

**Student Guide for M.A.T. Degree Programs  
Secondary Education and PreK-12 Programs  
University of South Carolina - Columbia**

Step	Procedure	Time-Frame	Responsibility	Contact
<p>1. Apply to the USC Graduate School for M.A.T. Program in one of the areas of Secondary Education or PreK-12 certification programs.</p> <p>Note the following on your Graduate School application: Academic discipline: <u>Interdisciplinary</u> Degree sought: <u>M.A.T.</u> Special Area:</p> <p>Secondary Education Areas – English Education Math Education Science Education (options in biology, chemistry, earth science, natural science, or physics) Social Studies Education</p> <p>PreK-12 Education Areas – Art Education Foreign Language Education (options in French, German, or Spanish) Music Education Physical Education Special Education Theatre Education</p>	<p><b><i>First time graduate students at the University of South Carolina Columbia</i></b></p> <p>A. Visit the Graduate School online at <a href="http://www.gradschool.sc.edu/">http://www.gradschool.sc.edu/</a>.</p> <p>1) Application to include:</p> <ul style="list-style-type: none"> <li>a) Graduate School application</li> <li>b) Application fee (check, money order or credit card transmittal)</li> <li>c) Official transcript(s) with degree(s) posted</li> <li>d) Two letters of recommendation</li> <li>e) Immunization verification</li> <li>f) Proof of residency</li> <li>g) Citizenship verification</li> <li>h) Transcript transmittal request (for transcripts other than USC)</li> <li>i) Test scores (Copy of unofficial test scores may be submitted at application, however official scores must be received prior to full admission.)</li> </ul> <p>B. Supplemental Application required for English and Social Studies applicants.</p> <p>C. Additional documents may be required in some areas. Contact the M.A.T. Advisor (page 4) for your program area to see what, if any, additional documents are required.</p> <p>D. Your M.A.T. Advisor will review your transcripts, as well, and advise you as to whether or not pre-requisite course work will be required.</p>	<p>Many M.A.T. program areas offer rolling admissions, however some have posted application deadlines. Contact the M.A.T. Advisor in your area of interest for deadline information.</p>	<p>Student</p>	<p>Office of Student Affairs College of Education Wardlaw Building Room 113 Columbia, SC 29208 803/777-6732</p> <p>and</p> <p>The Graduate School University of South Carolina 3<sup>rd</sup> Floor Byrnes Columbia, SC 29208 803/777-4243</p> <p>See page 4 for the name, addresses, and phone number of your M.A.T. Advisor [and your College of Education (COE) Advisor, where applicable].</p> <p>English – MAT Application Supplement and Social Studies – MAT Application Supplement - <a href="http://www.ed.sc.edu/SA/forms.asp">http://www.ed.sc.edu/SA/forms.asp</a></p>
	<p><b><i>Transfer students from other USC Graduate programs</i></b></p> <p>A. Submit a Change of Status request online to the Graduate School - <a href="http://gradschool.sc.edu/DocLibrary/">http://gradschool.sc.edu/DocLibrary/</a>.</p> <p>B. and C. Same as new applicants</p>	<p>Same as new applicants</p>	<p>Student</p>	<p>Same as new applicants</p>

