

# Finishing Steps for the Teacher Education Program

- 1. Student Teaching registration:** Please make sure that you are registered for the *correct sections* and *number of credits* for student teaching courses as listed on the information provided by the Student Teaching Office.
- 2. Subscribe to the ELED Listserv:** Many important announcements and reminders are sent through the ELED Listserv. Job opportunities are one of the many informational items that you will receive through your email account. If you have not subscribed to the listserv, go to <https://lists.usu.edu/wvs/sigrequest/elementaryinfo>. You not only subscribe at this website, you can also remove your information from the list at any time as well. **You are not automatically removed when you graduate, so you will need to unsubscribe if you choose.**
- 3. Declare an emphasis:** *If you are completing the “previous” ELED Program*, please check to see if your correct emphasis has been declared by logging into Banner and viewing your unofficial transcript for your major and emphasis. If it is not listed/incorrect, contact your ELED advisor and she can declare that for you. You cannot apply for graduation unless this information is listed in Banner.
- 4. Apply for graduation:** When your emphasis and major are correctly declared, you can apply for graduation at <http://www.usu.edu/registrar/graduation/apply-online/>. **Be sure to apply twice (2X) if you are completing more than one major (e.g. Dual ELED/ECE).** Then follow-up with an advising appointment, [www.cehs.usu.edu/advising](http://www.cehs.usu.edu/advising) to confirm that your Graduation Plan in Degree Works matches your expectations for your remaining course work. Graduation applications must be completed by the specific deadline for the semester you are graduating otherwise your graduation will be pushed back to the next semester! If you plan to graduate *Fall Semester 2019*, the deadline is **October 31, 2019**.  
**Apply now if you have not already done so!**
- 5. Educator License:** Initiate this by going to: <http://www.cehs.usu.edu/teached/application>. Follow the directions for completion, including scheduling an appointment with your advisor to obtain her signature: [www.cehs.usu.edu/advising](http://www.cehs.usu.edu/advising). (Statewide Campus students-please contact your Statewide Campus advisor).
- 6. Middle School Mathematics Endorsement (Level 2) Praxis exam,** go to: <http://www.ets.org/praxis/ut/requirements> to confirm the exam number and to register for the test.

If you have any questions, please schedule an appointment with your Logan advisor, [www.cehs.usu.edu/advising](http://www.cehs.usu.edu/advising) **OR** contact your Statewide Campus advisor.

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