ADMISSION GUIDE
Bachelor of Science in
Secondary Math Education

Admissions Checklist

Students need to meet the following requirements to be admitted to the Bachelor of Science (BS) – Secondary Math Education degree program:

- An **A.A. degree** or higher from a regionally accredited school or 60 credits and all general education courses that meet SPC’s general education requirements
- Passing scores from **all** sections of Florida’s General Knowledge test
- Complete ALL of the following state-mandated prerequisites with a grade of C or higher:
  - **EDF 1005** Introduction to Education
  - **MAC 2311 Calculus & Analytic Geometry**
  - **MAC 2312 Calculus & Analytic Geometry**
  - **MAC XXXX** (4 credits of additional mathematics coursework with “MAC” prefix)

- **Students New to SPC**: Complete the St. Petersburg College Admission Application and pay the non-refundable fee.
- **Students Returning to SPC (not enrolled in SPC courses within the last six semesters)**: Complete the online Readmission Application in MySPC.
- **Current SPC Students (enrolled within the last six semesters)**: Submit the application for the Bachelor of Science (BS)-Secondary Math Education by logging in to MySPC and at the bottom of the page, select Apply for a Bachelor’s Program.

- **Submit official (sealed) high school transcript or GED transcript**. (Transcripts that have been opened are not accepted.) Applicants who have earned an associate, bachelor, or higher degree from a **regionally accredited** institution are waived from this requirement. **Students who have completed 2 years/credits of a foreign language in high school will need to submit official high school transcripts.** Note: Transcripts from schools outside the U.S. must be evaluated by a NACES approved agency.

- **Submit official (sealed) transcripts from all regionally accredited colleges/universities currently or previously attended**. (Transcripts that have been opened are not accepted.) Note: Transcripts from schools outside the U.S. must be evaluated by a NACES approved agency.

- Students offered admissions will be notified through their student email account in MySPC and their personal email. Students will need to attend a mandatory two-hour face-to-face orientation at a designated SPC’s campus and will receive specific information about the orientation via their MySPC email (e.g., day, time, etc.).
Bachelor of Science in Secondary Math Education

Admission Information

- All students will be offered admission and eligible to start in the next applicable semester: Fall or Spring.
- Students offered admission will be notified in their student email account in MySPC and their personal email. They should sign up for the face-to-face orientation via the online survey as soon as possible.
- If a student has not fulfilled all admission requirements to this program, they will need to complete the missing requirements. The student should check their To Do List and student email in MySPC to see what they are missing. Once requirements are completed, the student’s application will be reviewed again and a letter of admission will be sent to their student email and personal email. The student should submit the face-to-face orientation survey as soon as possible.
- Once the face-to-face orientation survey has been submitted by the student, they must attend the orientation to be put in the program and register for classes.
- All students seeking admissions must complete state mandated classes with a grade of C of better: EDF 1005, and ALL MAC prerequisite classes (listed above). These classes are offered each semester either online, face-to-face and/or blended.
- Students should apply for admissions the semester before they plan to attend.
- Foreign language is not an admission requirement. (Students are strongly encouraged to complete before entrance into the College of Education.)
- Students must pass all sections of the General Knowledge Test (GKT). (There are no exceptions and no waivers.)

Application Process

1. Student applies to the Secondary Math Education (MTSED) program.
2. Student will receive email communication to both their personal email and student email in MySPC verifying receipt of application.
3. Admission requirements will appear in student’s To Do List in MySPC. As they are completed, they will be removed from the To Do List. (If foreign language is not met, this item will remain on the To Do List but does not prohibit students from entering the College of Education.)
4. Once all requirements have been satisfied, student’s application will be processed for admission.
5. Student will receive email offer of admission sent to their MySPC and personal email accounts.
6. Student signs up for the face-to-face College of Education orientation.
7. Degree-seeking status updated to MTSED.
8. Student attends orientation.
9. Student is registered by the College of Education for first semester of classes.