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2. Meet with M.A.T. Advisor. <b>NOTE: Social Studies students attend a group interview/ information meeting.</b>	Contact the M.A.T. Advisor for your area. See page 4 of this guide for contact information. <b>NOTE: Social Studies students attend a group interview/information meeting.</b>	After applying to the Graduate School	Student	See page 4 for the name, addresses, and phone number of your M.A.T. Advisor and your COE Advisor (where applicable).
3. Admission Action Recommendation (AAR) submitted – M.A.T. Advisor to COE Advisor; COE Advisor to M.A.T. Director. <b>NOTE: PreK-12 area AARs are sent directly from the M.A.T. Advisor to the M.A.T. Director</b>	Recommendations are made by the M.A.T. Advisor to COE Advisor (where applicable) and to the M.A.T. Director in one of the following categories: A. Full Admission to program, no contingencies B. Admission with contingencies C. Declined	Upon receipt and review of the applicant's complete file  <b>NOTE: Some areas have application deadlines. See #1 "Time Frame" above and/or contact the M.A.T. Advisor.</b>	M.A.T. Advisor and COE Advisor (where applicable)	M.A.T. Advisor and COE Advisor (where applicable)
4. Admission Action Recommendation (AAR) submitted by M.A.T. Director to the Graduate School Dean.	Applicants will be recommended by the M.A.T. Director as stipulated above (#3).	Upon receipt and review of the applicant's complete file	M.A.T. Director	M.A.T. Director
5. Admission status notification mailed.	The Graduate School will officially notify all applicants in writing as to their admission status.	As soon as processing is complete – usually 24-72 hours after receipt	USC Graduate School	USC Graduate School 803.777.4243 or 803.777.3001
6. Register for classes and obtain program information.	Unless already advised, admitted students meet with the M.A.T. Advisor for registration and program information. Students may register via VIP (Visual Information Processing) Internet site at <a href="http://vip.sc.edu">http://vip.sc.edu</a> and view the online <i>Master Schedule</i> of classes at <a href="http://registrar.sc.edu">http://registrar.sc.edu</a> .	A. As early as November for students beginning courses in the Spring Semester  B. As early as March for students beginning courses in the Summer and/or Fall Semesters  Open Enrollment: Check online registration calendar <a href="http://registrar.sc.edu/html/calendar/default.sim">http://registrar.sc.edu/html/calendar/default.sim</a>	M.A.T. Advisor and Student	M.A.T. Advisor COE Advisor (where applicable) Office of Student Affairs, if registration problems
7. Program of Study (POS) planned.	Program of study is planned. Visit <a href="http://gradschool.sc.edu/DocLibrary/documents/malimaprogramofstudy.pdf">http://gradschool.sc.edu/DocLibrary/documents/malimaprogramofstudy.pdf</a> for blank document.	Within first year of enrollment in program	Student	M.A.T. Advisor and Student [Secondary Sample/Template POS documents found at <a href="http://www.ite.sc.edu/ite/secmat.html">http://www.ite.sc.edu/ite/secmat.html</a> .]
<b>All students must be fully admitted to the M.A.T. program (all contingencies satisfied) in order to proceed beyond this point.</b>				
8. A. Apply for the Professional Program in Education and Internship/Directed Teaching (PPE&I or PPE&DT). B. Submit Application for Initial Teacher Certification.	A. Complete, print, and submit the Application for Professional Program in Education and Internship or Directed Teaching (PPE & I or PPE & DT) to the COE Office of Student Affairs. Visit <a href="http://www.ed.sc.edu/SA/forms.asp">http://www.ed.sc.edu/SA/forms.asp</a> for information and application.  B. Visit <a href="http://www.ed.sc.edu/SA/InitCert.pdf">http://www.ed.sc.edu/SA/InitCert.pdf</a> for information about applying for certification.	A. PPE&I / PPE&DT DEADLINES: March 15 <sup>th</sup> one year prior to Spring Int. B/DT: December 1 <sup>st</sup> one year prior to Fall Int. B/DT.  B. CERTIFICATION DEADLINES: April 15 <sup>th</sup> one year prior to Spring Int. B/DT. December 1 <sup>st</sup> one year prior to Fall Int. B/DT.	Student	A. Submit PPE&I or PPE&DT Application to the COE Office of Student Affairs (Wardlaw 113).  B. If you have questions about applying for certification, contact the COE Office of Certification – 803.777.3031.

