



Senior Checklist

1. **Review your audit** and follow up with your advisor regarding any deficiencies.
2. **Student teaching applications are due February 1 for students who will be student teaching in the upcoming Fall, and August 1 if student teaching in the Spring semester.** Access the student teaching application ONLINE through “My Missouri State” on the MSU home page. If you have questions, see your academic advisor or check with the Field Experience Office in Hill Hall 200, or call 836-5253.
3. **A passing score in your certification area of the Content Area Assessment is required for certification.** It is recommended that you take the **Content Area Assessment** the semester before you student teach. Online registration information is available at the [MEGA website](#). The [Counseling & Testing Center](#) in Carrington 311, and [Professional Education Advisement](#) in Hill 202, will also have dates and information regarding the **Content Area Assessments**.
Please note that to be recommended for an initial Missouri teaching certificate, students must have successfully completed Supervised Teaching; met all Missouri teacher certification requirements in effect at time of certification; met the criteria established by the Missouri State Board of Education exit evaluation procedures (**Content Area Assessment**) and passed final portfolio requirements. Further information is at www.missouristate.edu/certification/FAQgraduates.htm
4. Take the **General Exit Exam. The General Education Exit Exam is a scheduled “0” credit hour class: GEN499 University Assessment Examination.** Register for the exam like any other class. Information can be found on the website of the Faculty Center for Teaching and Learning at www.missouristate.edu/fctl/89759.htm. For questions call 836-6300.
5. **Apply for graduation** by completing a Graduation Card in the Office of the Registrar, Carrington 320 or apply on-line through “My Missouri State”, choose “Academics” at lower left, then “Commencement.” Complete the Intent to Graduate Form and access commencement details. The website at www.missouristate.edu/commencement/ has further commencement information.
6. Take advantage of **Career Services**, Carrington 309, or access the web at <http://careercenter.missouristate.edu/>
7. Obtain **Graduate School** information through the Graduate School in Carrington 306 or access the website at <http://graduate.missouristate.edu/>