Frequently Asked Questions

1. General Questions

Q: How do I find an advisor?
A: Information about undergraduate advisement as well as graduate advisement is available. For the Dallas Project students; Jerry J. Perez (jerry.j.perez@ttu.edu) will be your advisor. Initially, Dr. Salazar, Martha Harrison and Lisa Lucas will help you through the application and enrollment process.

Q: How do I identify a plan that is right for me?
A: First, realize that there is a difference between a certification plan and a degree plan. We offer both, but depending on the certification area you select a degree or prior initial certification may be required. Use our link for prospective certification students to identify the plans available to you. These are based primarily on whether you are an undergraduate or graduate student, and whether or not you already have an initial teaching certificate.

The Dallas Project students will be focused on Early Childhood to 6th grade (EC-6) Generalist certification with specialization in Bilingual or ESL Education. Only those interested in this certification area may be in the online TTU Dallas Program.

2. What do I need to do to be admitted to Texas Tech University?
A: STEP 1 -Request official transcripts. Please submit official transcripts (in a sealed envelope) from ALL colleges/universities you have attended.

- Contact Martha Harrison (martha.harrison@ttu.edu) or Lisa Nuañez-Lucas (lisa.nuanez@ttu.edu) or call 806.742.1997, ext 292 if you have any questions.
- For additional information contact Dr. Dora Salazar at dora.salazar@ttu.edu or by phone at 806.742.1998, ext 480.
- You may take your transcripts to an advisement meeting held in Dallas or deliver official transcripts to the Texas Tech Dallas Regional Office of Undergraduate Admissions located at 1420 W. Mockingbird Lane, Suite 575 (5th floor); Dallas, Texas 75247. The phone number is 214.630.8324 (office) and FAX number is 214.630.5413. The office is located in the Well Fargo Building.
- If you cannot drive to the Dallas office you may mail your Transcripts to the Lubbock office at:
  Texas Tech University
  Office of Undergraduate Admissions
  P.O. Box 45005
  Lubbock, Texas 79409

STEP 2 – Complete the Texas Common Application. Visit www.applytexas.org. TTU Undergraduate Transfer Student Admissions

- Reactivate/update your Texas Common Application and re-submit an application to Texas Tech University as a transfer student. The application fee is $50.
STEP 3 – Complete/Update your FAFSA - Free Application for Federal Student Aid
Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or the TAFSA (add link here) to qualify for financial aid assistance:
Remember to add the Texas Tech University School Code: 003644.

STEP 4 – Complete the College of Education application and submit online:
Visit [www.educ.ttu.edu/certification/revised/apply-tep.php](http://www.educ.ttu.edu/certification/revised/apply-tep.php)
Upon acceptance to Texas Tech, complete and submit the College of Education Teacher Education Program (TEP) application available online. Additional information regarding certification is also available on this webpage.

3. **Registration Questions**

**Q:** How is the registration of courses going to be done for the Dallas Program?

**A:** You will need to contact Dr. Dora Salazar and/or Martha Harrison for information on the courses available each semester. For a quick reference see the course rotation schedule listed on this website for each cohort. All the following questions apply to the Lubbock based students; therefore, make sure you keep in contact with Dr. Salazar, Mrs. Harrison or Jerry Perez on your decisions to register for courses.

**Q:** How can I get a permit/override into a closed section of an education course?

**A:** You must get permission from the Curriculum and Instruction Office for the permit. See Teresa Neal (742-1998 x430) in office EDUC 104.

**Q:** Do I need an advisor to approve an add/drop of a class?

**A:** If you are adding or dropping a course on your degree plan for another course on your degree plan (that is not an education course in the teacher education program), you do not need advisor approval. You can add/drop your course online at techsis.admin.ttu.edu/student/. If you need to add/drop an education course, you must see an advisor.

**Q:** May I take a correspondence course?

**A:** Undergraduates may take up to 18 hours of correspondence courses that apply to a degree plan. You must get advisor approval before registering for any correspondence course. Registration is also available online at [www.dce.ttu.edu](http://www.dce.ttu.edu). Note: Correspondence course completion may interfere with your graduation date if you do not plan ahead.

**Q:** How do I access the Blackboard to find my courses?

**A:** Follow this link for more information on Blackboard, student support and technical assistance for Blackboard:


You must also have your eRaider account and password to access the courses. Contact the Help Desk for assistance at 806.742.HELP (4357).

**Q:** How do I access my TTU email mailbox?

Contact help desk for questions and/or access this link: [https://mail.ttu.edu/owa/](https://mail.ttu.edu/owa/)
4. Transfer Questions

Q: How many hours may I transfer?
A: Sixty-six (66) hours of transfer work may be applied to a degree plan at TTU. If you have more than 66 hours transferred to TTU, your advisor will determine whether they can be applied to your degree. If you have over 66 hours applied to a degree plan, you should be aware that graduating with honors will not be possible. Graduating with honors requires that at least half of your course work be completed at TTU.

