Date: April 7, 2017

To: All Students in the Program in Special Education

From: Prof. Yvel C. Crevecoeur

Cc: Dean Gretchen Johnson, Associate Dean Edwin Lamboy, Chairperson Hazel Carter, and Program Advisors (Prof. Maria Castiglioni, Prof. Carol Huang, Prof. Laura Rader, Prof. Marvin Stober, and Prof. Christopher Yawn), and Dr. Tristin Wildstein

Re: Program in Special Education Reminders and Updates

Please read through this entire memo. The purpose of this memo is:

- To remind you of policies and/or procedures that are associated with various gateways within the Program in Special Education (e.g., the initial conference with your assigned advisor, student teaching/practicum application process, applying for and receiving graduation application results, etc.); and

- To apprise you of program/CCNY, NY State, etc., updates that may require the scheduling of a meeting with your assigned advisor to re-review your program status.

Please note that you may have already received some of these reminders and updates through your Citymail e-mail account. This memo is organized into two major headings: Reminders and Updates. Under each respective major heading you will find underlined and bolded subheadings such as “E-mail,” “Graduation,” etc., and for all students and pay specific attention to the student comments updates that match your current program status (e.g., advanced certificate student, Teaching Fellow student, or traditional student).

REMINDERS

Assigned Advisors

E-mails notifying students of their assigned advisors were sent from the Chairs’ Office in spring 2016, fall 2016, and spring 2017 to Citymail accounts. Please check to make sure that your e-mail address is correct in CUNYfirst, and if need be, make the appropriate update in your CUNYfirst
account and ask Mr. Alex Pizarro (apizarro@ccny.cuny.edu) to update his records for your e-mail address. Enclosed with this memo, you will find a PDF list of currently active students in alphabetical order and by assigned advisor. This list is also posted on the special education bulletin board outside of NA 3/227. Advisors’ names and contact information are listed below in alphabetical order and on the bulletin board:

Prof. Maria Castiglioni
E-mail: mcastiglioni@ccny.cuny.edu
Location: NA 5/204-D
Telephone: 212-650-5331

Prof. Carol Huang
E-mail: chuang@ccny.cuny.edu
Location: NA 5/204-A
Telephone: 212-650-7537

Prof. Marvin Stober
E-mail: mstober@ccny.cuny.edu
Location: NA 3/227-G
Telephone: 212-650-5185

Prof. Yvel C. Crevecoeur
E-mail: ycrevecoeur@ccny.cuny.edu
Location: NA 3/227-I
Telephone: 212-650-7086

Prof. Laura Rader (on leave in spring 2017)
E-mail: lrader@ccny.cuny.edu
Location: NA 3/227-H
Telephone: 212-650-7206

Prof. Christopher Yawn
E-mail: cyawn@ccny.cuny.edu
Location: NA 3/227-J
Telephone: 212-650-708

Contact Points with Your Assigned Advisor

Once admitted to the Master of Science in Education (M.S.Ed.) degree or Advanced Certificate tracks in the Program in Special Education, please maintain a record of your admission letter, since this letter indicates the courses you may need to complete in addition to the courses in your program track (Note. You may be notified during any advising session that you must complete additional coursework by your advisor or another representative at CCNY, depending on how your circumstance is aligned with any CCNY, NY State, etc., requirement). If you do not possess an electronic copy of your admission letter, please check the application database you used to apply to your respective program track, your Citymail e-mail account, or contact a representative from the School of Education Admissions Office edgradadm@ccny.cuny.edu or call 212-650-6296 / 5315.

After each application cycle and once the Program in Special Education receives the names of admitted students, an e-mail from the Chairs’ Office will be sent to students’ Citymail e-mail accounts, notifying them of their assigned advisors (an updated list will also be posted on the Program in Special Education bulletin board, NA 3/227). At that point, the onus is on each student to contact his/her assigned advisor to schedule a meeting. Thereafter, please feel free to schedule an appointment with your assigned advisor as needed and one semester prior to your expected graduation date to conduct a pre-graduation audit (“check”). At this pre-graduation audit meeting, your assigned advisor may also process your student teaching or practicum application.