Special Information

- All students must pass a Level II background check.
- State-mandated prerequisite courses EDF 1005 require 15 hours of field experience under the supervision of a public K-12 teacher certified in-field. This requires students to pay to be fingerprinted in order to complete the Level II security clearance. A student who has a criminal background precluding him or her from volunteering in a classroom may not be able to complete the field experience and may not receive credit for these courses.

- All students must complete the General Knowledge Test (GKT), prior to admission. It is strongly suggested to take this test within the first year of AA degree coursework.
General Knowledge Test (GKT)

Note: Students are required to complete TWO additional state exams within their degree path.

Professional Education Exam (ProEd) and the Subject Area Exam (SAE) will be completed as part of the degree requirements.

Subject Area Exam (SAE) will be completed as part of the degree requirements.

Program Information

- Classes are offered in a sequential format.
- This degree plan has been designed for fulltime students. Students that are not able to attend full time will work with an advisor to create schedule, or, are encouraged to contact the College of Education office.
- Students should be able to dedicate approximately 3 hours outside of the classroom for each credit hour they are enrolled in for the program.
- This program requires an extensive amount of school based hours and a full-time 16-week internship in a public school setting.
- Courses are offered in a 16-week semester for Fall and Spring and a 10-week semester in Summer.
- This degree has face-to-face, online and blended classes.
- Classes for this degree are primarily offered at Clearwater campus. There is limited class availability at the Tarpon springs and St. Pete Gibbs campuses.
- Classes are offered during the day and evening hours.
- Not all courses are offered every semester.
- All education students are assigned an academic advisor who will be able to assist with registration and course selection.
- Non-attendance for two or more semesters will require the student to meet with their academic advisor and may require a change to the newest catalog requirements.
- Students are required to maintain a 2.5 cumulative and program (education coursework) GPA.
- This program requires 63 upper division credits.
- This program requires a minimum grade of “C” in all upper division courses and lower level state-mandated prerequisite credits.
- Graduation from this program requires a minimum of 123 credits earned from courses that satisfy the requirements of the program.
- Graduation requirements consist of passing scores on the FTCE (GKT, ProEd. & SAE).
http://www.fldoe.org/accountability/assessments/postsecondary-assessment/ftce/

Field Experience Hours/Practicums and Internship

- This degree will required an extensive amount of field experience hours (see academic pathways), and;
  - Two face-to-face practicums (the beginning of student teaching) during working school hours.
  - A full semester internship during working school hours.
• Students must complete these hours in a face-to-face classroom setting.
• The College of Education internship requires students to be in the classroom during the day (fulltime).
• All classes will need to be completed before internship is permitted (including foreign language).
• Interns are placed in a public school, in Pinellas, Pasco, Hillsborough or Hernando County (other school may be approved based on online agreements with other school districts). For additional information, contact Sheri Kent-Roberts in the Office of School Partnership (OSP). KentRoberts.Sherri@spcollege.edu

• Students are not paid during their internship.
• Students are not permitted to take classes during their internship.

Foreign Language Requirements

A minimum of two consecutive years of the same foreign language in high school OR two semesters of a foreign language at the college level must be completed in order to graduate from this program. If high school credits are being used to meet this requirement, the student needs to be sure their official high school transcripts have been submitted and that SPC transcripts reflect their foreign language has been met. Contact an adviso, if needed.

Transfer Credit

This program will review coursework transferred in from another institution on a case-by-case basis.

The course must be from a regionally accredited school and each course is careful reviewed. Course description, syllabus, and supporting material will be required to document similarities in major learning objectives and core competencies.

Direct questions regarding transfer credit evaluation to transcript.evaluator@spcollege.edu.

**Students need to send an email from their SPC email address and include the following information when contacting Admissions & Records:
• Student Name
• SPC Student ID Number
• Course prefix, number, title, and term/year completed as it appears on student’s original transcript

It is the student’s responsibility to make sure transfer coursework meets the course requirements for SPC.

