Oct 9, 2017

Dear Vision 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 Spring schedule is available now. Please be aware that each department may release their schedule once it is complete. If courses for a particular department are not yet posted check again in another day or two.


- I will register you for all your course work for the spring except for those courses licensure candidates need to complete. After you are registered I will let you know to check your schedule. Please do that to make sure I did register you for the right classes, using the program sheets I gave you when you visited me after you were admitted.
- Student registration appointments are available; please check My NIU for your time to register. Remember you will be registering for Spring 2018.
- 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. I will not be able to register you when the time comes.
- Students receiving grant aid will be registered for spring in discussion with the Grant’s administrator Dr. Kapperman or Dr. Kelly.
- Students not receiving grant aid will need to email me from your NIU Z-ID email the course work you wish to be registered for in the summer and fall. This is a Grad School and College of Ed rule that the request must be from your NIU Z-ID email account.

**Licensure Course offerings for Spring 2018.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Method of Registration</th>
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</thead>
<tbody>
<tr>
<td><strong>Courses for Licensure - TVI</strong></td>
<td></td>
<td></td>
</tr>
<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>Reading</td>
<td>LTCY 300</td>
<td>My NIU, Please check My NIU for days and times. Permit, please contact Les</td>
</tr>
<tr>
<td>General Foundations</td>
<td>EPS 501 (100% online)</td>
<td>100% online.</td>
</tr>
<tr>
<td>SpEd Assessment</td>
<td>ETR 524</td>
<td>Permit, please contact Les</td>
</tr>
</tbody>
</table>
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. 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

- 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.

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>
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<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](http://www.grad.niu.edu).

**Initial Teacher Licensure – Teacher of Individuals with Visual Impairments**

• Just a reminder that the licensure courses include:
  - General/foundations of special education
  - Assessment of students with special needs
  - K-12 child development
  - General foundations of education
  - English language learners
  - Reading

• See the course listing for recommended courses. If you believe you completed the courses elsewhere please contact me ASAP. Also if you see another course you believe will fulfill the requirements check with me before you sign up. Undergraduate coursework is acceptable if there is no graduate option. Please sign up for these courses first as registration open to make sure you get a seat in the appropriate section.

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](http://www.il.nesinc.com)
• 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](http://www.il.nesinc.com) at NIU. This is a free tutorial and can be completed at any time.
• Proof that you completed a Mandated Reporter tutorial or class. Again if you completed this for your work just get us a copy of the certificate or letter stating you completed the class or a tutorial.
• A passing score on the Content Area test (for Visual impairments #150) and the Special Education General Curriculum Test #163. You can find information located at [http://www.il.nesinc.com](http://www.il.nesinc.com)

• Criminal Background Check and the Capacity to Perform information will be collected by the district where you are student teaching. Please follow the district’s rules regarding the CBC and the Capacity to Perform.

• **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 me or Gail Myers (gmyers@niu.edu) 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 ICTS web site, [http://www.il.nesinc.com](http://www.il.nesinc.com). Please let me know if you are seeking licensure in the spring. 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 is received on or after February 1, 2012, must have been 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](http://www.isbe.net/rules/archive/default.htm).

• The edTPA is required to be recommended 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.

• Please do not apply for your license on ELIS before you receive a notification on ELIS saying you have a recommendation pending. If you apply too early then the State will do their own evaluation of transcripts and that will take 6 months time.

• 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](http://www.isbe.net/licensure/pdf/ELIS-faq.pdf) (copy and paste into your browser)