October 9, 2017

Dear Special Education Graduate Student,

The last day to apply for the May 2018 completion is February 14, 2018. The application is available now. I strongly recommend that you do it by the end of the Fall 2017 semester.

The schedule for spring is posted. Please be aware that each department will release their schedule once it is complete. If courses for a particular department are not yet posted check again in another day or two.


Student registration appointments are available; please check My NIU for your time to register. Remember you will be registering for Spring 2018.

It is very important that you check your NIU email account for any correspondence from NIU. If you regularly use another email system, please set up that system to check your NIU email.

Students may take no more than 16 hours in a single semester. I will not complete overload paper work if you are requesting to take more than 16 hours.

The current rotation is located at [http://www.cedu.niu.edu/seed/docs/lbs-i-proj-rotation.pdf](http://www.cedu.niu.edu/seed/docs/lbs-i-proj-rotation.pdf) for LBS I This rotation should say revised 9/1/17 in the upper left corner. and [http://www.cedu.niu.edu/seed/docs/adv-pract-proj-rotation.pdf](http://www.cedu.niu.edu/seed/docs/adv-pract-proj-rotation.pdf) for Adv. Pract, BCBA, and Dir SpEd. This rotation should say revised 4/18/17 in the upper left corner.

### Course offerings for Spring 2018.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Method of Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Special Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SESE 524</td>
<td>This will be a combined course with SESE 424 limited number of SESE 524 seats.</td>
<td>Please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll.</td>
</tr>
<tr>
<td>LBS I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETR 524</td>
<td>For graduate students, SESE 540.</td>
<td>Contact Les Hecht, <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> for the permit number.</td>
</tr>
<tr>
<td>SESE 540</td>
<td>None</td>
<td>My NIU, 100% online</td>
</tr>
<tr>
<td>SESE 559</td>
<td>SESE 540 and ETR 524</td>
<td>My NIU.</td>
</tr>
<tr>
<td>SESE 600</td>
<td>Consent of Dept. Students should have completed ETR 524 and SESE 540 and two</td>
<td>Permit; please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to</td>
</tr>
<tr>
<td>Course Code</td>
<td>Description</td>
<td>Requirements</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>SESE 603</td>
<td>SESE 554 and SESE 540, this class will meet Face-to-face and online both synchronously and asynchronously.</td>
<td>Permit; please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll. For LBS I</td>
</tr>
<tr>
<td>SESE 590**</td>
<td>Consent of department.</td>
<td>Permit; please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll. For LBS I</td>
</tr>
<tr>
<td>SESE 607</td>
<td>For those student teaching in Fall 2018.</td>
<td>Permit; please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll.</td>
</tr>
<tr>
<td>SESE 608</td>
<td>Consent of department. TB test, Safety Tutorial, and Mandated Reporter</td>
<td>Permit, Clinical Office will place your name on the list for you to enroll.</td>
</tr>
<tr>
<td>SESE 609</td>
<td>Consent of department. Student teaching. For students who completed one semester of paid student teaching. Approval of faculty mentor required.</td>
<td>Permit, Clinical Office will place your name on the list for you to enroll. Graduate students must enroll for minimum of 3 hours.</td>
</tr>
<tr>
<td>SESE 610</td>
<td>Consent of department. Student teaching. For students who complete one semester of paid student teaching. Approval of faculty mentor required.</td>
<td>Permit, Clinical Office will place your name on the list for you to enroll. Graduate students must enroll for minimum of 3 hours.</td>
</tr>
</tbody>
</table>

Courses for Licensure - LBS I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELL requirement</td>
<td>LTIC 501, 520, 535, and 547 any one may be used to complete this requirement.</td>
<td>My NIU, Please check for My NIU for days and times.</td>
</tr>
<tr>
<td>Child Development K-12</td>
<td>EPS 505</td>
<td>My NIU, Please check for My NIU for days and times.</td>
</tr>
<tr>
<td>SpEd Assessment</td>
<td>ETR 524</td>
<td>Contact Les Hecht, <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> for the permit number.</td>
</tr>
<tr>
<td>General Foundations</td>
<td>EPS 501</td>
<td>100% online.</td>
</tr>
<tr>
<td>Reading</td>
<td>LTCY 300</td>
<td>My NIU, Please check My NIU for days and times. Permit, please contact Les</td>
</tr>
</tbody>
</table>

Advanced Practices, Behavior Analyst, and Dir SpEd, other

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SESE 520</td>
<td>No consent.</td>
<td>My NIU, 100% online. Not for LBS I</td>
</tr>
<tr>
<td>SESE 593</td>
<td>Consent of department</td>
<td>Permit; please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll. Not for LBS I</td>
</tr>
<tr>
<td>SESE 597</td>
<td>Independent study. Consent of department.</td>
<td>Permit; please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll. Not for LBS I</td>
</tr>
<tr>
<td>SESE 603 UE1</td>
<td>SESE 554, this class and online both synchronously and asynchronously.</td>
<td>Permit; please email <a href="mailto:lbhecht@niu.edu">lbhecht@niu.edu</a> to be placed on the list for you to enroll. For Behavior Analyst</td>
</tr>
</tbody>
</table>
SESE 709 | SESE 554, this class will meet Face-to-face and online both synchronously and asynchronously. | Permit; please email lbhecht@niu.edu to be placed on the list for you to enroll. Not for LBS I, for Behavior Analyst.

