



# The University of Texas - Pan American

## Application for Admission to Teacher Education Programs

Office of Teacher Certification and Admission Services  
EDCC 1.302 (956) 381-3420

### **IMPORTANT – PLEASE READ ALL THE INFORMATION BEFORE PREPARING YOUR APPLICATION**

**Deadline for Spring 2010 Admission:  
Friday, December 4, 2009 by 5:00 p.m.**

**Submit all required documents to the Office of Teacher Certification and Admission Services  
Education Complex, EDCC 1.302**

### **LATE APPLICATIONS WILL NOT BE ACCEPTED**

This packet provides information for those applying to begin Block 1 of Teacher Education Programs. Our programs offer coursework leading to certification. If you have any questions not answered in this packet, please call the Office of Teacher Certification and Admission Services at 381-3420 or visit the Education Complex, EDCC 1.302.

**An admission application is required** for any undergraduate student seeking certification.

All applicants must meet current admission requirements in effect at the time of application, regardless of catalog year. Applicants previously denied admission must **reapply** with **all** required documents in order to be considered for admission.

#### **This packet will be submitted as part of a completed application to include in this order:**

1. Application
2. Degree Plan (An Official Degree Plan is required for applicants following Middle School, High School, or All-Level Certification)
3. **Current** Official UTPA Transcript (*Office of the Registrar, SSB 1.150*)
4. **Current** Official STC Transcript (*STC Office of Admissions & Records*) ★
5. Educator Preparation Assessment Process (Procedures to be announced)
6. Criminal Background Check (Procedures to be announced)
7. Original Fee Receipt or Confirmation Page from Assist – The \$40.00 fee is non-refundable. (*Payments & Collections, SSB 1.145 or Assist website, <http://assist.panam.edu>*)

**Transcripts must be current and printed during the semester that the student is submitting their admissions application.**

★ An **Official STC transcript** is required if you have any transfer credits applied to your UTPA transcript. (i.e. One credit hour and above).

Applicant must submit in person, **on or before the December 4, 2009** deadline by 5:00 p.m., a completed application with **ALL** required documents.

**Requirements are as follows:**

**Items 1-6: Applicant must complete admission application.** Required information includes name, student ID number, mailing address and other identifying information required for accurate processing of the application and for state reporting purposes.

**Item 7: Applicant must meet minimum placement exam score requirements.**

See **THEA/ACCUPLACER requirements on chart below.** The Teacher Education Program will accept the highest score reported for each section. *The date of testing is not significant as long as the minimum score is met, and as long as the score is posted in the UTPA Student Information System (Banner) prior to Friday, December 18, 2009.* To schedule a test date call the UTPA Testing Services at the UTPA Annex, (956) 292-7584 or (956) 292-7585. For an online practice test, visit: [www.thea.nesinc.com](http://www.thea.nesinc.com) OR [www.testprepreview.com/accuplacer\\_practice.htm](http://www.testprepreview.com/accuplacer_practice.htm)

THEA Exemptions, made for university placement purposes, **are not accepted** by the Teacher Education Program, regardless of exemption (e.g., military, TAKS or SAT/ACT scores). The State of Texas requires education programs to screen for competency in Reading, Math and Writing using a state-approved method such as the THEA or ACCUPLACER exam. TASP scores are acceptable regardless of the date of testing, as long as the scores meet or exceed the current requirements.

**Minimum scores required are as follows:**

THEA/QUICK THEA/TASP		
<i>Reading</i>	<i>Math</i>	<i>Writing</i>
240	230	240
ACCUPLACER (TACCU) is an accepted alternative to the THEA/TASP		
<i>Reading</i>	<i>Math</i>	<i>Writing</i>
82	82 Elementary Algebra (EA)	80 w/5 writing sample, or any score w/6 writing sample
Applicant may use a combination of THEA and ACCUPLACER qualifying scores (for example: THEA scores for Reading and Math, with an ACCUPLACER score for Writing) to meet score requirements.		

