

University of La Verne

Centers for Educators

Registration & Advising Handbook

Programs

- ◆ Multiple Subject Teaching Credential
- ◆ Single Subject Teaching Credential
- ◆ M.Ed. Special Emphasis
- ◆ Education Specialist: Mild/Moderate Credential
- ◆ M.S. Special Education Studies

Save Paper! Print only the page(s) of this handbook that you need.

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This handbook is provided as a quick reference for common questions. For more details about registration and financial information and other university policies, please refer to the [university catalog](#).

REGISTRATION AND PAYMENT POLICY

- Web registration opens on Wednesday of week nine (9) of the prior term.
- Students should register at least one week prior to the start of the term.
- A student who wants to take classes with a different cohort must request permission from his/her [academic advisor](#).

| | |
|-----------------------------|--|
| Tuition: | \$640.00 per semester unit |
| Registration Fee: | \$ 30.00 per course |
| Appeal Fee: | \$ 50.00 |
| Deferred Payment Fee: | \$ 50.00 per term |
| Graduation Fee (Master's): | \$160.00 |
| Assessment Testing Kit Fee: | \$ 50.00 per course (Applies to some SPED courses) |
| TPA fees: | Click here to go to list. |

Financial Arrangements

- Students must complete their financial arrangements no later than one week prior to the start of the term.
- Students who do not make financial arrangements one week prior to the start of the term will be assessed a fee of \$100.
- Students who have not made financial arrangements after 30 days from one week prior to the term will be assessed an additional \$200.
- Financial arrangements include payment in full or enrollment in a payment plan. The university offers the payment options listed below, which must be completed at the time of registration.

Payment Options

1. **Payment in Full** - Payment must be received one week prior to the start of the term.

Payment Methods

- a. Mail a check, cashier's check, or money order made payable to the University of La Verne to the following address: University of La Verne, Student Accounts, 1950 Third St, La Verne, CA 91750.
Please include your student ID number on all correspondence.
 - b. Pay by Web Check or Credit Card online. In the secure area of MyLaVerne, click on the Term Balance link for the term in which you registered. Select My Student Account Center. Select Make a Payment. Choose your payment method and enter the requested information.
2. **Payment Plan:** You can sign up for the payment plan through MyLaVerne. There is a \$50 deferment fee per term.
 - a. You must set up the payment plan and pay the \$50 deferment fee one week prior to the start of the term. You will pay your tuition in monthly payments.
 - b. **Note:** If you are a new student, the payment plan may not appear immediately after registering. The MyLaVerne system updates the payment plan information for new students at specific intervals (7am, 11am, 4pm, and 9pm). If you don't see the payment plan option, log back into MyLaVerne after the next update time to check for the payment plan.
 - c. Go to <http://laverne.edu/>
 - Click on MyLaVerne and enter the Secure Area.
 - Click on Student Services & Financial Aid.
 - Select Student Accounts. Select Term Balance.
 - Select My Student Account Center.
 - Click on the Payment Plan tab.

If you have questions concerning your payment options or other Student Accounts services, please call 1-888-788-2455.

- **Drop**

Before or during the first week of the term, a student can drop a class. The drop period lasts through the first seven business days of a 10 week-term. A student can receive a 100% refund of tuition during the drop period. A student is responsible for verifying on MyLaVerne that the course has been officially dropped. Do not assume the instructor will drop you from the class due to non-attendance.

- **Withdrawal**

A student may withdraw from a course after the 7th business day of the term through 60% of the term. A grade of “W” will be recorded on the transcript. A student may, or may not, receive a partial refund of tuition depending upon the date of the withdrawal. There are no refunds after the third week of the term. Students should view the academic calendar for the specific term to determine the last day to withdraw.

- **Failure to Withdraw**

A student who fails to officially drop or withdraw from a course will receive a grade of “WF” or “WNC,” depending on the grade option of the course. Faculty are required to submit a student’s last date of attendance for all students who stop attending classes prior to the last day to withdraw.

- **Procedure**

Students who wish to withdraw may do so in MyLaVerne and should contact their academic advisor ([Marcus Duarte Smith](#), [Judy Henson](#), or [Renee Rivera](#)) immediately. Notification may be made by e-mail, phone or fax. E-mail is preferred. The date we receive your request to withdraw will be used to calculate any applicable refund. Ceasing to attend courses or notifying your instructor or Regional Director does not constitute an official drop.

- **Refund Policy**

Refunds of tuition and applicable fees are based on the date of the student’s official drop or withdrawal according to the Refund Schedule. Refunds are based on the total tuition charged. There are no refunds after the third week of the term. Students who receive federal financial aid are subject to a pro-rata return of federal funds through the 60% period of each ten-week term. The Title IV Compliance Officer will calculate the amount of refund to the financial aid programs.

Students should be aware that dropping or withdrawing from classes may impact normal progress toward a degree or credential and may have significant consequences for financial aid. Students should seek out their academic advisor for guidance and consult, where appropriate, with the Office of Financial Aid.

HOW TO ACCESS MyLaVerne

These are directions for students who are new to the university and do not know their La Verne G-mail account name and password.

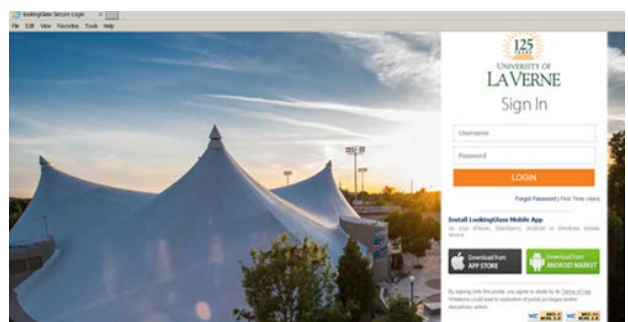
If you know your La Verne G-mail name and password, you may follow the MyPortal directions below.

- Log onto the home page: <http://laverne.edu/>.
- Select MyLaVerne at the top of the page.
- Click on "MyLaVerne Directly."
- Select Enter Secure Area.
- Enter your User ID Number and PIN number.
- Your User ID number appears on your student ID card.
- The first time entering the system, your PIN will be your birth date (MMDDYY).
- You will be prompted to change the PIN to something other than your birth date.
- You can create a security question that will help you remember the new PIN.
- If you need a PIN reset for MyLaVerne, please contact your [academic advisor](#) for assistance.
- Once you are in MyLaVerne, you can find out your LaVerne G-mail account name and the initial password.
- When you know your LaVerne G-mail name and initial password, you can go to MyPortal.

HOW TO ACCESS MyPortal

This is a portal where students can access Blackboard, MyLaVerne, and many other resources with a single-sign-on. You only need to enter your username and password once.

- Go to <http://myportal.laverne.edu>.
- Your Username is the same as your La Verne e-mail name (leave off the @laverne.edu part.)
- Your Password is the same as your La Verne e-mail password.
- The first time going into MyPortal you will be prompted to create four (4) security questions.
- Once you create/answer the security questions, you will be in MyPortal.



HOW TO ORDER YOUR TEXTBOOKS

There are two ways you can order textbooks online. You may follow the directions here, or you can follow the directions at the bottom of page 5 (Item #4: Textbooks.)

- Go to <http://laverne.edu/bookstore/>.
- Select **Visit the Bookstore Online**
- Select **Find Your Textbooks and Course Materials**
- Select the Term.
- Select Campus: Either **Bakersfield** or **RC Teacher Education**.
- Select Course: Enter the appropriate course number.
- Select CRN: Select the appropriate CRN. You'll find your CRN in this schedule.
- The required textbook(s) will appear, and you can proceed with your purchase.

Notes:

- Keep your Vogt textbook from EDUC 470. You will use it in EDUC 472.
- Multiple Subject students: Keep your textbooks from EDUC 462 to use in EDUC 464.
- APA Guidelines: Students must follow the APA guidelines when writing their research papers. You should purchase the current APA Manual.

**University of La Verne
Bookstore**
2165 D Street
La Verne, CA 91750

Phone: 909-593-8962
Phone: 909- 593-2510
Toll Free: 800-444-4858
Toll Free: 877-660-3100
Fax: 909-392-4407

[View booklist.](#)

WEB REGISTRATION INSTRUCTIONS

Please print the following instructions and follow them step-by-step. If this is your first course with La Verne, please contact your [academic advisor](#) prior to beginning the registration process.

1. FIND YOUR COURSES:

You can find the courses offered to your cluster in our schedule. Write down the "CRN" number for each course. If you are unsure about which course(s) you need, contact your Academic Advisor.

2. "UNIVERSITY OF LA VERNE MASTER PROMISSORY NOTE":

To begin the Web Registration process, you are required to have the University of La Verne Master Promissory Note on file. If you do not have a current Promissory Note on file, please log into *MyLaVerne*. Click on the "Student Services and Financial Aid" line. Click on Registration, and then on University of La Verne Master Promissory Note. Read the Promissory Note completely, then electronically accept the promissory note.

3. WEB REGISTRATION:

• LOG ON TO *MyLaVerne*

First time users should follow the instructions: *MyLaVerne* Information on the Office of the Registrar's web site, <http://sites.laverne.edu/registrar/student-information/mylaverne-information/student-information-system>

• BEGIN REGISTRATION:

After logging on to *MyLaVerne*, click on the [Student Services and Financial Aid](#) icon. From the Student Services menu, click on [Registration](#). The system will take you to the Registration menu.

• SELECT TERM:

From the Registration menu, click on [Select Term](#). Use the pull-down menu to select the term in which you wish to register. Click [Submit](#).

• ADD CLASSES BY CRN:

From the Registration Menu, click on [Register/Add/Drop Classes](#). Simply enter each CRN number in the white boxes under the "Add Classes" heading. When you have entered the CRNS for all the classes, click on the [Submit Changes](#) button.

■ DROPPING A COURSE

From the "Add/Drop Classes" page, use the pull-down menu under the "Action" column to select DROP. After you have selected DROP, scroll down and click [Submit Changes](#). When the page is re-displayed, your "Current Schedule" will no longer include the dropped course.

• VIEW YOUR REGISTERED SCHEDULE:

After clicking the "Submit Changes" button, the system will automatically return you to the "Register/Add/Drop Classes" page where you will see all of the classes in which you successfully registered in listed under "My Current Schedule." If you have successfully registered in all of the courses you requested, click on [Term Balance](#).

• TERM BALANCE AND PAYMENT OF COURSES:

To view your account balance for the term in which you have registered, click on [Term Balance](#). This screen displays the tuition and fees charged as a result of your registration. It also shows anticipated credits, if any.

- If your anticipated financial aid or other credits are greater than your charges, it is not necessary to submit payment.
- If your financial aid does not cover your charges, you must pay your outstanding charges by check or credit card.
- If you are anticipating financial aid and it is not indicated on the "Term Balance" page, you should go to the Financial Aid site in *MyLaVerne* to verify your status. You must accept your financial aid online before it will appear on the "Term Balance" page.
- If financial arrangements are not made one week prior to the start of the term, you will be assessed a **\$100 Late Financial Arrangement Fee**. Students who have not made financial arrangements after 30 days from one week prior to the start of the term will be assessed an additional \$200. Additional fees may be charged.

- EXITING *MyLaVerne*: To log out of the system, scroll up and click on the [Exit](#) button in the top right-hand corner.

4. TEXTBOOKS:

When registering for courses, you will receive a registration confirmation. At the bottom of the confirmation will be a link – "[Click here to purchase books online](#)" – that takes you to the list of books assigned for your registered course(s) and allows you to purchase them with a credit card. If you do not purchase your books at that time, you may purchase them at a later date through the "Student Services and Financial Aid" page by visiting your *MyLaVerne* account. The link for the bookstore will be the last item listed. If paying by check, call the University Bookstore at 1-800-444-4858. Be sure to have your CRN and the location of the course when you talk with them.

ADVANCED STANDING

The prerequisite to EDUC 596 or SPED 596 is “Advanced Standing.” This means the graduate student is approaching the end of the master’s degree program, has satisfied any provisions and conditions imposed at the time of admission, and has attained a minimum GPA of 3.0 for all courses applicable to the degree program. A student must submit the following for Advanced Standing:

- [Application for Advanced Standing](#)
- [Application for Graduation](#)
- \$160 graduation fee

APPEALS

If you need to appeal for an exception to University policy, please contact your [academic advisor](#) for assistance. An example of such an appeal is to ask for an extension to complete an INC course. If you have a situation that requires an appeal, it is important to address this promptly. There are time limitations for appeals. [Appeal Form](#)

ATTENDANCE and CLASSROOM FACILITIES

Regular and prompt attendance at all classes is required. The instructor may assign extra work, require special exams, require you to attend class sessions at another location, and/or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

- Please remember we are guests at the sites where we conduct classes.
- Classrooms should be left clean and in good order at the end of the day or evening.

COMMENCEMENT

Winter Ceremony

A candidate qualifies to participate in the Winter ceremony upon successful completion of all degree and program requirements during the Summer or Fall terms, or when he/she has enrolled in all final courses during the Fall term.

Spring Ceremony

A candidate qualifies to participate in the Spring ceremony upon successful completion of all degree and program requirements during the Winter or Spring terms, or when he/she has enrolled in all final courses during the Spring term.

Graduate students must file an [Application for Graduation](#), an [Application for Advanced Standing](#), and pay the graduation fee in order to register in the culminating activity.

- For Commencement information go to www.laverne.edu. Click on “**Current Students.**” Click on “**Commencement**” in the second column.
- Degree candidates are required to pay the graduation fee whether or not they participate in the commencement ceremony.
- The graduation fee covers the Registrar’s fees of degree and diploma processing.

E-MAIL ACCOUNTS

All official University communication will be sent to all students through their [@laverne.edu](#) Gmail address. Other email addresses will not be used for any course work or official communication. If you have never accessed your [@laverne.edu](#) Gmail account, please log into the Secure Area of MyLaVerne.

- Select **Email Information** to find your Gmail account information.
- Once you have your Gmail account name and default password, go to <http://laverne.edu/>.
- Under “**Current Students,**” in the **Connect** column, select **Student E-mail.**
- Log in to the [@laverne.edu](#) Gmail system by entering your Username and Password.
- As a security measure, change your default password.
- If you require assistance, you may contact the OIT Help Desk at (909) 448-4130.

FINANCIAL AID

University of La Verne
Office of Financial Aid
1950 3rd Street
La Verne, CA 91750
1-800-649-0160

<http://sites.laverne.edu/financial-aid/>

You must submit an application for financial aid for each academic year of enrollment. If you haven't submitted a FAFSA application for this school year, please do so as soon as possible. It is best to apply at least three weeks prior to the beginning of the term. The website for the on-line application is: <http://www.fafsa.ed.gov>. The school code for University of La Verne is 001216.

Students with questions about the status of their financial aid are encouraged to visit the Financial Aid site in the secure area of *MyLaVerne*. You must be admitted to a qualifying program before your financial aid application will be processed at the University of La Verne.