If you have any questions or concerns, please contact your assigned advisor to schedule a face-to-face or a telephone meeting. If you are not currently active in CUNYfirst, please contact your assigned advisor for assistance (the PDF list is attached). As an FYI, your program status will be noted as “inactive” in CUNYfirst if you are not registered for one or more semesters at CCNY. When inactive for one to three months, you will need to complete a re-admission form to become active in CUNYfirst (a fee(s) is required to process this form); otherwise, if inactive for four or more
months, you will need to re-apply to your respective program track (a fee(s) is required to process the application). Please keep in mind that the CCNY bulletin indicates that you must complete your master’s degree within a timeframe that is not longer than 4.5 years (if you were admitted to the Advanced Certificate track, please complete your program ASAP, especially since certification requirements may change at any point in time). In addition, there is a maintenance of matriculation fee that must be paid to the Bursar for each semester that you are not registered at CCNY while inactive (see Bursar’s webpage for details).

E-mail

This is a follow-up reminder to the November 17, 2016 memo that was sent to the attention of all students via your Citymail e-mail addresses. If you did not receive this e-mail, please check / update your e-mail address in CUNYfirst and check your program status (e.g., active, inactive, etc.).

Representatives at CCNY have been asked to only send an e-mail to and correspond with a student that uses his/her Citymail e-mail account. Please keep in mind that all official correspondence, such as results for or additional information needed to process a graduation application for any graduation cycle or other types of forms/applications, will be sent to your Citymail e-mail account from your assigned advisor or one of the offices on campus.

To improve the likelihood that you will not miss deadlines and/or experience delays in the processing of forms, etc., you must use your Citymail e-mail account to contact representatives at CCNY and must check your Citymail e-mail inbox for important information (e.g., name and contact information of assigned advisors, granted registration permissions, etc.). If you use work or personal e-mail accounts to contact representatives from CCNY, you should receive the following or similar reply:

*Please note that your email was sent from a private e-mail account and CUNY email policy requires all communication to occur via institutional e-mail accounts. You may have noticed that the option to forward your CCNY e-mails to any private e-mail account is not possible. Representatives at CCNY are required to only respond to student e-mails sent from their CCNY e-mail accounts (i.e., Citymail).*

- For CCNY e-mail setup and support information (also for mobile devices), contact the campus IT Department: [https://support.ccny.cuny.edu/webmail/](https://support.ccny.cuny.edu/webmail/)

- The OIT Service Desk (Location: North Academic Center (NAC) 1/301; Phone: 212.650.7878; Fax: 212.650.8139; Email: servicedesk@ccny.cuny.edu)

Please check your CUNYfirst account to make sure a valid CCNY e-mail address is associated with your CCNY profile (e.g., not another CUNY school e-mail or another e-mail address).
Eligibility for Student Teaching and Practicum Applications

The following italicized message is from Dr. Bruce Billig, Director of the Office of Clinical Practice (https://www.ccny.cuny.edu/education/clinical_practice):

All education students who plan to apply for student teaching or the practicum must come to the Office of Clinical Practice (NAC 6/207 A) and speak with one of our staff. There are application deadlines for fall 2017 (see Announcements & Deadlines on our Office of Clinical Practice web page located in the School of Education’s website).

Questions: Email Dr. Bruce M. Billig at: bbillig@ccny.cuny.edu.

Applications for student teaching (SPED 7701G) and the practicum (SPED 5700G) are due before 5:00 p.m. on Thursday, April 20, 2017. Prior to submitting the application, you must meet with your assigned advisor to confirm eligibility, which would have been expressed at your first advisee-advisor meeting. If eligible, your advisor will complete the advisor section of the application. To be eligible:

- If you’re pursuing initial certification, you must provide evidence of passing at least one of the three certification tests: (1) Educating All Students, (2) CST-Multisubject (for Grades 1-6 or Grades 7-12), or the (3) CST-Students with Disabilities (see https://www.nystce.nesinc.com/; Note. As of March 13, 2017, a notification from NY State indicates that the ALST is no longer required; if you already passed the ALST, it will count towards eligibility for fall 2017 student teaching).

- If you’re pursuing an Advanced Certificate for Grades 1-6 or Grades 7-12, the certification exams that you will need to pass to be recommended for certification by CCNY are the CST-Students with Disabilities and CST-Multisubject (for Grades 1-6 or Grades 7-12).

