

Frequently Asked Questions Georgia State University College of Education

Programs in the College of Education

Q: What undergraduate programs are offered in the College of Education (COE)?

A: Undergraduate programs in the College of Education are offered through the departments of Early Childhood Education and Kinesiology and Health.

Bachelor of Science (B.S.) Exercise Science

Bachelor of Science in Education (B.S.E.) Early Childhood Education, Health and Physical Education.

Q: What Masters programs are offered in the College of Education?

A: The master's programs in the College of Education include, Master of Arts in Teaching, Master of Education, Master of Library Media, and Master of Science degrees.

Master of Education (M.Ed.) Behavior/Learning Disabilities, Communication Disorders, Early Childhood Education, Educational Leadership, English Education, Health and Physical Education, Mathematics Education, Middle Childhood Education, Multiple and Severe Disabilities, Reading, Language, and Literacy Education, School Counseling, School Psychology, Science Education, Social Studies Education

Master of Arts in Teaching (M.A.T.)

Early Childhood Education, English Education, Mathematics Education, Middle Childhood Education, Reading, Language, and Literacy Education (ESOL), Science Education, Social Studies Education, Science Education.

Master of Library Media (M.L.M.) Library Media Technology

Master of Science (M.S.) Educational Psychology, Educational Research, Exercise Science, Instructional Technology, Professional Counseling, Rehabilitation Counseling, Social Foundations of Education, Sports Administration, Sports Medicine, and Urban Teacher Leadership

Q: What Doctoral Degrees are offered in the College of Education?

A: The Doctoral Degrees (Ph.D.) in the College of Education include, Counselor Education and Practice, Counseling Psychology, Early Childhood Education, Educational Policy Studies, Education of Students with Exceptionalities, Educational Psychology, Instructional Technology, School Psychology, Sports Science, and Teaching and Learning.

Q: What is the Specialist in Education (Ed.S.)?

A: The Specialist in Education (Ed.S.) degree for educator preparation programs is a terminal degree program that advances educators in their instructional and leadership skills beyond the master's level of competence and include, Early Childhood Education, Educational Leadership, Professional Counseling, School Counseling, and School Psychology, and Teaching and Learning.

Q: How do I contact the various departments in the College of Education?

A: The following is a list of contact information for the various departments in the College of Education.

Counseling and Psychological Services (CPS)
CPS Programs: <http://education.gsu.edu/cps>
9th Floor, College of Education Building (404) 651-2550
cpsrec@gsu.edu

Early Childhood Education (ECE)
ECE Programs: <http://education.gsu.edu/ece>
5th Floor, College of Education Building (404) 651-2584
ecemail@langate.gsu.edu

Educational Policy Studies (EPS)
EPS Programs: <http://education.gsu.edu/eps>
4th Floor, College of Education Building (404) 651-2582
jvanrooyen@gsu.edu

Educational Psychology and Special Education (EPSE)
EPSE Programs: <http://education.gsu.edu/epse>
8th Floor, College of Education Building (404) 651-2310
epesvv@langate.gsu.edu

Department of Kinesiology and Health (KH)
KH Programs: <http://education.gsu.edu/kin>
Sports Arena (404) 651-2536
kinhjc@langate.gsu.edu

Middle-Secondary Education and Instructional Technology (MSIT)
MSIT Programs: <http://msit.gsu.edu>
6th Floor, College of Education Building (404) 651-2510
cmcghee@gsu.edu

Career Decisions and Opportunities

Q: Who can help me with career exploration?

A: To receive assistance with career exploration, visit the Counseling Center, located at 106 Courtland Street SE, Atlanta, GA 30303. To sign-up for an assessment meeting you must come to the Counseling Center to make an appointment and complete important paperwork. For more information, call: (404) 651-2211 or visit <http://www.gsu.edu/~wwwcou/careerhome.htm>

Q: Are there academic counselors available to discuss my program in the College of Education?