Students must complete at least 30 upper division (3000/4000 level) credits in residence (at SPC) in order to earn their degree.

Alternate Satisfactions

Courses that transfer in as 1999, 2999, 3999, or 4999 count as electives and do not satisfy specific course requirements. The student may request an Alternate Satisfaction for the specific course. If approved, the course may be used to meet the specific course requirement.

Ex: If an ethics course transfers in as “PHI 1999” it does not meet the requirement for ethics. An Alternate Satisfaction would need to be requested and approved for PHI 1600.

To initiate the Alternate Satisfaction request/review process:

Students need to submit an Alternate Satisfaction Survey to the Chair of the College of Education or appropriate Dean and include the following information when submitting the survey -
https://www.spcollege.edu/survey/17254
• Student Name
• SPC Student ID Number
• Which SPC degree/program they are seeking
• SPC course for which student wants credit
• Course number at previous school and credit amount
• Course description from previous school’s catalog
• Syllabus from previous school
• When course was completed

Contact Information for Deans (Alternate Satisfaction)

**College of Education: Chair, Dr. Andrea Kelly** – Kelly.andrea@spcollege.edu
**Communications & Foreign Language: Dean, Dr. Joe Leopold** – leopold.joe@spcollege.edu
**Ethics: Dean, Dr. Susan Demers** – Demers.Susan@spcollege.edu
**Humanities/Fine & Applied Arts: Katherine Proctor, Administrative Specialist** – Proctor.Katherine@spcollege.edu
**Mathematics: Administrative Specialist, Eileen Brennecke** – Brennecke.Eileen@spcollege.edu
**Natural Science: Dean – Natavia Middleton** – Middleton.Natavia@spcollege.edu
**Social & Behavioral Science: Dean, Dr. Joseph Smiley** – Smiley.Joseph@spcollege.edu

**Points of Contact**
Dr. Kimberly Hartman, Dean
Tarpon Campus
Hartman.Kim@spcollege.edu
727-712-5876

Pamela Wilkins, Senior Academic Coordinator/Adjunct Instructor/ ELITE Educator Coordinator
Tarpon Campus
Wilkins.pam@spcollege.edu
727-712-5888

Pat Roper, Administrative Services/Program Specialist
Tarpon Campus
Roper.pat@spcollege.edu
727-712-5410

Dr. Andrea Kelly, Chair
Tarpon Campus
Kelly.andrea@spcollege.edu
727-791-2667

Prof. Anne Ryan
Clearwater Campus
Ryan.Anne@spcollege.edu
727-791-2776

Dr. Michael Poulin
St. Pete Gibbs Campus
Poulin.Michael@spcollege.edu
727-791-2788
Includes 60 upper level credits (does not include state-mandated prerequisite courses, general education, or foreign language coursework). Any additional required credits will increase the total cost of the program. ***

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Tuition</th>
<th>Textbooks</th>
<th>Total</th>
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<tr>
<td>Florida Resident</td>
<td>$ 7,400</td>
<td>$ 2,250</td>
<td>$ 9,650</td>
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<tr>
<td>Non-FL Resident</td>
<td>$ 26,000</td>
<td>$ 2,250</td>
<td>$ 28,250</td>
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MLP (My Learning Plan)

My Learning Plan is a tool inside MySPC that helps students plan which courses they take each semester through graduation. Students can use the course sequence within their Orientation Packet to help map out their courses. Students will also be required to meet with their College of Education faculty advisor each semester to ensure they’re meeting program requirements.

When Courses are offered

Classes are offered Fall, Spring and Summer semesters. Students must attend every semester (including Summer) to ensure program requirements are met within their full or part-time cohort. Students are required to meet with faculty advisor each semester to ensure they are taking the correct classes within their co-hort.

The Academic Pathway associated with the MTSED -BS lists all classes that are required for graduation.

NOTE: ALL INFORMATION IN THIS GUIDE IS SUBJECT TO CHANGE