Literacy MSEd
B-6 and 5-12
NEW Student Handbook
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INTRODUCTION
Welcome! Thank you for choosing SUNY Oneonta for your graduate studies!

ABOUT THE HANDBOOK AND STUDENT RESPONSIBILITY
This handbook contains information about procedures and requirements to assist new literacy graduate students in the School of Elementary Education and Reading. It should be used as a supplement to the Graduate Catalog, the Schedule of Classes, the Graduate Studies webpage, the Department webpage, and other official publications/webpages of college.

It must be remembered, however, that programs, courses, and requirements do not remain static. They are frequently modified, hence official publications and this Handbook may lag slightly behind recent course revisions. It is essential that students maintain frequent and close contact with their advisors to ensure that all requirements are met.

The final responsibility for pursuing a successful graduate program, organizing and concluding its many parts, remains with each student. Each student has the primary responsibility for being aware of, and satisfying, the requirements and policies of his/her program. Students are encouraged to seek advice from their advisors, program coordinator, department chair and professors. Ultimately, the student is responsible for navigating a successful program schedule to the award of his/her degree.

NEXT STEPS AFTER ACCEPTANCE
SETTING UP AN ACCOUNT
- After you have been accepted, please pay your deposit. Check with the Graduate Office if you need help with paying the deposit.
- Then, set up your Oneonta email account. Check with IT if you need help setting it up.
- Reach out to the Program Coordinator to determine your plan of study before registering for your courses: sasha.ramlal@oneonta.edu.

USING BLACKBOARD
Sign up to attend Blackboard Orientation. This is recommended for students that are new to Blackboard or need to review the components of Blackboard. Here are the steps for getting added to the Blackboard Student Orientation course:
- Log into Blackboard.
- Click on this link.
- Click on the words “Click here to enroll”

Once you are enrolled then you can access the course by going to “My Organizations” on the Home tab. It’s in the center, bottom of the screen. Contact IT to if you need help.
READ THE GRADUATE CATALOG
Read the current Graduate Catalog. It is your responsibility to understand all the policies and procedures detailed the catalog before your first day of class.

READ THE PRACTICUM REQUIREMENTS
Read what will be required of you when you take the Practicum Courses (e.g., 636, 641/645). Reach out to Dr. Barb Vokatis, Clinic Coordinator, with questions: barbara.vokatis@oneonta.edu

ADVISOR CONTACT INFORMATION
You will go through initial advising with the Program Coordinator, Dr. Sasha R. Ramlal. Then, you will be directed to your advisor for any questions that arise. Here are the advisors for the program:

- Dr. Sasha R. Ramlal, Program Coordinator: sasha.ramlal@oneonta.edu
- Dr. Barb Vokatis, Clinic Coordinator: barbara.vokatis@oneonta.edu

DASA TRAINING
After the start of your first semester, check your Degreeworks page. If the ‘DASA Training Completed’ component is not checked off and you have already completed your DASA training, contact the Registrar’s Office to inquire how you submit proof of completion.

If the ‘DASA Training Completed’ component is not checked off and you have not already completed your DASA training, you need to locate a site to complete your training. Then, submit proof of completion of the training to the Registrar’s Office.

You must ensure that the ‘DASA Training Completed’ component is checked off on your Degreeworks page prior to applying for graduation.

TRANSFER OF GRADUATE CREDITS EARNED ELSEWHERE
Reach out to your academic advisor if you have courses that need to be transferred into the program and they were not discussed during your initial advisement with the Program Coordinator.

See the policy in the ‘Graduate Admission’ section of the current Graduate Catalog.

COURSE REGISTRATION
You will receive a time ticket with it is time to register for courses.

Watch this video to help with registering for courses: SUNY Oneonta Course Registration

Use this link to search for courses and locate the CRN number: Web Services
APPLYING FOR GRADUATION

Read the section under ‘Graduation’ in the current Graduate Catalog. Check to see that all the boxes are checked off on your Degreeworks page prior to applying for graduation.

File a diploma application with the Registrar’s Office. Diploma applications can be emailed (from your oneonta.edu email account) to graduation@oneonta.edu, mailed, or faxed. A diploma application fee of $5.00 will be charged to your student bill, when you submit your diploma application.

If you will be applying for your Professional or Initial Teaching Certification, and you would like SUNY Oneonta to send your academic credentials to the State Education Department for a certification recommendation, please complete the Information Release Form and return it, along with your diploma application, to the Registrar’s Office. The form can be emailed (from your oneonta.edu email account) to graduation@oneonta.edu, mailed, or faxed.

If you have questions regarding the application process, please contact the Registrar’s Office.

CONTACT INFO FOR RELATED SERVICES

Financial Aid
Check with Financial Aid about applying for aid and for questions about cost per credit.

Office of Student Accounts
Check with Student Accounts for questions about your bill, such as receiving/paying your bill.

Registrar’s Office
Check with the Registrar’s Office for questions about registering for classes.

Information Technology Services
Check with IT to obtain your login information or for technology support.

Graduate Admissions Office
Check with the Graduate Office for questions about the application or submitting outstanding materials. Materials can be submitted on the my applicant status page.