Q: How can I find out if my classes will transfer for credit on my degree plan?
A: You can check transferability by going online to www.depts.ttu.edu/registrar/teo/. If you cannot find the class you want at this website, you need to contact an advisor in the appropriate TTU College. Additionally, check with the advisors at Mountain View College for availability of core classes that may be taken during the mini semesters and summer terms. Contact Karen Blue or Gloria Palomeque via email or phone.

Q: Can an advisor tell me if a class I take at TTU will transfer to another college or university?
A: You will need to check with the university to which you are transferring for verification.

Q: Who do I see if I want to transfer into the College of Education?
A: If you are interested in teaching bilingual, English as a second language, special education, grades 4-8th (math, science, English, social studies, English/social Studies) or 6-12 composite science, you must see an academic advisor. Advisors will complete an Academic Transfer form and set you up on a degree plan. Call the College of Education for more information or stop by the Education Building Room 106.

Q: I am an educational aide at an elementary school may I be exempted from the student teaching requirement if I am interested in EC-6 Generalist with specialization in Bilingual Education?
A: This must be approved by the College of Education and by the state of Texas that grants your certification. All Educational/teacher aides may apply to the State of Texas to have their student teaching semester waived. You must have worked in an EC-6 bilingual classroom if that is your area of certification. The student teaching is after you finish all your coursework at the university. This is determined by the Texas Education Agency. You will need to complete forms and have letters from your school district to apply for this exemption so you may be allowed to graduate without student teaching. The state will give you the final answer on this once you have been accepted into a university teacher education program. All the universities in Texas recommend you for certification, but the state makes all the final decisions. The state will send you a letter with this decision once you apply to a university teacher education program.

Q: What are the requirement/criteria for the TTU College of Education teacher certification program for undergraduates?
A: TTU College of Education teacher certification program needs to accept you in the program based on 2.7 GPA and additional requirements. This is the same at all university programs that offer a bachelor's degree. The TTU junior and senior level courses will be provided to you online using Blackboard in the Dallas Project. You may take 9 hours each semester to finish the program in 2 years. Additionally, you may finish your core classes at Mountain View College or another DCCCD college in the Dallas area.

The admission requirement is the same at every state university -- you may take the Accuplacer, THEA, etc. to be Texas Success Initiative (TSI) complete in Reading, Math & Writing. This is a state requirement; see additional information online under the TTU/Dallas Project under Admissions.

Q: I am concerned with the online courses, how with this be done in the Dallas area if Texas Tech in located in Lubbock?

A: All classes have an orientation before the class starts early in the semester and students will meet on Saturdays at Mountain View with their professors. The methods courses will also have a field-base component. These field-experiences will be held at area schools in the Dallas ISD.

Q: How will the student teaching be handled with the online program?

A: The student teaching is handled the same way as all the other universities. This will be a 12 hour block with students conducting the class in the school from 7:30 - 3:00 with a cooperating bilingual/ESL teacher. Students also have a professor (university supervisor) who will supervise them in the schools and meet during the semester.

5. Certification Questions

Q: What do I do if I want to teach Early Childhood to 6th grade (Elementary generalist)?

A: You must major in Early Childhood Education through the College of Human Sciences (www.hs.ttu.edu) if your specialization will be Early Childhood (you want to teach kindergarten and/or the very early grades). If your specialization will be Bilingual Education, English as a second Language or Special Education, you will major in Multidisciplinary Studies in the College of Education. Either way, you will work on teacher certification through the College of Education, but you may earn your degree from the College of Human Sciences.

The TTU Dallas Project is only for those interested in EC-6 with Bilingual or ESL. Therefore, all your courses will be provided by the College of Education faculty, not the College of Human Sciences.

Q: What do I do if I want to teach grades 4-8?

A: See an advisor in the College of Education. You can get more information at www.educ.ttu.edu/student/advising_overview.htm.

Q: What do I do if I want to teach high school (8-12) or all-level (EC-12)?

A: You should major in the subject you wish to teach, which requires you to complete a degree plan through the College of Arts and Sciences, the College of Visual and
Performing Arts, the College of Human Sciences, the College of Mass Communications, the College of Engineering or the College of Agriculture. You will work on teacher certification through the College of Education, but remain a major in your college.

6. Certification Exams

Q: When may I sign up for the TExES exam?
A: You may apply once you are admitted into the Teacher Education Program. To indicate that you are eligible to take the exam, you will be approved for testing from the certification office. You may view your approval status by logging in to SBEC and clicking on view examinations.

Q: How do I sign up for TExES exams?

Test Registration

Q: Where can I get study guides?
A: Visit www.texas.ets.org, then click on Preparation materials. The Certification Office also sponsors practice tests and workshops on a regular basis other test preparation resources are suggested at www.educ.ttu.edu/certification/revised/testing.html

Q: I have passed my ExCET/TExES exams, now what do I do?
A: After your degree has been posted and your student teaching semester completed, apply for your teaching certificate at www.sbec.state.tx.us. Then send TTU a rapid recommendation packet.