SESE 760 | Dir SpEd program (Adv Pract students may take this class as an elective) | Permit; please email lbhecht@niu.edu to be placed on the list for you to enroll. Not for LBS I, Dir SpEd

SESE 765 | Dir SpEd program (Adv Pract students may take this class as an elective) | Permit; please email lbhecht@niu.edu to be placed on the list for you to enroll. Not for LBS I, Dir SpEd

Oct 2017

**SESE 590 (2 hours) is part of a two-course sequence that will replace SESE 604 in your program. The second class will be offered in the summer. Students must take both classes to complete your program and be licensed.**

General Information

My NIU Academic Requirements Report

- This report replaces the degree progress report. This report from the Self Service area of your Student Center. The report will have your requirements, the classes you have completed and how they fit into your degree program. (Students who were admitted prior to Fall 2008 will not have a Academic Requirement Report, please contact me for your Program of Study). The first few times you view the report use the Expand All feature to see all of the courses.

- NOTE: These requirements are for the degree only not for licensure so please check with me about your licensure requirements.

- Please look over your report and check the catalog under which you were admitted (this is the year you were admitted to the Graduate School for your program, not the year you may have started classes as a student-at-large). It is your responsibility as a Graduate Student to know the catalog under which you were admitted. Each catalog year is slightly different, so please look over your catalog. Depending on your program, your advisor may have to approve any elective course work that you take for the program. The reports are a little tricky to read, but it would be a good idea to bring a copy if you are meeting with your advisor or mentor. My NIU has a tutorial on how to run the reports, you can start at [http://doit.niu.edu/doit/training/student-center.shtml](http://doit.niu.edu/doit/training/student-center.shtml)

- The PDF feature shows a transcript of your NIU course work and the report.

- If you have been admitted to NIU but your program of study in My NIU is still listed as Student-at-Large, please contact the Graduate School 815-753-0395, immediately to have them change your status. Newly admitted students are required to go to My NIU to accept
their admissions before their program is listed. There is a very short time frame in which to do this or your status remains at SAL, and you will still be considered an SAL for registration and you will not be able to apply for graduation.

- Incomplete grades become an “F” within 120 calendar days if you have not made up the work. If you are planning on asking your instructor for an Incomplete, please make sure you complete and sign off on the “Incomplete/Reversion Grade Form”. This form outlines what activities you need to complete to remove the incomplete grade and also allows the instructor to assign a grade other than “F” if you do not complete the activities.

My NIU Registration

- Check your My NIU Student Center to make sure there are no encumbrances or holds on your registration eligibility. This includes Bursar’s and Health Holds.

- Please read the Class Notes section on the classes you are going to register for summer and/or fall. This area holds important information about registering for classes, such as permits, who to contact, and other details. You can find the notes by starting at the basic course information after a search. Click on the hyperlink that is associated with the Section of the course.

- It is your responsibility to check the information for each course prior to the beginning of each semester for changes and course cancellations.

- If you receive an error message when you register, please read the message carefully. If you don’t understand it, copy and paste it into an email to me. This way I can figure out what is going on and how we can fix it.

- We find that students using the “Wish list” feature of My NIU have problems registering for permit classes. You may have to register for each class separately.

- To have registration move smoothly, we are getting information to you regarding course offerings prior to registration. If the SESE course has a permit/permission, you will need to notify me of your desire to enroll for certain course work. Please notify me via email if you need to be placed on the permission list. It is a good idea to get on the permission list before registration opens. I will not be accepting telephone calls for registrations to
reduce the backlog of telephone calls I receive during registration. Please do not call the
main office, your faculty mentor, or the faculty for a class in an effort to gain entry into a
class for which you do not have the appropriate prerequisites. Please do not ask any
instructor to over-enroll you in a class due to safety issues.

- Remember with My NIU, departments will not be able to directly register students for
course work. It will be your responsibility to register for each course you wish to take.
We will use the same process and priority system with one change. After you send me
your preferences, instead of me registering you for a course, I will put your name on the
course list (electronically) and then you must access My NIU and register for the course.
The University wants students to take responsibility for their registration (apparently
departments in other Colleges the were registering students with out permission from the
student, some students were claiming they never wanted the class).

