Multiple Subject Student Handbook
Teacher Credentialing/Master’s Program

2013-2014
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Welcome

Dear Credential/MA student,

You are entering the premiere teacher education program in California! The UC Davis Teacher Education program prepares teacher leaders who are as comfortable teaching in diverse school settings as they are inquiring deeply about how teaching practices work or don't work well in their classrooms.

In teacher education, our goal is to provide students with what we consider to be the best possible preparation for a lifetime of teaching and learning. We take a stance in teacher education that beyond fundamental pedagogical content knowledge and high quality teaching experiences mentored by good teachers, beginning teachers need to: become advocates for social justice to understand students’ learning needs; implement inquiry-based teaching; work collaboratively with others; and reflect about teaching and learning. The four pillars of advocacy, inquiry, collaboration, and reflection are woven throughout your credential program.

The UC Davis Teacher Education program has prepared hundreds of teachers to work in schools and other educational contexts. Our teachers are prepared to teach academic content to English learners side-by-side with English speakers, using research-based methods and approaches to teaching. Our courses are taught by master teachers and teacher educators. You will learn to plan, implement, assess, adapt, and reflect on your teaching and learning classroom experiences. As a UC Davis teacher, you will be educating children and adolescents from diverse socio-cultural and language backgrounds to become curious, thoughtful, knowledgeable, literate, and productive adult members of society. You will be immersed in teaching and learning from day one of the program, when you begin to explore the world of teaching through the eyes of teachers, mentors, researchers, and learners. Your journey in learning to teach will prepare you for life-long learning and inquiry-based teaching. Graduates of the UC Davis Credential Program are in great demand because they are known to be outstanding teachers and teacher-leaders who promote equity, inquiry, collaboration, and reflection, all of which lead to increased achievement and new learning.

The Multiple Subject Student Handbook will assist you throughout the credential program and it is our hope that the handbook will serve as a reference to you as questions arise. As a credential student you are also considered a graduate student and in addition to this handbook, you will want to utilize the Graduate Students Handbook as a reference.

In closing, we welcome you to the School of Education. The faculty and staff are available to assist you on your educational journey!

Sincerely,

Christian Faltis
Professor, Director of Teacher Education
Dolly & David Fiddyment Chair in Education
Contact Information

School of Education Leadership
Harold Levine, Dean
Paul Heckman, Associate Dean
Christian Faltis, Director of Teacher Education

Teacher Education Faculty
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<td><a href="mailto:ammendle@ucdavis.edu">ammendle@ucdavis.edu</a></td>
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</tr>
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Program Philosophy & Emphasis

A core principle of the University of California, Davis Teacher Education Program is to prepare highly qualified teachers who are advocates for equity in learning for all students. Our programs are particularly effective in preparing our candidates to work with K-12 students who come from culturally and linguistically diverse communities. Course work includes methods of teaching a second language and developing academic literacy in all discipline areas.

The design, implementation, and assessment of the UC Davis credential program is guided by its mission to prepare teacher-leaders who can assume four key roles in ethnically and linguistically diverse school communities. These roles are:

1) Collaborative professionals who work with students, colleagues, and parents to forge effective teaching practices;

2) Advocates for educational equity who champion high learning expectations for all students;

3) Reflective practitioners who employ classroom inquiry to improve teaching practice and create effective classroom communities; and

4) Investigative teachers who continuously examine, define, and refine their teaching practice to promote student learning, targeting underachieving students as a particular focus.

The University of California, Davis Teacher Education credential program offers a 5-quarter Credential/Master's program in the Multiple Subject area. The first three quarters include course work to meet credential requirements. If you meet the criteria to continue on to the master's program after the spring quarter of your credential year (see Section 10), you will enroll the following two quarters (Fall and Winter) as a part-time student to complete the master's degree.

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**Type of Teaching Credential You Will Earn**

California utilizes a two-tier credential system and the tiers are referred to as Preliminary and Clear Credentials. After satisfactory completion of all UC Davis program and California State requirements, you will qualify for a Preliminary credential. The Preliminary credential is valid for five years from issuance date.

During the five-year period of your Preliminary credential, you will be working in a school district with required participation in a BTSA/Induction Program. The program guides you through the State requirements to earn your Clear credential. This is typically a two-year program of support as you begin your career as a teacher. Once this program is complete, the Induction Program will recommend you for the Clear credential. Your Clear credential will be valid for five years and can be renewed every five years without additional course work requirements.

