SPC St. Petersburg College

ADMISSION GUIDE
Bachelor of Science in Middle Grades Mathematics Education (5-9)
MGMED-BS Fall 2016 Term 0520

Admissions Checklist

Students need to meet the following requirements to be admitted to the Bachelor of Science (BS) – Middle Grades Mathematics Education degree program:

□ An A.A. degree or higher from a regionally accredited school **or** 60 credits and all general education courses that meet SPC's general education requirements

□ The following state-mandated prerequisites with a grade of C or higher:
__ EDF 1005 - Introduction to Education
__ EDF 2085 - Teaching Diverse Populations
__ EME 2040 - Introduction to Educational Technology
__ MAC 2311 Calculus & Analytic Geometry I (or MAC 2311H - Honors)
__ MAC XXXX (4 credits of additional mathematics coursework with "MAC" prefix excluding MAC 2233/H)

□ A cumulative grade point average of 2.5 on a 4.00 scale in all college classes

□ Passing scores from all sections of Florida's General Knowledge test

□ **Students New to SPC:** Complete the St. Petersburg College Admission Application and pay the non-refundable fee.
Students Returning to SPC (not enrolled in SPC courses within the last six semesters): Complete the online Readmission Application in MySPC. Students will indicate on the application the program to which they would like to apply: *Bachelor of Science (BS)-Middle Grades Mathematics Education*.
Current SPC Students (enrolled within the last six semesters): Submit the application for the *Bachelor of Science (BS)-Middle Grades Mathematics Education* by logging in to MySPC and at the bottom of the page, select *Apply for a Bachelor's Program*.

□ Submit official (sealed) high school transcript or GED transcript. (Transcripts that have been opened are not accepted.) Applicants who have earned an associate, bachelor, or higher degree from a **regionally accredited** institution are waived from this requirement. **Students who have completed 2 years/credits of a foreign language in high school will need to submit official high school transcripts.**
Note: Transcripts from schools outside the U.S. must be evaluated by a NACES approved agency.

□ Submit official (sealed) transcripts from all regionally accredited colleges/universities currently or previously attended. (Transcripts that have been opened are not accepted.)
Note: Transcripts from schools outside the U.S. must be evaluated by a NACES approved agency.

Students offered admissions will be notified through their student email account in MySPC and their personal email. Students will need to attend a mandatory two-hour *face-to-face* orientation at a designated SPC campus and will receive specific information about the orientation via their MySPC email (e.g., day, time, etc.).

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Admission Information

- Students should apply for admission the semester before they plan to attend.
- All qualified students will be offered admission and eligible to start in the next applicable semester: Fall or Spring.
- Students offered admission will be notified both in their student email account in MySPC and their personal email. They should sign up for the face-to-face orientation via the online survey as soon as possible.
- Once the *Face-to-Face Orientation Survey* has been submitted by the student, they must attend the orientation to be put in the program and register for classes.
- If a student has not fulfilled all admission requirements to this program, they will need to complete the missing requirements. The student should check their *To Do List* and student email in MySPC to see what they are missing. Once requirements are completed, the student's application will be reviewed again and a letter of admission will be sent to both their student email and their personal email. The student should submit the *Face-to-Face Orientation Survey* as soon as possible.
- Foreign language is *not* an admission requirement. (Students are strongly encouraged to have it completed before entrance into the College of Education.)
- Students must successfully pass all sections of the General Knowledge Test (GKT). (There are no exceptions and no waivers.) Information on the GKT can be found at: http://www.fl.nesinc.com/.

Application Process

1. Student applies to the MGMED-BS program.
2. Student will receive email communication to both their personal email and student email in MySPC verifying receipt of application.
3. Admission requirements will appear on student's *To Do List* in MySPC. As items are completed, they will be removed from the *To Do List*. (If foreign language is not met, this item will remain on the *To Do List* but does not prohibit students from **entering** the College of Education.)
4. Once all requirements have been satisfied, student's application will be processed for admission.
5. Student will receive email offer of admission sent to their MySPC and personal email accounts.
6. Student signs up for the face-to-face **College of Education** orientation.
7. Degree-seeking status updated to MGMED-BS.
8. Student attends orientation and registers for classes.

