

REMINDERS FOR DECLARED MAJORS

- Complete and submit the appropriate Partnership Program Application to OCECA by the posted deadline if you are not already admitted to a program (currently spring semester for the fall start of the programs). It will be your responsibility to verify your admission criteria, which includes your overall GPA and your highest passing Basic Skills score, with your OCECA advisor. **Being declared does not guarantee admission to either Partnership Program.**
- We will have extended priority registration walk-in hours **for Partnership Program students only. Golden Apple, Chancellor, Dean's, or Presidential Scholars may also use this time to submit registration requests.** Declared students not yet in the program may call 650-3940 or check the website for information regarding advisement and registration following the Priority walk in time.
- Check CougarNet for your schedule to be sure you are registered for the correct courses, section numbers and term for any courses you request. You can also check your academic and financial records on CougarNet. **Advisors CANNOT make changes once classes begin.** For Add/Drop slips, be sure to have your advisor and instructor sign the forms once the term begins. You are responsible for taking the form to the Service Center if it is for a term that has already begun.
- Keep an updated copy of your enclosed Elementary or Early Childhood program sheet.
- During, check pre-requisites of all classes you are requesting and check for time conflicts. Include phone number, email address, Program status (applying to Program, year 1 or year 2 of Program) on any forms you leave for your advisor including CRF's and your add/drop slips.
- Check your current and future schedules on CougarNet regularly to be sure you are registered for the correct term, course number and section number and to verify classes have not been cancelled or times changed. Always double-check any printout from your advisor or Service Center at the time of registration. Be sure and check your advisors' website frequently at <http://www.siue.edu/~lhempen/NOTES>.
- OCECA advisors cannot make any schedule changes for a term that has begun. Advisors need to sign add/drop slips that you then take to the Service Center - RH1309 to process.
- Activate your email account through the Office of Information Technology (OIT), located in the basement of the Library. You will need **this SIUE account** when you are in the program. You can also go on line to the SIUE home page, www.siue.edu and click on e-ID at the bottom on the left.
- Check CougarNet or your email within 24-48 hours for anything you requested from your advisor. If it is for registering for a course or dropping a course, verify that you are in fact enrolled in the course, section and term you requested or if you are dropping a course, double check that you are in fact dropped from the course for the term requested. Include phone numbers on any items dropped off at the desk.
- Check with your advisor concerning any unanswered emails or voice messages after 24 to 48 hours.
- Check in with your OCECA advisor at least once a term to determine you are "on track". If the OCECA advisors visit you in a large group setting, on campus or off campus, still check in on an individual basis.
- Read the Teacher Education Handbook that is available at <http://www.siue.edu/education/ci/resource/index.shtml>

- Make copies of all papers prior to submitting them to OCECA.
- Let OCECA know of any name, address or telephone number changes.
- Maintain a minimum combined grade point average (all post-secondary institutions) of 2.5/4.0. Professional education course grades must be C's or higher.
- Have official transcripts sent to the Service Center (Box 1080)
- A copy (unofficial is fine) sent to OCECA (Box 1062) if attending another institution. Verify that the transcripts have been received in OCECA
- **BACKGROUND CHECK-** Background check – all students must undergo a fingerprint based through the FBI which checks for arrest and conviction records in all states. Any updates to criminal history returned to SIUE. Once this background check is run, it must be shared with all school districts in which we request a placement. Students will be responsible for the costs of this background check. Additional information is available in OCECA.
- If you are not a US citizen and want to be certified in the State of Illinois, you must complete a NOTICE OF INTENT TO BECOME A US CITIZEN. You will have ten (10) years to start the process of becoming a US Citizen. Students will have three (3) years to apply for the teaching certificate after graduation. If you do not apply to the state for your certificate, you may have to take additional courses to meet the certification requirements in effect at that time you do apply. Please access our website for additional information.

**Middle Grade Endorsement information –
Subject to Changes from Illinois State Board of Education**

The middle grades course requirements are embedded in the Program, beginning with the Fall 2006 Elementary Partnership Program. See your OCECA advisor; there may be specific course requirements in some areas. **(For Example: Math for Middle grades Methods course (Math 310, formally 311) is an additional course required for an endorsement in Mathematics.)**

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Helpful websites: <http://www.isbe.state.il.us/>
<http://www.siue.edu/education/advisement/index.shtml>