to each registered student. All University communications, including School of Education news, will be sent via e-mail to this address. It is imperative that you check your syr.edu email on a regular basis, so that you may be notified of very important information and deadlines. To access your official e-mail address, go to http://its.syr.edu/ecomm/index.html. If you have additional questions, please contact the ITS Help Center at 315-443-2677 or e-mail help@syr.edu.

Important Notice to all Graduate Students:

The University Continuous Registration Requirement

The University has long had a requirement of continuous registration during each academic semester once a student matriculates. That is, every fall and spring semester, students must be registered for courses that are part of their programs. Students who are in between courses, or who have completed all courses and dissertation credits, but who are still working on requirements such as projects, exams, or portfolios, meet this requirement by registering for GRD 998 Degree in Progress, for “0” credit hours. Online registration of GRD 998 is accepted during regular registration periods.

The $500 fee for GRD 998 is waived for the first 4 semesters of registration, and will be charged from the 5th semester of registration and beyond. This fee, charged upon enrollment, indicated continuing engagement in a graduate program; it recognizes the continuing use of faculty, staff, and institutional resources, even during periods when courses are not being taken. It is
designed to encourage students to enroll in courses on a continuous basis so that they complete their degree programs expeditiously.

**During the Ph.D. dissertation phase** students are required to register for a minimum of 9 dissertation credits (EDU 999). The dissertation must be defended **within five calendar years** of advancement to candidacy (completion of qualifying examination). The candidate is expected to maintain continuous registration until the dissertation is successfully defended. During this five calendar year time frame, students will be exempt from paying the $500 fee once they have registered for the total number of dissertation credits as indicated on the formal program of study.

**If circumstances are such that students have to register for GRD 998** for an extended period of time, students must take a leave of absence. A Leave of Absence permits extension of the time to complete your degree to a **maximum of one year**. Forms for this purpose may be obtained in the Office of Academic and Student Services.

**The Orange Book** provides a general overview of Syracuse University’s School of Education policies for M.S., C.A.S., Ed.D., and Ph.D. degrees. All graduate students are responsible for knowing these policies, which can be found on the School of Education web site at [http://soe.syr.edu/current/student_services/orange_handbook.aspx](http://soe.syr.edu/current/student_services/orange_handbook.aspx).

**Time-to-Completion Requirement**

**Master’s Students**

- You must meet all requirements within seven years from the time you register for the first course to be used in your program. See Pam Hachey or Carol Radin for details.

**Doctoral Students**

- Students with a Master’s degree at the time of admission must complete the coursework phase within four calendar years.
- Students without a Master’s degree at the time of admission must complete coursework within five calendar years.
- Qualifying exams must be attempted no later than the semester following the last semester of coursework.
- The dissertation must be defended within five calendar years of completion of the qualifying exam.

**Summer Transfer Courses for Undergraduates Only**

If you would like to take coursework at another institution and transfer the credits back to Syracuse University, you must do the following:

1. Fill out a Transfer Credit Petition before leaving at the end of this semester. This petition is available in the Office of Academic and Student Services or go to [http://soe.syr.edu/current/student_services/forms.aspx](http://soe.syr.edu/current/student_services/forms.aspx).
2. Attach a course description to the petition.
3. Obtain permission signatures from your advisor, department chair, and the Assistant Dean for Academic and Student Services.

4. File the petition with the Office of Academic and Student Services.

5. Request an official transcript from the transfer institution, and have it sent to the Office of Academic and Student Services, Syracuse University, School of Education, 111 Waverly Ave, Suite 230, Syracuse, NY 13244-2340.

**Looking for Spring Reception Volunteers**

Spring receptions are open houses geared for admitted high school seniors who have an interest in attending Syracuse University. These seniors are anxious to hear what our current students have to say about the School of Education’s academic programs and Syracuse University. If you would like to share your Syracuse University experiences with these students, consider volunteering for one of the receptions listed below. Please contact Zachary Schuster, Undergraduate Admissions Recruiter at zmschust@syr.edu or 315-443-4269.

**Spring Receptions 2014**

Monday, April 7
Friday, April 11
Monday, April 14
Monday, April 21

**Peer Advisor/Student Ambassador Applications**

Zachary Schuster, Undergraduate Admissions Recruiter, will e-mail peer advising information and applications to all SOE undergraduates this spring. Please continue to check your e-mail for information regarding this exciting and important opportunity within the School of Education. If you have additional questions or concerns about becoming a Peer Advisor please contact Zachary Schuster directly – (315)443-4269, zmschust@syr.edu

**Graduate School Information**

Undergraduates, it’s not too early to think about Graduate School. The School of Education offers 50 different graduate programs in education. Additionally, there are a number of scholarships available specifically for our graduate students, including a 33% Graduate Student Tuition Scholarship on select graduate programs for Syracuse University graduates. Students must have graduated within five years of applying to a School of Education graduate program to be eligible for this scholarship. For more information, contact Laurie Deyo, Graduate Admissions Recruiter, at 315-443-2505 or e-mail llddeo@syr.edu.