Currently, participation in a California Induction Program is the primary option for you to clear your credential. If you accept employment in a position that does not offer an Induction program, contact the Induction program closest to you and ask if you can participate. You may have to pay a fee to that program. In some cases your employer may be able to verify that Induction is not available, allowing you to complete a Clear Credential program at an approved California College or University. This last option is not common so be sure you qualify before beginning any such program.

The credential you will earn may be referred to as an SB 2042 credential. (SB 2042 refers to the legislative bill that mandates the current credential standards and requirements.) Your SB 2042 credential meets the federal No Child Left Behind (NCLB) requirements for subject matter competence. NCLB compliance is evaluated by a school district once you have been hired.

**Multiple Subject Credential**

You will earn a Multiple Subject teaching credential which authorizes you to provide instruction in all subjects in a self-contained class for students in grades twelve and below, including preschool, and in classes organized primarily for adults. However, most multiple subject teachers in California teach in grades K-6.

As a self-contained classroom teacher, you are also authorized to team-teach or to regroup students across classrooms. In addition, you are authorized to teach core classes consisting of two or more subjects to the same group of students in grades five through eight, and to teach any of the core subjects to a single group of students in the same grade level as the core for less than fifty percent of the work day.

Your credential authorizes you to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in multiple-subject-matter (self-contained) classes. This is referred to as an English Learner Authorization and it authorizes the same service as the CLAD certificate.

**Multiple Subject with BCLAD: Spanish**

Some of you may also earn the Bilingual Cross-cultural Language & Academic Development (BCLAD) authorization with your Multiple Subject credential. This credential authorizes the same instruction listed above under Multiple Subject with the additional authorization to provide content instruction delivered in the Primary Language (Spanish). Typically this type of authorization is used in a classroom setting where content instruction is provided in both English and Spanish.
To qualify for this added authorization, you will need to pass a written and oral language assessment during your admissions interview. In addition to the regular credential course work you will complete:

1. One additional course, Education 152
2. A student teaching placement in a bilingual setting in which part of the instruction is delivered in Spanish
3. Education 253 instead of Education 206
4. Pass the CSET: LOTE Subtest V for Spanish Exam

### Additional Authorizations

**Subject Matter or Supplementary Authorizations**

Based on your degree major and/or coursework completed during your undergraduate program, you may qualify for a Subject Matter or Supplementary Authorization. This authorization would credential you to teach in additional subject areas beyond the Multiple Subject credential. A [Subject Matter Authorization](http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf) requires a degree major or 32 semester units in the subject area, plus courses in specific content areas. A [Supplementary Authorization](http://www.ctc.ca.gov/credentials/leaflets/cl629.pdf) requires 20 semester units in the subject area, plus courses in specific content areas. Please let your Supervising Teacher know if you are interested in an additional authorization so we can explore placing you in a Student Teaching assignment in that area.

### Adding a Single Subject Authorization

A Single Subject Authorization can be added to your Multiple Subject credential by passing the CSET exam in an area of your choice and by taking a 4-quarter (3-semester) unit methodology course. If you complete these requirements by the end of your credential year, we will add this authorization to your Multiple Subject recommendation. If you complete the requirements after you leave the program, contact our Credential Analyst for assistance in applying for the additional authorization. You can also visit the CTC Web site for more information on [adding authorizations](http://www.ctc.ca.gov/credentials/leaflets/cl629.pdf).

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Completing Program Prerequisites

If you did not complete the program pre-requisites prior to admission and will need to complete coursework to meet the requirement, please check our course equivalency website at [http://courses.teach.ucdavis.edu](http://courses.teach.ucdavis.edu) to be certain that the course work you have selected will meet UC Davis requirements.

All program prerequisites must be completed before your credential can be recommended.

Prerequisites

1. **Bachelor’s Degree**: Bachelor of Arts or Science, with any major. The degree must be earned prior to the start of the teacher preparation program and verified by the summer of the year entering the program.

2. **Basic Skills Requirement** (commonly referred to as the CBEST): This is a basic reading, writing and math skills exam that must be taken prior to beginning the credential year. One of the following options will meet this requirement:

   A) The [CBEST exam](http://courses.teach.ucdavis.edu);

   B) The [CSET: Multiple Subject exam COMBINED WITH CSET: Writing Exam](http://courses.teach.ucdavis.edu);

   C) A basic skills exam from another state;

   D) Receive “College Ready” results for both Math and English on your 11th grade Early Assessment Program exam; or

   E) Pass CSU placement exams for both Math and English. Entry Level Math (ELM) minimum score is 50 and English Placement Test (EPT) minimum score is 151.

