

# FAQ for scheduling Block classes (EC/ELE/MLE)

## How do I register?

To request a seat in upper division professional education courses (Block I, Block II, Middle School endorsement) in the Department of Early Childhood, Elementary, and Middle Level Education, each student must complete an “EC/ELE/MLE Request to Add” form as prepared for the current registration period and personally hand it to the secretary in 2171 Buzzard to be verified and date-stamped. Dates and times will be posted for form submission each semester.

## What are the requirements?

Along with any course prerequisites listed in the catalog, University Admission to Teacher Education is required for admission to the following courses. Completion of all steps is required for enrollment and will be verified for each student before administratively adding the classes. Please refer to the packet of materials received during the teacher education meeting and confer with your advisor to be sure all requirements have been met.

ELE 3000	ELE 3350	MLE 3110
ELE 3250	ELE 4000	MLE 3150
ELE 3280	ELE 4770	MLE 4000
ELE 3281	ELE 4776	MLE 4280
ELE 3290	ELE 4880	MLE 4760
ELE 3340		

Requirements that are frequently missed by students include the Student Technology Proficiency, Criminal Background application, and Speech & Hearing Clearance. Complete these requirements early so they won't be overlooked thus preventing your timely enrollment in professional education coursework.

## Will I get the section I asked for?

Students indicate a preference of section, but no guarantees can or will be made by the department. The enrollment between sections will be balanced based on the total number of students waitlisting for the semester. This sometimes results in a movement of students to other sections which are verified to also fit with their current course schedules. Reminder: Instructors, meeting times, and classrooms are subject to change until the beginning of the semester.

## When should my other classes be scheduled?

Students requesting a morning section of Block I or Block II must schedule all other classes in the afternoon/evening beginning no earlier than 12:30pm due to arranged practicum hours at an off-campus location. No morning classes other than Block classes can be taken MTWRF 8:00-12:30.

Students requesting an afternoon section of Block I or Block II must schedule all other classes in the morning (or evening) with no classes lasting past 12:00 noon or beginning earlier than 4:00pm due to arranged practicum hours at an off-campus location. No afternoon classes other than Block classes can be taken MTWRF 12:00-4:00.

## How do I know if I have been added?

It is very important to check your EIU email on a regular basis. This is the method we will use to contact you if there are problems with your schedule. We will not be sending emails as individual classes are administratively added due to the high volume of students involved. Monitor your PAWS schedule for changes throughout the remainder of the semester. The scheduling process is not complete until after grades are posted at the end of the term. Classrooms, instructors, and individual student schedules may be changed until the new semester begins. Check your schedule closely to be sure you attend the section you have been assigned to, which may be different than the section you requested.