



# EDUCATION NEWS

## Academic & Student Services Newsletter

SYRACUSE UNIVERSITY

SCHOOL OF EDUCATION

<http://soe.syr.edu/>

FALL 2007

### Academic & Student Services

The Office of Academic & Student Services, located in 270 Huntington Hall, will be a vital resource throughout your School of Education career. Everything you need to know, from graduation requirements to creating a credential file for your job search, is contained in this newsletter. We have two academic advisors available to assist you with your advising/academic needs.

**All undergraduate and graduate students, please contact the following advisor according to the first letter of your last name:**

A – L Pam Hachey [pkhachey@syr.edu](mailto:pkhachey@syr.edu)  
M – Z Carol Radin [cvradin@syr.edu](mailto:cvradin@syr.edu)

### High School/College Transcripts

If you are an undergraduate or graduate student in a teacher preparation program, it is imperative that we have a copy of your high school transcript sent to 270 Huntington Hall for foreign language verification. 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 270 Huntington Hall.

### New York State Child Health & Life Safety Seminar

This is a mandated online seminar which includes the following six topic areas; child abuse prevention, violence prevention, alcohol/drug/tobacco prevention, child abduction prevention, fire & arson prevention and highway/general safety.

The completion of this seminar 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 NYSED for teacher certification. **NEW POLICY:** You must complete the seminar and pass the exam BEFORE student teaching. For instructions on how to enroll in the seminar, please email Fran Cooney at [fcooney@syr.edu](mailto:fcooney@syr.edu). Note: If you are enrolled in the Health and Exercise Science program, this New York State seminar is not a graduation requirement, although it is recommended.

### Staff Members

**Amie Redmond**  
Assistant Dean for Academic and Student Services  
315-443-2506  
[amredmon@syr.edu](mailto:amredmon@syr.edu)

**Barbara Maphey**  
Administrative Assistant  
315-443-2506  
[bamaphey@syr.edu](mailto:bamaphey@syr.edu)

**Carol Radin**  
Assistant Director of Academic Advising  
315-443-9320  
[cvradin@syr.edu](mailto:cvradin@syr.edu)

**Pam Hachey**  
Academic Advisor  
315-443-2526  
[pkhachey@syr.edu](mailto:pkhachey@syr.edu)

**Linda DeFrees**  
Coordinator of Career Services & Certification  
315-443-4759  
[ldefree@syr.edu](mailto:ldefree@syr.edu)

**Fran Cooney**  
Office Coordinator  
315-443-9319  
[fcooney@syr.edu](mailto:fcooney@syr.edu)

**Laurie Deyo**  
Undergraduate Admissions Recruiter  
315-443-4269  
[lldeyo@syr.edu](mailto:lldeyo@syr.edu)

**Liza Rochelson/  
Traci Washburn**  
Graduate Admissions Recruiters  
315-443-2505  
[gradrcrt@gwmail.syr.edu](mailto:gradrcrt@gwmail.syr.edu)

## **December 2007/May 2008 Grads**

Please contact Carol Radin or Pam Hachey, to make sure that all required paperwork has been filled out for graduation and certification. The following documents/requirements must be on file in the Office of Academic and Student Services before graduation.

### **Undergraduate Candidates:**

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **October 15, 2007**
- Completion of NY State Child Health & Life Safety Seminars
- Foreign Language Verification

### **Masters Candidates:**

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **October 15, 2007**
- Completion of NY State Child Health & Life Safety Seminars (if applicable)
- Official transcript from each institution that shows credit hours to be transferred to the Program of Study
- Official degree bearing transcript from your undergraduate institution
- A Program of Study form

### **C.A.S. Candidates:**

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **October 15, 2007**
- Official degree bearing transcript from your undergraduate institution
- Official degree bearing transcript from your graduate institution
- Official transcript from each institution showing credit hours to be transferred to Program of Study

