

Registration Guide

Elementary (K-6) Teacher Licensure Program

Know your program plan: The elementary program operates on a cohort structure and you *must* complete the education (EDUC) courses in the order prescribed on the *Requirement Checklist*. However, if you have any deficiencies in the Content Requirements you will need to plan your schedule so that these are satisfied *prior* to the student teaching semester. To prepare for registration, collect your *Admission Letter*, *Requirement Checklist*, and the *Program Completion Plan*.

Fill out the *Program Completion Plan*

1. Carefully review your *Requirement Checklist*, checking for Content Requirements **highlighted in yellow**. A highlighted requirement is a deficiency that you must fulfill *prior* to the student teaching semester. Write any of these requirements and the number of semester hours needed under the Liberal Arts/Content Area Deficiencies section of the course plan.
2. Review your *Admission Letter*. If you have to complete a course for the Basic Skills requirement, be sure to include these courses in your plan.
3. If you have not yet completed EDUC 3013 and EDUC 4411, you should plan to do so during your first semester in the program. Although the remaining education coursework is prescribed, you should estimate when you will fulfill your content deficiencies (if any).
4. Fill in the Completion Plan section of the form using the course information filled in above.

A Few Things to Keep in Mind...

1. Some of the courses listed under the Course Options section below include a practicum or field-based experience. Practicum placements are arranged for you by the Director of Field Experiences or by the course instructor. Note that practicum times for these courses include travel time to and from your placement site. For more information about practicum, please refer to the [Advising Handbook](#).
2. We encourage you take at least one course toward an academic deficiency in your first semester. Know that you may need to be flexible in selecting courses and times for deficiencies. If you are unsure about what would be an appropriate course to fulfill a deficiency or long it will take you to complete the program, then please contact the Student Advisor in the Office of Student Services. Call (303) 492-6555 to schedule an appointment prior to registration. If you need to meet with the advisor, we recommend doing this sooner than later – appointment times become full quickly during registration periods.

Registration Problems

If you encounter problems registering for education (EDUC) courses, contact Matt Orr in the Office of Student Services at matt.orr@colorado.edu or (303) 492-4306. Be prepared to explain specifics about the problem: the **catalog number** (i.e. EDUC 3013), the **section number** (i.e. 001), information for any **linked courses/practica**, and your **student ID number**.

Minimum Academic Progress

Elementary teacher licensure students must complete the education (EDUC) courses in the order outlined on the *Requirement Checklist*. Failure to meet this requirement will result in dismissal from the program. Students that know they cannot meet this expectation should discuss their plan with the education advisor well in advance of the respective term.

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IMPORTANT!

All Elementary candidates must complete EDUC 4311 and EDUC 4321 during their first semester of the program. Failure to enroll in these courses will result in dismissal from the program.

These courses are *not* searchable in the registration portal. In the coming weeks you will receive an e-mail from the Director of Advising which will provide you with the 5-digit class numbers that will allow you to enroll in these courses. In the meantime, you must block out the following time slots in your Spring 2012 schedule to accommodate these courses:

****LEAVE THE FOLLOWING TIMES OPEN IN YOUR SPRING 2012 SCHEDULE**
YOU WILL BE ATTENDING EDUC 4311 AND EDUC 4321 DURING THESE TIMES**

TUESDAY 8:00AM – 3:30PM
THURSDAY 8:00AM – 3:30PM

M-Monday **T**-Tuesday **W**-Wednesday **TH**-Thursday **F**-Friday
Courses that meet twice per week will have a combination of days (e.g. MW)

Additional Course Recommendations

For students that need to complete EDUC 3013 and EDUC 4411, consider enrolling in one of the sections below. **If the course you need is closed, WAITLIST FOR THE CLASS.** We will be opening more sections in the future and students on the waitlist will be shifted into new sections of the course on the same day(s) and time.

	Catalog #	Component	Section #	5-Digit Course #	Meeting Day & Time	
Spring 2012	EDUC 3013	Lecture	001	10868	M 4:30pm – 7:00pm	
		Lecture	002	10869	T 4:30pm – 7:00pm	
		Lecture	003	10870	W 4:30pm – 7:00pm	
		Lecture	006	10873	TH 4:30pm – 7:00pm	
	EDUC 4411*	OR	Lecture	010	10985	MW 8:30am – 9:45am
			Practicum	011	10986	M 2:30pm – 4:30pm
			Practicum	013	10988	W 2:30pm – 4:30pm
		OR	Lecture	020	10984	TH 4:30pm – 7:00pm
			Practicum	021	33457	M 2:30pm – 4:30pm
			Practicum	023	33459	W 2:20pm – 4:30pm

*For EDUC 4411, you must register for the Lecture and *one* of the Practicum sections.