

EASTERN MICHIGAN  
UNIVERSITY

College of Education  
Office of Academic Services  
206 Porter

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**To:** Second-Bachelor's Students Who Want to Enter the Post-Baccalaureate Teacher Certification Program at EMU

**From:** Dr. Shawn Quilter, Assistant Dean, College of Education

**RE:** Admission Process for the Post-Baccalaureate Teacher Preparation Program

**Date:** May 5, 2004

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Students need to complete the *24 Hour Form* immediately after receiving an official second bachelor's Program of Study. Students will submit a completed *24 Hour Form* and one copy of the approved Program of Study for the second bachelor's degree to: Assistant Dean, Office of Academic Services, 206 Porter Building. **The *24 Hour Form* and Program of Study are due within two weeks of the official approval of the second bachelor's program.**

All students interested in the Post-Baccalaureate Teacher Preparation Program must attend a group advising session in order to meet admission and programming requirements. (See <http://www.emich.edu/coe/newhome/advisingPB.html> or call 734.487.1416 for group advising information.)

As a general rule, students should apply to the Post-Baccalaureate Teacher Preparation Program *at least* two semesters before taking the courses in Phase I (keeping in mind that registration occurs in early November for Winter semester and early April for Spring, Summer, and Fall semesters). **Following is the suggested timeline for admission given the large number of students in this program.**

*Post-BAC admission for Fall:*

Apply by previous June 1, have 24 Hours done by end of Spring term (June 30)

*Post-BAC admission for Winter:*

Apply by previous Aug. 1, have 24 Hours done by end of Summer term (Aug. 31)

*Post-BAC admission for Spring:*

Apply by previous December 1, have 24 Hours done by end of Fall term (Dec. 31)

*Post-BAC admission for Summer:*

Apply by previous Apr. 1, have 24 Hours done by end of Winter term (Apr. 30)

**Second bachelor's students may not register for professional education courses (i.e. Phases I-III). The registration system will not allow registration for courses in Phases I-III. Pre-planning for application and transition to the Post-BAC program is strongly recommended since these processes take time.**