For admission to the program, you must show progress towards meeting this pre-requisite by registering for one of the exams in options A or B. Or if you are utilizing options C, D, or E, you must provide evidence of passing test results.

Although you may start the credential year without meeting the Basic Skills Requirement, you must meet the requirement prior to starting your full-time student teaching. We strongly encourage you to complete this requirement before you begin the credential year in order to prevent delays in your student teaching progression.

For more information, please review the Commission on Teacher Credentialing (CTC) pamphlet on the [Basic Skills Requirement](http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf).

3. **Subject-Matter Competence**: You must demonstrate subject-matter competency prior to starting your full-time student teaching. For multiple subject students, competency is met by passing the Multiple Subjects portion of the [California Subject Examination for Teachers (CSET)](http://courses.teach.ucdavis.edu).

4. **U.S. Constitution Requirement**: There are a variety of options to clear this requirement. Please review the options listed on our admissions Web site for [U.S. Constitution](http://courses.teach.ucdavis.edu).

5. **Fundamental Mathematics**: You need to complete a basic, non-remedial college-level math course or AP exam. Please review the options listed on our admissions Web site for [Fundamental Mathematics](http://courses.teach.ucdavis.edu).
6. **Educational Psychology**: Education 110 (Educational Psychology) or Psc 140 (Developmental Psychology) at UC Davis will meet this requirement. If you feel that you have an equivalent, upper-division course from another four-year college, please visit our [Course Equivalency website](#). Community College courses do not apply.

It is possible to complete this prerequisite during the credential year; however, we strongly recommend that you complete it before you start the program.

**Checking Your Progress**

During the credential year, you can check your status toward completion of prerequisites, coursework, and program requirements by logging on to the School of Education Intranet to review. The [SOE Intranet](#) is not activated until the start of your credential year. After you log in, click on the "Requirement Progress" link on the left side of your screen. The information is listed in two sections titled Student Responsibility and Program Responsibility.

1. **Student Responsibility**
   
   This area lists the pre-requisites and requirements that you are responsible for completing. If this report does not reflect a completion date but you believe you have completed this item, please contact the Credential Analyst with the specifics so we can investigate. It could be that we simply missed updating our records or it might be that you have not met the requirement.

2. **Program Responsibility**
   
   This area lists the credential courses you have completed (grade and units are shown), the courses in progress (only term of enrollment is shown), and the classes that you still need to complete (only course number shown). All courses listed in this section must be completed to qualify for your credential and must meet minimum [GPA requirements](#).

Please use this report as a method to make sure you are on track to meet your credential requirements and that the Student Services Office has a record of your progress.

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Progress Toward Credential Requirements

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Grade completion data will be updated approximately 2 weeks after quarter ends. These requirements will be met through successful completion of credential program coursework.

You must provide documentation to Student Services showing completion of the items listed above.
Getting Ready for the Credential Year

You’ve been admitted, you have communicated your Statement of Intent to Register (SIR), and you have attended orientation. You’re almost ready, but there are a few more tasks to complete before you begin the credential year.

Certificate of Clearance (CIC)

All credential candidates are required to obtain a Certificate of Character and Identification Clearance [Education Code 44321 (d) and Title 5 Regulations 80028] prior to beginning the student teaching experience. This document verifies that the individual has completed the fingerprint and character and identification process and has been cleared by the Commission to begin student teaching.

If you currently hold a 30-day Substitute Permit, you have already completed this requirement. Please provide a copy to the Student Services Office and no further action is necessary.

To apply for the Certificate of Clearance, take the following steps in this order:

1. Print three copies of the LiveScan form: (http://www.ctc.ca.gov/credentials/leaflets/41-LS). See the “Admitted Credential Students” section of the website under “Things to Do.”

   When you pull up the LiveScan from there should be information pre-populated in the top two boxes/sections of the form. Depending on the web browser you are using, this information may not show up, and you may need to try a different web browser. It is critical that this information be listed correctly on your form so if you have problems or questions with this process, please contact Student Services for assistance.

2. Submit the three copies of the LiveScan form and processing fees to the LiveScan operator when the prints are taken at any of the approved LiveScan locations.

3. Navigate to the Commission’s Online Direct Application Site.

4. Complete the online application using a VISA or MasterCard debit or credit card; complete the authorized transaction fee of $37.00 (subject to change).

5. Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment Web page.