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9. Complete EEDA Assessment (State mandated).	Visit site on Blackboard, "My Organizations".	Required for admission to the PPE&I / PPE&DT	Student	Program Coordinator and Program Faculty
10. If you have <u>not</u> already taken them, register for the state approved teacher certification exams UNLESS otherwise stipulated by your M.A.T. and/or COE Advisor(s).	Register online at <a href="http://www.ets.org/praxis">www.ets.org/praxis</a> . Successful completion of all required state approved teacher certification exam(s) is/are required for certification.  Be sure to have scores on ALL exams sent to BOTH the SC Department of Education (SCDE) and the USC College of Education.	Can vary by program area	Student	ETS - <a href="http://www.ets.org/praxis">www.ets.org/praxis</a> and your M.A.T. or COE Advisor (where applicable)
11. Prepare for and take Written and/or Oral Comprehensive Exams.	Contact M.A.T. Advisor and/or COE Advisor for information about Comprehensive Exams.	Varies from area to area, but usually during Internship B/Directed Teaching semester	Student	M.A.T. Advisor and COE Advisor (where applicable)
12. A. Apply for Graduation. B. Request USC transcript (and transcripts from all institutions attended) be sent to the SC DE.	A. Whether or not you wish to participate in the Commencement ceremony, you must submit a completed application for graduation to the COE Office of Student Affairs by posted deadline. For more information, visit <a href="http://registrar.sc.edu/">http://registrar.sc.edu/</a> . B. Visit Registrar's website to order USC transcript be sent to SCDE <u>after</u> degree has posted.	Deadlines change from semester to semester, but it is usually around January 30 <sup>th</sup> for May graduation; the June 15 <sup>th</sup> for August graduation; and September 10 <sup>th</sup> for December graduation.  Visit the Registrar's website at <a href="http://registrar.sc.edu/">http://registrar.sc.edu/</a> for University calendars.	Student	Graduate School or COE Office of Student Affairs or online at <a href="http://registrar.sc.edu/">http://registrar.sc.edu/</a>
13. Final Graduation Clearance submitted.	Graduation clearance form is sent to the COE Office of Student Affairs from the Graduate School and is completed for each candidate.	After candidate applies for graduation	Graduate School and COE Office of Student Affairs	Graduate School and COE Office of Student Affairs
14. Secure cap and gown if you plan to participate in Commencement.	Place order at bookstore. Students are notified by the Registrar's Office about commencement.	Beginning of semester of anticipated graduation	Student	Bookstore and Registrar
15. Recommendation for Teacher Certification submitted.	Students eligible for certification will be recommended to the South Carolina Department of Education (SCDE).	Upon student's successful completion of all program and state requirements for teacher certification, including all items listed herewith, and graduation and <u>posting of M.A.T. degree</u> by Registrar's office on each graduate's transcript	COE Certification Office	COE Certification Office Wardlaw 113 - 803.777.3031 and  SC Department of Education - <a href="http://www.scteachers.org/">http://www.scteachers.org/</a> - and click on "View Certification Status"

