

**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 if before the deadline (<https://admissions.columbusstate.edu/applications/index.php>).
- Admissions will be able to obtain an updated copy of your teaching certificate and test scores from the Georgia Professional Standards Commission.
- Pay the application fee through the Bursar's Office.
- A background check is not required for the Accomplished Teaching program.
- 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). Students seeking an online degree can exempt the immunization requirement by completing the online degree exemption section of the form. 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://gradschool.columbusstate.edu/orientation/cougarnet.php>).
- If you need to change your program of study prior to enrollment or semester start date, submit an [application change form](#).
- If you need to reapply for readmission, submit the [online Graduate Re-Entry application](#).

After Acceptance: Registration and Other Information

- Download and review the program handbook on the Graduate School's website (https://te.columbusstate.edu/docs/Accomplished_Teaching_Handbook_050818.pdf).
- Complete the Graduate School Online Orientation (<https://gradschool.columbusstate.edu/orientation/>)
- Complete the Smarter Measures Assessment (https://online.columbusstate.edu/smarter_measure.php).
- Complete the Graduate Dispositions Self-Assessment (http://columbusstate.qualtrics.com/SE/?SID=SV_e2JAVOnbHsNEAKx).
- View available courses by semester using the online Course Search (<https://coursesearch.columbusstate.edu/#/>).
- Approved electives will have "Accomplished Teaching" or "GOML" beside the letters on the online Class Schedule. Other courses may serve as electives if Dr. Brown approves them prior to registration.
- Register for courses under Schedule (Schedule Planner) in [MyCSU](#).
- Purchase required textbooks. (See the program handbook for the current list. It is updated each semester.)
- Courses are delivered through GoVIEW (<https://go.view.usg.edu>). (See the program handbook for more details.)
- This program follows the USG Collaborative Calendar (http://www.usg.edu/georgia_best/distance_education_services/ingress) that may or may not align with CSU's academic calendar.
- If you would like to request transfer graduate credits, send an email to Dr. Brown (brown_jennifer2@columbusstate.edu) and include the institution's name, course name and number, and the course syllabus or course description.
- Contact Dr. Brown if you have any questions or concerns (brown_jennifer2@columbusstate.edu).