- To save time, all requests for additions, changes or withdrawal from classes must come to
me via your Z-ID email. If I receive a request from a non-Z-ID email, I will send you a
note back saying your request must come from the Z-ID account.

- You should be able to check My NIU once registration begins to verify your course
schedule. It is your responsibility to check the information for each course prior to the
beginning of each semester for changes and course cancellations.

- The drop date for the classes you register for should be posted on your schedule that is
listed on your My NIU Student Center. If you look over your schedule, there is a calendar
icon (Deadlines)

![Deadlines](image)
on the immediate left side of each class. Clicking this calendar this will open another
screen with the drop date listed. After the drop date, you may withdraw, from a class but
there will be a monetary penalty assigned depending upon how long you attended the
class, see example below.
• To add or withdraw from courses after the drop date, you must get a form from the department that is offering the course you wish to withdraw. Both you and the instructor must sign the form and get it to the Special and Early Education department office. For a withdrawal, the Graduate School will log it in on the day they receive the form, and this will affect your refund for the course. We get the forms to the Graduate School the next day after the form is signed. (If it is more convenient, you can request an add or withdrawal using email. Send your email to me lbhecht@niu.edu via your Z-ID email, and we will get the paperwork started).

• If you trying to drop or withdraw from the only course you are enrolled for in the semester you must get a Schedule Change Form to drop or withdraw from the course. We can take care of these via email but you need to let me know ASAP so we get the course in by the drop deadline (no charge) instead of Withdrawal (that will cost you a portion of the tuition).

• Do not delay, The College of Education and the University are very serious about cancelling classes that do not meet the minimum enrollment requirements. If you do not register before December 1, 2017, there is a possibility that a course may be cancelled due to low enrollments. Even if you have a reserved seat, you MUST register for the class using MY NIU.

• If you are registering for a variable hour course such as clinicals, student teaching or independent study, My NIU defaults to 1 hour. Make sure you enroll for the correct number of hours. Once the class is over we cannot change that information, and it may affect your graduation.

Course closures (Wait lists)

• I will maintain a list of eligible students if a SESE course is closed.

• If there are multiple names on a wait list, priority will be given to students who are completing their program this semester and then those who are required to have a course
for student teaching in Fall 2018. Students already admitted to our program have priority over SALs.

- If a seat becomes available, I will notify the next student on the wait list. I do this to verify that the student still wants the seat. Do not telephone or email to see if a seat is available, I may call or email as late as the first day of class if a seat becomes vacant.

**Application for Degree**

- If you have the FERPA shade pulled on your records your name will not appear in the graduation program.

- Dates for submission of the Application for the Degree (graduation). You now must use My NIU for apply. The $35 fee will be automatically placed in your Bursars account.

<table>
<thead>
<tr>
<th>Expected Semester of graduation with M.S.</th>
<th>Date to apply for Graduation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring (May) 2018</td>
<td>February 14, 2018</td>
</tr>
<tr>
<td>Summer (Aug) 2018</td>
<td>April 14, 2018</td>
</tr>
<tr>
<td>Fall (Dec) 2018</td>
<td>~September 2, 2018</td>
</tr>
</tbody>
</table>

It is your responsibility to check the Graduate School website as these dates may change, www.grad.niu.edu.

**Initial Teacher Licensure – LBS I**

*SESE 590 (2 hours) is part of a two-course sequence that will replace SESE 604 in your program. The second class will be offered in the summer. Students must take both classes to complete your program and be licensed.*

Recommendations for the required courses for licensure are listed below.

If you believe you completed a course as part of your undergraduate program let me know ASAP so I can look over your transcripts.

As with all of our teacher candidates seeking licensure, candidates seeking initial licensure must have the following items completed prior to student teaching.

- All of the course work listed on your program, including deficiencies.
- A passing score on the Basic Skills/TAP/ACT/SAT exam. You can find information located at http://www.il.nesinc.com
- Criminal Background Check completed at the district you are student teaching. Please follow the districts rules regarding the CBC.
• A copy of a current TB check. This must not expire while you are student teaching. We can take a photocopy of one you may on file as long as it has not expired.
• Proof that you completed the Safety Tutorial at NIU. This is a free tutorial and can be completed at any time.
• Mandated reporter. If you have a certificate or proof you completed a course please send me a copy of the form. If not you can visit http://www.cedu.niu.edu/seed/current-students/special-education-clinicals.shtml to complete a tutorial.
• A passing score on the Content Area test #155 and the Special Education General Curriculum Test #163. You can find information located at http://www.il.nesinc.com

- **Test Scores** Remember the testing services or NIU does not send individual scores to the department. It is your responsibility to send a copy of the passing test scores to Gail Myers (gmyers@niu.edu) or me so the scores can be included in your licensure file. You can drop them off in person to Gail in GA 162. Please so not wait until the week before you are going to your student teaching to try and complete these requirements. State law drives these requirements for all teacher licensure candidates prior to your first student teaching placement. Teacher candidates that do not complete these requirements will not be allowed to enter clinicals or student teaching.

