

LIBERAL STUDIES PROGRAM – TEACHER PREPARATION OPTIONS
COURSE REGISTRATION PACKET FOR NEW STUDENTS
Spring 2010

**The Liberal Studies Program has a website! Go to www.csun.edu/liberalstudies to access up-to-date information on all options. Download forms, handouts, test information, etc. Everything is now available at your fingertips.
(Site is best viewed on Internet Explorer)**

The Liberal Studies major at CSUN has several options. Students may choose the **General Option**, which provides a general liberal arts education, including a minor in an academic discipline. If you are interested in the General Option, request a General Option advisement form or see the CSUN University Catalog.

Students interested in teaching in elementary or special education classrooms may choose one of the **Liberal Studies Teacher Preparation Options: Pre-Credential Option (BA only) or ITEP-Junior Option (includes BA and credential)**. Even if you want to be in ITEP, you will begin at CSUN with the Pre-Credential Option.

This packet is designed for students who need to register for classes prior to receiving a personal evaluation of their coursework as it applies to the Liberal Studies major. It should answer your questions and help you enroll in the right classes for Spring. Enrolling for classes is a simple task if you follow the instructions outlined below:

FIRST - Complete an online Liberal Studies workshop immediately.

All Liberal Studies majors planning to pursue the teaching option must complete an online Liberal Studies Workshop and receive an evaluation from our office before making an appointment with a Liberal Studies advisor. Your official advisement form will be mailed to you approximately two to three weeks after you complete the workshop.

SECOND - Meanwhile, do your own Liberal Studies course evaluation. You will need the Plan H green advisement form for Elementary Education or the beige form for Special Education. Refer to the Liberal Studies office or website for advisement forms. This form will tell you which classes are required for the Liberal Studies major. The form includes **both** Pre-Credential and ITEP-Junior Option. Pre-Credential (BA only) students take all courses listed along the left hand margin. Those planning to enter ITEP-Junior Option will take the indented courses as well. For now, just focus on the courses aligned to the left hand margin, including Math 310 Lab and ENGL 428.

Refer to the following instructions as you enter your previously completed coursework into the form:

- If you have taken any courses at CSUN, see if they are included in the Liberal Studies major. If so, fill in the appropriate box on your evaluation form.
- For courses completed at a community college, ask us for a transfer chart for the local community college(s) from which you transferred. The chart tells you the equivalent course for the first 17-18 CSUN Liberal Studies requirements (#1 through 18 listed on the advisement form). Enter onto your advisement form each course you have already completed at community college. You may access the transfer charts for local community colleges on our website under “Forms and Handouts.”
- If you aren’t sure whether a course you already took will be accepted– that is, if a course you took isn’t on the transfer form, but you think it might count – then skip over that requirement for now until you receive your evaluation (in 10 to 15 working days) after completing the workshop.

THIRD – Once you have filled in your own advisement form with the requirements you have already completed, you are ready to **make a list of possible courses to take in Spring 2010**.

Beginning with requirement #1, fill your Spring 2010 schedule with the courses you are missing, working through the advisement form in the order the requirements appear. Skip over any requirement you think you may have already fulfilled. Take only classes you know you will need. Keep going through the advisement form until you have enough units for Spring 2010. A full-time courseload at CSUN is 12 units or more. If you are a

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community college transfer student and in doubt of what courses to take, you can assume that the upper division courses (300-400 level) on the backside of the advisement form have not been met yet.

* The exceptions: we often substitute a lower division course for ENGL 301/Introduction to Linguistics (Req. #17.)

Some helpful hints:

- **Refer to the online Schedule of Classes at <http://www.csun.edu/a&r/soc/schedules.html>.**
- **How to read the Plan H PreCredential/Itep-Junior advisement form:** Each requirement has a title and then a list of CSUN course choices that will fulfill the requirement. In the large space in the center of each row, write in the course you have taken to fulfill that requirement. Then enter the grade you earned and the number of units the course was worth. If you took the course at a community college, write that course number in the large space, instead of the CSUN course number.
- **Program requirements are listed in the order in which they should be taken,** if at all possible. Try not to skip around.
- **Skip over indented requirements.** Some requirements are indented (i.e. #29 and 34 for Elem. Educ. Advisement form; #30 and 35 for the SPED advisement form). These are ITEP courses, and cannot be taken until you have been admitted to the credential program.
- **Some requirements differ depending on which credential you plan to earn.** For example, students seeking an elementary education credential take ELPS 203 and EPC 315. Students planning to seek a special education credential ***do not*** take those classes – instead, they take SPED 400 and SPED 402A. Special education candidates should also be sure to sign up for the lab (SPED 401CL) when they sign up for SPED 401C, a class that all pre-credential option Liberal Studies majors take.
- **Linked courses are denoted by heavy black lines** that enclose more than one course (i.e. requirements # 28 and 29 for Elem. Educ.; #29 and 30 for SPED). Students in ITEP must take those linked courses at the same time. If you are planning to join ITEP, skip over the subject matter course in the heavy black lines until you are admitted to the ITEP program and can sign up for both the subject matter course and the professional methods course with which it is linked.

I would like to be in ITEP. Does that make a difference in how I enroll?

If you plan to join the Integrated Teacher Education Program (ITEP) and earn your credential at the same time you earn your BA degree in Liberal Studies, you are highly recommended to complete all lower division courses as soon as possible. These include Math 210, child development, introduction to literature, physical science plus lab, and biology plus lab. Also take EPC 315 and SPED 401C for Elem. Education; SPED 400 and SPED 401C/L for SPED – these must be completed before enrolling in ITEP professional methods classes, EED 472 or EED 477A.

Also, don't take classes that are linked until you are able to take the professional methods class that is part of the linked set. For example, take MATH 310 as soon as possible, but wait to take MATH 310L until you are admitted to ITEP. You will need to take it at the same time you take EED 472. Likewise, wait to take ENGL 428 until you are admitted to ITEP. ITEP students must take it at the same time as EED 477A.

If you have a quick question, you can refer to our website at www.csun.edu/liberalstudies. Also, for students who already received an evaluation from our office, we have 10-minute appointments from mid November 2009 through January 2010. We are trying to help every student get properly registered in classes during these months. We may ask you to postpone questions or issues that will need additional time and information until we return to our regular appointment schedule during non-registration months. Thank you in advance for your patience.