M.A.T. Area / Office / Main Number	M.A.T. Advisor / E-mail / Phone Number	COE Advisor / Office Number / E-mail / Phone Number
<b>Grades PreK – 12 Programs</b>		
<u>Art Education</u> – Sabrina Sullivan, Admin. Asst. 321 McMaster – 777.6438	Dr. Minuette Floyd, 777.3895 <a href="mailto:floyd@sc.edu">floyd@sc.edu</a>	None
<u>Foreign Languages</u> (French, German, Spanish options) - Barbara Wachob, Admin. Asst. 900 Humanities Office Bldg. – 777.4881	Dr. Lara Ducate, 777.2205 <a href="mailto:Ducate@mailbox.sc.edu">Ducate@mailbox.sc.edu</a>	None
<u>Music Education</u> – Traci Hair, Admin. Asst. Music 101D - 777.4280	Dr. Andrew Gowan, 777.2838 <a href="mailto:agowan@mozart.sc.edu">agowan@mozart.sc.edu</a>	None
<u>Physical Education</u> – Sharon Supplee, Admin. Asst. BPEC 218F – 777.3172, fax 777.6250	Dr. Murray Mitchell, 777.3172 <a href="mailto:Mmitchel@mailbox.sc.edu">Mmitchel@mailbox.sc.edu</a>	Same
<u>Special Education</u> – June Elliott-Cattell, Admin. Asst. Wardlaw 235H, 777.5743, fax 777. 3045	Dr. Christine Christle, 777.2922 <a href="mailto:christle@mailbox.sc.edu">christle@mailbox.sc.edu</a>	Same
<u>Theatre Education</u> – 402 Longstreet Theatre – 777.4288, fax 777.6669	Prof. Peter Duffy, 777.1277 <a href="mailto:Duffyp@mailbox.sc.edu">Duffyp@mailbox.sc.edu</a>	None
<b>Secondary Programs – Grades 9-12</b>		
<u>Business Education</u> – Program suspended indefinitely 7/15/2010		
<u>English</u> – 401 Humanities Office Bldg. – 777.2242, fax 777.9064	Dr. Ed Gieskes, 777.2242 <a href="mailto:GieskesE@mailbox.sc.edu">GieskesE@mailbox.sc.edu</a> , Hum 225	Dr. Mary Styslinger, 777.2233 <a href="mailto:MStyslin@mailbox.sc.edu">MStyslin@mailbox.sc.edu</a> , Wardlaw 232
<u>Mathematics</u> – 411 LeConte – 777.4224	Dr. Ognian Trifono, 777.3882 <a href="mailto:TRIFONOV@mailbox.sc.edu">TRIFONOV@mailbox.sc.edu</a> , 308 LeConte	Dr. Ed Dickey, 777.6235 or 777.8185 <a href="mailto:EDickey@mailbox.sc.edu">EDickey@mailbox.sc.edu</a> , Wardlaw 226 and Dr. Jan Yow, 777.2472 <a href="mailto:Yow@mailbox.sc.edu">Yow@mailbox.sc.edu</a> , Wardlaw 224
<u>Science – Biology option</u> SUM 311 – 777.6920, fax 777.8267	Dr. Bert Ely, 777.9645 <a href="mailto:Ely@sc.edu">Ely@sc.edu</a>	Dr. Christine Lotter, 777.6593 <a href="mailto:Lotter@mailbox.sc.edu">Lotter@mailbox.sc.edu</a> , Wardlaw 223
<u>Science – Chemistry option</u> 311-A Physical Science Bldg. – 777.5264	Dr. Scott Goode, 777.2601 <a href="mailto:Goode@sc.edu">Goode@sc.edu</a>	Dr. Christine Lotter, 777.6593 <a href="mailto:Lotter@mailbox.sc.edu">Lotter@mailbox.sc.edu</a> , Wardlaw 223
<u>Science – Earth Science option</u> EWS 502 – 777.4530	Dr. Tom Owens, 777.4530 <a href="mailto:Owens@sc.edu">Owens@sc.edu</a>	Dr. Christine Lotter, 777.6593 <a href="mailto:Lotter@mailbox.sc.edu">Lotter@mailbox.sc.edu</a> , Wardlaw 223
<u>Science – Natural Science and Physics options</u> 603 PSC – 777.4650	Dr. Jeffrey Wilson, 777.4650 <a href="mailto:JWilson@sc.edu">JWilson@sc.edu</a>	Dr. Christine Lotter, 777.6593 <a href="mailto:Lotter@mailbox.sc.edu">Lotter@mailbox.sc.edu</a> , Wardlaw 223
<u>Social Studies</u> –	Dr. Dianne Johnson-Feelings, 777.2268 <a href="mailto:DJohnso2@mailbox.sc.edu">DJohnso2@mailbox.sc.edu</a> , Hum 507	Ms. Kim Smoak, 777.6401 <a href="mailto:SmoakKP@mailbox.sc.edu">SmoakKP@mailbox.sc.edu</a> , Wardlaw 233

USC College of Education, Office of Student Affairs  
Wardlaw 113, 820 South Main Street  
Columbia, SC 29208  
(803) 777.6732 / FAX (803) 777.3068  
<http://www.ed.sc.edu/SA/> or [TEACH@mailbox.sc.edu](mailto:TEACH@mailbox.sc.edu)

USC College of Education, Secondary Education Office  
Wardlaw 216  
Columbia, SC 29208  
(803) 777.8185 / FAX (803) 777.3193  
<http://www.ed.sc.edu/ite/ite/SecEd.asp>

USC Graduate School  
Byrnes Building, 3<sup>rd</sup> Floor  
Columbia, SC 29208  
(803) 777.4243 / FAX (803) 777.3068  
<http://www.gradschool.sc.edu/>

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