

Education & Special Education Advising Checklist
Spring Semester 2007

*(White blocks indicate group of students information applies to;
gray blocks indicate that information is not applicable)*

Topic	Where to Find it	Undergrad	Grad
Adding Or Dropping A Certification	http://records.mansfield.edu/documents/ChangeMajor.pdf		
Advising Sheets	From advisor or from Fran Melchionne in Retan 204; or in http://edspeced.mansfield.edu/ Educ & Spec Ed Handbook; available at end of EDSPE Handbook		
Certification/Degree	http://www.mansfield.edu/%7Eteacher/cert.html		
Certification Or Gates Questions	Contact Ms. Lori Cass in Registrar's Office, 211 Doanne Center; 4793; email lcass@mansfield.edu		
Clearances	http://www.mansfield.edu/%7Eteacher/Act_151_Clearance.pdf http://www.mansfield.edu/%7Eteacher/Act_34_Clearance.pdf http://www.teaching.state.pa.us/teaching/cwp/view.asp?a=13&q=125828		
Change Of Program/Track	http://records.mansfield.edu/documents/ChangeMajor.pdf		
Courses By Semester	https://webadvisor.mnsfld.edu/start.htm		
Course Sequence	In http://edspeced.mansfield.edu/ Educ & Spec Ed Handbook; advisor's recommendations; For graduates- http://www.mansfield.edu/~graduate/		
Declaring, Adding Or Dropping An Academic Minor	Form available through Registrar's Office http://records.mansfield.edu/documents/DeclareMinor.pdf		
ED/ELE 5592 (If Admitted To Education Program After 7/1/05)	Program Capstone Course: Speak with advisor; must be last class to take in program; prerequisite ED 5500; ED 5500 may not be taken concurrently with ED/ELE 5592; instructor approval only		

Gates	In http://edspeced.mansfield.edu/ Educ & Spec Ed Handbook		
Graduate Faqs	http://www.mansfield.edu/~graduate/		
Handbooks	http://edspeced.mansfield.edu/		
Intent To Graduate Form	Complete 1 year prior to graduation: http://records.mansfield.edu/documents/IntentToGraduate.pdf		
Introduction To Ed/Livertext	Introduction to Education (ED 1102); or by faculty request for Graduate Assistant seminar		
Meeting With Advisor	Set up with advisor each semester		
New York State Certification Information And Contact Information	http://www.mansfield.edu/~teacher/nyscert_Handout_068_PDF.pdf or contact Charlene Sisco: csisco@gstbores.org , 607-654-2269		
Orals (If Admitted To Education Program Before 7/1/05)	Talk with advisor semester prior to completing		
Pass/Fail Option	http://records.mansfield.edu/documents/PassFail.pdf		
Petition	Graduate Studies Petition http://records.mansfield.edu/RegistrarsOfficeForms_000.htm Undergraduate Petition http://records.mansfield.edu/RegistrarsOfficeForms_000.htm		
Placement Tests	http://www.mansfield.edu/freshmen/		
Praxis Faqs	http://edspeced.mansfield.edu/PRAXISFAQ.htm ;		

Praxis Information	http://www.mansfield.edu/%7Eteacher/exam1.html ; Praxis Workshops (held each semester); Praxis Corner (by Retan Lab); poster/bulletin board by 203 Retan		
Prerequisites	In http://edspeced.mansfield.edu/ Educ & Spec Ed Handbook; undergraduate & graduate catalogs		
Program-Old/New	Talk with advisor		
Program Portfolio	In LiveText, select "Create Document," click on "Portfolio" and select "Elementary Program Completion Portfolio" as template for Elementary Certification, "Mansfield University Professional Portfolio" as Template for Secondary Certification, and "Special Education Program Completion Portfolio" as template for Special Education Certification		
Reading Specialist Certification	Specialized advising manual and Praxis study site for students enrolled in Reading Specialist program. Program enrollment limited to graduate students with some other prior form of teaching certification (including student teaching). Interested students should talk with Dr. Werner-Burke or Dr. Cleland. http://edspeced.mansfield.edu/documents/IRAPORTFOLIOSStandardsjune2006_2_PDF.pdf		
Registration	http://records.mansfield.edu/ ; https://webadvisor.mnsfld.edu/start.htm ; Speak or call registrar's office; log in; then register on-line		
Special Education	Link to be created to "Special Education Requirements Only" document		
Steps To Completing M.Ed. Or M.S.Ed.	http://edspeced.mansfield.edu		
Student Teaching Application/ Information	http://www.mansfield.edu/%7Eteacher/stutea1.html ; Beth McClure in Retan		
Transfer Credits	http://admissions.mansfield.edu/forms.cfm ; Speak with registrar's office; link to Corning Community College will be forthcoming		
Webadvisor	https://webadvisor.mnsfld.edu/start.htm		