

TEACHER EDUCATION PROGRAMS FREQUENTLY ASKED QUESTIONS

Office of Student Services, College of Education

What does the Office of Student Services provide?

The Office of Student Services provides academic advising for pre-certified education majors in elementary and health and fitness education; acts as the liaison between secondary education majors and their departments; houses certified majors academic files; assigns faculty advisors; certifies students at the end of their teaching program with the state; and other services.

Who is advised by the Office of Student Services?

- Pre-certified majors in Elementary Education
- Pre-certified majors in Health and Fitness Education

Do I need to see an advisor every semester to register?

All students are required to meet with an advisor in order to have their advising hold lifted. This is an opportunity to discuss your progress with an advisor, plan future classes, and ask any other questions you may have.

Can I register right away once my advising hold is lifted?

Not necessarily. Each student is assigned a time they can register for the upcoming semester. You can check your registration time through MyWSU.

What if all the courses I need are filled by the time I register?

Students register based upon the number of credit hours they have completed at WSU. Your academic advisor can help you identify an alternative list of courses during your advising appointment or you can contact them if you can't get into courses and need alternatives. When registering, if a course is full METRO will ask if you would like to notify the department, say YES. The department can view the students who have requested the course, but could not get into it. Sometimes departments will open additional sections of a course and take students off the wait list. You may also contact the department which offers the course and ask to be added to the course. For example, if you need to add Psych 105 you would contact the Psychology Department.

When do I meet with an academic advisor for upcoming semesters?

Student Services places sign-up sheets on the 3rd floor of the Education Addition (EA) building next to their office in 316 to allow students to sign up for advising appointments. For spring semester, the advising sheets are posted around October 15 and for fall semester the advising sheets are posted around March 15.

How does advising work?

The Academic Coordinator and the Graduate Assistant advisors are located in the EA building. Usually four students sign up for a time slot and the advisors take students first come, first served in the allotted time slot. If a student arrives early and no one else is waiting the advisors will take that student. However, if

other students who have appointments before that student are present, the early arriving student must wait until his/her time appointed time.

What if I need more time?

The advisors will work with you as long as they can. If the advisor determines you need a more lengthy appointment he/she will have you call the Office of Student Services at 335-4855 to set up an additional meeting time.

Do I have to wait for priority registration to meet with my advisor?

No, you don't have to wait to meet with your advisor if you have other questions or concerns. Please call 335-4855 to set up a time to meet. We are happy to help you on your academic journey at WSU.

How can I prepare for advising?

Consult the Schedule of Classes for the next semester and work out a preliminary schedule. Also review and bring your degree audit report (DARS) to the advising meeting.

What is a Degree Audit Report (DARS)?

DARS is a computerized program that evaluates all courses taken against any major requirements for Washington State University. It is your contract of course requirements with the university. The DARS report can be used to check courses you've taken against a chosen major or to see how transfer credits have been applied to your degree. It is a good idea to check your degree audit to ensure all courses have been applied correctly as your eligibility to graduate is verified from DARS.

What if I decide I want to major in something else?

First, you need to go the Student Advising and Learning Center (SALC) in Lighty 260 to request a change in major. They will change your major and advisor to the new department and give you a slip to take to your old department. Next, you go to your old department and pick up your advising file and take it to your advisor in the new department.

What if I just want to change my advisor but not my major?

Go to SALC to request a change of advisor. Once it is complete bring your slip to your new advisor and he/she can retrieve your advising file.

How many credits do I need to graduate?

Students need a minimum of 120 total credits to graduate from Washington State University. Students in the College of Education teacher preparation programs must also have a minimum 2.5 WSU grade point average (GPA).

How long will it take to finish a degree?

The amount of time to complete 120 credits is dependent upon the number of credits taken each term. Most students take 30 credits per year (15 each semester) and are able to graduate in four years. Your academic advisor can help

you plan course sequencing to maximize your academic progress. Some degrees require more than 120 credits, requiring careful attention to course selection and timing.

Do I need a minor?

Minors are not required to graduate, though many students choose to select a minor as part of their educational plan. Students in the teacher preparation program may opt to complete an additional endorsement rather than a minor. Minors are usually 18 credits or more while endorsements have a varied range of credits.