**IMPORTANT NOTE:**

**THEA/ACCUPLACER SCORES *MUST BE POSTED* IN THE UTPA STUDENT INFORMATION SYSTEM (BANNER) PRIOR TO FRIDAY, DECEMBER 18, 2009.**

**Item 8: Applicant must be Core Complete with a minimum Core GPA of 2.50.**

**Current UTPA students** must have completed all courses under the Core/General Education section of the degree plan they are following to be core complete. **STC transfer students** who have attained an Associate of Arts in Teaching from STC are core complete. **Transfer students from institutions other than STC**, are core complete if they have attained an Associate degree from an accredited 2-year institution in Texas. **For transfer students from STC or other Texas institutions, Associate degree, course grades, and/or credits used to fulfill the core requirements must be posted in the UTPA Student Information System (Banner) prior to December 18, 2009 in order to be cleared for admission.** Only coursework taken that applies to the UTPA core will be used to calculate the core GPA.

**Item 9: Overall GPA on the degree plan must be 2.50 or better.** (See attached GPA calculation worksheet)

Overall GPA includes Core, Major, and Minor area course grades. Grades for elective courses or courses **not** listed on the degree plan are not included in the overall GPA calculation for application purposes. Consequently, the cumulative GPA on the transcript may not be the same as the GPA used for application purposes. **All course grades and/or credits used to fulfill the degree requirements must be posted in the UTPA Student Information System (Banner) prior to Friday, December 18, 2009 in order to be cleared for admission.**

**At least 60 or 54 hours must be completed on degree plan depending on the student's core curriculum.**

- If the student is following a degree plan that has a **48 hour core curriculum**, the student is required to complete **60 hours** on their degree plan in order to be admitted.
- If the student is following a degree plan that has a **43 hour core curriculum**, the student is required to complete **54 hours** on their degree plan in order to be admitted.

Hours completed includes Core, Major, and Minor area course grades. Grades for elective courses or courses **not** listed on the degree plan are not included in the hours completed for application purposes. **All course grades and/or credits used to fulfill the degree requirements must be posted to your UTPA transcript prior to Friday, December 18, 2009 in order to be cleared for admission.**

**Item 10: Applicant must meet program requirements specified on application.**

- |   |   |
|---|---|
| ___ Minimum THEA/TASP or Accuplacer scores ( <i>see Item 7</i> )  | ___ MATH 1340 (C or better)   |
| ___ Must be core complete ( <i>see Item 8</i> )                   | ___ EMAT 2306 (if on Degree Plan, C or better)                                    |
| ___ 2.50 Core GPA on Degree Plan ( <i>see Item 8</i> )            | ___ EMAT 2307 (if on Degree Plan, C or better)                                    |
| ___ 2.50 Overall GPA on Degree Plan ( <i>see Item 9</i> )         | ___ Criminal Background Check ( <i>Procedures to be Announced</i> )               |
| ___ 60 or 54 hours Completed on Degree Plan ( <i>see Item 9</i> ) | ___ Educator Preparation Assessment Process ( <i>Procedures to be Announced</i> ) |
| ___ ENG 1301 or 1387 (C or better)                                | ___ Activated UTPA e-mail address or personal e-mail address                      |
| ___ ENG 1302 or 1388 (C or better)                                |   |

**IMPORTANT:** Applicants may be currently enrolled in courses required for admission. If currently enrolled, make a notation next to the relevant requirement on the application: For example, C.E. Fall 2009. If a course required for admission is completed at another institution, applicant must attach proof of enrollment to the application, such as a copy of the Fall schedule. Once the grade is posted, the applicant must then bring a copy of the official transcript from that institution to EDCC 1.302, as well as request a copy to be sent to the UTPA Admissions Office directly from the institution so that your course(s) can be evaluated and posted. **The applicant will not be cleared for admission unless all requirements are posted to the UTPA Student Information System (Banner) prior to Friday, December 18, 2009. It is the student's responsibility to inform our office that scores, grades, or other admission requirements have been posted in the UTPA Student Information System (Banner).**