Special Information

- **All students must pass a Level II background check** as part of the course requirements for EDF 1005, EDF 2085, and the upper division coursework for the College of Education.
- State-mandated prerequisite courses EDF 1005 and EDF 2085 each require 15 hours of field experience under the supervision of a K-12 teacher certified in-field. This requires students to pay to be fingerprinted in order to complete the Level II security clearance.
    - A student who has **a criminal background** may be prevented from completing field experience hours in a classroom, which would prevent successful completion of these courses. Contact Pam Wilkins at Wilkins.Pam@spcollege.edu for further information.
    - Information about fingerprinting will be given at the beginning of EDF 1005/EDF 2085.
- Professional Education Exam (ProEd) will be completed as part of the degree requirements: **http://www.fl.nesinc.com/testPage.asp?test=PET**
    - The College of Education will advise when this test should be completed

- Subject Area Exam (SAE) will be completed as part of the degree requirements: **http://www.fl.nesinc.com/testPage.asp?test=025**

Program Information

- Classes are offered in a sequential format.
- This degree plan has been designed for *full-time* students. Students that are not able to attend full-time will work with their faculty advisor to create a schedule.
- Students should be able to dedicate approximately 3 hours outside of the classroom for each credit hour for which they are enrolled in for the program.
- This program requires an extensive amount of school based hours and a full-time 16-week internship.
- Courses are offered in a 16-week semester for Fall and Spring and a 10-week semester in Summer.
- This is a face-to-face program with several online and blended classes.
- Classes for this degree are primarily offered at Clearwater campus. There is *limited* class availability at the Tarpon Springs and St. Petersburg/Gibbs campuses.
- Classes are offered during the day and evening hours.
- Not all courses are offered every semester.
- All education students are assigned to a College of Education faculty advisor who will be able to assist with registration and course selection.
- Non-attendance for two or more semesters will require the student to meet with their faculty advisor and may require a change to the newest catalog requirements.
- Students are required to maintain a 2.5 cumulative *and* program (education coursework) GPA.
- This program requires 60 upper division (3000-4000 level) credits.
- This program requires a minimum grade of "C" in all upper division courses and lower level state-mandated prerequisite courses.
- Graduation from this program requires a minimum of 120 credits earned from courses that satisfy the requirements of the program.
- Graduation requirements consist of passing scores on the FTCE: http://www.fldoe.org/accountability/assessments/postsecondary-assessment/ftce/
- This program has enough face-to-face courses for international and veteran students with precise planning and early registration.

Field Experience Hours/Practicums and Internship

- This degree will require an extensive amount of field experience hours:
    - Two face-to-face practicums (the beginning of student teaching) during working school hours
        - Each practicum is a minimum of 60 classroom hours
    - A full semester internship during working school hours
- Students must complete these hours in a face-to-face *classroom* setting
- The College of Education internship requires students to be in the classroom during the day (full-time)
- All classes will need to be completed before internship is permitted (including foreign language)
- Interns are placed in a public school in Pinellas, Pasco, Polk, Hillsborough or Hernando County by the district
- Students are not paid during their internship
- Students are not permitted to take classes during their internship

Foreign Language Requirements

A minimum of two consecutive years of the same foreign language in high school OR two semesters of the same foreign language at the college level must be completed in order to graduate from this program. If high school foreign language coursework is being used to meet this requirement, students need to be sure that their official high school transcripts have been submitted and that SPC transcripts reflect their foreign language requirement as having been met. Contact an advisor, if needed.

Transfer Credit
This program will review coursework transferred in from other institutions on a case-by-case basis.

The course must be from a regionally accredited school and each course is carefully reviewed. Course description, syllabus and supporting material will be required to document similarities in major learning objectives and core competencies.

Direct questions regarding transfer credit evaluation to transcript.evaluator@spcollege.edu.
****Students need to send an email from their SPC email address and include the following information when contacting Admissions & Records:**

- Student Name
- SPC Student ID Number
- Course prefix, number, title, and term/year completed as it appears on student's original transcript

It is the student's responsibility to make sure transfer coursework meets the course requirements for SPC.

