1. Who can apply to the Program?
The program is intended for elementary and middle school classroom teachers who are teaching some science and wish to increase their content knowledge and teaching skills. Special Education teachers who work in classrooms where science is taught are also encouraged to apply. Although not intended for high school teachers, some may find the courses beneficial. Please note, that this program is not a teacher preparation program and is NOT appropriate for those seeking initial teacher licensure in their state.

2. I am a Massachusetts teacher, will the program earn me professional teacher licensure?
If you are a Massachusetts teacher and already hold initial licensure in elementary education, middle school general science, earth science or math/science, you may be eligible for professional licensure through this program. Teachers from other states must consult their own state licensing regulations.

3. How long does it take to complete the degree requirements?
Generally, online students take a maximum of two online courses per semester. The program requires completion of 30 credits of coursework. Courses are offered in fall, spring and summer semesters. Depending upon scheduling and your choice of classes, it is possible to finish the program in less than two years.

4. May I take courses prior to matriculation? (Also see questions 12 and 13)
You may take four courses, but this is not recommended and does not guarantee your admission into the program. We suggest taking only one or two courses prior to submitting an application. Courses taken prior to matriculation are considered as part of the twelve credit limit for transfer courses.

5. What is the application process?
Applications can be found online at the UML Graduate School web page: http://www.uml.edu/grad. You may complete the initial form and submit the application fee online. You must then send results from the general Graduate Record Exam (GRE), three letters of recommendation, transcripts from all colleges and universities previously attended, and a one to two-page essay explaining your reason for seeking acceptance to this degree program.

6. What are the application deadlines?
A Rolling Application procedure is in place, however, to guarantee that your application will be reviewed in time for registration you should meet the following deadlines: for fall acceptance your complete application should be received by August 1; for spring acceptance your complete application should be received by December 1; for summer acceptance your complete application should be received by April 1.

7. What are the minimum entrance requirements?
The admissions committee examines each applicant’s complete package of information, but successful applicants generally have an undergraduate gpa of 2.75 or better and GRE scores of 400-500 Verbal, 400-500 Quantitative, and 4.0 on the writing section. The essay is an important part of the application.

8. Should my undergraduate degree be in science?
NO – in fact this program was developed for teachers who teach some science, but do not have a background in the subject.
9. Will I have an advisor?
Yes, once you are accepted into the program, you should regularly email your assigned advisor. You will be informed of his/her name on your letter of acceptance.

10. Will I need to come to campus at any point?
No, all courses are online and all administrative procedures can be accomplished online.

11. How do I register to take a course from UMass Lowell?
If you are a non-matriculated student taking your first course that you must go to http://continuinged.uml.edu/general/registration.htm where you will find registration information. Once you have taken one course (even prior to admission) you can use the UML ISIS system (Intercampus Student Information System). After you have registered for your course you must "confirm your registration" at http://continuinged.uml.edu/online. This process will display your username and password. This will allow you to have access to your UML courses.

12. Can I take online courses from UMass Amherst?
In order to provide a wider offering of courses, this program was developed jointly by UMass Lowell and UMass Amherst faculty. Therefore you may take up to five courses (15 credits) that come from UMass Amherst. This is a special arrangement, as normally only four courses (12 credits) are allowed from another institution (see next question).
However, you must take a course from UMass Lowell each semester otherwise you will be charged a continuing matriculation fee (approx $85). So when you take a course from UMass Amherst, make sure you are taking a UMass Lowell course as well, to avoid this fee.
Once you have completed a course from UMass Amherst you will complete an ACADEMIC PETITION form available at http://www.uml.edu/grad/pdf/petition.pdf and send it to your advisor. The courses will become part of your UML degree.

13. Can I transfer in courses from other institutions?
You may transfer in a maximum of 2 courses (6 credits) with approval of the Graduate School of Education from an accredited institution that is not UMass Amherst. These can only be science content courses and cannot replace the required UMass Lowell science education courses. By transferring courses in from another institution you will decrease the number of courses that you can take through UMass Amherst. You may take 5 courses from UMass Amherst except in the following circumstances:
   If you transfer in 1 course (3 credits) from another institution you may only take 4 courses (12 credits) at UMass Amherst
   If you transfer in 2 courses (6 credits) from another institution you may only take 3 courses (9 credits) at UMass Amherst

14. How do I register to take a course from UMass Amherst?
Register for program courses offered by UMass Amherst through their Division of Continuing Education after consulting your advisor http://www.umassulearn.net

15. Are the passwords and email for UMass Lowell and UMass Amherst courses the same?
No, you will need to keep your log-in information separate for courses coming from the two campuses. You will also receive an email account from UMass Lowell and an email account from UMass Amherst.
UM Lowell’s email structure is first_last@student.uml.edu e.g. john_smith@uml.edu UMAmhest’s email structure is first initial last name@educ.umass.edu e.g. jsmith@educ.umass.edu

16. Which campus receives payment for courses?
If you take a course that comes from UMass Lowell you pay UMass Lowell. If you take a course that comes from UMass Amherst you pay UMass Amherst.
17. What will the degree cost.
The approximate cost of the degree will be between $12,000 and $13,000 at September 2005 tuition and fee rates.

18. If I find a course is not for me can I withdraw?
Both UMass Lowell and UMass Amherst post the dates for dropping a course with full return of course fees and tuition or partial refund. Once the drop date has passed you may withdraw from the course, but will receive no refund. The final withdraw date is also posted on the graduate calendar or on the continuing education website. You must drop or withdraw from your UMass Lowell courses using the Intercampus Student Information System (ISIS).

19. How will I find out my grades?
As a UMass Lowell student you will be given an ISIS account which allows you to register on line and then to access your grades at the end of the semester. Once you have filled out the academic petition form to transfer in courses taken at UMass Amherst, these will also appear on your ISIS account.

20. What is the grading system?
Graduate courses are graded A+, A, A-, B+, B, B-, C+, C, or F. You must maintain a GPA of 3.0 in order to graduate. You may count no more than two grades below B in your degree.

21. What are the computer requirements for taking an online course?
Please refer to the Continuing Studies and Corporate Education link at: http://continuinged.uml.edu/online/techrequire.htm

22. What type of computer software is required? What is the format of a course?
Access to the Internet via Internet Explorer or Firefox is required. You may have to download RealTime to view video for some courses, but this is a free download. You will also need to purchase INSPIRATION™ for some courses.

23. Who do I contact if I have a technical problem?
If you have a technical problem, contact the Continuing and Online Studies’ Technical Support Department at http://continuinged.uml.edu/online/feedback.htm.

24. What is the online learning platform used for the courses?
All courses, are taught using WebCT Vista.

25. Where can I get a copy of my syllabus?
Once the course opens, you will be able to access the syllabus for the courses you are enrolled in through your course web page.

26. Is there a course schedule? Do I have to be "in class" at a certain time?
The course schedule will be guided by the syllabus which you will find online for your particular course. The syllabus may specify times for a "synchronous chat" at which times you will need to be present "in class" online as scheduled. Each online class lesson is "released" to students on a specific day. Students may complete class assignments during the week or on the weekends to meet instructor deadlines.

27. Are books and materials required?
Just like a face-to-face course, all requirements for books and/or materials will be listed on the syllabus that appears for your course online. Books can be purchased through the online bookstore at http://direct.mbsbooks.com/umlonline.htm. Additionally, you will be required to purchase kits for some courses.
28. How much time should I expect to spend on each course each week?
The amount of time students should expect to spend each week on each SEO course will vary. Each course will be different in content, semester projects, and weekly assignments -- including online discussions with instructors and students. The university indicates that, as a rule of thumb, students enrolled in graduate courses should expect to devote approximately 3 hours per week for each credit earned in the course. Thus, for a 3-credit graduate course, students should plan to invest at least 9 hours per week for course attendance, reading, completion of activities and written assignments, and online interactions with instructors and peers.

29. When I have completed my courses, how do I receive my degree?
You will complete the clearance procedure through the Graduate School website at http://www.uml.edu/grad/pdf/clearance.pdf YOU ARE RESPONSIBLE for meeting the clearance date as posted on the graduate calendar at http://www.uml.edu/grad/more_info/index.htm You may elect to come to campus for Commencement (generally held the first Sunday in June in Lowell) or have your diploma mailed to you.

ALL POLICIES THAT PERTAIN TO GRADUATE DEGREES ARE PRINTED IN THE GRADUATE CATALOG ONLINE. http://www.uml.edu/grad/

30. OK – I am interested, what should I do now?
Email anita_greenwood@uml.edu and find out which courses are available in the upcoming semester (fall, spring or summer).
Apply online at www.uml.edu/grad

Anita Greenwood, Ed.D.

For Additional Information, Email EdOffice@uml.edu Revised 3/04