A: Yes. Once you have entered the program, you will receive in writing the name and contact information of your assigned advisor. If you do not receive this letter or if you have misplaced this information, you should contact your department. You should absolutely make an appointment before meeting with your advisor, unless otherwise noted by him/her. Your advisor will provide their office hours.

Q: Whom do I talk to if I want to change my major?

A: An undergraduate student who wishes to change their major in the COE to another major in the COE must notify the Office of Academic Assistance in writing. An undergraduate student who wishes to change their major to a program outside the COE must complete a Change of College form available in the Office of Academic Assistance.

A graduate student who wishes to change to a different major must complete an application form and supply all required admission materials for the new major. The student's new program adviser will review the application, if approved, and will decide if previously earned credits may be used towards the new program.

A graduate student admitted in nondegree status who wishes to become admitted in a degree-seeking status must complete an application form and supply all required admission materials for the new degree program. He or she does not have to pay the application fee an additional time. No more than 9 semester hours of course work taken while the student is admitted as a nondegree student may be applied to a master's or doctoral program in the College of Education.

Admissions

Q: What services does the Office of Academic Assistance provide?

A: The Office of Academic Assistance offers prospective and current students help in advisement and information about the programs of study at the COE. For additional services and information go to <http://education.gsu.edu/oaa/index.htm>.

Q: Do I need to make an appointment to speak to someone in the Office of Academic Assistance (OAA)?

A. Students are advised by appointment only. Students must schedule appointments with the OAA a minimum of two days in advance so updated records can be provided.

Q. Where is the Office of Academic Assistance for the College of Education?

A. The Office of Academic Assistance for the COE is located In the COE Building, 30 Pryor Street, 3rd floor Suite 300, Atlanta, GA 30303-3083. (404) 413-8000.

Q. Where is the Office of Academic Assistance for the College of Arts and Sciences?

A. The Office of Academic Assistance for the College of Arts and Sciences is located at 724 General Education Building. Visit the College of Arts and Sciences' website <http://www.cas.gsu.edu/units/default.aspx?unit=oaa>

Q: How do I get a copy of the Graduate Catalog?

A: To access the Graduate Catalog go to http://www.gsu.edu/es/catalogs_courses.html

Q: What are the application deadlines for the graduate programs within the College of Education?

A: To view admission deadlines and application instructions for various programs, go to <http://education.gsu.edu>, click on [Prospective Students](#), Then follow the links to details.

Q: Can I apply on-line as an undergraduate student to programs in the College of Education?

A: Yes. To apply on-line for undergraduate programs within the College of Education, go to <http://www.gsu.edu>, click on [Undergraduate Admissions](#).

Q: Can I apply on-line as a graduate student to programs in the College of Education?

A: Yes. To apply on-line for graduate programs within the COE, go to <http://education.gsu.edu>, click on [Prospective Students](#), then [Graduate Admissions](#).

Q: What are the admission requirements to enter a graduate program in the College of Education?

A: To display the general requirements for admissions to the graduate programs in the College of Education, visit <http://education.gsu.edu/oa/906.html>. Follow the link provided to application details.

Q: What do I do if I do not meet the minimum admission requirements for graduate studies in the College of Education?

A: An applicant denied admission to a graduate program based on minimum criteria set by the COE may request an exception by contacting the department offering the program. The department will explain procedures for the applicant to follow to seek the exception. Only a positive recommendation from the department shall be transmitted to the Graduate Admissions Appeals and Exceptions Committee for further consideration. Applicants denied admission based on an application of department criteria that do not receive an exception to the department's criteria may appeal such a decision to the College Academic Affairs Committee by calling (404-413-8000) or writing the Director, Office of Academic Assistance.

Q: Where can I get information on the Praxis test and the GRE?

A: For information on the Praxis I, go to <http://education.gsu.edu/aae>

To learn about and schedule the GRE, Praxis, and other tests, go to <http://www.gsu.edu/~wwwcou/testing.htm>

To arrange to take the GRE, visit the Educational Testing Service website at <http://www.gre.org>

Q: Do I have to take the Praxis II test?