**Item 11: Applicants must pay a \$40.00 admission application fee.** All applicants must pay a non-refundable service fee as part of the admission application process. This fee must be paid prior to the **December 4, 2009** deadline by 5:00 p.m. An **original receipt** or **confirmation page** from Assist must be submitted with the application packet as proof of payment (make a copy for personal record). **Applicants who were previously denied are required to pay the application fee again when reapplying.**

Applicants have the option to pay the admission fee two ways:

- 1.) Applicants can pay the admission fee **in person** at **Payments & Collections**.
  - Applicants using this method must take the application to **Payments and Collections, SSB 1.145**.
  - The Office of Payments and Collections will make a notation on the application and provide a payment receipt.
  - The original receipt must be submitted as part of the completed application packet as proof of payment.
- 2.) Applicants can pay the admission fee **online** on the **Assist website** (**<http://assist.utpa.edu>**)
  - Inform the Office of Teacher Certification & Admission Services that you would like to pay the admission fee online prior to submitting your application.
  - A Staff member from the Office of Teacher Certification & Admission Services will add a \$40 charge (*non-refundable service fee*) to your student bill.
  - Log in to the Assist website (**<http://assist.utpa.edu>**) using your UTPA user ID & password that you use for registration or e-mail.
  - Click on the "Student Services" Tab.
  - Click on "Student Account"
  - Click on "Account Summary by Term"
  - Your statements should now be displayed and you should see the **Admissions Application Fee** listed in your Fall 2009 statement.
  - You can make your payment online by **Check** or **Credit Card**.

- Once you have decided which method of payment you will use, click either “Pay by Check” or “Credit Card Payment” at the bottom of the page.
- Enter in the requested check or credit card information online and submit payment.
- Print confirmation page showing payment of fee. **The fee must be paid before 5:00 p.m., December 4, 2009.**
- **Confirmation page must be submitted** as part of the completed application packet as proof of payment.

**Item 12:** Applicants must submit a completed application with all required documents to The Office of Teacher Certification & Admission Services in EDCC 1.302 on or before the December 4, 2009 deadline by 5:00 p.m.

**Applicant must submit a current copy of the degree plan.**

An **official degree plan** is required for applicants following a degree plan for **Middle School, High School, or All-Level** certification.

The official degree plan must be requested from your major department. **Please note that departments need adequate notice that your degree plan is being requested. Call your departmental advisor for the required procedures.** If you had an official degree processed prior to the Fall semester, the department **does not** need to update that official degree plan. Submit a copy of the signed degree plan even if processed in a previous semester.

**Applicants following Elementary degree plans must submit an unofficial, neatly printed or typed draft copy of their degree plan.** Grades will be verified upon processing of the application. Signatures from your advisor or the department are **not** required for Elementary degree plans. A blank copy of the degree plan can be obtained from your department.

**Applicant must submit a current official STC transcript.**

An **official transcript from South Texas College is REQUIRED for any student who has attended and transferred any hours (i.e. 1 hour and above) from STC that have been applied to their UTPA transcript.**

An official transcript can be obtained from the Office of Admissions & Records at South Texas College. The STC transcript that is submitted must be printed during the semester that the student is submitting their admissions application even if no coursework is currently in progress at STC. Transferred coursework from STC or any other institution will not be considered for admissions until it is officially posted to your UTPA transcript. It is the student’s responsibility to ensure that all coursework has posted to your UTPA transcript prior to December 18, 2009 in order to be cleared for admission. Only the *Office of Admissions* (UTPA Visitors Center) can evaluate and post transfer coursework in the UTPA Student Information System (Banner).

**IMPORTANT: ALL GRADES NOTED ON THE APPLICATION AND DEGREE PLAN MUST APPEAR ON THE OFFICIAL UTPA TRANSCRIPT.** If you have a question about your transcript, please call the Office of the Registrar, SSB 1.150, (956) 381-2481, for coursework taken at UTPA and Transfer Admissions, SSB 1.105, (956) 381-2999 for coursework taken at another college or university.

**Applicants must submit a completed application with all required documents to THE OFFICE OF TEACHER CERTIFICATION & ADMISSION SERVICES in EDCC 1.302 on or before the deadline:**

Friday,  
**December 4, 2009 by 5:00 p.m.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**IMPORTANT NOTE:** If you would like a copy of any documents submitted to our office, you must make a copy prior to submitting your admission packet. The Office of Teacher Certification and Admission Services will **NOT** duplicate any application materials.