**Foreign Language Verification**

If you are in a teacher preparation program, it is imperative that you have a copy of your high school transcript sent to the Office of Academic and Student Services, to show foreign language verification. Most students have three years/levels of the same language in high school and this verifies the language requirement. However, if you do not have this, a college language course is required. 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 the Office of Academic and Student Services, 111 Waverly Avenue, Suite 230, Syracuse NY 13224-2340.

**Child Health & Life Safety Seminar**

Child Abuse Prevention  
Violence Prevention  
Alcohol/Drug/Tobacco Prevention  
Child Abduction Prevention  
Fire & Arson Prevention  
Highway/General Safety

The Child Health & Life Safety Seminar includes six topic areas. The completion of this seminar is required prior to student teaching and 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 the New York State Education Department for certification. Evidence that you completed the Child Health & Life Safety Seminar will appear on your transcript. **You must complete the seminar and pass the exam BEFORE student teaching.** For instructions on how to enroll in the seminar and for a list of available dates, please e-mail NYSCHLSS@syr.edu.

If you are enrolled in the Health and Exercise Science program or the Selected Studies program, this seminar is not required. If you are seeking a coaching certificate through New York State, you are required to complete this seminar or one offered elsewhere. The Child Health & Life Safety Seminar and exam are free for Syracuse University students. Please contact Pam Hachey or Carol Radin if you are still unsure if this requirement applies to you.

**DASA (Dignity for All Students Act)**

This workshop training will be a certification requirement for students who are graduating May, June and August 2014 and beyond. The DASA training is a six hour workshop offered on the following dates in 500 Hall of Languages:

- Monday, January 27, 6:00pm-9:15pm and Monday, February 3, 5:15pm-8:30pm  
- Tuesday, February 4 and February 11, 5:00pm-8:15pm  
- Thursday, January 16 and January 23, 5:00pm-8:15pm  
- Saturday, April 19, 9:00am-4:30pm

Please email NYSCHLSS@syr.edu if you need more information or would like to register.

**May, June & August 2014 Graduates**

Please email Pam Hachey (A-K) or Carol Radin (L-Z), to make sure that all required paperwork has been completed for graduation and that all degree requirements have been met prior to April 1, 2014. The following documents/requirements must be on file in the Office of Academic ad Student Services before graduation.
**Undergraduate Candidates**
- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **February 28, 2014** if you plan to complete your program December 2013, May 2014 or Summer 2014
- Completion of New York State Child Health & Life Safety Seminar (Teacher prep programs only)
- Foreign Language Verification (Teacher prep programs only)

**Masters Candidates**
- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **February 28, 2014** if you plan to complete your program May 2014 or Summer 2014
- Completion of New York State Child Health & Life Safety Seminar (if applicable)
- Petition and official transcript from each institution that shows courses/credit hours to be transferred to Program of Study
- Official degree-bearing transcript from your undergraduate institution
- A Master’s Program of Study form in which courses listed must match a transcript

**Certificate of Advanced Studies Candidates**
- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **February 28, 2014** if you plan to complete your program May 2014 or Summer 2014
- Official degree-bearing transcript from your undergraduate institution
- Petition and official degree-bearing transcript from your graduate institution
- Petition and official transcript from each institution showing courses/credit hours to be transferred to Program of Study
- A CAS Program of Study form in which courses listed must match a transcript

**Doctoral Candidates**
- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **February 28, 2014** if you plan to complete your program May 2014 or Summer 2014
- Formal Plan form
- Dissertation Registry – Registering your dissertation is done by logging in at MySOE and clicking the Dissertation Registry link on the left. Your dissertation advisor will then approve of your entry, indicating that she/he and your committee expect you will soon be ready for the defense of your research. Filing deadlines are as follows: Spring semester deadline is **August 15, 2014**
- Request for Examination Form – When your dissertation is approved by your dissertation advisor and every member of your committee, your dissertation advisor will indicate that the defense should be arranged. This should occur no less than five weeks before the time when the defense might be held. Your dissertation advisor’s action will alert the Associate Dean, who will then identify two readers and a Graduate School representative for the dissertation defense. The Graduate School representative will serve as the Chair of the defense.
✓ Petition and official transcript from each institution showing courses/credit hours to be transferred to Formal Plan. Courses listed on Formal Plan must match a transcript.

Graduation Check Meeting
If you are a second semester junior, first semester senior or graduate student who will graduate May, June or August 2014, please e-mail Pam Hachey (if your last name begins with A-K) at pkhachey@syr.edu or Carol Radin (if your last name begins with L-Z) at cvradin@syr.edu ASAP. Some of the items needed are as follows:

- Official transcripts from other institutions you have attended
- Completed Program checklist
- Diploma Request on MySlice by February 28, 2014
- Child Health & Life Safety Seminar for New York State certification for teacher prep programs

Convocation & Commencement Information
- Syracuse University’s Commencement will take place on Sunday, May 11, 2014 at 9:30 am in the Carrier Dome.
- The School of Education’s convocation will be held on Saturday, May 10, 2014 at 12 noon at Manley Field House. No tickets or RSVP is necessary. Graduates should arrive at 11:30 am to line up for the procession. A reception will be held on the Manley Field House grounds immediately following convocation.
- Check with Pam Hachey (A-K) or Carol Radin (L-Z) to find out if you qualify to participate.
- Keep checking Syracuse University’s commencement web page at http://commencement.syr.edu/commencement-weekend/ for updates. If you have questions about the School of Education’s commencement weekend activities, please contact the Dean’s Office at 315-443-4752.

