

October, 2009

Dear Professional Student:

Enrollment for the 2010 spring semester begins shortly. The course schedule is available on-line at: <http://courses.k-state.edu/>. You should make an appointment for advisement. If you do not know who your advisor is, ask the receptionist in room 13 BH. Actual computer enrollment begins October 26. **To prepare for your advising appointment, read through the student handbook. If you do not have a copy of the College of Education Undergraduate Student Handbook, you may purchase a copy in the College of Education Copy Center or view and/or download it from the College Web site. You should take a copy with you to your advising appointment. You are responsible for the information it contains!**

You should complete the steps listed below for advisement. Click on the following Web site to access the worksheet on which you should prepare and record your tentative schedule prior to your advising appointment. (<http://www.coe.ksu.edu/ss/acadaadvising.htm>). Click on Enrollment Worksheet. Use your curriculum guide and the handbook to determine your program needs.

- * Make an appointment with your advisor. (If you are not sure who your advisor is, ask in Bluemont 13.)
- * Prepare your tentative schedule using the advising form.
- * Report for your appointment with the worksheet and the student handbook in hand.
- * Special permission to enroll in Block B courses must be secured in the Elementary Education office (261 BH).
- * Get permission to enroll in classes that require such permission (e.g. "Literature for Children" instructor permission).
- * Complete your enrollment in iSIS.

Those Planning to Student Teach Fall 2010 or Spring 2011

If you plan to student teach in the fall of 2010 or the spring of 2011, you must apply for student teaching by December 20, 2009. Complete the Application to Student Teach form on-line at: <http://www.coe.ksu.edu/ss/forms.htm>.

First Aid/CPR

All individuals who plan to student teach must show proof of completion of a Red Cross First Aid/CPR course (or an equivalent) prior to the time the Student Teaching Assignment Request (STAR) form is submitted (February 1 for Fall 2010 student teachers).

Licensure Information

The Principles of Learning and Teaching (PLT) exam and a content test for each teaching field for which you plan to be licensed is a requirement for a Kansas teaching license. You are encouraged to take them the semester prior to student teaching. If you are interested in being licensed to teach at the middle level, talk to your advisor.

Further Information

The following information is directed to specific groups of students in the professional program. If it applies to you, please take appropriate action.

K-12 and Secondary Education Students

Summer Block I enrollment is generally limited to the following curricular areas: art, FACS, modern languages, and music. Students who want to enroll in Block I for the summer should talk with their advisors for information. Note: enrollment is not guaranteed, it is subject to availability.

*****STUDENTS CURRENTLY IN STUDENT TEACHING**

If you need to enroll for the spring semester, please proceed with the following steps:

- a. Get in touch with your advisor immediately.
- b. Select your courses with the help of your advisor.
- c. Enroll through iSIS.

*****STUDENTS GRADUATING IN DECEMBER 2009**

- a. If you have not received approval of your Application for Graduation Clearance, please contact Mechelle Martinez in Bluemont 13 immediately.
- b. Apply for teacher licensure after you receive your passing PLT and Content test scores and after December 1, 2009.

Dr. Michael Perl
Assistant Dean and Director