## FAQs

### **Q. What should I do if my exam scores are pending at the time of application?**

A. Applicants should already have the required minimum scores at the time of application. However, any applicants wishing to apply but needing to retest in one or more areas must submit an application by the **December 4<sup>th</sup>** deadline while pending receipt of scores. Call the Testing Center promptly and allow adequate time for score reporting. It is the responsibility of the student to ensure that all scores are **posted** in the UTPA Student Information System (Banner) prior to Friday, December 18, 2009. Only the Office of the Registrar can post THEA or Accuplacer scores. The student must inform our office that scores have posted. If you have passing scores that were obtained while at STC, request that STC type those scores on STC letterhead and seal them so that you can submit it to the Office of the Registrar to have the score/s posted.

### **Q. How can I have transfer grades or an Associate's degree posted to my UTPA transcript?**

A. First request to have an official transcript from the college or institution sent to the UTPA Admissions Office. Call 381-2999 to request that the information be posted to the UTPA transcript by an evaluator.

### **Q. When will I know whether I have been admitted?**

A. The application review process begins as soon as the application is received. However, the time required for our office to determine admission status depends upon the number of applications received, whether all requirements are in place, and other factors. **An active e-mail address is required** so that students can be informed of their application status prior to receiving notice in the mail. **Please list an appropriate e-mail address suitable for program-related information.** Applicants meeting all requirements at the time of application should expect to hear from our office within a few weeks after the deadline. Applicants pending scores or course grades for the semester will receive a denied letter until scores or grades are posted. The applicant must have all scores, grades, and any admission requirements posted in the UTPA Student Information System (Banner) prior to Friday, December 18, 2009. If all other requirements are in place and required courses are completed successfully, the applicant can expect to be admitted and a revised letter of admission will be mailed to the student.

### **Q. What should I do if I am denied admission?**

Applicants who are denied are encouraged to reapply once all requirements are met. However, they must immediately change their schedule by dropping all Block 1 courses that require clear admission status. To reapply, the student must submit a current application with updated documents for the semester they would like to enroll by the application deadline. The student **will** be required to pay the fee again.

### **Q. What should I do if I would like to appeal my admission decision?**

Applicants who are denied have the right to appeal. The student must wait for a denied letter to be received in the mail before they can appeal their admission decision. Once the student receives a denied letter, they may appeal by submitting a typed and signed (by the student) letter describing the circumstances of their appeal. This letter must be addressed to Dr. Jaime Curts, Associate Dean and must be submitted to the Dean's office, EDCC 3.102 no later than Friday, January 8, 2010. Once your appeal letter is received, an admissions committee will meet to discuss your appeal and reach a decision. Once a decision is reached by the committee, a letter will be mailed to the student regarding their appeal. If your appeal is denied, you may then submit a final appeal to Dr. Hector Ochoa, Dean, College of Education by submitting a typed and signed letter to the Dean's office, EDCC 3.102 no later than Wednesday, January 13, 2010.

### **Q. Who is my advisor at UTPA if I am a first-time STC transfer student?**

As a first-time STC transfer student, you will meet with one of our Professional Guidance Counselors (PGC). Prior to meeting with your assigned PGC, you must: apply to UTPA and submit all documents required by the UTPA Admissions Office including official STC transcripts and test scores. Once you have been accepted to the University you can set up an appointment with your PGC prior to attending transfer orientation. For an appointment, please call the Academic Advisement and Mentoring Center (AAMC) at (956) 316-7120.

# HOW TO CALCULATE YOUR GPA

Enter all grades and credit hours for courses completed on degree plan.

## To calculate the General Education (Core Curriculum) GPA:

1. Multiply each **grade value** by **the number of credit hours** earned to determine grade points earned for each course.

