

# Elementary Education Program Information

*Offered by VCSU on the campus of  
Northwest College - Powell, Wyoming*



**VALLEY CITY**  

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**STATE UNIVERSITY**

## VCSU Important Information

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For more information about the Northwest College/VCSU Elementary Education Program, contact the School of Education and Graduate Studies.

**School of Education Assistant:** Irene Groth

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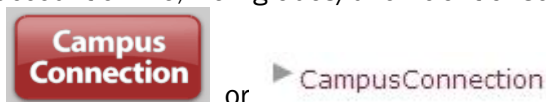
**Dean of Education:** Gary Thompson

Phone: 1-800-532-8641 ext. 37197 E-mail: [gary.thompson@vcsu.edu](mailto:gary.thompson@vcsu.edu)

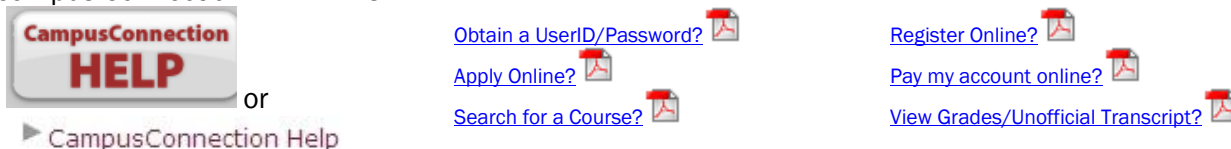
## VALLEY CITY STATE UNIVERSITY PROCEDURES

### CAMPUS CONNECTION

Our administrative student information system is Campus Connection. Through any of the Campus Connection links on the VCSU website, you can apply for admission, register for classes, pay your account online, view grades/unofficial transcripts, and more.



To help you navigate, there are a number of help documents with the detailed instructions under the Campus Connection HELP links.



You will receive a Campus Connection User ID and password from the North Dakota University System (NDUS) Help Desk when you apply online or via the e-mail address that you provide on your Application for Admission.

### APPLICATION INFORMATION

- Complete an Application for Admission as a transfer student. You can apply online at [www.vcsu.edu/enrollmentservices](http://www.vcsu.edu/enrollmentservices). In order to be considered for admission, you must have a 2.00 GPA on a 4.00 scale. Applicants are reviewed and considered on an individual basis. If applying online, choose **TRN** as your admit type. A complete application includes:
  - [Application for Admission](#).
  - [A non-refundable fee of \\$35](#).
  - Official transcripts of all previous academic work from each institution attended.
- If you have any questions about the Application for Admission, please contact Enrollment Services at 1-800-532-8641 ext. 37101 or [enrollment.services@vcsu.edu](mailto:enrollment.services@vcsu.edu).

### REGISTRATION INFORMATION

- After your Application for Admission has been processed, you will receive an email notification when you are able to register for classes in Campus Connection. During your first semester, you should register in EDUC 299 ST: Intro to VCSU EI Ed Program. This course will provide students with information about the VCSU Elementary Education program.
- If you have any questions about registration, please contact the Registrar's Office at 1-800-532-8641 ext. 37295 or [registrar@vcsu.edu](mailto:registrar@vcsu.edu).

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## VCSU Important Information

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### FINANCIAL AID

A Consortium Agreement form needs to be completed and submitted to VCSU each semester if you are interested in aid assistance. Applicants must complete the FAFSA and include school code 003008 in order to be considered. These forms are available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and [www.vcsu.edu/financialaid](http://www.vcsu.edu/financialaid). For more information, go to [www.vcsu.edu/financialaid](http://www.vcsu.edu/financialaid).

### BLACKBOARD, VCSU EMAIL, and HELP DESK

At least one week before classes begin, new distance students will receive an email from the VCSU Help Desk with information about your VCSU email account, Blackboard User ID and password. After logging into the VCSU Portal, you should review the Blackboard orientation course found in your Course List. Your VCSU email account is the official means of campus communication. The Help Desk is available to answer any questions you have regarding Campus Connection or Blackboard at 1-800-532-8641 ext. 37256 or [help.desk@vcsu.edu](mailto:help.desk@vcsu.edu).

### BOOKSTORE

The VCSU Bookstore can meet all of your textbook needs. Most books are available two weeks before the session begins. Book purchases may be billed to excess financial aid starting one week prior to the session. If you would like to place a book order, please contact the Bookstore at 1-800-532-8641 ext. 37165 with the class information.