Students must complete at least 30 upper division (3000/4000 level) credits in residence (at SPC) in order to earn their degree.

Alternate Satisfactions
Courses that transfer in as 1999, 2999, 3999, or 4999 count as electives and do not satisfy specific course requirements. The student may request an Alternate Satisfaction for the specific course. If approved, the course may be used to meet the specific course requirement.
(For example, if an ethics course transfers in as "PHI 1999" it does not meet the requirement for ethics. An Alternate Satisfaction would need to be requested and approved for PHI 1600.)

To initiate the **Alternate Satisfaction** request/review process:
Students need to submit an Alternate Satisfaction Survey to the Chair of the College of Education or appropriate Dean and include the following information when submitting the survey - https://web.spcollege.edu/survey/21215

- Student Name
- SPC Student ID Number
- Which SPC degree/program they are seeking
- SPC course for which student wants credit
- Course number at previous school and credit amount
- Course description from previous school's catalog
- Syllabus from previous school
- When course was completed

Contact Information for Deans (Alternate Satisfaction)
***College of Education**:* Chair, Dr. Andrea Kelly - Kelly.Andrea@spcollege.edu
Communications & Foreign Language: Dean, Joseph Leopold – Leopold.Joseph@spcollege.edu
Computer & Information Technology: Dean, Dr. Sharon Setterlind – Setterlind.Sharon@spcollege.edu
Ethics: Dean, Dr. Susan Demers – Demers.Susan@spcollege.edu
Humanities/Fine & Applied Arts: Dean, Dr. Jonathan Steele – Steele.Jonathan@spcollege.edu
Mathematics: Administrative Specialist, Lisa Leighton – Leighton.Lisa@spcollege.edu
Natural Science: Administrative Specialist, Dian Marone – Marone.Dian@spcollege.edu
Social & Behavioral Science: Dean, Dr. Joseph Smiley – Smiley.Joseph@spcollege.edu

Points of Contact

Pamela Wilkins, Senior Academic Coordinator
Tarpon Campus - Bilirakis Building, BB 146
Wilkins.Pam@spcollege.edu
727-712-5888

Pat Roper, Administrative Service Specialist
Tarpon Campus - Bilirakis Building, BB 140
Roper.Pat@spcollege.edu
727-712-5410

Andrea Kelly, Academic Chair
Clearwater Campus - Natural Science & Math Building, NM 140 / Tarpon Campus - Bilirakis Building, BB 154
Kelly.Andrea@spcollege.edu
727-791-2667

Kim Hartman, Dean
Tarpon Campus - Bilirakis Building, BB 159
Hartman.Kim@spcollege.edu
727-712-5876

Estimated Cost *** Includes 60 upper level credits (**does not include fees for** state-mandated prerequisite courses, general education, online fees, lab fees, or foreign language coursework). Any additional required credits will increase the total cost of the program. ***

Type of Student	**Tuition**	**Textbooks**	**Total**
Florida Resident	$ 7,400	$ 3,000	$ 10,400
Non-FL Resident	$ 25,600	$ 3,000	$ 28,600

MLP (My Learning Plan)

My Learning Plan is a tool inside MySPC that helps students plan which courses they take each semester through graduation. Students can use the course sequence within their Orientation Packet to help map out their courses. Students will also be required to meet with their College of Education faculty advisor each semester to ensure they are meeting program requirements.

When Courses are Offered

Classes are offered in the Fall, Spring and Summer semesters. Students must attend every semester (including Summer) to ensure program requirements are met within their full or part-time cohort. Students are required to meet with their faculty advisor each semester to ensure they are taking the correct classes within their cohort.

The Academic Pathway for the MGMED-BS lists the classes required for graduation, the recommended order in which to take them, and what semester they are typically offered. Be sure to select the correct Academic Pathway based on the semester in which you began the MGMED-BS program.

PLEASE NOTE, ALL INFORMATION IN THIS GUIDE IS SUBJECT TO CHANGE