

PROGRAM REQUIREMENTS & COURSE INFORMATION

1. **Apply to Program (Application Fee: \$200.00)** Candidate must hold WA teaching certificate to apply.
2. **Complete Required Courses.**

Classes offered through Highline College: Students must apply at Highline and receive a Highline College Student ID number before they can register for classes at Highline. Once Highline courses are completed, students should request an official Highline transcript be sent to SPU.

- **LIBR 130: School Libraries** offered Winter Quarter
 **must be eligible to register with Highline College
 5 Credits, ~\$554.00
- **LIBR 160: Computers in Libraries** offered Spring Quarter
 **must be eligible to register with Highline College
 5 Credits, ~\$554.00
- **LIBR 178: Tech Services/Cataloging for Small Libraries** offered Autumn Quarter
 **must be eligible to register with Highline College
 5 Credits, ~\$554.00
- **LIBR 190: Library Administration & Management** offered Summer Quarter
 ** must be eligible to register with Highline College
 5 Credits, ~\$554.00
- **LIBR 195: Collection Development** offered Summer Quarter
 **must be eligible to register with Highline College
 3 Credits, ~\$350.00

Class offered through Seattle Pacific University: To request enrollment in this class, email endorse@spu.edu.

- **EDLR 5043: Instructional Leadership as a School Library Media Specialist through SPU** offered Autumn Quarter, **Spring Quarter for 2017-18**
 3 Credits, \$460.00

3. **Pass the Library Media WEST-E**, have scores submitted electronically to SPU.
4. **Complete EDCN 5730 Field Experience through SPU** Once the above are completed, the candidate is eligible to request placement in **EDCN 5730: Field Experience Pedagogy Assessment (5 Quarter Credits, \$1450.00 Total)**. Express intent by contacting endorse@spu.edu. Cohorts tend to fill quickly. To avoid being waitlisted, consult the chart below:

Express intent by...	To participate in field experience...
July 31 st	Fall Quarter (Sept.-Dec.)
October 31 st	Winter Quarter (Jan.-March)
January 31 st	Spring Quarter (March-June)

Note on Registration:

REGISTERING FOR HIGHLINE COLLEGE COURSES:

The majority of the courses will be taken through our partner, Highline College (www.highline.edu), and therefore, students must apply to be a student at Highline and pay all applicable fees. Students cannot register for courses until they receive a Highline College Student ID number. For more information, visit:

Admissions: <http://admissions.highline.edu/admissions.php>

Registration: <https://registration.highline.edu/>

You can find registration information on the Highline College website, and you may also contact lisinquiry@highline.edu for further assistance.

Highline College & Seattle Pacific University uses Canvas as their platform for online courses. For an introduction to online courses at Highline, please visit the Canvas Help page on the Highline College website: <http://its.highline.edu/canvasfaq.php>.

TO REGISTER FOR SEATTLE PACIFIC UNIVERSITY COURSE – EDLR 5043:

Course information and registration is available beginning in August of every year: <http://ce.spu.edu>.

Please note tuition prices are subject to change.