Do I need an additional endorsement?

Many students choose to complete an additional endorsement while they are here at WSU. It is not required; however it can enhance your ability to get a teaching job.

When should I apply to the Teacher Education Program?

Most students apply sometime during their sophomore year. Your advisor can help you plan the best time for you to apply and make sure you have met all the requirements.

What are the requirements for applying to the Teacher Education Program?

All students must pass the WEST-B test; complete 80 hours of paid/volunteer work with children or youth (within the last 3 years); complete English 101 and English 201, 301, or 302, ComSt 102, T&L 300 and 301 all with a C or better; complete an application; write a personal goal statement; complete a timed writing sample; and be interviewed by College of Education faculty.

In addition:

Elementary Education Majors: Students in this field must also complete HD 101, Math 251 and two of the four 3-4 credit sciences all with a C or better.

Secondary Education Majors (including Health and Fitness): Students in these areas must have completed nine credit hours of their endorsement and Psych 105, all with a C or better, and be certified in their major.

Where can I get an application?

You may download an application packet from www.education.wsu.edu/tess or purchase one at The Bookie or Crimson and Gray.

If I don't receive a C or better in a course needed to apply to the teaching program, can I take it over?

Students may repeat courses only in which they have received a C- or lower and are given one additional opportunity at WSU, during an academic year, to receive a grade above a C-. However, if a student does not receive a C or better in the course the second time they may either take the course during WSU Summer School or through a community college or other university. The grade of the

repeated course will replace the grade in the WSU systems whether or not it is a C or better.

I just received notice that I need to be reinstated to WSU. What happened?

Students at WSU must maintain a 2.0 GPA, not only cumulatively but also each semester. A student who does not maintain the minimum GPA is dismissed from WSU and cannot enroll for the next semester unless reinstated. Three rules apply to students concerning their academic progress at WSU.

They are:

*Rule 37: Semester GPA below 2.00, a second consecutive time. Students in this situation are dismissed from WSU. These students must attend a community college or other university for a year to provide evidence of their motivation and commitment to academic success.

*Rule 38: Cumulative GPA below 2.00. These students are not eligible to attend WSU unless they apply and are approved for reinstatement. If a Rule 38 student is certified in a major, their department may elect to decertify them even if the Student Advising and Learning Center (SALC) approved their reinstatement.

*Rule 39: Rule 39 has two variants.

1) Semester GPA above a 2.00, but the cumulative GPA below 2.00. These students are not eligible to attend WSU unless they apply and are approved for reinstatement.

2) Cumulative GPA below 2.00, a second consecutive time. Students in this situation are dismissed from WSU. These students must attend a community college or other university for a year to provide evidence of their motivation and commitment to academic success.

Your GPA is reviewed twice each year -- May and December. Therefore, grades earned during the summer session or academic grade changes (incompletes) are not considered until the next review period. This means that even if your summer school grades improve your GPA above the 2.0 requirement you will remain on academic probation for the semester.

If I am a transfer student, does my GPA from the community college or other university transfer to my WSU GPA?

No, your GPA starts over here at WSU.

What happens if I just stop attending class?

DON'T DO THIS! Some students think a professor/instructor will drop them from the class. However, that is not how it works. The professor/instructor will give you an F for the class.

Can I drop a class myself?

Yes, in accordance to the university drop deadlines for courses. If you drop a class by the 4th Friday of the semester the class will not appear on your transcript. Courses dropped after this date receives a 'W' and it will appear on your transcript. The last date to withdraw from a course is the end of the 9th week. From the end of the 9th week through the last day of instruction, an undergraduate student working toward their first WSU degree is allowed a total of two Uncontested Withdrawals. Students entering WSU after Fall 2004 are limited to a total of four withdrawals in any combination of regular and uncontested. Any withdrawals after the 4th week are charged a \$5.00 service fee.

What are Uncontested Withdrawals and how many do I have?

Each student has two Uncontested Withdrawals. Uncontested Withdrawals are used to withdraw from a class after the 9th week through the last day of instruction.

How does a 'W' affect my transcript?

It appears on the transcript, but is not calculated into the GPA.