A: To be recommended for teacher certification, you must pass the Praxis II in your certification field. To learn about the test, go to www.gapsc.com

Q: Where can I get information about transferring undergraduate credits to GSU?

A: For information regarding transfer of undergraduate credits go to: <http://www.gsu.edu/~wwwctr/sac/transferstudents.htm>

For information regarding transfer of graduate credits, refer to the Graduate Catalog.

Q: What information regarding my past encounters with the law must I disclose on the application for admission?

A: When applying to Georgia State University as an undergraduate or graduate student, you will be asked the following question regarding past encounters with the law. "Have you ever been found guilty for violation of a federal, state, or municipal law, regulation, or ordinance other than minor traffic violations?" If you answer yes to this question, you must attach an explanation including dates and circumstances of your conviction(s) to your application. You should disclose everything.

Financial Support

Q: What scholarships are available through the College of Education?

A: To learn about the scholarship opportunities within the COE, go to
For a scholarship application, go to <http://education.gsu.edu/oa>

For additional scholarship opportunities through GSU, go to <http://www.gsu.edu/~wwwugs/scholarships.html>

Q: Where can I get information about scholarships outside of the GSU financial aid office?

A: For additional scholarship opportunities, visit http://www.gsfc.org/GSFC/gsfc_index.cfm

Q: How do I apply to be a Graduate Research Assistant (GRA)?

A: Individuals interested in GRA positions should contact the department directly for available opportunities. Click here to learn about the GRA policy
<http://www.gsu.edu/~wwwhre/manager/GRAPolicy.pdf>

Q: What employment opportunities are available within the COE?

A: GSU departments list work study, students assistant and graduate assistantship jobs on MonsterTrak at <http://www.monstertrak.monster.com>. They appear in the daily JOBLINKS job bulletin, on the Monster Trak website, and in binders the University Career Services office. Students who register on the Monstertrak can access the job listings via the web from off campus.

For the GSU Human Resource Department, go to
<http://www.gsu.edu/~wwwhre/index.htm>

For GSU Career Services, go to <http://www2.gsu.edu/~wwwcjs>

Student Rights

Q: What is the Student Advocacy Office?

A: The Student Advocacy Office was created by the university to take a proactive approach in assisting individuals to become more knowledgeable of university policies and procedures. The office will treat the student as an individual; assist in minimizing campus barriers; and provide personal, timely, and effective information that will assist and enable students to take responsibility for their total campus experience. By listening to the student's explanation of a situation, talking with the student to help devise a problem-solving strategy, answering the student's questions, referring the student to appropriate staff members and departments, the office can inform students how to work with the policies and procedures of the university. Contact the office, located in 300 Student Center, at (404) 463-9990. For more information go to <http://www.gsu.edu/~wwwdos>

Q: What do I do if I am denied admission to the College of Education and want to appeal?

A: Any applicant denied admission to a graduate degree or program of study may make an appeal of that decision, provided that the basis of the appeal is that the individual or group that has made the negative admissions decision has done so in error in terms of the appropriate or accurate application of stated admissions criteria. Contact the Office of Academic Assistance.

Q: What do I do if I have a problem with an instructor or disagree with a grade I have been given?

A: Any student enrolled in a course in the College of Education may petition for redress of any academic treatment the student believes to be injurious, unjust, or wrong. To petition for resolution of such problems, the student must submit a written request to the department chair for a conference with the department chair and instructor before the end of the term in which the academic problem occurred or within thirty calendar days after the first week of classes of the following term if the petition involves a grade appeal. The written request must be accompanied by a Student Petition for Resolution form (obtainable from the department). The department chair and instructor must meet with the student within ten working days of the student's written request for a conference

Q: What is a Petition for Waiver or Variance?