GRADING POLICY FOR GRADUATE LEVEL STUDENTS

The grading policy for graduate students is based on the assumption that the grade for acceptable and satisfactory performance in graduate study is B (3.0). This implies that graduate students must perform at an above-average level, compared to undergraduate standards, in order to progress satisfactorily in graduate programs. It also implies that the C- and D grades are unacceptable in graduate work; therefore, there are no C- or D grades for graduate students.

A4.0 quality points per semester hour.

A-3.7 quality points per semester hour.

Demonstrates insightful mastery of the subject matter and exceptional quality in written and oral communication.

B+3.3 quality points per semester hour.

B3.0 quality points per semester hour.

B-2.7 quality points per semester hour.

Exhibits professional competence in the subject matter and in all written and oral communication.

C+2.3 quality points per semester hour.

C2.0 quality points per semester hour.

Completes course assignments and requirements with minimally acceptable proficiency in written and oral communication.

F.....0 quality points per semester hour.

Quality and quantity of work in and out of class are unacceptable.

WF0 quality points per semester hour.

Designates an unofficial withdrawal from a course. Last date of attendance is required.

Appealing a Final grade

A student who feels that an incorrect grade has been given must consult with the instructor within four (4) weeks after grades are issued. Please see the catalog for the complete appeals process for final grades.

INCOMPLETE GRADES

Incompletes are authorized only when (a) it is impossible for the student to complete the course because of illness or other justifiable cause and (b) he or she has successfully completed all work up to the last day to withdraw in the semester or term. The student must initiate a request for an incomplete, and, if able, complete a formal petition available on MyLaVerne. The Request for Incomplete can be found on the Student Record Menu. By completing the contract, the student agrees to complete the work specified in the contract. The completed contract must be filed prior to the last day of the term. The faculty member will review the contract at the time of grading and can reject or amend it. It is the student's responsibility to check his or her MyLaVerne account to view the status of the incomplete contract.

Students who receive an INC in Fall Term must complete their courses by the end of Winter Term. Students who receive an INC in Fall Semester, January Interterm, or Winter Term must complete their courses by the end of Spring Term. Students who receive an INC in Spring Semester, Spring Term, or any Summer Term must complete their courses by the end of Fall Term. The instructor has the option of requiring an earlier deadline by specifying it in the Incomplete Contract. INC grades not completed by the appropriate deadline will become NCR or F grades depending on the grading option for the course.

2017-2018 Catalog: <https://laverne.edu/catalog/files/2017/06/2017-18-Course-Catalog.pdf>

LIBRARY SERVICES

Registered students can access library support through the following methods:

- Access the Library Website at <http://laverne.edu/library/>. Then select Wilson Library. The online catalog (for books) and databases (for electronic full-text journal articles) are accessible here. This site will also connect you to a virtual 24x7 chat reference service.
- To reach various library services points, including the reference desk and the document delivery department (to request that materials be mailed to you), call 1-800-866-4858 or visit <http://laverne.edu/library/> to obtain the e-mail addresses for these departments.

OFFICIAL TRANSCRIPTS

You can order transcripts online through MyLaVerne, or you can print the transcript request form from the University of La Verne Registrar website.

- Go to <http://laverne.edu>.
- Under Current Students, select Registrar (look in the second column).
- On the left hand side of the page, under Services, select Transcripts.

University of La Verne
Registrar's Office
1950 3rd Street
La Verne, CA 91750

(909) 593-3511, ext 4001
<http://sites.laverne.edu/registrar/>

RESOURCES AND SERVICES

You will find helpful information on the websites provided by these University of La Verne offices.

[Career Services](#)

- [Resume Guidelines for Teachers](#)
- [Useful Websites for Teachers](#)

- [Sample Interview Questions](#)
- [Career Exploration Resource](#)

- [Writing a Cover Letter](#)
- [Self-Assessments](#)

[Academic Success Center](#)

- [Writing](#)
- [Research](#)

- [APA Style](#)
- [Preventing Plagiarism](#)

TECHNOLOGY



Blackboard

Blackboard is the name of our online course management system. A Blackboard account is created for you within 24 hours of registration. For questions concerning Blackboard, you can e-mail bbhelp@laverne.edu.

To reset the Blackboard password:

1. Go to bb.laverne.edu
2. Click on Forgot Your Password?
3. Select whether to reset by Username or Email.
4. Enter given First and Last Name
5. And either username (it does not include @laverne.edu, e.g. marie.gomez) or La Verne email.
6. A link will be sent to your email address. Click link and follow the directions. Note: the link can only be used once.

To login to Blackboard:

1. Go to bb.laverne.edu
2. Username is the first part of your La Verne email (without @laverne.edu), e.g. Jane.smith
3. Password is the personal password you set up **Note: it is no longer your email password**

Task Stream: The University of La Verne LaFetra College of Education uses TaskStream software for the submission and evaluation of key assessments. In the Teacher Education program, these assessments are referred to as the Teacher Performance Assessments (TPA). You will receive more information about TPA submission and Task Stream from your professor in the corresponding TPA course. There are written instructions and video demonstrations for using TaskStream on this webpage. <http://sites.laverne.edu/lfce-tech/>

TECHNOLOGY REQUIREMENTS FOR ONLINE COURSES

Students enrolling in an online course are expected to have daily access to a computer that meets the technology requirements listed below. Students are expected to have the necessary technology skills to successfully complete an online course.

