Application | College of Education | Georgia College

**POSTMARK BY JANUARY 19, 2018  
GC UNDERGRADUATE COHORT ADMISSION APPLICATION AND**

**PROCEDURES FOR FALL 2018**

\*UPDATED AS OF 10-19-2017\*

We welcome you to apply for the undergraduate education cohorts at Georgia College (GC) for fall 2018. Acceptance to Georgia College does not automatically enroll you in a John H. Lounsbury College of Education cohort program. You must meet the minimum requirements, submit a completed application packet to the College of Education, and be interviewed in order to be considered for admittance to any undergraduate cohort program in the College of Education.

**PROGRAM DESCRIPTIONS:** In Fall 2018 GC will offer undergraduate programs in Early Childhood Education, Middle Grades Education, and Special Education. Applicants may apply for multiple programs.

**PREREQUISITE:** If you are a transfer student, you must be officially admitted to GC before you may apply and interview for a cohort program. As acceptance to the university is a mandatory requirement before applying for admission to an education cohort program, please ensure that you have allowed ample time for the entire process.

**PRESERVICE CERTIFICATE:** Admission to any cohort is contingent on the PSC issuing a Preservice Certificate which requires a satisfactory background check.

**Please note:** If using a Mac computer, please open the interactive document with Adobe Acrobat.

**APPLICATION PACKET FORMS:**1. Cohort Application Packet Checklist (pdf)

2. Information Sheet with Documentation Requests (pdf)

3. Professional Recommendation Form (pdf) (Please include THREE recommendations using the accompanying form.)

4. Applicant Questionnaire Form (pdf)

5. Record of Experience with Young Children (pdf) (required for Early Childhood Applicants)

6. The applicant needs to submit testing documentation showing completion of GACE 350 - Program Entry Ethics as required for admission to a program. To do this, the applicant will need to create a MyPSC account at www.gapsc.com using his/her legal name as shown on a driver's license or other ID document, and select testing Reason #7, "I am taking the Georgia Educator Ethics assessment."; select Georgia College & State University on the Program tab, and select GACE 350 from the drop down menu. Then he/she should create a testing account and register for the assessment at www.gace.ets.org/ethics , pay the $30 fee online using a credit card, indicate Georgia College & State University as a score recipient, complete the seven modules in 2.5-3 hours (does not have to be completed in one sitting), and print out the completion certificate and include it in the application packet.

7. The applicant needs to complete the PreService Application Package available here (pdf). If accepted to the program for which application is being made, Georgia College will submit these forms to the Georgia Professional Standards Commission (PSC) to request a Pre-Service certificate. The PSC does not charge a fee for these forms, which give the PSC permission to perform a background check. The affidavit for Verification of Legal Presence must be completed with a notary public. A copy of the identification document taken to the notary, usually a GA driver's license, needs to be included. Here (.pdf) is a list of some campus notaries. Campus notaries do not charge a fee.

**PROFESSIONAL RECOMMENDATION FORM:** When choosing people to complete your professional recommendation forms, select persons who can address your potential as a future educator. Forms from friends, relatives, or social acquaintances are not appropriate for a professional recommendation. Ask permission from your sources before giving them a form. All recommendations must be in a sealed envelope with the seal signed by the person completing the form. It is the applicant's responsibility to collect the three recommendation forms and include them in your completed application packet.

**INTERVIEWS:** Students who have complete application packets submitted by the priority deadline and who meet the minimum criteria will be scheduled for an interview. This interview is considered a part of the admission process.

**FIELD EXPERIENCE:** Experience working with students/children at the age level or with the disability in which you are interested is valued. Applicants for Early Childhood Education are required to submit a Record of Experience with Young Children as part of their application packet. Applicants for Middle Grades and Special Education are encouraged to submit a Record of Experience.

**LAPTOP REQUIREMENT:** All undergraduate cohort students will be required to have access to laptop computers to use in the classrooms and in field placements. GC does not provide laptops to students.

**CONTACT INFORMATION:**

Questions regarding the application process, please contact:  
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Questions regarding the undergraduate programs, please contact:

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Bessie Storey, Administrative Assistant

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