Dear Future Panther,

Congratulations on your acceptance to the Virginia Union University’s Master’s Program in Curriculum and Instruction. Please review the entire packet and promptly return the required forms via email or regular mail. Remember to confirm your intent to enroll by carefully reviewing and completing all the necessary items on the “Finalize Your Enrollment” (see page 4). At the footer of the pages, there is contact information for corresponding department(s).

Again, congratulations and welcome to Virginia Union University. If you have any questions, please contact Dr. Alphonso Sealey, Assistant Professor and Master’s Program Coordinator at (804)342-3889 or alsealey@vuu.edu.

Thank you,

David Adewuyi, Ph.D.
Dean, Syphax School of Education, Psychology, & IDS
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</tr>
<tr>
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</tr>
</tbody>
</table>

Virginia Union University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. (1866 Southern Lane, Decatur, Georgia 30033-4097) to award Bachelor of Arts, Bachelor of Science, Bachelor of Social Work, Master of Divinity, Master of Arts in Curriculum and Instruction, Master of Arts in Christian Education and Doctor of Ministry. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Virginia Union University.
Virginia Union University (VUU) seeks to provide students with a broad liberal arts education, an environment for personal growth, and strong professional preparation. Please read your acceptance packet carefully and thoroughly. This packet contains time-sensitive, important material that must be completed and returned to allow time to prepare for enrollment at VUU.

Your next step is to return the “Intent to Enroll Form” to the Masters Coordinator indicating whether or not you plan to enroll at VUU. Offers of enrollment are valid only for the semester listed on the student’s acceptance letter. Students who fail to enroll at the approved time must contact the Master's Program Coordinator at (804)342-3889.

Use this checklist to ensure you have completed all necessary steps to enroll at VUU. Forward all completed forms to the appropriate office as shown in the footer of each form. The completed forms can be emailed to: alsealey@vuu.edu.

- Complete and return Intent to Enroll Form (page 5)
- Complete the FAFSA form online at www.fafsa.ed.gov
- Payment arrangement and pay required fees
- Review and complete Student Health Evaluation Form
- Secure Student ID
- Pay parking arrangements
1. Complete and return Intent to Enroll Form.

2. Complete the FREE Application for Federal Student Aid (FAFSA) if applicable. Complete Virginia Tuition Assistance Grant (VTAG) or D.C. Tuition Assistance Grant (DCTAG).

3. Pay Required Fees ($200 initial fee) by May 1st; after May 1st this fee may increase. (Does not guarantee a housing assignment.)

4. