

Department of Teaching, Learning, and Leadership  
Undergraduate Advisement Guidelines; P-3, K-6, P-12, and 6-12

1) UNA Email

- x Check UNA email several times per week to avoid missing important information.

2) Advisor(s)

- x Education advisor will be assigned upon completion of 45 credit hours. This is the primary advisor.
  - x Education majors (6-12, P-12 ONLY) should visit the department of teaching field for assignment of a content advisor.
  - x Meet with primary advisor during advisement each semester for issuance of registration P59 0 mp. 689 0 (ident) 3 2 7 5 P 12 5 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
- Check the following link for specific due dates:  
<https://una.edu/education/educationpreparation>

5) GPA Requirements for Undergraduate Admittance to TEP

- x Undergraduate GPA requirements for the Teacher Education Program are:  
2.75 Institutional, 2.50 Overall, 3.0 Professional Studies and 2.75 Teaching Field

6) 4-year Plan

- x All courses must be completed prior to internship. Plan accordingly paying special attention to prerequisites.
- x Keep track of when classes are offered so graduation is not delayed.
- x It is the student's responsibility to read the catalog, create ~~the~~ their plan, and register for the appropriate classes.
- x Updated 4-year plans should be brought to all advisement sessions.

7) Financial Aid

- x Student Financial Services located in the Commons is available to assist with financial aid for those who qualify.  
Student Financial Services The Commons Building, 3<sup>rd</sup> floor Phone: 256.765.4278  
Email: [sfins@una.edu](mailto:sfins@una.edu) Website: <https://www.una.edu/financialaid/>

8) Praxis

- x For an overview of Praxis subject areas and resources see the following link: <http://www.ets.org/praxis/prepare/materials>
- x See your Education advisor to determine the most appropriate time to take the Praxis exam(s).
- x Passing scores are required

10) edTPA

- x A performance based portfolio must be completed during internship to receive licensure.
- x More information regarding edTPA can be found at the following link:  
<https://una.edu/education/educationpreparation/edtpa.html>

11) Contact Information

- x Contact Ms. Valerie Speth Senior Administrative Assistant, with questions or for assistance.  
Office: Stevens Hall 506, Phone: 256.765.4913 Email: [vspeth@una.edu](mailto:vspeth@una.edu)