Technology Requirements:

- PC compatible computer with CD-Rom drive, speakers and internal microphone; or USB headset/microphone; and camera.
- Internet broadband connection (DSL, cable, satellite, etc.)
- Internet service provider with unrestricted access to the Web (note: firewalls and e-mail SPAM filters may inhibit access).
- Windows XP or later. Mac OS 10.4 or higher.
- Internet Explorer 6 or higher; or Firefox 3.2 or higher (Mac).
- Current version of Adobe Flash Player (free download from www.adobe.com)
- Current version of Adobe Flash Reader (free download from www.adobe.com)
- Microsoft Word, Excel, and PowerPoint XP or later; Mac version 2004 or later.

Technology Skills:

- Basic computer skills & internet skills (use Web browser, such as Internet Explorer, Firefox, Safari, etc. to find information.)
- Know how to use your [@laverne.edu G-mail account](mailto:@laverne.edu).
- Know how to attach documents to an e-mail.
- Know how to use [Blackboard](#).
- Know how to use the online library resources through [Wilson Library](#).
- Know how to use [TaskStream](#).

WEB EX FOR STUDENTS

WebEx is a Cisco technology tool that provides web conferencing, video conferencing, and online meetings services. It has an easy-to-use interface that can be used to meet online with classmates to discuss work and share files and applications in real-time. Users will be connected via audio and can share content from your computer which lets you see the same things at the same time – like PowerPoint files, Word documents or even browse the web together. Within the meeting, you can “Pass the Ball” so any attendee can control the meeting and share. Account holders can schedule meetings with others, record sessions and use the program on mobile devices.

University of La Verne students can register for a free WebEx account. Student accounts are listed under the new La Verne Student Site at <https://student-laverne.webex.com/>. Contact the University of La Verne Service Desk at help@laverne.edu to request an account. Students will be able to enter the new La Verne Student Site to create meetings and collaborate with eight people at a time in their meeting room.

To register for an account: Email the Service Desk at help@laverne.edu. In your e-mail request include the following information:

1. Request: Please create a Student WebEx Account.
2. Full legal name: _____
3. Full La Verne email address: _____@laverne.edu
4. Area of study: _____ (Example: Ventura Multiple Subject Teaching Credential.)
5. Class that prompted the account creation. _____ (Example: EDUC 458 in Winter 2018.)

If you have any questions about the account creation, feel free to contact the Office of Information Technology directly at 909-448-4344 or via email at kLewis@laverne.edu.

CBEST – CSET – RICA INFORMATION

You are required to continuously register for CBEST and CSET until all required subtests are passed. Please forward proof of registration for the next exam to your academic advisor.

- You will be stopped from taking courses if you have not passed the prerequisite exam(s).
- Download a copy of your official electronic score reports (CBEST / CSET / RICA) and send the PDF copy to your academic advisor.
- Even if you asked the testing company to report your scores to the University of La Verne, we still need a copy of *your* official score report with the barcode on it.
- For more information about CBEST, CSET, and RICA, please go to this website:
<http://www.ctcexams.nesinc.com/>
- Effective April 1, 2017, the period of validity for CSET (excluding Specialized Science) and RICA scores will be extended from five years to ten years. The exams must be used for certification purposes before the scores expire. For more information, see coded correspondence: <http://www.ctc.ca.gov/notices/coded/2017/1701.pdf>

| Exam | Computer Based Exam | Other Information |
|--------------|--|--|
| CBEST | Available year-round by appointment, Monday - Saturday, excluding holidays. | CBEST is offered as a paper-based exam five times a year on specific Saturdays. See the CBEST website. |
| CSET | Please check the CSET website for testing window information for your specific subject area. | Some CSET exams are available year round. Other subject areas have specific testing windows. Please plan accordingly. |
| RICA | Available year-round by appointment, Monday - Saturday, excluding holidays. | Alternative to the computer based exam: See RICA website for Video Performance Assessment information. |

INTERNSHIP ELIGIBILITY

University Internship

- The University of La Verne is approved by the California Commission on Teacher Credentialing to offer a university internship credential program. It allows a student to be employed as a teacher while he or she is completing the credential program.
- An internship credential is restricted to the specified school district. The school site, subject area, and instructional hours must meet our program standards. The school site must provide an EL certified on-site support provider.
- A student must be accepted into the university internship program. There are internship prerequisites that must be met.
- The checklists below are provided for students seeking more information about a university internship credential.
 - [Multiple Subject or Single Subject Intern Program Admission Request Form](#)

For Special Education:

- [Education Specialist: Mild/Moderate Internship Checklist.](#)
- [Educ. Specialist Internship: Pre-Entry Interview Questions](#)

Other Types of Permits

- **Provisional Internship Permit (PIP)**
 - This permit allows a school district to fill an immediate staffing need.
 - A PIP does not involve a partnership between the school district and the university.
 - CCTC Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl856.pdf>
- **Short-Term Staff Permit (STSP)**
 - This permit allows a school district to fill an immediate staffing need.
 - A STSP does not involve a partnership between the school district and the university.
 - CCTC Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl858.pdf>

If you are offered a teaching position that involves being hired on a PIP or STSP, please consult with your regional academic director. It is important to consider whether the teaching assignment matches the requirements for your credential program.