- Teacher candidates who need to complete licensure to tests can find information on line at the ILTS web site, http://www.il.nesinc.com. Please let me know if you are seeking licensure in the summer or fall. I can get started on your licensure check. Recommendations for licensure will not be completed until the end of the semester when all grades are posted.

- The State rules in effect important for approvals and endorsements: All professional education and content-area coursework that forms part of an application for licensure, endorsement, or approval that must be passed with a grade no lower than C or equivalent in order to be counted towards fulfillment of the applicable requirements. This includes any course work you completed as an undergraduate you wish to be counted toward an endorsement. The website address for licensure rules is http://www.isbe.net/rules/archive/default.htm.

- The edTPA is required for recommendation for licensure. Even if the university recommends you the State will not grant your licensure until the edTPA is completed and the scores are reported.

- Once you are granted your licensure please register it immediately at your Regional Office of Education. You have 6 months to register the license or it will be considered lapsed. Penalties are completing additional course work or paying a fine, http://www.isbe.net/licensure/pdf/ELIS-faq.pdf (copy and paste into your browser)
Middle School and Secondary Endorsements

- **Note:** The rules for middle school endorsements are changing; the last date to apply is December 2017. The requirements for teaching at the middle grades include 18 semester hours of credit in the subject area of the major teaching assignment. In some cases, the 18 semester hours require a specific distribution of coursework. In addition, the middle grade teacher must also complete three semester hours of coursework in philosophy and methodology and three semester hours of psychology and development of the middle school child. The two courses at NIU are EPS 519 and TLCI 522.

- If you believe you are eligible please go to [http://www.isbe.net/licensure/requirements/endsmt_struct.pdf](http://www.isbe.net/licensure/requirements/endsmt_struct.pdf) (copy and paste into your browser)

- You will need to turn the application in to me (mail or in person since you have to sign the form). When you turn in the application I will check over your transcripts to make sure the registrar has the right information. If you have the right course work the endorsement will be added to your licensure when you complete your program at NIU. (You will not have to go to the ROE and pay the fee for the endorsement). If you do not have the two middle school courses you will need to complete them and then apply to the ROE for the endorsement.

- There is an application for a secondary endorsement but in many cases you need minimum of 32 hours in the subject area and the content test for that subject. If you do think you are qualified get me the application.

**Learning Behavior Specialist I**

SESE 590 (2 hours) is part of a two-course sequence that will replace SESE 604 in your program. The second class will be offered in the summer. Students must take both classes to complete your program and be licensed.

**Recent LBS I Program Changes**

- Paid Student Teaching. There is a new process for individuals who are licensed teachers and wish to be paid while completing student teaching. To determine if you are eligible to be paid while student teaching, please read over the Policy for Eligibility to be paid while Student Teaching and contact your faculty mentor who must approve your eligibility, [http://www.cedu.niu.edu/seed/academic/specEd/Paidstudentteaching.doc](http://www.cedu.niu.edu/seed/academic/specEd/Paidstudentteaching.doc)

- Any teacher candidate needing a student teaching placement (including paid student teaching) MUST contact the Clinical Office in Gabel Hall 161 (815-753-9034) one year prior to the desired semester of the placement. Teacher candidates will not be placed in a clinical if they have not contacted the Clinical office in the appropriate time frame. The deadline to submit paper work for Spring 2018 was Feb, 2017. Please check the clinical
office website for that information,  
http://www.cedu.niu.edu/seed/clinicals/specialEducation/

Advanced Practices

- Students in the Adv Practices program may take any class listed on the course offering lists.

Early Childhood Special Education students and those seeking the EC SpEd Approval

- Please see the LBS I section for course changes.

Behavior Analyst

- We will be offering SESE 603 and 709. Your name will be placed on the list so you can register.
- **Reminder:** SESE 786 BCBA Practicum is offered only in the Spring and Fall. If you wish to register for the class this spring please contact Dr. Woody Johnson, jwjohnson@niu.edu

Director of Special Education Candidates

- The Director of Special Education content area test #180 must be completed prior to enrolling for your last internship in the program. Please visit [www.il.nesinc.com](http://www.il.nesinc.com) for information on the exam. You must send me a copy of your passing score from the test.

- I will put your name on the list so you can register for SESE 760 SESE 765. LEEA 521 and 726 will be offered in the summer along with the Internship.