6. Submit a copy of the Certificate of Clearance to Student Services no later than June 1st for verification that you have started the process to obtain your Certificate of Clearance. If you are submitting by fax or email please cross-out your social security number and date of birth AND call Student Services with this information so we can verify your Certificate of Clearance.

The Certificate of Character and Identification Clearance (CIC) application requires disclosure of all criminal convictions, even if the conviction has been expunged. Your LiveScan prints are forwarded to the California Department of Justice and the FBI for processing. Processing can take anywhere from a few days to several months. If you have a criminal conviction, the Professional Services Unit of the California Commission on Teacher Credentialing reviews your case and rules on whether to issue a Certificate of Character and Identification Clearance to you. Any review by the Professional
Services Unit may delay this process. Please contact the Credential Analyst for guidance if you answer “yes” to any of the Professional Conduct questions in the application.

**Degree-posted Transcripts**

*Degree-posted* transcripts must be submitted no later than June 30th. You will need to order two Degree-posted transcripts from your college and send them to the School of Education. If you completed your undergraduate degree at UC Davis, request transcripts from the Registrar’s Office. If you graduate from a UC School in the Spring or Summer quarter preceding the start of the credential program we understand that your degree posted transcripts will not be available until the end of August. Please check with your Registrars office to find out when they will be available to order.

**TB Clearance**

TB Clearance is required before you can begin student teaching and there is an August 1st deadline. Education Code governs infectious disease controls for school districts. Although some districts may vary in their enforcement of the TB requirement timeline, we adhere to the strictest interpretation. Therefore the timeframe for you to have the TB test administered or the chest X-ray taken must be within 60 days of the start of your contact with students through your student teaching placement. Please plan to have your TB test or X-ray administered during July of the summer before you enter the credential program.

The TB test may be administered by your personal physician or at the UC Davis Student Health Center-whichever is most convenient for you. The results of a TB skin test must be read two days after it is administered, so plan your time accordingly.

Please submit written verification (in any format that your physician prefers) of your negative results to the Student Services Office in person, by mail, or by fax no later than August 1st. Our fax number is (530) 754-6672. Please be aware that a school district may not allow you to begin your student teaching until this requirement is fulfilled.

NOTE: A TB skin test cannot be repeated within a 6-month period of time. If you have had a TB skin test within the 6-month period prior to the start of your credential year, you will need to submit your most recent TB test results. We will work with you to determine when another TB skin test may be taken. Results of the new TB test must be submitted to the Student Services Office within one week of that date.

**Establish UC Davis Computing Account**

Establish your UC Davis computing account & password. In order to access your student records, print transcripts, and register for classes, you will need your individual UC Davis Computing Account, a Login ID, and a Kerberos Password. Follow the directions on the Information Education & Technology Web Page to establish your UC Davis Computing Account. The account will not be effective until 24-48 hours after your request has been submitted. You will need your Student ID number that appears in the email you received from the Dead of Graduate Studies advising you that you were being admitted.

If you need in-person assistance with your set-up, you can go to 182 Shields Library.

NOTE: If you attended UC Davis as an undergraduate you do not need to set up a new computing account, but you do need a new graduate student ID card.
Program Curriculum and Requirements

Curriculum Requirements
This program's course work is designed to be focused and intensive, thereby enabling you to complete the required courses and the student-teaching component in three academic quarters. During the program you will be engaged in a variety of courses ranging from methodologies for teaching subject matter to issues of cultural diversity in the K-12 classroom. Guided by expert teachers, you will have opportunities to systematically apply your learning to the classroom, reflect on the results of your teaching, and work in teams or groups to complete course projects. The knowledge and skills that you develop will give you a distinctive advantage in today's elementary classroom.

Education 304ABC are the student teaching courses. You are required to complete the Basic Skills Requirement and pass all subtests of the CSET exam before you can progress to full-time student teaching.

View course requirements for a list of all of the required courses that you must complete in order to obtain a teaching credential.

Additional Requirements
In addition to completing the coursework requirements during your credential year, you must also complete the following before you can be recommended for a teaching credential:

1. CPR
   You must complete a CPR course that includes adults, infant, and children (B level). Bring in your current CPR card to the Student Services Office so we can make a copy for our records. If your CPR card will expire during the credential year, it is valid for credentialing purposes. First Aid is not required.

2. Teaching Performance Assessment: PACT
   UC Davis uses the Performance Assessment for California Teachers (PACT) to meet the Teacher Performance Assessment (TPA) requirement. All candidates for a preliminary Multiple and Single Subject Teaching Credential are required to pass an assessment of teaching performance in order to earn a teaching credential. This assessment of teaching performance is designed to measure the candidate’s knowledge, skills and ability with relation to California’s Teaching Performance Expectations.