7. Application for Teacher Certificate

Q: How long will it take for my teaching certificate to be issued?
A: After you apply to SBEC, an advisor in the College of Education will complete your recommendation online. You will be required to undergo a national criminal background check by submitting fingerprints to SBEC. You will receive your fingerprint packet upon applying for your teaching certificate. Your teaching certificate will be issued by SBEC when all requirements are completed.

Q: I am applying at several school districts that are asking for a letter of completion. How do I get one?
A: We no longer supply students with letters of completion. You may wish to provide districts with copies of your exam scores and your unofficial transcript so they understand your status. Once you complete the requirement for certification and are recommended for certification by TTU, SBEC will immediately email you a note indicating that TTU has recommended you for certification. We encourage you to provide the school district with copies of your transcript, your TExES results, and the SBEC email so they understand your progress toward certification.

8. Graduation
Q: When do I turn in my Intent to Graduate?
A: Intent to Graduate Forms must be submitted one year before graduation. Your intent to graduate must be submitted to the TTU College from which you will receive your degree.

Q: How will graduation be handled for the Dallas project?
A: Graduation will be held at Texas Tech University in Lubbock. However, in the next 3-5 years we may have a satellite campus in Dallas.

9. Financial Resources

Q: What information is available for financial aid from the state of Texas?
A: Visit the College For All Texas website for up to date information: www.collegeforalltexas.com/apps/financialaid/tofa2.cfm?ID=572
If you are NOT attending or planning to attend Texas Tech, please send your questions about the Educational Aide Exemption program to the Financial Aid Office of your selected institution

Q: What are some of the financial resources available at Texas Tech?
A: Three resources include the Veteran Benefits, the Loan Forgiveness Program, and Teach for Texas Loan Repayment Assistance Program.

Veteran Benefits

Veterans who have remaining GI Bill Education Benefits are entitled to a reimbursement of their testing fees when they have completed teacher certification examinations (ExCET or TExES). If this applies to you, you may want to find out more information by calling the Texas Troops to Teachers Office at 1-800-810-5484.

Loan Forgiveness

Teachers with certain types of student loans may qualify for partial loan forgiveness, deferment, or cancellation benefits. Eligibility for these benefits depends on the type of loan the teacher has, the date of his/her first loan, and whether the teacher serves in a designated low-income school or subject-matter teacher shortage area. For more information, see http://rittter.tea.state.tx.us/edex/loanforgive.html.

Teach for Texas

Teachers in high needs areas may apply for an annual repayment of loans (up to $5000/year for 5 years or $20,000 maximum). More information on this program is available online at http://www.hhloans.com/borrowers/TFTLRAPFactSheet.cfm.

The TEACH (Teacher Education Assistance for College and Higher Education) Federal Grant available at Texas Tech

Teacher candidates (undergraduate and PostBac) in high needs areas (Bilingual and ESL, Foreign Language, Mathematics, Reading Specialist, Science, and Special Education) with a cumulative GPA of 3.25 may be eligible for grants up to $4000/year. This program is administered through the TTU Financial Aid Office. More information is available online at www.FederalStudentAid.ed.gov.
**The College of Education Project TEACH Grant**

This is the grant directed and administered by Dr. Dora Salazar and Martha Harrison that is a five year grant project funded by the U.S. Department of Education for those interested in Bilingual or ESL certification. More information is available online at [http://www.educ.ttu.edu/projectteach/](http://www.educ.ttu.edu/projectteach/)

10. **Other financial resource programs are available at**
[www.collegeforalltexans.com](http://www.collegeforalltexans.com)

Q: Is tuition and fee assistance available for teacher-aides in Texas?

A: Yes, if you qualify the State of Texas Educational Aide Program can provide substantial tuition and fee support while you earn an undergraduate degree and certification!

11. **Who is the Texas Tech financial aid advisors?**

A: Visit [www.de.ttu.edu/bsms](http://www.de.ttu.edu/bsms). For additional information on financial assistance.

**TTU Financial Aid advisor** is: Yvonne Harwood, [Yvonne.harwood@ttu.edu](mailto:Yvonne.harwood@ttu.edu), 806-742-3426 Ext. 263

**All waivers** and or payment plans go through Jennifer Branch in Student Business Services, [Jennifer.branch@ttu.edu](mailto:Jennifer.branch@ttu.edu) by phone 806-742-5911 and via the Raiderlink portal for all TTU students.

12. **How can I see my bill once I have been enrolled in the classes?**

A: Once enrolled see TTU Raiderlink for all payment information and to view your E-Bill: [http://portal.texastech.edu/render.userLayoutRootNode.up?up_root=root](http://portal.texastech.edu/render.userLayoutRootNode.up?up_root=root)

You may set up payment plans for your tuition and fees at this link.