◆ **2018-2019 Term Calendar**

Fall 2018: September 24 – December 9
 Winter 2019: January 7 – March 17
 Spring 2019: March 25 – June 2
 Summer 2019: June 10 – August 18



◆ **TPA Submission Policy**

Students are advised to read the new TPA Submission Policy. [Click here to go to the TPA page.](#)

◆ **Period of Validity of Examinations for Certification**

Effective April 1, 2017, the period of validity for CSET (excluding Specialized Science) and RICA scores will be extended from five years to ten years. The exams must be used for certification purposes before the scores expire. For more information, see the California Commission on Teacher Credentialing coded correspondence:

<http://www.ctc.ca.gov/notices/coded/2017/1701.pdf>

◆ **SINGLE SUBJECT METHODOLOGY REQUIREMENT**

1. The Single Subject methodology component is divided between two courses. Single Subject students are required to complete both:

- EDUC 475 Foundations and Intro to Teaching: Single Subject (3 units), **AND**
- EDUC 476 Teaching in the Content Areas – Single Subject (3 units).

| | | | |
|------------------------------|------------------------------|------------------------------|----------------------------------|
| • EDUC 475A & 476A = Math | • EDUC 475D & 476D = History | • EDUC 475G & 476G = Spanish | • EDUC 475J & 476J = Business |
| • EDUC 475B & 476B = English | • EDUC 475E & 476E = P.E. | • EDUC 475H & 476H = Art | |
| • EDUC 475C & 476C = Science | • EDUC 475F & 476F = Music | • EDUC 475I & 476I = Health | |

- Single Subject students must register in the correct CRN for their subject area.
- EDUC 475C & 476C includes Biology, Chemistry, Geoscience, and Physics in the same CRN.

2. Multiple Subject teachers seeking a Single Subject authorization must complete a subject specific methodology course. The methodology course for this added teaching authorization is EDUC 476 (A-J) Teaching in the Content Area Single Subject (3 units).

- For more information, read the [Added Authorization Checklist](#).

TPA Due Dates

If you are enrolled in one of the courses listed below, please follow these TPA deadlines.

If you do not meet these TPA deadlines, please refer to the TPA Submission Policy at the bottom of this page.

| TPA or Task# | Course # | Document Submission Deadline | Completed TPA Deadline |
|--------------|---------------|---|--|
| Task #1 | EDUC 470/470A | | 4:00 pm on Friday following last day of term. |
| Task #2 | EDUC 472 | | 4:00 pm on Friday following last day of term. |
| Task #3 | EDUC 468 | By 12:00 noon on the third Friday of student teaching. | By 12:00 midnight on the fifth Monday of student teaching. |
| Task #4 | EDUC 478 | By 12:00 noon on the third Friday of student teaching. | By 12:00 midnight on the fifth Monday of student teaching. |

TPA Fee Information

| These TPA fees are charged with the course registration: → | Course(s) | Fee |
|--|--|-------------------------|
| → | EDUC 470, 470A, 472, 468 (Task # 1, 2, 3) | \$ 50.00 per course |
| → | EDUC 478 (Task # 4) | \$100.00 per course |
| Other TPA Fees: | TPA Late Fee (Initial Fee) | \$ 50.00 |
| | TPA Late Fee, additional fee if two months or more past deadline | \$100.00 |
| | Resubmission Fee for Task # 1, 2, 3 | \$125.00 per submission |
| | Resubmission Fee for Task #4 | \$175.00 per submission |
| Other Fees: | Taskstream Account Misuse Fee (Renewing 2-year account) | \$ 27.00 |
| | Taskstream Account Misuse Fee (Creating duplicate account) | \$ 70.00 |

Note: Student Accounts processes the payment of TPA late fees and resubmission fees. Send your payment to Student Accounts instead of the TPA office. You can also pay online in MyLaVerne (My Student Account Center.)

◆ TPA Submission Policy

Students who resubmit a TPA or submit a TPA late will have to adhere to the due date calendar shown in the right hand column. All submissions must be made before the specified date. Submissions that come in after the specific date will not be addressed or sent out for scoring until the next specified date on the schedule. This enables the TPA office to more effectively and efficiently get all TPA submissions scored.