### TUITION, FEES, and PAYMENT

VCSU uses electronic billing (e-bill) for processing statements. **Statements will not be mailed.** Payment can be made online in Campus Connection by credit card (Visa, MasterCard, or Discover) or e-check, over the phone by credit card, or by mailing a check. For more information and payment due dates, go to [www.vcsu.edu/businessoffice](http://www.vcsu.edu/businessoffice).

### TERM SESSION DATES

The Term Session dates for Begin Date, Last Day to: Add, Drop with No Record, Drop with a Refund, Last Day to Drop with Record "W", and End Date are available at [www.vcsu.edu/registrar](http://www.vcsu.edu/registrar).

### CANCEL and WITHDRAW

Campus Connection will not allow you to drop from all of your classes to ensure that the appropriate process is followed.

If it becomes necessary to cancel all classes *before* the session begins, please contact the Registrar's Office at [registrar@vcsu.edu](mailto:registrar@vcsu.edu) or 701-845-7295.

If it becomes necessary to withdraw from all classes *after* the session has begun, please contact the Student Academic Services Office at 701-845-7298.

The Drop & Withdrawal Refund dates are available at [www.vcsu.edu/businessoffice](http://www.vcsu.edu/businessoffice).

### STUDENT GRADES/OFFICIAL TRANSCRIPTS

You may check your grades and unofficial transcripts in Campus Connection. **Grade reports are not mailed.** An official transcript requires a written request be submitted to the Registrar's Office. A transcript request form is available at [www.vcsu.edu/registrar](http://www.vcsu.edu/registrar).

### OFFICE HOURS (Monday – Friday)

Academic year: 7:45 a.m. – 4:30 p.m. C.S.T.      Summer session: 7:30 a.m. – 4:00 p.m. C.S.T.  
If you have general questions or need more information, please call 1-800-532-8641.

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## VCSU Elementary Education Program Information

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### GRADUATION AUDIT

After you provide all of your official transcripts, the Registrar's Office will create a Graduation Audit that shows how your classes transfer to VCSU. We will mail you a copy of this transfer evaluation. It is important for you to continue to provide official transcripts to VCSU as you take additional classes.

### GENERAL EDUCATION REQUIREMENTS:

Students transferring from one of Wyoming's community colleges will have satisfied VCSU's lower division General Education Requirements if the students have completed an Associate in Arts (AA) or Associate in Science (AS) degree. Students who have not completed their AA or AS degree will have their transfer credit evaluated for applicable General Education transfer credit on an individual course-by-course basis.

The Elementary Education major requires the following courses in the general education block for licensure:

- a. One United States History course (HIST 1210 or HIST 1221);
- b. One Introduction to Psychology course (PSYC 1000);
- c. Three science courses with one in Biology, one in Geology, and one in Chemistry or Physics;
- d. College Algebra or higher Math course (MATH 1400 or higher);
- e. One year of English (ENGL 1100 and ENGL 2010 or 2017)

The following courses are required of all Elementary Education majors and will be offered on the Northwest College campus or online. Some of the courses will be offered by Northwest College and others by VCSU.

### PROFESSIONAL EDUCATION SEQUENCE: (41-43 credits)

EDUC 299	ST: Intro to VCSU EI Ed Program (online)	1
EDFD 2020	Foundations of Education (NWC)	3
EDUC 2100	Practicum (NWC)	3-5
EDUC 240	Educating Exceptional Students (online)	2
EDUC 283	Understanding Cultural Diversity (online)	3
EDUC 300	Educational Technology (online)	2
EDUC 321	Foundations of Reading Instruction (summer workshop)	3
LIBS 2280	Literature for Children (NWC)	3
EDUC 352	Cultural Diversity Practicum (online)	1
EDUC 400	Educational Psychology (online)	2
EDUC 450	Current Issues & Trends (online)	2
EDUC 490	Student Teaching (final 12 weeks)	10
MATH 1105	Theory of Arithmetic II (NWC)	3
PSYC 1200	Human Development (NWC)	3

### REQUIRED COURSES: (29-30 credits)

ART 2135	Fund of Art for Teachers Activities (NWC)	3
MUSC 1000	Introduction to Music (NWC)	3
PEPR 2012	Physical Education for Elem School (NWC)	3
EDUC 315	Math in the Elementary School (summer workshop)	2
EDUC 320	Social Studies in the Elem School (spring online)	3
EDUC 322	Methods of Language Arts Instruction (summer workshop)	3
EDUC 323	Methods of Reading in Elem School (summer workshop)	2
EDUC 350	Elementary Teaching Practicum (online)	2
EDUC 355	Science Methods for Elem Teachers (spring hybrid)	3
G&R 1000	Introduction to Geography (NWC) <i>-or-</i>	3
	GEOG 111 Survey of Geography (online)	2
MATH 1100	Theory of Arithmetic I (NWC)	3

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### DIGITAL PORTFOLIO REQUIREMENT

As part of the graduation requirements at VCSU, all students must develop a digital portfolio that demonstrates meeting the abilities and skills requirements for their degree.

