

HELPFUL HINTS IN PREPARING YOUR STUDENT TEACHING APPLICATION

- ✓ Even though you may not have any special considerations, you **must** fill out that page and turn in two (2) copies with your application. This is also the only place to list your reasons that will be noted when taking your center choices into consideration.
- ✓ All departments will accept transcripts printed from the portal. They **MUST** be personalized and printed out in designator order.
- ✓ When entering course titles for your major/minor on the application, there are no set standard abbreviations. You will need to abbreviate to fit your classes in the columns. You **MUST** list the course name, not just the designator. **Do not list ENG 311** – list the actual course name. Please try to fit all course names on one line. Please refer to the sample application for the way the application needs to be completed.
- ✓ Check with your major/minor departments to determine if you need to use transfer grades when calculating the GPA. Each department has different rules for transfer grades.
- ✓ When calculating your GPA, use the GPA calculator on the portal. It is great!
- ✓ You must enter three (3) center choices. If you do not list three different picks...Hello, north of the Arctic Circle!! And...do NOT list the same choice three times!
- ✓ **Early applications are NOT accepted.** Do not drop off your application in the reception area. **It will not be accepted.** Also, do not drop it off with anyone else other than Ann Neal or a designated student assistant.
- ✓ If you are not going to be on campus the week applications are due, please call Ann Neal (774-4411) and make other arrangements.
- ✓ Do **not** staple your applications together. Make sure they are copied correctly back-to-back. Refer to the sample application!!
- ✓ When entering Major/Minor credit hours on your application, the hours should equal the courses you listed below, whether or not the course has been completed. **Do not** list EDU 458/432 under the professional education column.
- ✓ Turn in your departmental approvals the same week you turn in your application. **Department due date is Friday, September 11 @ 5:00 pm. Departments do not have to accept late approval forms.**
- ✓ When entering transfer credits, **please look at the example.** If you are still unsure about what to do, call Ann at 774-4411.
- ✓ Before you even start to fill out your application, **READ THROUGH ALL OF THE DIRECTIONS!** Most of your questions will be answered.
- ✓ Be sure to double check your spelling and your grammar! Treat this as you would a job application!

This is not as difficult as it looks. Just make sure that you have everything in front of you and that you save your application!!