



School of Education | Department of Elementary & Early Childhood Education

Directions for Submitting Undergraduate Applications for Fall 2020

These modified procedures are only for undergraduate Fall 2020 applications. The EECE Department created these modified procedures in response to the COVID19 epidemic.

Revised Undergraduate Application Deadline: April 20, 2020

Application Forms: Undergraduate applicants will be able to find the application to the Undergraduate, Grades 1-6 Professional Program on the EECE Department website at <https://www.qc.cuny.edu/Academics/Degrees/Education/Elementary/Pages/default.aspx>

On the website, applicants will be able to download the following items:

1. Complete Application File (includes the cover sheet, application form, and EECE Pathways list of Qualifying Courses)
2. 100-hours Form
3. Directions for submissions

Directions for Completing the Application Forms:

Due to the circumstances surrounding COVID19, the EECE Department is modifying the submission process as we aim to maintain the continuity of your education. We, therefore, ask you to help us by doing your due diligence before submitting your application for Fall 2020. Please read these directions carefully to ensure a timely review of your application.

1. Follow all directions in the cover sheet.
2. We will NOT review your application without (1) your attached transcript and (2) highlighted courses on the transcript that correspond to the *co-major or minor* (please see the cover letter for further instructions). Adobe and Preview have highlighting capabilities. If #1 and #2 are not complete, your application will be considered incomplete and will NOT be reviewed.
3. The EECE Department is waiving your co-major/minor advisor's signature on all forms included in the full application.
4. EECE Department will allow you to submit your 100 hours worksheet by August 25th. Please do not worry about collecting supervisor signatures and documentation at this time. If you have already completed your 100 hours, please submit the 100 hour worksheet with your application.

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5. If you have ANY questions about how to complete the forms, particularly the *EECE Pathways list of Qualifying Courses form*, please email the undergraduate advisor that corresponds with the first letter of your last name for any questions (see below in *Directions for Submitting Your Application Forms*). We recommend that you do not wait until the application deadline approaches. The advisors are here to assist you!
6. Please see below for directions on how to submit your application. When you email your application, you will receive an acknowledgement receipt from the advisor. If you do NOT receive an acknowledgement receipt within 48 hours, please email your advisor again.

Directions for Submitting Your Application Forms:

We kindly ask that you email the advisors who correspond to the first letter of your last name the complete Application File and 100-hours worksheet (if ready).

Last names starting with the letters:

1. A-H: Dr. Sunghee Shin at Sunghee.Shin@qc.cuny.edu
2. I-M: Dr. Line Saint Hilaire at Line.Augustin@qc.cuny.edu
3. N-S: Dr. Ashraf Shady at Ashraf.Shady@qc.cuny.edu
4. T-Z: Dr. Karla Manning at Karla.Manning@qc.cuny.edu

NOTE: If you do not receive an acknowledgment receipt, email again.

You will receive a decision around May 15, 2020.