

**Initial Admission Paperwork and Registration Checklist
for the M.Ed. in Curriculum and Instruction in Accomplished Teaching
at Columbus State University**

Dr. Jennifer L. Brown, Program Coordinator

Initial Admission Paperwork

- ☐ Complete [online application](#).
- ☐ Admissions will be able to obtain an updated copy of your teaching certificate from the Georgia Professional Standards Commission.
- ☐ Pay the application fee through the Bursar's Office.
- ☐ A background check is not required for this program if you have a valid teaching certificate.
- ☐ Submit official transcripts from previous institutions. If you have an option to request an official electronic transcript, it can be sent to Data_Entry@ColumbusState.edu.
- ☐ Complete and sign the [Certification of Immunization](#). Students who are seeking an online degree can be exempt from the immunization requirement by completing the online degree exemption section of the form. Return the form by fax to the number listed or via email to Data_Entry@ColumbusState.edu.
- ☐ Submit [verification and proof of lawful residence](#).
- ☐ Follow your admission status through [MyCSU](#). Allow 2 to 3 business days after the receipt of documents to review, process, and update files within the system.
- ☐ To log into [MyCSU](#), enter MyCSU username (i.e., lastname_firstname), and enter MyCSU password (i.e., your date of birth in MMDDYY format). *Change password after initial login.*
- ☐ If you have trouble accessing [MyCSU](#), use the prompts for forget username/password, contact our helpdesk at 706.507.8199, or email helpdesk@ColumbusState.edu.
- ☐ If you need to change the semester of initial enrollment or change your program of study prior to enrollment, complete and submit the [Admissions Application Change Form](#).
- ☐ If you need to reapply for readmission, submit the [Graduate Re-Entry application](#).

After Acceptance: Registration and Other Information

- ☐ Download and review the [program handbook](#), which contains information regarding textbooks and program of study.
- ☐ Complete the Graduate School Online Orientation in MyCSU.
- ☐ Complete the Initial Graduate Dispositions Self-Assessment.
- ☐ Download a recommended program of study from Department's Resource website.
- ☐ View available courses by semester using the [Online Schedule of Classes](#).
- ☐ Approved electives include the following course letters: EDAT 6119, EDAT 6217, EDAT 6125, EDAT 6126, EDAT 6127, PBIS courses, and PSYG courses. Other courses may serve as electives if Dr. Brown approves them prior to registration.
- ☐ Register for courses in [MyCSU](#) using the [registration directions](#).
- ☐ Purchase required textbooks. (See the program handbook for the current textbook list.)
- ☐ Courses are delivered through [GoVIEW](#). (See the program handbook for more details.)
- ☐ This program follows the [USG Collaborative Calendar](#) that may differ from CSU's Academic Calendar. *Mark the November 1st and April 1st registration dates on your calendar along with the semester beginning and ending dates.*
- ☐ If you would like to request transfer graduate credits, send an email to [Dr. Brown](#) and include the institution's name, course name and number, and the course syllabus or course description.
- ☐ Purchase required textbooks, which are listed in the [program handbook](#).
- ☐ Contact [Dr. Brown](#) if you have any questions or concerns throughout the program.