Please note that all late/resubmit fees will remain the same and will still apply. Late submissions are assessed a \$50 late fee that needs to be paid before the TPA will be sent out for scoring. An additional \$100 fee (\$150 total) will be charged if the TPA is more than two months late. Resubmission fees for Tasks 1-3 remain at \$125 each, and resubmission fees for Task 4 remain at \$175 each. All fees are assessed and paid through the Office of Student Accounts. Additionally, a passing score on the TPA is a requirement for progressing in the program.

| 2017-2018 TPA Due Dates |
|----------------------------|
| August 18, 2017 |
| September 25, 2017 |
| October 30, 2017 |
| November 27, 2017 |
| December 15, 2017 |
| February 2, 2018 |
| March 5, 2018 |
| March 23, 2018 |
| April 9, 2018 |
| April 23, 2018 |
| May 28, 2018 |
| June 8, 2018 |
| August 24, 2018 |

► **M.Ed. Special Emphasis Admission Requirements**

The admission requirements to the M.Ed. Special Emphasis are as follows:

- A Teaching Credential student must first complete the credential program admission process.
- The GPA requirement for admission to the master’s degree is a 2.5 or better for the last 60 semester units of the bachelor’s degree and a 3.0 for graduate level course work.
- Submit the Application for Admission to the M.Ed. Special Emphasis program. You can [apply online](#).
- Write a new [Statement of Purpose](#) addressing your goals for graduate study. The statement should describe professional experience and qualifications which may be related to the academic goals. The statement should be typewritten and about 200 words in length.
- You must have a passing score on the writing assessment.
- Three (3) letters of recommendation are required. The recommendations must be current, meaning written in the past twelve months. You must use this recommendation form: [Recommendation Form](#).
- Depending upon the quality of your admission file, other prerequisites may be required before admission is granted.
- It is important to complete the admission process to the master’s degree program early in the credential program so the credential courses can also count toward the master’s degree.
- Note: Not all candidates admitted to the Teaching Credential program qualify for the M.Ed. Special Emphasis program.

Remember to complete the top portion of the recommendation form before you ask your professors or K-12 mentors to recommend you.

► **500 Level Course Sequence:** Take these courses one at a time and in this sequence:

- EDUC 501 Educational Assessment
- EDUC 504 Methods of Research
- EDUC 590 Issues in Teaching
- EDUC 596 Graduate Seminar. Prerequisite: [Advanced Standing](#).

Note: These courses are usually offered every term, as long as the minimum enrollment number is met by the first day of the term.



Five-Year Limit.

There is a five year time limit to complete a master’s degree program. Most students enrolled in the M.Ed. Special Emphasis program are using the courses in the Multiple Subject or Single Subject program to satisfy the electives in the master’s degree program. The five year clock for the master’s degree begins with the first graduate level, degree-applicable credential course.

We know you have worked hard to earn your teaching credential. Sometimes students need to take a break. If you do take a break from graduate courses, don’t wait too long to come back. If two years go by without being registered in the program, you will be “inactivated.” Before you can return to active status, you must appeal for readmission. You can contact your academic advisor for assistance with the appeal process. If you are readmitted, the five-year limit still applies. Remember, you must complete the master’s degree program within five years from the first graduate level course.

If you have any questions regarding what you need to do to complete the master’s degree program, when your five year limit expires, or appealing for readmission, please contact your academic advisor. We are here to help you.

Academic Advisors

- [Marcus Duarte Smith](#) – Bakersfield
- [Judy Henson](#) – High Desert, TK
- [Renee Rivera](#) – Central Coast, Newhall, Ventura

STUDENT TEACHING

You must submit an application for student teaching. We need to know ahead of time when you want to do student teaching, so we can make the placement and supervision arrangements.

- EDUC 468 Introductory Supervised Teaching requires 5 weeks of student teaching.
- EDUC 478 Advanced Supervised Teaching requires 10 weeks of student teaching.

Please submit your application by the published deadlines. The application for student teaching is posted on the same website where you find the Schedule of Classes.

- Go to <http://laverne.edu/>
- Select **Current Students** to open a drop down menu.
- Select **Centers for Educators** near the bottom of the first column.
- Select **Forms for Download** in the third column under the green **Current Students**.
- Scroll down to see the **EDUC 468 & EDUC 478** application under Multiple/Single Forms.

Student Teaching Application Deadlines

| Term | Due Date |
|-------------|----------|
| Spring 2018 | 2/15/18 |
| Summer 2018 | 5/11/18 |
| Fall 2018 | 8/15/18 |

[Go to the webpage where the EDUC 468 and EDUC 478 application is posted. Look under Forms for Download.](#)

STUDENT TEACHING PROGRAM PREREQUISITES

Student Teaching candidates in the SB2042 program must complete an application for student teaching and be accepted to the program after completing the prerequisites listed below. Follow the directions at the top of the page for accessing the application for student teaching (EDUC 468 and EDUC 478). Students who have met the eligibility requirements should complete the application and return it by the published due date.