Reminder: One of the eligibility requirements is that you will only need to register for one other 3-credit course (6 credits, total, with SPED 7701G or SPED 5700G) or only SPED 7701G or SPED 5700G. Therefore, please make the necessary adjustments in your plan of study to meet this course-credit registration requirement. Once approved by your assigned advisor, you are required to schedule a meeting with Dr. Billig. Please review the Office of Clinical Practice webpage above for additional details. In order to register for student teaching (SPED 7701G) or the practicum (SPED 5700G), you would need to receive a CUNYfirst permission from the Office of Clinical Practice—this will only occur if you were approved by your assigned advisor and successfully passed all check points in the application process for student teaching or the practicum.
Registration for Summer 2017 and Fall 2017 (and general registration processes)

The following is from the Registrar's Office:

Please be advised that Summer and Fall 2017 registration for eligible continuing students is scheduled to begin on Monday April 3, 2017. Students should check their CUNYFirst account for their specific appointment date and time. The appointment days and times will be available approximately one week before the start of registration. A guide for viewing enrollment appointments is available at:

http://support.ccny.cuny.edu/cunyfirst/PDF/EnrollmentDates_option_CITY.pdf

As a reminder, students are not allowed to register before their appointment date and time. All negative service indicators (holds/stops) must be cleared before students can register. Students should also visit their academic advisor prior to their registration appointment if they have not already done so.

Sincerely,
Office of the Registrar

If you did not receive the aforementioned e-mail from the Registrar or other CCNY notifications, then please check your e-mail address in CUNYfirst and make sure you are noted as an active student in CUNYfirst.

Other registration dates:

- Summer 2017 registration ends July 4th (https://www.ccny.cuny.edu/registrar/summer).
- You may register for fall 2017 courses at least through August 18th and possibly with late registration fees thereafter (the first day of the fall 2017 semester is August 25th).

Please contact your assigned advisor for assistance with registration, should you encounter any difficulties that affect your plan of study no later than early May 2017 to schedule a meeting by the second week of May, or the Chairs’ Office during the summer months. The next open advisement day and time is Tuesday, May 30, 2017 from 12:00p.m. – 5:00p.m. Please contact the School of Education Admissions Office for summer open advisement days.

When registering for courses, please keep these items/procedures in mind:

- Prior to searching for classes, please uncheck the “Show Open Classes Only” box to view all available courses. Some courses may be closed for specific reasons but you may qualify / become eligible at various points during registration cycles.
• Under “Section” in CUNYfirst
  o Hybrid courses will be noted with these types of designations: HYBD, HYD1, HYD2, 1HYB, 1HY1, 1HY2, etc.
    ▪ The percentage of online class sessions may range between 30% to 80% in only or both synchronous (you meet together online as a class on the same day/time) and asynchronous (you do not meet together as a class online) formats
  o Full online courses will be noted with NET
    ▪ 100% of the class is online and the format(s) used can be synchronous, asynchronous, or both — you never meet on campus
  o Teaching Fellows only courses will be noted with TF1, TF2, etc.

*Note.* If a full-online course is listed as 8:00a.m. to 6:00p.m. on a Friday, this course will not meet during these times as a class. As it currently stands, these courses will be taught in asynchronous format only (i.e., you will independently work on assignments and activities on the days and times that work best for you so long as you submit graded assignments before deadlines), but you may be required to meet with your course instructor during any point in time on a Friday within the 8:00a.m. to 6:00p.m. timeframe or on a mutually convenient different day and time, using the microphone and camera on your computer or by other means.

• Under “Status” in CUNYfirst
  o green checkmark = open to all students (*Note.* In some instances, permissions required)
  o black box with an x = closed to all students or closed for specific students (this status may change during the registration cycle and/or depends on your student status)
• Permissions / Registration Errors

  o For assistance with “Departmental Permissions Required,” use your Citymail e-mail account to contact the

    ▪ Current program director, Dr. Yvel C. Crevecoeur
      (ycrevecoeur@ccny.cuny.edu) through June 1st, or the Chairs’ Office at
      212-650-7262 (NA 6/207B)