To assist students in completing this requirement, we strongly encourage you to enroll in EDUC 299 ST: Intro to VCSU EI Ed Program as one of the first classes from VCSU. This course introduces students to VCSU's abilities and objectives of the ability projects that will be embedded in every course the student takes at VCSU.

VCSU also offers a one credit EDUC 491 Senior Portfolio class that students may take during their senior year. This course will provide the tools, template, and instructions to complete a digital portfolio project.

### DEGREE and GRADUATION REQUIREMENTS

All Elementary Education majors must have a minimum of **120** semester hours in order to graduate. A complete list of all Degree Requirements for a Bachelor of Science in Education and the Requirements for Graduation can be found in the VCSU Academic Catalog. The VCSU Academic Catalogs are available at [www.vcsu.edu/documents](http://www.vcsu.edu/documents).

### ENDORSEMENTS and CREDENTIALS

The following endorsements and credentials are also offered online:

- Middle School Endorsement
- Reading Credential
- ELL Endorsement
- Kindergarten Endorsement

### ADMISSION TO TEACHER EDUCATION

Students who intend to pursue Teacher Education must meet the criteria below, apply to the Teacher Education Committee through the Dean of the School of Education at Valley City State University, and be approved for admission to the program.

1. Sophomore standing or higher with a minimum cumulative grade point average of 2.50.
2. Satisfactory academic performance in ENGL 1100 and ENGL 2010 or 2017 (grades of C or higher) and successful completion of a speech and hearing screening.
3. A record of good conduct and evidence of good physical and mental health. Recommendations from the advisor, EDUC 299 instructor, and other related professionals will serve as documentation.
4. Have fulfilled eligibility requirements for teacher certification in North Dakota upon program completion as outlined in the Rules of Certification booklet published by the North Dakota Education Standards and Practices Board.
5. Meet minimum scores on the Praxis I test: Reading--173; Writing--173; Math--170 or a combined score of 516. Students must pass two out of three tests and have a combined score of 516 or higher.
6. Students are responsible for paying the testing fees. Go to the following ETS site to register: [www.ets.org](http://www.ets.org)

The Teacher Education Committee will review the documentation and make a recommendation to the dean to accept or deny the application for admission to the program. If the applicant is denied admission due to a condition that can be corrected, the applicant may reapply when the deficiency is removed.

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## VCSU Elementary Education Program Information

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### **CONTINUANCE IN TEACHER EDUCATION**

1. Maintain a minimum cumulative grade point average of 2.50.
2. Demonstrate good conduct and evidence of good physical and mental health.
3. Satisfactory recommendations from faculty, staff, and field experience supervisors.

If requirements for continuance are not maintained, the Teacher Education Committee may recommend suspension from the program. Any such action would be reflected in a letter from the dean to the student and the advisor. To be reinstated, a student must submit a petition to the Teacher Education Committee for consideration. The committee will forward its recommendation to the dean, who will make the final decision.

### **ADMISSION TO STUDENT TEACHING**

1. Continued satisfactory performance on all criteria for admission and continuance in the program.
2. Senior standing with a minimum grade point average of 2.50 in the major area of preparation.
3. Completion of the professional education sequence. The Director of Student Teaching in consultation with the Dean of Education may make exceptions if circumstances warrant.
4. Evidence of personal liability insurance via membership in the Student National Education Association (SNEA) or a private insurance policy. The student will present proof of such insurance prior to the first day of the semester of student teaching.
5. Submission of student teaching application to the Director of Student Teaching during the semester preceding the student teaching semester. Deadlines are announced each semester. No application will be accepted after the last day to withdraw from a course.
6. Satisfactory Criminal Background Check

### **CRITERIA FOR CERTIFICATION RECOMMENDATION**

If students meet the following criteria, the Dean of the School of Education at VCSU makes a recommendation for teacher certification to the state of North Dakota.

1. Cumulative GPA of 2.50 or better.
2. Satisfactory completion of all program requirements including passing Praxis II.
3. Successful student teaching experience.
4. Successful completion of an approved Digital Professional Development Portfolio.