

TEACHER PREPARATION PROGRAM APPLICATION PROCESS

Effective September 1, 2011

- ❖ **All** teacher candidates need to submit and/or update the Teacher Prep application in [MyLongwood](#) by **October 1, 2011** to ensure tracking in the new database for the Longwood University education unit. Screen images are provided below to assist you with this new application process. The results will allow teacher candidates, program area faculty and OPS to know the exact status as teacher candidates progress through Teacher Prep.
- ❖ Review the [Conceptual Framework for Teacher Education](#).
- ❖ Log-in to [MyLongwood](#) with your user name and password.
- ❖ Locate the MyLongwood Services channel.
- ❖ Open the Banner Self-Service folder.
- ❖ Open the Office of Professional Services folder.
- ❖ Click the link for the Teacher Preparation Program Application.
- ❖ Scroll down to the bottom of the display page.
- ❖ Your name and L# will automatically appear because you are a Longwood student.
- ❖ If your program area is listed correctly, you do not need to take further action with the application itself.
- ❖ If your program area is not listed correctly, you need to do the following:
 - Click on the bar saying "Update your Teacher Preparation Application"
 - Choose the appropriate program area from the drop-down box
 - Choose "yes" that you have reviewed the Conceptual Framework
 - Choose "yes" that you understand it is your responsibility to make progress through the program
 - Click "submit" and your updated information will appear
- ❖ Work on meeting the admission requirements in accordance with the timeline for your program area.
- ❖ Contact OPS and/or your advisor if you have any questions.

MyLongwood Login - powered by SunGard Higher Education - Windows Internet Explorer

https://my.longwood.edu/cp/home/displaylogin

File Edit View Favorites Tools Help

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Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)




Want to know more about myLongwood?
[myLongwood FAQ](#)

Make this my homepage.
[Click here](#) for instructions on how to make your browser load this page on startup.

Welcome to myLongwood.

This secure site provides students, faculty and administrative staff with centralized information, news, and services. This is where you can read announcements, get the latest news, register for courses, collaborate with peers and more.

What's Inside?

-  **Information & Services:** Read latest announcements and news. Check the weather. Access Longwood services.
-  **Calendar:** Access and manage your personal and school calendars.
-  **Groups:** Request, manage and join group homepages for organizations and committees.

and more...

NOTICE TO ALL USERS: THIS SYSTEM IS THE PROPERTY OF LONGWOOD UNIVERSITY, AN AGENCY OF THE COMMONWEALTH OF VIRGINIA.

ONLY PERSONS AUTHORIZED BY LONGWOOD UNIVERSITY ARE PERMITTED ACCESS TO THIS SYSTEM AND SHALL USE THIS SYSTEM ONLY FOR THOSE PURPOSES WHICH THEY HAVE BEEN AUTHORIZED.

ALL ACCESSES AND ACTIVITIES, INCLUDING NETWORK TRAFFIC, APPLICATION AND DATA ACCESS, KEYSTROKES (WHEN APPROVED BY THE PRESIDENT FOR SECURITY INVESTIGATIONS), USER COMMANDS, E-MAIL AND INTERNET USAGE AND MESSAGE AND DATA CONTENT, MAY BE LOGGED.

Done

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http://my.longwood.edu/render.userLayoutRootNode.uP?uP_root=root

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September 27, 2011

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My Account Content Layout | **Welcome Alissa Baldwin**
You are currently logged in.

Calendar Groups Logout Help

Home Campus Life Employee Resources Faculty Student Tutorial My Tab

Personal Information

- Update Addresses and Phones
- Update E-mail Addresses
- Update Emergency Contacts
- Longwood ID Number

My Student Account

- My Student Account

My Reports

No reports are available to view at this time.

myLongwood Services

- Banner Self-Service

Employee Review

Campus Announcements

There are no announcements

Personal Announcements

There are no announcements

Longwood News & Events

- [View the latest Longwood news >>](#)
- [View the latest Longwood events >>](#)

What's New in myLongwood


Send your suggestions, comments or other feedback via the [myLongwood Suggestion Box](#).

Latest News:

- News feeds are back! (BBC News, CNN, Digg, ESPN, Fox News, and MANY more - all found under the "News" category when adding a channel)
- Want to pull in your own custom news/RSS feeds? No problem! Add the "News Feed" channel and use your own feed URL. You can add this channel multiple times in your layout.