Prerequisites for Introductory Supervised Teaching, EDUC 468 (five weeks):

- Certificate of Clearance, or equivalent fingerprint clearance such as a current Substitute Teaching Permit.
- Demonstration of personal characteristics necessary for teaching.
- Passing score on **CBEST** or equivalent basic skills test.
- Verification of Subject Matter Competence by passing the State mandated examination(s):
 - **CSET** (California Subject Examinations for Teachers) for the Multiple Subject Credential.
 - **CSET** for Single Subject (or approved subject matter program in subject area and 3.0 in major.)
- Passing score (3 or better) on the writing competency assessment.
- Acceptance by the University Teacher Education Faculty.
- 3.0 or better GPA in the pre-student teaching courses: EDUC 460, 470, 472 and 462 or 466.
- Students must take (EDUC 464 & 474) or (EDUC 475 & 476) prior to or concurrent with EDUC 468.
- Passing score on TPA #1.
- Satisfactory submission of TPA #2. If EDUC 472 was 10 weeks prior to EDUC 468, then TPA #2 must be passed.
- Current TB clearance.
- EDUC 407 Learning Technology for Educators (completed within the past 5 years.)
- U.S. Constitution course or passing score on approved college exam.
- Public speaking course or verification by two Teacher Education professors.
- EDUC 420 Sex, Drugs, Health Education, or a current approved health education/drug prevention/sexually transmitted diseases course (completed within the past 10 years), or a passing score on the DSST exam "Health and Human Development."
- CPR**: Verification of current, *hands-on* CPR training for adults, infants, and children.

CPR for Adults, Infants, and Children

[American Heart Association](#)

[American Red Cross](#)

DSST Exam "Health and Human Development"
For more information, [click here.](#)

A passing score on the exam fulfills the health education requirement.

The DSST exam is not posted on a credential student's

RICA Requirements ~ Multiple Subject Students Only:

- If EDUC 464 was taken in the term immediately prior to EDUC 468 (no 10 week break), proof of RICA registration is required with the EDUC 468 application. If there is a 10 week break between EDUC 468 and EDUC 478, then RICA must be passed prior to EDUC 478.
- If EDUC 464 was at least 10 weeks prior to EDUC 468, a passing score on RICA is required for EDUC 468. Please submit the passing score report with the EDUC 468 application.

Prerequisites for Advanced Supervised Teaching, EDUC 478 (ten weeks):

- All prerequisites required for EDUC 468.
- Completion of all academic coursework with 3.0 or better GPA: Multiple Subject: EDUC 460, 462, 464, 468, 470, 472, 474; Single Subject: EDUC 460, 466, 468, 470, 472, 475, 476.
- Passing scores on TPA #1 and TPA #2.
- Satisfactory submission of TPA #3. If EDUC 468 was at least 10 weeks prior to EDUC 478, then TPA #3 must be passed.
- EDUC 458 may be completed prior to EDUC 478, or EDUC 458 must be taken concurrently with EDUC 478.

BACKGROUND

The University of La Verne, founded in 1891, was established as a teacher-training institution. The Regional Campus Administration (RCA) continues this tradition by delivering carefully designed degree programs for professional working adults. The University, through the Regional Campus Administration, provides the opportunity to enroll in University programs at convenient locations. The close liaison between these extended campus programs and home campus allows for a richer program for all concerned. Degree programs are available in business, public administration, health services management, and education at locations throughout California. Degree programs are also offered at Residence Centers on selected military bases in California.

ACCREDITATION

The University of La Verne is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, and is approved by the California Commission on Teacher Credentialing.

NON-DISCRIMINATION POLICY

The University of La Verne is a coeducational university organized as a corporation under the laws of the State of California. Its purpose is to provide education and training to prepare its students to meet the responsibilities and duties of life effectively. No discrimination because of race, religious creed, color, gender, national origin, ancestry, physical handicap, medical condition, marital status, sexual orientation, or age shall apply to the enrollment of any student, to the employment of any member of the faculty or staff, or to the election of any officer or trustee of the University.

FERPA

The University of La Verne abides by the Family Educational Rights and Privacy Act of 1974, as amended. In order to protect personal information contained in the University's database, the Office of the Registrar encourages students to use web based information access. For more information about FERPA, please see the Registrar's website at <http://www.laverne.edu/registrar/>.

CAMPUS SAFETY

The University of La Verne's *Campus Safety Department* publishes the *Annual Security Report To The Campus* by October 1st each year. The report includes statistics for the most recent three-year period concerning reported crimes that occurred on all 13 of our permanent campuses. The report also includes information on important telephone numbers, alcohol and drug use, sexual assault, state sex offender registry and reporting of any crimes which might occur on campus. The report can be accessed on the University's web site under the "Campus Safety Department" or by calling (909) 593-3511 ext. 4949 for a written report. In addition to these two sources, the crime statistical information for crimes reported to have occurred on campus, in certain off-campus buildings, on property owned or controlled by the University of La Verne, and on public property within or immediately adjacent to and accessible from the campus has been entered into the Department of Education's web site. This information is available at <http://ope.ed.gov/security>. Exact web page: <http://www.laverne.edu/safety-parking/>

Educational Discount to Microsoft Software

The University of La Verne is a member of the Association of Independent California Colleges and Universities (AICCU) through which we participate in an annual Microsoft Campus (licensing) Agreement (MCA) for the Windows operating system and Office products. A side benefit of this licensing agreement is it enables La Verne students to obtain these Microsoft products at a substantial discount (up to 85%).

Students can obtain discounted software by going to <http://www.JourneyEd.com/AICCU/> and clicking on the "Students" link. You will need to select the "University of La Verne" from the pull-down list and enter your La Verne e-mail account name for identification.