    ▪ On June 2nd and through the summer, please contact the Chairs’ Office
      at 212-650-7262 (NA 6/207B) for assistance

  o For closed courses (Noted as “Department Permission Required”), you must first
    contact the instructor of record for permission to register via your Citymail e-mail
    address or to request being placed on a waitlist. Courses may be closed due to
    no seats being available or because certain seats have been reserved for
    specific programs/students, but at various points in time during the registration
    cycle those previously reserved seats may become available. If you e-mail the
    course instructor and he/she agrees to allow you in the course, please forward
    that e-mail correspondence to Mr. Alex Pizarro (apizarro@ccny.cuny.edu) with
    the course instructor courtesy copied on the e-mail. In the same e-mail, paste
    from CUNYfirst all pertinent course information (course no.; section;
    level/number and name of the course, course instructor name, etc.). Mr. Pizarro
    will notify you via your Citymail e-mail account that the permission has been
    entered to allow you to register for the course. If you experience any difficulties,
    such as an error message, paste the error message in the same e-mail and re-
    send to Mr. Pizarro.

    ▪ For e-mails for Program in Special Education faculty, please refer to the
      aforementioned list of advisors’ contact information in this update memo.

    ▪ Other faculty in the Program in Special Education that are currently
      scheduled to teach courses in Summer 2017 and Fall 2017 are as
      follows in alphabetical order:

      • Prof. Demetra Binder - dbinder@ccny.cuny.edu
      • Prof. Matthew Broggini - mbroggini@ccny.cuny.edu
      • Prof. Sonia Florentino - sflorintino@ccny.cuny.edu
      • Prof. Donna Johnson - djohnson2@ccny.cuny.edu
      • Prof. Rose Martin - rmartin@ccny.cuny.edu
      • Prof. Sayi Neufeld - sneufeld@ccny.cuny.edu
• Prof. Scott Lapinski - slapinski@ccny.cuny.edu
• Prof. Nicole Lorenzetti - nlorenzetti@ccny.cuny.edu
• Prof. Sharon Ostrowsky - sostrowsky@ccny.cuny.edu
• Prof. Brian Pew - <contact Mr. Pizarro>
• Prof. Kelleyann Royce-Giron - kroyce@ccny.cuny.edu
• Prof. Austin Stout, Jr. - astout1@ccny.cuny.edu
• Prof. Hector Uribe - huribe@ccny.cuny.edu

• Research Courses:
  o The EDUC 7000I and EDUC 7100I courses are no longer options in the plan of studies within Program in Special Education for students – Do not register for these courses.
  o The research sequence for students in the Program in Special Education is SPED 2600I in fall semesters and SPED 2900I in spring semesters. You must register with the same instructor for both courses. These courses are typically offered on the same day and time for both SPED 2600I and SPED 2900I for each respective instructor in fall and spring semesters.
  o In SPED 2600I and SPED 2900I, those pursuing initial certification will work on a research project that supports the completion of edTPA in SPED 7701G. For those who will register for SPED 5700G (certified teachers), you will work on a research project in the research sequence that will further expand your understanding of students with disabilities/exceptional learning needs and research practices in schools. Some assignments will be similar for both types of students in the research sequence, but the major projects will differ by certification status.

Please keep the following in mind for Summer 2017 and Fall 2017 registration (Note. All courses for summer and fall 2017 are not listed – only those that may need additional clarification/FYIs):

--FYIs for SUMMER 2017 REGISTRATION:

All other courses not noted here for Summer 2017 are open to all students.

Open to all students:
Full-online, asynchronous course, Summer Session I: SPED 3300K – Building Community in Inclusive Contexts

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<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
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<tr>
<td>5170</td>
<td>NET-LEC</td>
<td>Fr 8:00AM - 6:00PM</td>
<td>TBA</td>
<td>Scott Lapinski</td>
<td>06/05/2017 - 06/29/2017</td>
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</table>

The course above, SPED 3300K, is open to all students and scheduled on Fridays from 8:00a.m. to 6:00p.m. to allow you the opportunity to register for two June 2017 courses. If you register for SPED 3300K, you will not meet as a class on Fridays – all work will be completed asynchronously. You may be required to meet online with the course instructor on Friday afternoons/evenings or on another mutually convenient day/time to conference.

