

# ATU College of Education Stage II Application Instructions

- For the fall semester, applications are due by the last day of the first summer session.
- For the spring semester and Summer Sessions I and II, applications are due prior to the first days of exams in the fall semester.

Stage II Applications, along with your advisor's approval, must be completed and received prior to pre-registration. If the ATU College of Education has not received your application and your College of Education advisor's (and content advisor's [for secondary]) approval for you to enter Stage II, you will not be able to begin your Stage II courses.

Before entering in to Stage II, the following requirements must be met:

1. Acceptable ACT Scores (scores may be super-scored from multiple ACT)
  - 19 or above in Reading
  - 19 or above in Mathematics
  - Any score for Writing will be accepted as long as the student has taken the Writing portion
2. Cleared AELS Background Check Approval  
Please see Ms. Teresa Auprey with any questions
  - Crabaugh 308
  - [tauprey@atu.edu](mailto:tauprey@atu.edu)
  - 479-964-0583 ext. 2351
3. Cumulative GPA of 2.7 or above
4. A "C" or better in the following courses:
  - **Composition I**
  - **Composition II**
  - **Three (3) hours of Mathematics** (MATH 1113 College Algebra OR MATH 1003 College Mathematics) contingent upon program of study per major
  - **Public Speaking 2003 or Business and Professional Speaking 2173**
  - **Intro to ELED/MLED/SEED**
5. ELED/MLED Majors must have a "C" or better in all courses for degree completion

Below are the steps you must follow to successfully complete your Stage II Application and to receive your advisor's approval.

1. Complete the Stage II Application form found at: [www.atu.edu/teachereducation/](http://www.atu.edu/teachereducation/). You must know your education advisor's name in order to complete this form.
  - Secondary Education Students are advised by Dr. Shellie Hanna.
  - Middle Level majors are advised by Dr. V. Carole Smith.
  - Elementary majors needing their advisor's name can email [lgibson7@atu.edu](mailto:lgibson7@atu.edu) for this information.

2. After completing the Stage II Application form, your completed form will be emailed to the TESS office.

**If you are in the Elementary Education or the Middle Level Education programs, please proceed to Step 3.**

**If you are in the Secondary Education program, you must first meet with your content advisor before completing Step 3. You will work with your content advisor to review the requirements for teacher licensure as related to your content area. This form is found at [www.atu.edu/teachereducation/](http://www.atu.edu/teachereducation/), and it is labeled *Secondary Content Advisor Form*. You will need your transcript for this meeting (See notes below in Step 3 for how to access your transcript.).**

3. You must meet with your education advisor (i.e., your advisor in the ATU College of Education) in order for your advisor to recommend you for Stage II admittance.
  - Secondary Education Students are advised by Dr. Shellie Hanna.
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For this meeting, you will need the following:

**An unofficial copy of your transcript.** You may find this by doing the following:

- Go to [onetech.atu.edu](http://onetech.atu.edu), and login
- Click on “Students”
- Under “Academic Profile”, click on “Transcript”
- Click on “Submit”

**This face-to-face/ WebEx appointment** is necessary for you to successfully complete your application to enter Stage II. Work with your advisor using their respective sign-up process to schedule this appointment and arrive on time. College of Education advisors serve a large number of students for a variety of reasons. Please be patient, considerate of their time, and respectful of their efforts during the advising process.

**If you have any questions regarding the Stage II Application process, please contact Ms. Lisa Gibson at [lgibson7@atu.edu](mailto:lgibson7@atu.edu) or 479-968-0290.**