A: A Petition for Waiver or Variance allows for a request for an exception to established academic policies and procedures in College of Education programs. All proposed deviations from the program of study as contained in the student's program as it is published in the appropriate graduate bulletin must have prior approval of the student's adviser, the department chair, and the college dean. The student must complete a standard petition form for each proposed program deviation. A petition form can be obtained from the Office of Academic Assistance and Graduate

Admissions (300 College of Education Building). This petition form must be submitted by the end of the term prior to the term in which the exception is needed.

Q: What do I do if I disagree with the petition decision?

A: Any student in the College of Education may appeal to the Student Affairs Committee for review of a petition decision thought by the student to be arbitrary, capricious, or discriminatory. This appeal must be initiated within thirty business days following completion of the petition process. To initiate an appeal, the student must schedule an appointment to meet with Ms. Shea Allman (10th floor College of Education Building).

Q: What if I feel I have been treated unfairly by a part of the university other than the College of Education?

A: If a student feels they have been treated unfairly, the Office of Ombudsperson is a confidential resource for all persons on campus. Their role is that of a neutral that advocates not for a specific individual, but for equity, fair processes, and compliance with university policy and procedure. Contact the Office of Ombudsperson, (404) 651-2220 for more information or to have an initial interview and/or make an appointment. Please, no walk-ins. To learn more about Ombudsperson, go to http://www.gsu.edu/~wwwomb/pols_pros.htm

Student Teaching/Practicum/Internships

Q: When do I apply for student teaching?

A: Applications for student teaching must be submitted according to the following schedule for all majors except Early Childhood Education and Health and Physical Education. Early Childhood Education requires that all applications for field experiences be submitted to the Department of Early Childhood Education no later than the last day of classes one academic term prior to beginning ECE 4400. The Department of Kinesiology and Health requires that all applications for student teaching in Health and Physical Education be submitted to the department by February 15.

General Student Teaching Application Deadline Dates*

Semester	Deadline
Fall	February 1

Spring

February 1 *See above for exceptions.

Your department coordinator usually arranges placements. However, placement for art, music, foreign language, school counseling, and special education are requested by the Office of Academic Assistance in conjunction with your departmental coordinator.

Q: Who places me for my practicum experiences once I've been accepted into a teacher preparation program?

A: Your department is responsible for your placement in any practicum experience. It is your responsibility to register for the practicum at the appropriate time.

Q: How do I obtain Tort Liability Insurance?

A: A number of professional organizations, including Georgia Association of Educators <http://www.gae.org> Professional Association of Georgia Educators (PAGE) <http://www.pageinc.org> American Counseling Association (ACA) <http://www.counseling.org/site/PageServer> and American Alliance of Health, Physical Education, Recreation, and Dance (AAHPERD) <http://www.aahperd.org> provide liability insurance protection as a student membership benefit. The insurance is renewable with payment of annual membership dues. Tort Liability Insurance can also be obtained through private insurance-contact your agent.

Q: I know that I must consent to a criminal background check upon applying for field experiences. What crimes might prevent me from being eligible to be a teacher?

A: Each student who is not already a certified teacher employed in Georgia must consent to a criminal background investigation before he or she will be placed for student teaching/internship. The results may lead to the student's being unable to complete the program because many school systems do not allow students with criminal records to be placed in their schools. The student must report any circumstance in which he or she was convicted of a crime, paid a fine, forfeited a bond, was sentenced to jail or prison time. (Minor traffic offenses are excluded; however, DUI convictions must be reported.) All information obtained through the criminal background investigation will be kept confidential to the extent allowed by Georgia and Federal law.

Study Skills

Q: What tutoring is available through GSU?

A: To receive information regarding private tutors, go to

<http://www.gsu.edu/~wwwcwr/> <http://www.gsu.edu/~wwwsss/tutoring.htm>

Q: Where can I get help with my writing?

A: To get help with your writing, go to <http://www2.gsu.edu/~wwwcou/grouplearning.htm>

Q: Where can I find a quiet place to study?