Grade Values	
<b>A</b>	<b>4</b>
<b>B</b>	<b>3</b>
<b>C</b>	<b>2</b>
<b>D</b>	<b>1</b>
<b>F</b>	<b>0</b>

### *Example: 3 hour course*

$$3 \text{ HRS} \times 4 \text{ GPTS} = 12 \text{ GPTS}$$

$$3 \text{ HRS} \times 3 \text{ GPTS} = 9 \text{ GPTS}$$

$$3 \text{ HRS} \times 2 \text{ GPTS} = 6 \text{ GPTS}$$

$$3 \text{ HRS} \times 1 \text{ GPTS} = 3 \text{ GPTS}$$

$$3 \text{ HRS} \times 0 \text{ GPTS} = 0 \text{ GPTS}$$

2. Add total hours. Place this sum at the end of the HRS column on your degree plan.
3. Add total grade points. Place this sum at the end of the GP column on your degree plan.
4. Divide total grade points by total hours to determine grade point average.

<b>A. General Education – 48 semester hours</b>	<b>Grade</b>	<b>Hours</b>	<b>Grade Points</b>
ENG 1301	<i>B</i>	3	9
ART 1301	<i>A</i>	3	12
MATH 1340	<i>C</i>	3	6
		<b>Total Hours</b>	<b>Total Grade Points</b>
		9	27
<b>TOTAL GPTS ÷ TOTAL HRS = GPA</b> 27 ÷ 9 = 3.00			<b>GPA = 3.00</b>

## To calculate the Overall GPA on your degree plan:

1. Add all **grade points** from all sections of the degree plan, to get the grand total.
2. Add all **credit hours** earned in all sections of the degree plan, to get the grand total.
3. Divide the grand total grade points by grand total credit hours, to get the overall GPA on the degree plan.



# Application for Admission to Teacher Education Programs

1) SID# \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: male / female

2) Name: \_\_\_\_\_  
Last First Middle

Ethnicity: \_\_\_ Enter code: 1-African American, 2-Hispanic, 3-White, 4-Other

3) Mailing Address: \_\_\_\_\_  
Street or PO Box City State Zip

4) Phone: \_\_\_\_\_

5) Email: \_\_\_\_\_

Please list an appropriate e-mail address suitable for program-related information.

6) Program: Elementary \_\_\_ Middle School \_\_\_ High School \_\_\_ All-Level \_\_\_ Starr County: \_\_\_  
Day/Even: Day \_\_\_ Evening \_\_\_

Major: \_\_\_\_\_

Specialization/Minor: \_\_\_\_\_

### 7) THEA, TASP or ACCUPLACER Scores

Reading: \_\_\_\_\_

Math: \_\_\_\_\_

Writing: \_\_\_\_\_

THEA or TASP 240  
ACCUPLACER 82

THEA or TASP 230  
ACCUPLACER 82

THEA or TASP 240  
ACCUPLACER 80 w/ 5 or any  
score w/6

8) Core Curriculum (General Education section) of the degree plan must be completed and meet the 2.50 minimum GPA requirement.

9) Overall GPA on the degree plan must meet minimum 2.50 GPA requirement.

### 10) Requirements:

Minimum THEA/TASP or Accuplacer scores

ENG 1301 or 1387 (C or better)

Core Complete

ENG 1302 or 1388 (C or better)

2.50 Core GPA on Degree Plan

MATH 1340 (C or better)

2.50 Overall GPA on Degree Plan

EMAT 2306 (if on Degree Plan, C or better)

60 hours completed on Degree Plan (48 hour Core Curriculum)

EMAT 2307 (if on Degree Plan, C or better)

OR

Appropriate Active UTPA e-mail or personal e-mail address

54 hours completed on Degree Plan (43 hour Core Curriculum)

Educator Preparation Assessment Process  
(Procedures to be Announced)

Criminal Background Check  
(Procedures to be Announced)

11) Applicants must pay an application fee of \$40.00.

This is a non-refundable service fee.

12) Submit application, degree plan (official degree plan for Middle School, High School, All-Level), official transcripts, and fee receipt to the Office of Teacher Certification and Admission Services, EDCC 1.302

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Spring 2010 Online Application

### For P&C Staff Use Only

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Date: \_\_\_\_\_

Initials: \_\_\_\_\_