School of Education Career Services and Certification
The School of Education Career Services Office is located within the Office of Academic and Student Services. It offers a variety of services to Syracuse University students who are seeking positions as teachers, school counselors, speech and language pathologists, library media specialists or administrators in schools locally and around the country. This office does not place students in positions; rather it facilitates researching employment opportunities and assists students with the job search. Please take advantage of the following services:

- New York State Teacher Certification Information and Recommendation
- Out-of-State Certification Program Completion Verification
- Credential File Application
- Resume and Cover Letter Assistance
- Job Search Handbook for Educators
- Central New York Teacher Recruitment Days Job Fair
- Fingerprinting for Teacher Certification
**Credential File**
A credential file contains letters of recommendation and serves as an important source of information for potential employers. Copies of your file are sent at your e-mail request to potential employers as part of the job application process. A credential file remains active for the duration of your career life and updated letters can be added at any time. Credential file application forms are available in the Office of Academic and Student Services and on the School of Education web site at [http://soe.syr.edu/current/student_services/career_services.aspx](http://soe.syr.edu/current/student_services/career_services.aspx). Once your file contains at least three letters of recommendation, it can be sent to school districts at your request. Please contact Linda DeFrees at 315-443-4759 or ladefree@syr.edu.

**CNY Teacher Recruitment Days**
On March 31\(^{st}\) and April 1\(^{st}\) 2014, school districts from across the country will conduct interviews for known and anticipated vacancies. Students representing 15 Central New York colleges and universities will be interviewed on the SUNY Cortland campus. Requirements mandate that participating students must be eligible for certification/licensure in Education by September 2014, and have completed a program of study between December 2013 and August 2014. In addition, several TRD member graduate schools will be in attendance on March 31 for undergraduate students interested in obtaining information about their programs. For more information including registration for this year’s event, please go to [http://cnycda.org](http://cnycda.org).

**NYSTCE Testing Program Update**
The New York State Education Department (NYSED) and the New York State Board of Regents have announced the development of new tests required for teacher and School Building Leader certification in New York. The new tests include a portfolio-based teacher performance assessment (edTPA™), an Educating All Students Test, an Academic Literacy Skills Test, updated Content Specialty Tests, and an updated School Building Leader assessment.

**Testing requirements will depend on certification type and date of application.**

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<tr>
<th>Candidates who have completed all requirements for initial certification on or before April 30, 2014 and who apply for certification on or before April 30, 2014</th>
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<tr>
<td><strong>Initial Teaching</strong></td>
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<tr>
<td>Assessment of Teaching Skills—Written (ATS–W)</td>
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<tr>
<td>Liberal Arts and Sciences Test (LAST)</td>
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<tr>
<td>Current Content Specialty Tests (CST)</td>
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<tr>
<td><strong>Initial School Building Leader</strong></td>
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<tr>
<td>Original (2008) School Building Leader Assessment (SBL)</td>
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<td><strong>OR</strong></td>
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<tr>
<td>Revised (Sept. 2013) School Building Leader Assessment (SBL)</td>
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<th>Candidates applying for certification on or after May 1, 2014 or candidates who applied for certification on or before April 30, 2014 but did not meet all the requirements for an initial certificate on or before April 30, 2014</th>
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Initial Teaching

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<td>Educating All Students Test (EAS)</td>
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<td>Academic Literacy Skills Test (ALST)</td>
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<td>Content Specialty Tests (CST)</td>
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Initial School Building Leader

| Revised (Sept. 2013) School Building Leader Assessment (SBL) |
| Educating All Students Test (EAS) |

Questions? If after reading this guidance you have any questions about the new certification tests, please submit them to edcertpolicy@mail.nysed.gov. Policy questions submitted to this mailbox will be reviewed and answered in future guidance.

Please see the NYSED web site for more details and updates at http://www.nystce.nesinc.com/NY_annProgramUpdate.asp#TPA

Test dates, registration, preparation guides and general information can be found on the New York State Teacher Certification Examinations web site at http://www.nystce.nesinc.com/.

Checklist of Steps for New York State Certification

1. Complete the Child Health & Life Safety online seminar prior to student teaching. Send email to NYSCHLSS@syr.edu for more information regarding registration.
2. Successfully pass the required New York State Certification Exams. Test dates, registration and preparation guides are available at http://www.nystce.nesinc.com/.
3. Apply for fingerprinting clearance at least 3 months prior to graduation.
4. Meet with your academic advisor in the Office of Academic and Student Services to confirm that all degree requirements will be completed. Call 315-443-9319.
5. Apply for certification through NYSED TEACH Online Services. Directions will be e-mailed to the student listservs prior to graduation.

Important Dates and Deadlines

Please review important academic dates and deadlines at: https://www.syr.edu/registrar/acadcalendars/acaddl2013-14.pdf