

New Candidate Information Sheet (NCIS) **(Alternative Certification Students)**

THE OFFICE IS OPEN FROM 8A-12P AND 1P-5P MONDAY-THURSDAY AND FRIDAY FROM 8A-12P. HOWEVER, YOU NEED TO CHECK SPECIFIC OFFICE HOURS FOR DR. BASINGER, MS. GLEASON, AND MS. NELSON. OTHER TIMES ARE BY APPOINTMENT ONLY. THIS IS ALSO TRUE FOR TELEPHONE CALLS.

ACCESS NUMBERS/CODES

Once you are enrolled in the university, correspondence is mailed to you with your BOSS pin #, e-mail username/password, and Blackboard username/password. If you do not receive this, you may request the information as indicated below:

BOSS Pin Number

The BOSS system will allow you to register online for future quarters, pay tuitions/fees, view your final grade(s), request transcripts, view financial aid information, as well as many other options. In order to request your pin number, you will need to go to Keeny Hall, Room 207 (Registrar's Office), or you may go to www.latech.edu, Current Students, Academic Calendar, Boss Pin Request. Follow the directions given. This request can be made **as soon as you have been admitted to the university**. To log on to BOSS, use your CWID # as your username and your BOSS pin # as your password.

Tech E-Mail Address and Password

Go to passwords.latech.edu to get your username and password. This information can be **retrieved 24 hours after you have registered and paid your fees**. Please check your Tech e-mail account on a regular basis since this is one of the ways we keep you up-to-date on important information.

Moodle

You will be set up in Moodle for any classes for which you are registered. To sign on to Moodle, you will go to [http://www.latech.edu/](http://www.latech.edu) and click on Moodle (use Mozilla Firefox as your browser). Your username is the same as your Tech e-mail username, and your password is your e-mail password.

TASKSTREAM

TASKSTREAM (electronic portfolio)

It is **MANDATORY** that this is purchased prior to your first quarter of enrollment. You may purchase online by going to www.taskstream.com or purchase at the Louisiana Tech Bookstore.

Using your TaskStream Program Code And Working on the Teaching Program-Initial Directed-Response Folio

You have been selected to participate in a TaskStream program. The program code that has been issued to you is intended for your use only. Follow the directions below to enroll yourself into a TaskStream program.

1. Go to www.taskstream.com and login to your TaskStream account.



2. From either the home page or the My Programs page, you can simply click the **Self-Enroll** button.



3. Enter the program code specified below in the appropriate field and click the **Search** button.

My Programs Home

My Programs Home > Self Enrollment

To self-enroll into a program, enter a program code below. Program codes are created and distributed by the program manager. If you are a reviewer or evaluator, you cannot self-enroll into a program; you must be manually enrolled by the program manager.

Enter program code:

Program Code: TP

4. You will be able to review the program information that corresponds to the code that you entered. To be enrolled in the program, click the **Enroll** button. If you do not wish to be enrolled in the program at this time, click the **Do Not Enroll** button.

My Programs Home

My Programs Home > Self Enrollment > Program Information

If this is the correct program, click the 'Enroll' button to complete the enrollment process.

Portfolio Program

Program Information
 DRF used in program: Directed Response Sample
 Status of program: Active
 Program Description: This program is for individuals taking ENGL 104 during the Fall 2005 semester.

5. Now, select **My Programs, Teaching Program-Initial**, and Work on DRF. Read the Overview, and then continue to the next section, Choose Style. After

Choosing Style, select Edit Content. Select your course from the list to view the evaluation method and read the instructions for submission.

6. If you need assistance with TaskStream, please send an email to TaskStream.latech.edu through the Message Center in TaskStream.

For more detailed information on diverse field experiences and portfolio requirements, select *Field Experiences* and *Student Teaching* or *Internship* categories in the *Teacher Program – Initial* DRF Program in TaskStream.

Advising

It is your responsibility to note early advising/registration times Normally, early advising begins about two weeks prior to early registration and will run for about two weeks. Beginning with your *second quarter* of enrollment, you will need to log in to TaskStream and access the Advising DRF Program. The self-enrollment code for the Advising DRF Program is **Advising**. All instructions and other pertinent information pertaining to advising will be outlined within this DRF Program.

*If you have a course-related question, contact your content advisor (see your BOSS Account). If you have a TaskStream-related question, send an e-mail to TaskStream.latech.edu through the Message Center in TaskStream.

****New students** enrolling in their first quarter courses will NOT complete the Advising DRF Program in TaskStream. All new students must first attend a **mandatory** orientation session with Ms. Gleason to complete their plan of study, followed by a group advising session. New students will be notified of available dates for these sessions. The online advising through TaskStream begins in a student's second quarter of enrollment.

The above procedures are being implemented effective Spring Quarter 2010; however, if any problems arise, refer to the advising and registration policy guidelines shown on page 5 of this document.

Field Experiences (Complete every quarter)

Log in to TaskStream and access the DRF Program entitled *Teaching Program-Initial* and then go to the *Field Experiences Application* under *Field Experiences*. Complete this application and submit. If the course(s) you are enrolling in is not shown in the course selection field, you DO NOT have field experiences for that course. However, you will still submit the application. Through TaskStream, you will receive e-mails notifying you of when the application is available for you to complete. Any questions regarding field and clinical experiences should be directed to Ms. Dewanna Durbin at ddurbin@latech.edu.

OTHER STEPS

ID Picture Made

To have your ID made, go to the Tech Express Office (next to the Student Center). This can be done **once you have registered and paid your fees**.

Parking Permit

Once you have registered and paid your fees, you will need to go to the Tech Police Station, (Traffic Office- 2nd floor, South Hall), to obtain a parking permit (8:00a-4:30p). Please bring your registration information, driver's license, and Tech ID. If you are unable to get your pass during the times indicated or have other questions, call the Traffic office at 318/257-2921.

College of Education Advising and Registration Policy:

Early Registration and Advising: College of Education faculty will adhere to the two-week early advising period scheduled through the Associate Dean of Undergraduate Studies office. Students wishing to avail of early registration must be advised during this two-week period. Students who do not schedule appointments with faculty for early advising may have to wait to be advised during the advising period for general registration. Additionally, students who registered during early registration, but did not pay University fees and charges by the due date resulting in purged schedules, must wait to be advised during the advising period for general registration.

General Registration and Advising: Advising for general registration will take place on the first day of each quarter. This advising period is for new students, continuing students who did not register during the early registration period, and continuing students who registered during early registration but did not pay University fees and charges by the due date resulting in purged schedules.

PRACTITIONER LICENSES (PL LICENSES):

Please note that once you have met all admission requirements, your plan of study (prescription plan) will be circulated for approvals. This routing process usually takes about **two days**. Once all approvals are received, **a copy will be e-mailed to you**, along with a letter stating that you are “unconditionally” admitted to the program. **IT IS YOUR RESPONSIBILITY** to provide your school district with a copy of the plan of study and letter. You will need to keep a copy of this plan of study and update with your grades each quarter for subsequent requests received from the district. If an updated letter is required, please let Ms. Gleason know via e-mail (melanie@latech.edu).