### **Doctoral Candidates:**

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **October 15, 2007**
- Formal Program of Study
- Intent to Defend – Submit to Barb Maphey the semester before you plan to defend
- Request for Examination Form – Must be filed with Barb Maphey four weeks prior to defense date

## **Graduation Check**

If you are a second semester junior/senior or graduate student close to graduation, please email Pam (if your last name begins with A-L) or Carol (if your last name begins with M-Z). Some of the items requested will be the following:

- Official transcripts from other institutions you have attended
- Completed Program checklist
- Filed Diploma Request on MySlice Applications
- Child Health & Life Safety Seminar for New York State certification

## **Education Career Services**

The Education Career Services Office is located in 270 Huntington Hall. It offers a variety of services to all Syracuse University students who are seeking positions as teachers, school counselors, speech and language pathologists, library media specialists or administrators. This office does not place students in positions; rather it facilitates researching employment opportunities and assists students in the job search. Services provided include, resume assistance, job search information, teacher certification information, CNY school districts information and setting up a credential file.

## **Credential Files:**

A credential file contains letters of recommendation and serves as an important source of information to potential employers. Copies of your file are sent at your email request to potential employers as part of the job application process. Credential file packets are available in the Career Services office and there is a \$35 registration fee to establish a file. For more information, please call Linda DeFrees at 315-443-4759 or email at [ldefree@syr.edu](mailto:ldefree@syr.edu).

## **NY State Teacher Certification (Frequently Asked Questions)**

### **1. What tests do I need to take and pass to be certified in New York State?**

*LAST* (Liberal Arts & Science Test), *ATS-W* (Assessment of Teaching Skills-Written Test) and the *CST* (Content Specialty Test). The Inclusive Elementary & Special Education program and the Early Childhood Special Education program, requires the *Multi-Subject CST* and the *Students with Disabilities CST*. Registration information and test dates can be found at [www.nystce.nesinc.com](http://www.nystce.nesinc.com).

### **2. Is fingerprinting required for seeking New York State certification?**

Yes. Please contact Jeanne Schmidt, 150 Huntington Hall, at 314-443-1468 or [jmschmid@syr.edu](mailto:jmschmid@syr.edu) for information regarding the fingerprinting clearance process and to make an appointment.

### **3. Is Teacher certification automatic once I graduate?**

No. You will need to complete the New York State teacher certification tests, the Child Health & Life Safety online seminar, and fingerprinting clearance. Information on how to apply for teacher certification through NYSED TEACH Online Services, will be sent to students prior to graduation.

## **Information Reminder**

Please make sure your current contact information is registered correctly, so that we can contact you! Use SCORE via the web at [www.syr.edu/services/students.html](http://www.syr.edu/services/students.html) to check or change your address and telephone information. Your [syr.edu](mailto:syr.edu) email address is an approved form of communication at Syracuse University. Be sure to check it often or have it forwarded to your current email!

## **Important Dates and Deadlines**

### **Tuesday, October 9**

Mid-term reports mailed to first year student campus addresses this week

### **Wednesday, October 23**

Academic Drop Deadline / forms due in 270 Huntington Hall

### **Wednesday, November 7 – Friday, December 14**

Registration for Spring Semester

### **Friday, November 16**

Academic Withdrawal Deadline / petitions due in 270 Huntington Hall

### **Thursday, December 6**

Last Day of Extended Campus classes

### **Friday, December 6**

Last day of classes

### **Sat & Sun (Dec. 8&9), Tues (Dec. 11/am), Thurs (Dec. 13/am)**

Reading days

### **Mon (Dec. 10), Tues (Dec. 11/pm), Wed (Dec. 12), Thurs (Dec. 13/pm), Fri (Dec. 14)**

Final Examinations (check MySlice or Time Schedule of Classes for your exam times)

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School of Education  
Office of Academic Services  
270 Huntington Hall  
Syracuse, N.Y. 13244  
315-443-2506  
<http://soe.syr.edu>

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