3. Reading Instruction Competence Assessment: RICA
   Reading Instruction Competence Assessment (RICA): You must demonstrate that you possess the knowledge and skills important for the provision of effective reading instruction to students through passage of the RICA exam. Faculty will work with you during the credential year to prepare you for this exam. For information, visit the RICA test site.

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Enrollment Procedures

General Information
Each quarter the Student Services Office will email you detailed course enrollment information, the Course Registration Number (CRN) to enroll in, and the proper unit requirements. The Multiple Subject cohort is separated into three smaller groups according to the student teaching assignment (i.e., early start district or late start district) and/or BCLAD designation for enrollment purposes. The enrollment directions are very specific to each group. Also, there are some classes in each quarter for which you will need to select the correct CRN depending on your instructor. It is important that you register using the correct CRN.

Several of your required credential courses have some of the class meetings in one academic quarter and concluding in another. This is done in order to give you the academic content you need for your student teaching when you need it, and at the same time balance your unit load over the three quarters of the credential program. For this reason, the class schedule will not be exactly the same as your course enrollment schedule. On the School of Education Web site link for your course enrollment, the classes that you begin during fall quarter and enroll in later in the academic year are designated with "no CRN".

Enrollment instructions for Fall will be sent to you in July. Students enroll for classes via SISWEB. Initially this process can be somewhat confusing, so please check with the Credential Analyst if you need assistance.

Be sure to print out your schedule each quarter and double-check that you are enrolled in the correct courses and proper number of units. Not doing this, and enrolling improperly, could result in having to enroll full-time during your master's year to pick up the missing units to be eligible for your master's degree.

For Financial Aid purposes, you need to be enrolled in 12-quarter units to be considered a full-time student.

Class Calendars
When you register for class through SISWEB it may seem as though there are conflicting times with certain classes, however, this is not really the case. Approximately 2-3 weeks before the start of each quarter you will be sent a PDF document indicating that quarter's class schedule.

Schedule Changes
If it becomes necessary for you to change your schedule, please refer to the Class Schedule & Registration Guide for details and deadlines. A general guideline is as follows:

ADD: You can add classes via SISWEB prior to the 12th class day of each quarter. After that date, the Student Services Office can issue a Permission To Add (PTA) number.

DROP: You can drop most classes via SISWEB prior to the 20th day of instruction except for Education 110, which must be dropped by the 10th day of instruction.

Variable Unit Courses (199, 292, 299, 304)
The schedule of courses for the year requires you to enroll in a number of variable unit courses. Often SISWEB only allows you to enroll in the minimum unit value of that section (2 units). When
this happens, if you need to enroll in a higher number of units that quarter, you need to access the 'Variable Unit' option to increase the unit value of the course. You should make this change during initial enrollment.

If you add a variable unit course after the 25th day of instruction with a PTA (Permission To Add number), you cannot change the units in SISWEB and will have to increase your units through the Registrar’s Office.

**Wait List**

You should never be on a wait list for credential courses we have asked you to enroll in. If this happens, please contact the Credential Analyst immediately for assistance.
Taking a Break

The teacher credential portion of the credential/MA program should be completed in three consecutive quarters (Fall, Winter, Spring). If for some reason, you are unable to complete the program as expected, you should know that you do have options. Your registration status determines which options are available to you. The Student Services staff is available as a resource to help you navigate through this process, if necessary, as are your Supervising Instructor and the Associate Director of Teacher Education.

Cancellations and Withdrawals

To cancel your registration before the first day of instruction or to withdraw from the university on or after the first day of instruction, you must go to the Registrar's Office and complete a Cancellation/Withdrawal form. If you do not submit a Cancellation/Withdrawal form, you will be liable for fees according to university policy and you will receive an “F” grade for each course in which you are enrolled. No exceptions will be made to this policy.

Schedule of Refunds

The Schedule of Refunds refers to calendar days (not school days) beginning with the first day of instruction. The number of days elapsed is determined from the date the completed Cancellation/Withdrawal form is filed with the Registrar's Office, and it is presumed that no university services will be provided to the student after that date.