**For Teaching Fellows only (all students see the “Note”) - Department Permission Required:**

**Cohort 28**

Summer Session 1: SPED 3801K Assessment for Students with Disabilities in Adolescent Education I (FYI: This is the part 1 of the differentiated instruction/assessment course.)

*Note.* These sections may open up to all students before the end of the semester.

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<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
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<tr>
<td>5954</td>
<td>HY2-LEC</td>
<td>MoTuWeTh 6:15PM - 8:45PM</td>
<td>TBA</td>
<td>Sayi Neufeld</td>
<td>06/05/2017 - 06/29/2017</td>
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</table>

**Cohort 28**

Summer Session 2: *An update from the TESOL/Bilingual Program:*

--Teaching Fellows in Cohort 28 were scheduled to register for EDCE 6900C in July, but now may register for either one of these courses that work best with their schedules:

- EDCE 6900C - BIL - Methods of TESOL (Grades 7-12); Course No. 5156; Mon./Wed. at 1:30p.m.
- EDCE 6500C - BIL – Teaching ELA to Bilingual English Learners (Grades 7-12); Course No. 5162; Tue./Th. @ 7:30p.m.
Cohort 29

Summer Session 1: SPED 3300K – Building Community in Inclusive Contexts

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<tr>
<th>Class</th>
<th>Section</th>
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<td>TF1-LEC</td>
<td>MoTuWeTh 9:00AM - 7:00PM</td>
<td>TBA</td>
<td>Sonia Florentino</td>
<td>06/19/2017 - 06/29/2017</td>
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</tr>
<tr>
<td>5952</td>
<td>TF2-LEC</td>
<td>MoTuWeTh 9:00AM - 7:00PM</td>
<td>TBA</td>
<td>Christopher Yawn</td>
<td>06/19/2017 - 06/29/2017</td>
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Cohort 29

Summer Session 2: SPED 6100I – Working with the Families of Children with Disabilities

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<th>Section</th>
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<td>5292</td>
<td>TF2-LEC</td>
<td>MoTuWeTh 4:30PM - 7:30PM</td>
<td>NAC 5/111</td>
<td>Austin Stout</td>
<td>07/05/2017 - 08/01/2017</td>
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</tr>
</tbody>
</table>

“NET” - For currently certified teachers only (not Trans B certification) and those in the Advanced Certificate tracks – Department Permission Required:

Note. These are full-online courses – you do not attend class on campus (only via CUNYfirst)

Summer Session 1

SPED 3900K – Instructional Methods for Students with Disabilities in Childhood Education II (FYI: This is the part 2 of the differentiated instruction/assessment course.)

<table>
<thead>
<tr>
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<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
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<td>1NET-LEC</td>
<td>MoTuWeTh 6:15PM - 8:45PM</td>
<td>TBA</td>
<td>Scott Lapinski</td>
<td>06/05/2017 - 06/29/2017</td>
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</table>

SPED 3901K – Instructional Methods for Students with Disabilities in Adolescent Education II (FYI: This is the part 2 of the differentiated instruction/assessment course.)

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<th>Room</th>
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<td>TBA</td>
<td>Demetra Binder</td>
<td>06/05/2017 - 06/29/2017</td>
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</table>
--FYIs for FALL 2017 REGISTRATION:

Teaching Fellows only - Department Permission Required:

Cohort 26
- Those on the three-year plan who completed edTPA may register for any SPED 2600I course, or may ask for permissions to register for TF sections of SPED 2600I - Content Research Seminar in Special Education

Cohort 27
- Until closed, register for either one of these SPED 2600I - Content Research Seminar in Special Education sections:

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
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<tr>
<td>19387</td>
<td>TF1-LEC</td>
<td>Th 7:30PM - 9:10PM</td>
<td>TBA</td>
<td>Nicole Lorenzetti</td>
<td>08/25/2017 - 12/20/2017</td>
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<tr>
<td>19388</td>
<td>TF2-LEC</td>
<td>Th 7:30PM - 9:10PM</td>
<td>NAC 7/305</td>
<td>Christopher Yawn</td>
<td>08/25/2017 - 12/20/2017</td>
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- Register for this section of SPED 3901K – Instructional Methods for Students with Disabilities in Adolescent Education II:

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<td>TF-LEC</td>
<td>Tu 7:30PM - 10:00PM</td>
<td>NAC 6/311</td>
<td>Kelleyann Royce-Giron</td>
<td>08/25/2017 - 12/20/2017</td>
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Cohort 28
- Register for either one of these SPED 2600I - Content Research Seminar in Special Education sections:

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<tr>
<th>Class</th>
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<td>TF3-LEC</td>
<td>Tu 7:30PM - 9:10PM</td>
<td>TBA</td>
<td>Sayi Neufeld</td>
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<tr>
<td>31434</td>
<td>TF4-LEC</td>
<td>Tu 7:30PM - 9:10PM</td>
<td>TBA</td>
<td>Austin Stout</td>
<td>08/25/2017 - 12/20/2017</td>
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Cohort 28

- Until closed, register for either one of these SPED 3601K – Reading & Writing Instruction for Students with Disabilities in Adolescent Education II sections:

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<td>Donna Johnson</td>
<td>08/25/2017 - 12/20/2017</td>
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<tr>
<td>31442</td>
<td>TF2-LEC</td>
<td>We 7:30PM - 10:00PM</td>
<td>TBA</td>
<td>Donna Johnson</td>
<td>08/25/2017 - 12/20/2017</td>
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“NET” - For currently certified teachers only (not Trans B certification) and those in the Advanced Certificate tracks – Department Permission Required:

Note. These are full-online courses – you do not attend class on campus (only via CUNYfirst)

--You may sign up for either section of SPED 5300K – Positive Approaches to Challenging Behaviors

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<tr>
<td>31457</td>
<td>NET1-LEC</td>
<td>Th 7:30PM - 10:00PM</td>
<td>TBA</td>
<td>Sayi Neufeld</td>
<td>08/25/2017 - 12/20/2017</td>
<td></td>
</tr>
<tr>
<td>31458</td>
<td>NET2-LEC</td>
<td>Th 7:30PM - 10:00PM</td>
<td>TBA</td>
<td>Austin Stout</td>
<td>08/25/2017 - 12/20/2017</td>
<td></td>
</tr>
</tbody>
</table>

Note. These are full-online courses – you do not attend class on campus (only via CUNYfirst)

--You may sign up for either section of SPED 6100I – Working with the Families of Children with Disabilities

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>21765</td>
<td>NET1-LEC</td>
<td>Th 4:50PM - 7:20PM</td>
<td>TBA</td>
<td>Hector Uribe</td>
<td>08/25/2017 - 12/20/2017</td>
<td></td>
</tr>
<tr>
<td>31464</td>
<td>NET2-LEC</td>
<td>Th 4:50PM - 7:20PM</td>
<td>TBA</td>
<td>Laura Rader</td>
<td>08/25/2017 - 12/20/2017</td>
<td></td>
</tr>
</tbody>
</table>
Open to all students:

Full-online, asynchronous courses that you may register for independently:

--SPED 3800K – Assessment for Students with Disabilities in Childhood Education II

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20270</td>
<td>NET-LEC</td>
<td>Fr 7:30PM - 10:00PM</td>
<td>NAC 6/113</td>
<td>Scott Lapinski</td>
<td>08/25/2017 - 12/20/2017</td>
<td></td>
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</tbody>
</table>

--SPED 3801K – Assessment for Students with Disabilities in Adolescent Education II

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>19391</td>
<td>NET-LEC</td>
<td>Fr 4:50PM - 7:20PM</td>
<td>NAC 5/148</td>
<td>Scott Lapinski</td>
<td>08/25/2017 - 12/20/2017</td>
<td></td>
</tr>
</tbody>
</table>

The courses above, SPED 3800K and SPED 3801K, are scheduled on Fridays to allow you the opportunity to register for other fall 2017 courses. If you register for these courses, you will not meet as a class on Fridays – all work will be completed asynchronously. You may be required to meet online with the course instructor on Friday afternoons/evenings during the scheduled course times or on another mutually convenient day/time to conference.

Applying for June 2017 Graduation

The deadline to apply for June 2017 graduation is April 10, 2017 (see https://www.ccny.cuny.edu/registrar/application-for-graduation).

Who should apply in CUNYfirst for graduation?