A: The library provides a quiet environment to study. If you are with a group, both N2 and N5 in Library North have group study rooms.

Q: Where can I get help if I am having trouble studying or keeping up with my classes?

A: If you are having trouble studying or keeping up with your classes, visit the following sites for assistance.

<http://www.gsu.edu/~wwwcou/lab.htm> <http://www.gsu.edu/~wwwcou/grouplearning.htm>
<http://www.gsu.edu/~wwwsss/academic.htm>

Q: Where are the computer labs located at GSU and what are the hours of each of these labs?

A: The Instructional Technology Center is located on the first floor of the COE building. The hours are: closed Sat. and Sun., 8am-7pm Mon-Thurs., and 8am-5:00pm Fri. For semester break hours go to: <http://itc.gsu.edu/>

To locate additional computer labs on campus, go to

<http://www2.gsu.edu/~wwwets/labsclassrooms/computerlabs/>

Q: Are there counselors available to assist me with issues such as study skills?

A: For additional one-on-one academic counseling with such issues as test anxiety, test taking strategies, time management, and study skills, visit the Counseling Center, located at 106 Courtland Street SE, Atlanta, GA 30303.

Q: I need to know a particular software program for class (e.g., PowerPoint, Publisher, Excel), are there classes available for me to learn these programs?

A: To learn about on-line self-study courses in computer programs (e.g. PowerPoint, and Excel) go to <http://www.gsu.edu/~wwwbt/courses/index.html>

Q: Where can I get information on the Education Research Bureau?

A: The Education Research Bureau, 330 College of Education Building (404) 651-3951, provides assistance in the areas of research methodology and design, program evaluation, test construction, and computer program operations. To learn more, go to <http://education.gsu.edu/erb>

Q: How can I access library articles on-line?

A: To access On-line library article search go to <http://chiron.gsu.edu/cgi-bin/homepage.cgi?style=& id=d1568e73-1109942866-1824& cc=1>

Q: Once I am admitted to GSU and the College of Education, do I have student space on a server that enables me to keep my papers and assignments so I do not have to carry them to school?

A: To access your documents saved on Novell, go to <http://estorage.gsu.edu> and use your Novell password to enter the site.

To learn more about the services provided by the University Educational Technology Services, go to <http://www2.gsu.edu/~wwwets>

Q: Is there someplace I can get help preparing for the GRE?

A: The Learning Assistance Lab can help you prepare for the GRE. To learn more, go to <http://www.gsu.edu/~wwwcou/lab.htm>

Student Life

Q: Is there a support network for teacher education students?

A: Student Georgia Association of Educators (SGAE) serves as a student support network of GSU teacher education students, to address needs and concerns of teacher education students, and to provide supplemental experiences for those students. For more information, contact Dr. Wayne Urban, Department of Educational Policy Studies, 404-651-2582

Q: Is there an organization for students interested in pursuing a career in speech, language, and hearing?

A: The National Student Speech Language Hearing Association (NSSLHA) is the national organization for graduate and undergraduate students interested in the study of normal and disordered human communication behavior. For more information, go to <http://www.asha.org/students/professions/nsslha.htm>

Q: Does GSU recommend students become members of an honor society?

A: Georgia State University encourages student excellence in both academic and co-curricular activities through a large number of honor societies. Alpha Upsilon Alpha and Chi Sigma Iota are two examples of honor societies. For a complete list, contact the Office of Student Life and Leadership in room 330 Student Center, 404-463-9031.

Alpha Upsilon Alpha

President: Faith Wallace President Email: faithwallace@earthlink.net Advisor: Lori Elliott Advisor Email: lelliott@gsu.edu Category: Community Service

Chi Sigma Iota

President: Pam Lassiter President Email: plassiter@student.gsu.edu Advisor: Catherine Chang Advisor Email: cychang@gsu.edu Category: Honorary

Q: Is there an honor society in the field of education?