The Schedule of Refunds applies to all students except first-quarter students who receive federal financial aid.*

<table>
<thead>
<tr>
<th>Calendar Days Elapsed</th>
<th>Percentage of Fees Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–1</td>
<td>100% less $10.00</td>
</tr>
<tr>
<td>2–7</td>
<td>90%</td>
</tr>
<tr>
<td>8–18</td>
<td>50%</td>
</tr>
<tr>
<td>19–35</td>
<td>25%</td>
</tr>
<tr>
<td>36 days and over</td>
<td>0%</td>
</tr>
</tbody>
</table>

*New students who receive federal financial aid and withdraw during the first academic term may have fees refunded according to a Modified Fee Refund Schedule.

Financial Aid Refunds/Return of Aid

Students who receive aid and withdraw, drop out, are expelled, etc., beginning the first day of enrollment will be reviewed by the Financial Aid Office in accordance with the Student Financial Assistance Return Policy. Additional information concerning the return of funds calculations is available in the Financial Aid Office.

Regulations require that UC Davis provide for a refund using a pro rata calculation if the student withdrew on or before the 60% point of the semester. The pro-rata refund will be calculated as the proportion represented by the number of days that the student was enrolled to the number of days in the academic period.

Situations may arise—based on the withdrawal date, the amount of Financial Aid disbursed and the amount of Financial Assistance required to return—where the result is an outstanding debt incurred by the student and due the university.

PELP (Planned Educational Leave Program)

This program is designed to allow you to suspend your program of study for good cause (i.e., illness, temporary departure from the university for employment, preparing for examinations, financial
problems, and personal issues) and be guaranteed the right to return later to resume academic work. Please contact the Student Services Office staff, if you need to suspend your studies for one year and return the following fall.

The electronic form is available through the Student Services Office and the fee will be $70 (subject to change). Please note: if you go on PELP status, you are NOT ELIGIBLE to enroll in the Student Health Insurance Plan.

Readmission
If for one reason or another you drop out of your graduate program but wish to return, you must file an [Application for Readmission]. Readmission is not automatic; your application is considered along with those of first-time and other readmission applicants. File the application with Graduate Studies at least six weeks prior to the beginning of the quarter in which you plan to enroll. There is a $70 (subject to change) processing fee.

You must obtain the endorsement of your Program Director, which indicates to the Dean that you are guaranteed a place in the program. It is your responsibility to provide any supporting documents that may be required by the program (e.g., new statement of purpose, letters of recommendation, GRE scores, etc.).

Returned Checks/Insufficient Funds
All students whose registration fee payments are returned for insufficient funds are not considered registered students and will be withdrawn from all classes; you must then apply for readmission for the quarter in which you wish to re-register.

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General University & Departmental Policies

GPA Requirement
A GPA of 3.0 must be maintained throughout the program in order to stay in “good academic standing” in graduate school. A 3.0 GPA is required to move on to the Master's program.

Only courses in which A, B, C, or Satisfactory are earned may be counted toward your degree requirements. A course in which you receive a D+ grade or lower does not count towards meeting program requirements for the credential or for the master’s degree. Any required course in which a grade of D+ or lower is earned will need to be repeated.

Incomplete Grades
An “Incomplete (I)” may be assigned as a temporary grade when a student has performed at a passing level for the majority of the course, but is unable to complete the course for an acceptable reason (e.g., illness). The remaining work must be completed and the grade changed to a final letter grade within one academic year (three quarters) or a grade of “F” will be assigned by the Registrar’s Office. Students need to submit a grade change petition to their instructor at the time the course work is completed. Necessary forms are available in the Student Services Office.

Repeated Courses
With the consent of the Graduate Adviser and approval by the Dean of Graduate Studies, a student may repeat a course in which a grade of C, D, F or Unsatisfactory is received up to a maximum of nine units. Only the most recently received grade and corresponding grade points shall be used in calculating a student’s grade point average, but all units attempted and grades received shall remain part of the student’s permanent record. All repeated courses must be taken for a letter grade.

Program Changes, Grade Changes, and other Petitions
All requests for changes or petitions of any kind need to be presented, in writing, to the Student Services and Advising Office before they will be processed. Necessary forms are available in the Student Services Office.

Personal Information Changes
Name, Phone and Address Changes can be made through the Registrar’s Office or online through SISWEB. Please also let the Student Services Office know by emailing eduadvising@ucdavis.edu.

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Advocacy Resources

The School of Education is committed to helping you succeed in your academic effort. Graduate program staff are a good resource for you, as they know the program intimately and can connect you with the appropriate people. In addition, do contact your faculty instructors with questions you may have about your academic performance.

