

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

## **1) UNA Email**

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

## **2) Advisor(s)**

- Education advisor will be assigned upon completion of 45 credit hours. This is the primary advisor.
- Education majors (6-12, P-12 ONLY) should visit the department of teaching field for assignment of a content advisor.
- Meet with primary advisor during advisement each semester for issuance of registration PIN(s).

## **3) Fingerprint Clearance (ASBI/FBI fingerprints) & Liability Insurance**

- Fingerprint clearance must be obtained before taking education classes. Visit the following website for more information: <https://www.una.edu/education/educator-preparation/fingerprint-clearance.html>
- Once completed, submit the confirmation letter (received via USPS) to the Educator Preparation office via email to [edprep@una.edu](mailto:edprep@una.edu) .
- Liability insurance is required for all teacher candidates. More information can be found at the following link: <https://www.una.edu/education/educator-preparation/liability-coverage.html>

## **4) ED 292 & Admission to the Teacher Education Program (TEP)**

- Take ED 292 the semester applying to TEP. (example - If applying Fall 2025, take ED 292 the same semester, Fall 2025)
- Admission requirements for TEP include successful completion of an interview and meeting specified GPA requirements. Check the following link for specific due dates: <https://una.edu/education/educator-preparation/applying-to-tepgtep.html>

## **5) GPA Requirements for Undergraduate Admittance to TEP**

- 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**

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

## **7) Financial Aid**

- Student Financial Aid, located in the Commons, is available to assist with financial aid for those who qualify.  
**Student Financial Aid - The Commons Building, 2<sup>nd</sup> floor**      P: 256.765.5200  
Email: [financialaid@una.edu](mailto:financialaid@una.edu)      Website: <https://www.una.edu/financial-aid/>

## **8) Praxis**

- For an overview of Praxis subject areas and resources, see the following link: <http://www.ets.org/praxis/prepare/materials>.
- See your Education advisor to determine the most appropriate time to take the Praxis exam(s).
- Passing scores are required prior to internship. Deadlines to submit passing scores are Nov 1st for spring internship or July 1st for fall internship

## **9) Registration for Internship (student teaching) & Graduation**

- Apply for internship the semester before graduation. (example: If interning Spring 2026, apply for internship in Fall 2025)  
Check the following link for specific due dates: <https://una.edu/education/educator-preparation/internship-application.html>
- Apply for graduation. Application windows vary. Check the following link for specific dates:  
<https://www.una.edu/registrar/graduation.html>

## **10) edTPA**

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

## **11) Contact Information**

- 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)