A: Kappa Delta Pi is an international honor society in education. The purpose of Kappa Delta Pi is to promote excellence in and recognize contributions to education. Invitations for membership

are extended to students in the College of Education who exhibit high academic scholarship, commendable personal qualities, and worthy educational ideals.

Q: What is the College of Education Doctoral Fellows?

A: The College of Education Doctoral Fellows is a student organization that provides doctoral students with scheduled opportunities to network with fellow students and COE faculty and staff outside the classroom. The Doctoral Fellows provide information about programs of study, research, technology, and special topics of interest. To learn more about Doctoral Fellows, go to <http://education.gsu.edu/doctoralfellows/index.htm>

Q: Who is the primary contact for doctoral students at the COE Office of Academic Assistance and Graduate Admissions?

A: Carla Woods in the Office of Academic Assistance (300 COE) is the primary contact for doctoral students at the COE.

Phone: 404-413-8000

Email: aaecjw@langate.gsu.edu

Q: Who should I contact regarding the Collaborative Mathematics Education Research Group (CMERG)?

A: Becky Patterson is the president. Email: bpatterson@gsu.edu Christine Thomas is the advisor. Email: cthomas11@gsu.edu

Study Abroad

Q: Where can I find information about studying abroad?

A: Contact the Office of International Affairs:

Telephone: 404-463-9411

Location: 10 Park Place South,

Suite 601/Office of International Affairs

Study Abroad Coordinator: Leigh Essex Walker

<http://www.gsu.edu/~wwwoia/StudyAbroad/index.htm>

Academic Support and Services

Q: What do I need to do to register for more than 15 hours as a graduate student or 18 hours as an undergraduate?

A: Graduate students who wish to register for more than 15 hours of course work must obtain the approval of the Office of Academic Assistance. Students who wish to register for more than 18 hours must obtain approval of the Office of Academic Assistance.

Q: What is GoSOLAR and how does it work?

A. GoSOLAR provides current students the ability to register for classes, view academic records, pay tuition and fees, enroll in direct deposit for electronic refunds, evaluate instructors, and receive financial aid information. To log in to GoSOLAR, go to <http://student.gosolar.gsu.edu>

Q: Whom do I contact if I have problems with GoSOLAR?

A: If you encounter problems with GoSOLAR, go to <http://www.gsu.edu/~wwwbtr/help.htm>

Q: How do I get an Academic Evaluation that tells me what courses have been satisfied and what courses I still need to take in my major?

A: To receive a copy of your Academic Evaluation log in to GoSOLAR and choose the Student Records Menu, then Academic Evaluation. <http://student.gosolar.gsu.edu>
You will view an unofficial copy of your evaluation that may not have been reviewed by your adviser. Contact your advisement office if you have any questions about your requirements or credits.

Q: How do I obtain permission to register for a full class (overflow)?

A: If you want to obtain permission to register for a course that is full, you must receive permission (overflow) from the specific department that offers the course.

Q: Where can I find a schedule of the College of Education's special events?

A: For information on special events, go to <http://education.gsu.edu/coe/content/calendar/>

Q: When do I apply for graduation?

A: For information about graduation deadlines, go to <http://www.gsu.edu/%7Ewwwreg/graduation.htm>

Miscellaneous

Q: Is there an organization for graduate students studying school psychology?

A: Georgia Association for School Psychologist is an organization for professionals in the field of school psychology and other professions, which deal in the educational setting. GASP is a statewide association dedicated to promoting children first through optimum learning environments in Georgia's schools. Student memberships are available to individuals at the graduate level enrolled in a school psychology program. To learn more about GASP, visit <http://www.gaspnet.org/index.html>

Q: Is there a student organization for future educators?

A. To learn about the Professional Association of Georgia Educators (PAGE), go to <http://www.pageinc.org/index.html> or for the Georgia Association of Educators go to <http://www.gae.org>

Frequently Called Numbers

http://education.gsu.edu/coe/content/fac_phone_numbers.htm