Another valuable resource available to you is the Associate Director of Teacher Education. As Graduate Advisor, this person has the responsibility to discuss academic or program issues of concern with you and to assist you in completing program requirements.

Additional advocacy resources are listed in the Graduate Student Guide.

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Moving on to the Master’s Degree

Credential/MA students are admitted to the School of Education/Graduate Studies as Credential students and advanced to MA status after completion of all credential requirements as well as the following:

1. Cumulative UC Davis graduate GPA must be at least 3.0 by the end of the Spring Quarter of your credential year

2. A grade of A, B, or C in all required 100, 200, and 300 level credential/MA courses

3. A grade of B- or higher for student teaching (EDU 304 series)

4. Completion of all UC Davis prerequisites and California Credential requirements for the teaching credential, with appropriate documentation submitted to the School of Education Credential Analyst by August 1st preceding the fall quarter in which the student will enroll for year 2 of the MA/Credential (quarters 4 and 5)

5. By August 15th of the second MA/Credential year (4th quarter), students must have access to an institutional setting in which teacher inquiry can be conducted. One of the following three options will meet this requirement:

   A) as the teacher of record in a K-12 classroom

   B) in a K-12 tutoring situation, with the opportunity to work with the same students for two academic quarters for at least 40 hours per quarter

   C) as a guest in another teacher’s classroom for the purpose of carrying out the teacher inquiry.

Substitute teaching does not provide the opportunity for sustained work in a classroom with the same group of students, and therefore will not satisfy this element. One exception will be if you are hired for a long-term substitute position where you will be in the same assignment spanning the research period of two academic quarters September through March.

Outline of course work for completing the master's degree:

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 206C (4 units)</td>
<td>EDU 206D (4 units)</td>
</tr>
<tr>
<td>EDU 299 (2 units)</td>
<td>EDU 299 (2 units)</td>
</tr>
</tbody>
</table>

We will meet with you to discuss the MA portion of the program during the spring quarter of your credential year. At that time we will answer your questions and provide detailed instructions and a timeline about how to communicate your Intent to Enroll in the Master's part of the program.

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Financial Aid & Assistance

UC Davis offers various types of financial aid. Both prospective and continuing graduate students are encouraged to apply. Filing a current FAFSA (Free Application for Federal Student Aid) is required for all scholarship awards.

Financial Aid

Graduate Financial Aid administers financial assistance, which may include loans, grants, and work-study employment. These funds must be used for education-related expenses and are intended to supplement your own earnings, family assistance or fellowship or scholarship aid. Financial aid is not available for applicants in non-degree programs. FAFSA applications are available from [Graduate Financial Aid](#) in Dutton Hall after December 1st or FAFSA [online](#) after January 1st. Your FAFSA should be filed as early as possible to allow for fellowship consideration. You need not wait for formal admission into a graduate program to apply for financial aid.

Financial aid disbursements are not made until the official start of fall quarter, which is the end of September. If you buy your books at the UC Davis bookstore using your student ID card the cost will be against your loan and you will not have to pay out of pocket before receiving your loan or financial aid.
Additional Information & Resources

Communication
Ongoing communication with the faculty, staff and credential students in your group is an important component of the program. The Teacher Education faculty disperses important information and discussions via e-mail throughout the program year, and enrollment information and other general contact is made by e-mail. In order to participate fully in this important distance education component, you will need to have access to a computer with e-mail and Internet capability. It is best if you have your own computer, as computer lab hours are limited. Your UC Davis -email account will be the primary address used for communication.

Student Space
The Student Space can be found on the second floor of the School of Education Building. The lounge (room 264) contains student mailboxes, copier/printer, study space, fridge, and microwave. The entire building has excellent wireless connect for student usage.

Copying
The Student Services Office cannot assist you with copying except for one or two pages in urgent situations.

The multifunction workstation in the Student Lounge (SOEB 264) is both a printer and a copier. It requires a card to activate either function. Scanning features are also available.

This technology allows us to offer secure printing and copying, as well as a means to track usage by person, program, course, or other options. To print from the computer lab (SOEB 261) or the audio/visual Lab (SOEB 257), you will be able to use your Student I.D. card to activate the machine and the charges will be billed directly to your student account quarterly.

Black and white print pages/copies will be 55 cents each. Scanning features are available at no cost to you. Use your Student ID card to activate the machine and the charges will be billed directly to your student account.

The student billing process is straightforward and similar to the system you may have experienced if you use the copiers in the campus library. Campus Repro Graphics tracks all usage through your Student ID card and bills students on the Banner system quarterly. Every student automatically has their Student ID card activated for use on the card reader-enabled copiers around campus, including in SOEB.