If you are expected to graduate in September 2017 with certification, you may attend the June 2017 ceremony with pre-approval from your advisor (i.e., a meeting/review of your file for eligibility). You should only need to satisfy no more than 6 credits of coursework and should have all exams and edTPA noted as passed in TEACH. If approved, you must rescind your application to graduate in June 2017 with the Registrar by the week of May 22, 2017. Otherwise, summer 2017 and fall 2017 semester terms will not be added to your CUNYfirst account and you will experience difficulties applying for September 2017 graduation and registering for summer 2017 courses (and the possible charge of a maintenance of matriculation fee). Please remember to contact the Registrar’s Office to cancel your graduation application (also check in CUNYfirst).

All other students who will be eligible to graduate in June 2017, must meet the following criteria:

- Traditional students pursuing the M.S.Ed. degree with certification:
  - All pre-requisite education courses are noted as successfully satisfied by his/her assigned advisor;
o All deficiencies in the liberal arts and sciences are noted as successfully satisfied by his/her assigned advisor; and  
o All courses in the 31-credit M.S.Ed. degree program track for Grades 1-6 or Grades 7-12 are noted as successfully satisfied by his/her assigned advisor  
o To be recommended for certification the following certification exams and performance task must be noted as passed in TEACH:  
  ▪ Educating All Students exam  
  ▪ CST-Multisubject for Grades 1-6 (or the “old” CST-Multisubject) or Grades 7-12 exam  
  ▪ CST-Students with Disabilities exam  
  ▪ edTPA  
o Apply in TEACH for your respective certification area and pay the fee

- **Traditional students (face-to-face or full-online students; i.e., certified teachers; not the Trans B Certification) pursuing the Advanced Certificate for Grades 1-6 or Grades 7-12:**  
o All courses within his/her program  
o To be recommended for certification the following certification exams must be noted as passed in TEACH:  
  ▪ CST-Multisubject for Grades 1-6 (or the “old” CST-Multisubject) or Grades 7-12 exam  
  ▪ CST-Students with Disabilities exam  
o Apply in TEACH for your respective certification area and pay the fee

**Note.** The CUNYfirst system will not allow you to apply for graduation. Therefore, you must contact your assigned advisor when you are ready to be recommended for certification, which would be the successful completion of all courses within your respective program track and the passing of the aforementioned exams.

- **Teaching Fellows pursuing the M.S.Ed. degree with certification:**  
o All pre-requisite education courses are noted as successfully satisfied by his/her assigned advisor;  
o All deficiencies in the liberal arts and sciences are noted as successfully satisfied by his/her assigned advisor; and  
o All courses in the 31-credit M.S.Ed. degree program track for Grades 1-6 or Grades 7-12 are noted as successfully satisfied by his/her assigned advisor  
o To be recommended for certification the following certification exams and performance task must be noted as passed in TEACH:  
  ▪ Educating All Students exam  
  ▪ CST-Multisubject for Grades 1-6 (or the “old” CST-Multisubject) or Grades 7-12 exam  
  ▪ CST-Students with Disabilities exam  
  ▪ edTPA  
o Apply in TEACH for your respective certification area and pay the fee

**Note.** Teaching Fellows must not apply for graduation unless he/she will be approved for the M.S.Ed. degree and recommended for initial certification. Graduating with the
degree without certification will immediately result in your Trans B Certification being voided.

For all students:

• Please keep in mind that your transcript degree description must match the certification track and program you are pursuing. If not, please meet with your assigned advisor to complete and sign a form that will correct your program status with the Registrar—this will most likely affect your certification status. Please check your transcript description.

• If you decide to change your track level from Grades 1-6 to Grades 7-12 or vice-versa, please meet with your assigned advisor ASAP to discuss and review eligibility. If approved, a change of program form will need to be completed / signed.

• For students in the M.S.Ed. degree program who may prefer to work in lieu of student teaching or the practicum, please meet with your assigned advisor to discuss the possibility of you working under an Internship Certificate while completing the remaining 50% of your coursework (Note. All pre-requisite education courses, all liberal arts/science deficiencies, and other matriculation requirements must be noted as successfully satisfied. In addition, at least the CST-Multisubject or the CST-Students with Disabilities exam must be satisfied as per the NYC Dept. of Education…other Program in Special Education requirements may apply when you apply such as successfully passing the CST-SwDs exam.)