To Add a Channel:

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My Student Account

[View the latest Longwood news >>](#)

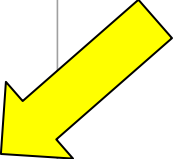
[View the latest Longwood events >>](#)

My Reports

No reports are available to view at this time.

myLongwood Services

- Banner Self-Service
 - Personal Information
 - Student and Account Summary
 - Financial Aid
 - Faculty and Advisors
 - Employee
 - Office of Professional Services
 - Teacher Preparation Program Application
 - Student Teaching Placement Application



Employee Review

You have no employees to review

My Banner Direct

Please select an option:

[Open Window](#) [Open Tab](#)

Note: Internet Native Banner (INB) is accessible **on campus only**. If you need to access INB from off-campus, please sign-in first to the VPN.


News, CNN, Digg, ESPN, Fox News, and MANY more - all found under the "News" category when adding a channel)


- Want to pull in your own custom news/RSS feeds? No problem! Add the "News Feed" channel and use your own feed URL. You can add this channel multiple times in your layout.

To Add a Channel:

- Click the "Content Layout" link in the top-left.
- Click the tab where you want to add the channel.
- Click the "New Channel" button at the desired location.
- Select a category and click "Go."
- Select the channel and click "Add Channel."

Email Channel

[Login to OWA \(Exchange\)](#) 

[Login to Live Mail](#) 

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Personal Information Student and Account Summary Faculty Services Financial Aid Employee

Search Go

[RETURN TO OPS MENU](#) [SITE MAP](#) [HELP](#)

Teacher Preparation Admission Application

Hello Alissa Anne Baldwin

1. The following score or combination of scores is /are required:

- A composite SAT score of 1100 with a score of 530 or higher on both the math and verbal sections of the test
- A composite score of 24, minimum mathematics score of 22, and a reading and English total of 46
- Virginia Communication and Literacy Assessment (VCLA) reading subtest score of 235 and writing subtest score of 235 and a SAT math score of 530
- Virginia Communication and Literacy Assessment (VCLA) reading subtest score of 235 and writing subtest score of 235 and an ACT math score of 22
- Virginia Communication and Literacy Assessment (VCLA) reading subtest score of 235 and writing subtest score of 235 and a Praxis I math score of 178
- Composite Praxis I score of 532

2. You must request and receive two positive faculty recommendations. These are to be submitted by the faculty using the faculty tab of "My Longwood". Refer to the following link for recommendations: [Faculty Recommendation](#)

3. You must meet the minimum grade requirements (C or better) in the introductory education courses associated with your

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For majors in PK-6, 6-8, or Secondary 6-12: EDUC245 and EDUC260
For majors in Physical and Health Education: KINS280 or KINS175 or HLT205
For majors in Special Education: SPED201
For majors in Music Education: MUSC145 and EDUC245
For all majors: ENGL150

4. You must have a cumulative GPA of 2.5

Your Current Teacher Prep Application information is displayed below:

Student: L00061171 Alissa Anne Baldwin
Program: EDED Graduate: Education Leadership

I have read and understand the above Conceptual Framework Standards and am committed to developing the described knowledge, skills, and dispositions during my time here at Longwood:

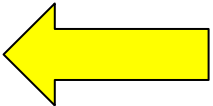
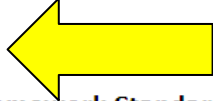
I understand that my continued progress and commitment toward these standards will be assessed and that my failure to make satisfactory progress may result in my delay in completing or possible removal from the teacher preparation program:

Last Application Date: 22-AUG-11
Last Change Date: 22-AUG-11

Update your Teacher Prep Application

RELEASE: 8.3.1 powered by Internet 100%

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Teacher Preparation Admission Application Update Form

Update Application

Student: L00061171 Alissa Anne Baldwin

Program: Graduate: Education Leadership

I have read and understand the above Conceptual Framework Standards and am committed to developing the described knowledge, skills, and dispositions during my time here at Longwood:
Yes or No: Yes

I understand that my continued progress and commitment toward these standards will be assessed and that my failure to make satisfactory progress may result in my delay in completing or possible removal from the teacher preparation program:
Yes or No: Yes

Submit your Updated Teacher Prep Application

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Teacher Preparation Admission Application Update Data

Update Application

Your Application Information has been updated on 27-SEP-11

Student: L00061171 Alissa Anne Baldwin

Update Program: EDED Graduate: Education Leadership

Update progress: Y

Update cfs: Y

[Print a copy of this screen for your records](#)

RELEASE: 8.2.1

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Done

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