Cards are automatically deactivated when student status is no longer active. This includes when students apply for Planned Educational Leave Program (PELP) or Filing Fee status. Students on PELP will not have access to utilize our copying/printing services. Students on Filing Fee will need to consult with the Director of Student Services in advance.

There is a minimum charge of $5 per quarter for use of copier/printer workstations, and any difference is credited to the card. For example: John makes 10 copies at $0.05 each, totaling $0.50. When billing is performed quarterly, John will see a $5.00 charge from Repro Graphics on his student account, but his card will now have a credit of $4.50. Until John makes more than $4.50 worth of additional pages of printing/copies, he will not be billed again.
If you are copying/printing on the behalf of a faculty member or for a TA position, please request the faculty member or instructor's Repro Graphics Copy Card to process these jobs.

Copying services are also available in the library using the student ID card much like a debit card, or you can purchase a Reprographic card.

**Computer Lab**

The computer lab is located in SOEB 261. Open hours are listed quarterly outside the door of the lab.

The audio/visual computer lab is located in SOEB 257. This lab provides scanners and equipment for editing videos.

**Parking & Transportation**

For information about Davis parking, the local bus service and carpooling, please call TAPS at (530) 752-TAPS or visit the [TAPS Web site](https://taps.ucdavis.edu).

**Student Health Insurance Plan (SHIP)**

The University of California requires that all students have health insurance. To help you meet the Health Insurance Requirement, UC Davis **automatically enrolls** all registered students in the Student Health Insurance Plan (SHIP). Fees for SHIP coverage are charged to your student account each term along with your registration fees.

SHIP coverage for students enrolled in the School of Education begins on the first official day of the fall quarter. Typically this is the third week of September. Credential students attend classes and begin student teaching in August and you will not have SHIP coverage during this time. You may want to consider “gap” or “bridge” insurance as an option to cover you during this time. You can find information on these options on the [Student Health Center](https://healthcenter.ucdavis.edu) website.

If you have comparable insurance and do not want to be enrolled in SHIP, you must apply for a SHIP waiver. Be sure to check the Student Health Services website for the waiver deadline, which is usually posted in June. The services at Student Health Services are available to all students, even if you waive SHIP. The SHIP waiver application can be found on the [Student Health Center](https://healthcenter.ucdavis.edu) website.

If health coverage for you and/or your dependents is a concern, you are encouraged to research available insurance plans that will cover you throughout the year. Contact the Insurance Services Department at (530) 752-6055 for detailed information. Details about insurance plans are also available online at [Student Health Services](https://healthcenter.ucdavis.edu).

**Student Records & Privacy**

In accordance with the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is mandatory. This record-keeping system was established prior to January 1, 1975 pursuant to (1) the authority of the Regents of the University of California under Article IX, Section 9 of the California constitution and (2) the Undergraduate Admissions System Reference Manual, Information System Division, Office of the Vice President-Business and Finance, University of California, January 5, 1972, p.15. The Principal uses of the number shall be to (1) verify your identity in the Graduate Admissions record system and (2) interface with the integrated Student Information System.

**Nondiscrimination Policy**

The University of California, in accordance with applicable Federal and State Law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age,
medical condition (cancer related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University's student-related nondiscrimination policies may be directed to Student Judicial Affairs Director Jeanne Wilson, 463 Memorial Union.

Other Important Information You Should Know
Student Privacy Rights under the Federal Family Educational Rights and Privacy Act (FERPA), including procedures for inspection, correction, and disclosure of information in student records; a description of what constitutes directory information and the consequences of blocking release of directory information; and procedures for imposing/removing such a block. The information on FERPA is available for your review.

Sexual Harassment
Sexual harassment is prohibited by law and by university policy and is not condoned by UC Davis (Policy 380-12). The Sexual Harassment Education Program (530) 752-2255 provides information and assists in resolving complaints of sexual harassment informally. Students may also use formal and informal grievance procedures to resolve complaints of alleged sexual harassment or other illegal discrimination (Policy 280-05). Students should seek assistance as soon as possible (time limits may apply to filing formal complaints) and may receive informal counseling and/or referrals by contacting the Sexual Harassment Education Program, the Office of Student Judicial Affairs, Counseling & Psychological Services, or the Women's Resources and Research Center. Formal complaints may be filed with the vice chancellor or dean of the school or college in which the alleged discrimination or harassment occurred.

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