**UPDATES**

**Vouchers**

All students should be aware of the limited availability of vouchers. As per Dr. Bruce Billig’s notification:

*Great news from Associate Dean Edwin Lamboy! The New York State Education Department has forwarded the CCNY School of Education New York State Certification Examination (NYSTCE) vouchers to cover the cost for the EAS (Education All Students), CST (Content Specialty Test), and edTPA (Teaching Portfolio Assessment).*

1. **Only one voucher per student teacher allotted**
2. **EAS and CST vouchers are distributed on a first-come, first-serve basis**
3. There are not enough edTPA vouchers to distribute one to every student teacher. For a more equitable distribution, current student teachers will be selected by lottery to receive the edTPA voucher. When you pick up your voucher you will be informed if you were selected in the lottery.
4. **Beginning Monday, March 27th** you may pick-up your voucher from the Office of the Associate Dean (NAC 3/213) from 10:00 a.m. to 4:30 p.m.
5. **You have until Friday, April 7, 2017** to collect your voucher. After this deadline, the vouchers will be redistributed among students applying to student teach in the Fall 2017 semester.
6. Please be certain to take full advantage of the opportunity afforded by New York State on your behalf as well as the onsite workshops in the SOE (visit NAC 3/226 LTRC) to prepare for the examinations.

**Academic Literacy and Skills Test (ALST)**

As of March 14, 2017, this exam is no longer required for certification (https://www.nystce.nesinc.com/PageView.aspx?f=GEN_Tests.html)

**Certification Safety Nets**


**edTPA**

Reminder: For any student using the September 2016 Special Education Handbook, please keep in mind that you must use the templates associated with that handbook to submit your edTPA through the last submission deadline in August 2017. Thereafter, all edTPA submissions must meet criteria for the upcoming September 2017 handbook and you must use the upcoming templates.

Please read the scoring update on edTPA at http://www.nysed.gov/news/2017/board-regents-act-amend-states-teacher-certification-requirements-based-recommendations. In addition, the following is from Dr. Bruce Billig’s March 22, 2017 e-mail blast:

*These are the proposals from the edTPA Taskforce. Many, but not all, were passed by the Regents at their March meeting:*

1. There will be a new passing score set for the edTPA for fall 2017
2. There will be a multiple measures appeal process for those failing the edTPA (appeals will be reviewed by a panel consisting of teachers, principals, superintendents, higher education faculty members and a NYSED staff member). The appeals process will include a GPA requirement and a passing grade on all other tests.
3. There will be a review of specific edTPA handbooks
4. There will be a review of the length and requirements of the student teaching experience
5. EAS: The constructed response (i.e. writing) section will now be graded for literacy as well as content
6. The ALST will be eliminated. Pearson will be issuing the procedure for obtaining your test fee.

Test Review Sessions for Certification Exams

From Dr. Leonard Lewis: Currently enrolled CCNY students (including CWE students), and recent CCNY graduates, are eligible to register for one or more of the sessions below. Participants should select the session(s) that best suit their needs. How to register: Click on the following link (http://www.ccny.cuny.edu/ltrcenter/certification_exams.cfm) or register in person at the Learning and Technology Resource Center (NA 3/226). Participants must report to NA 3/226 for the room locations of workshops.

- CST: Multi-subject – Part (1) Literacy, Thursday, April 27th from 5:00pm to 7:30pm
- EAS: Content Review, Monday, April 25th from 5:00pm to 7:30pm
  Instructor: Prof. Sayi Neufeld
- Part II: Mathematics, Gr. 1-6, Wednesday, April 26th from 4:00pm to 6:00pm, NA 3/226
  Instructor: Prof. Laura Gellert

Pre-requisite Education Courses with Prof. Maria Castiglioni

This spring 2017 semester is the last semester that students in the Program in Special Education would be able to complete EDUC 7200A and EDUC 7300A or EDUC 7500A as a combined course with Dr. Maria Castiglioni.

Deficiency in Mathematics – Statistics Courses

In spring 2017, faculty in the Program in Special Education approved the review of statistics courses from mathematics departments from accredited institutions of higher education. Please speak with your advisor regarding the criteria and eligibility for acceptance.