

Initial Admission Paperwork and Registration Checklist for the M.A.T. in Secondary Education

Initial Admission Paperwork

- Request transcript evaluation to determine if additional content coursework is required (*Transcript Evaluation Application available at https://te.columbusstate.edu/transcript_evaluations.php*)
- Complete online application if before the deadline (<https://admissions.columbusstate.edu/applications/index.php>).
- Pay the application fee through the Bursar's Office.
- Submit all required documentation (see https://academics.columbusstate.edu/catalogs/current/reqs/coehp_mat_seced.php#progreqs for a complete list of requirements).
- If you have a provisional Georgia teaching certificate, Admissions will be able to obtain an updated copy of your teaching certificate from the Georgia Professional Standards Commission.
- 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 (http://admissions.columbusstate.edu/forms/Immunization_Form.pdf). Return the form by fax to the number listed or by email to Data_Entry@ColumbusState.edu.
- Submit verification and proof of lawful residence (<http://admissions.columbusstate.edu/lawfulpresence.php>).
- If you need to change the semester of initial enrollment, complete and submit this form (https://admissions.columbusstate.edu/forms/application_change_form.php).
- You may follow your admission status 24/7 through MyCSU. Allow 2 to 3 business days after the receipt of documents to review, process, and update files within the system.
- If you need assistance with accessing MyCSU, here are the steps (<https://orientation.columbusstate.edu/transfer/cougarnet.php>).

After Acceptance: Registration and Other Information

- Complete the Graduate School Online Orientation (<https://entapps.columbusstate.edu/GraduateOrientation/>)
- Complete the Smarter Measures Assessment (https://online.columbusstate.edu/smarter_measure.php).
- View available courses by semester using the online Course Search (<https://coursesearch.columbusstate.edu/#/>).
- Elective courses must be approved by your academic advisor prior to registration.
- Register for courses under Schedule (Schedule Planner) in MyCSU.
- Purchase required textbooks.
- Courses are delivered through CougarView (<https://colstate.view.usg.edu>).
- If you would like to request transfer graduate credits, send an email to your academic advisor and include the institution's name, course name and number, and the course syllabus or course description.
- Contact your advisor if you have any questions or concerns.

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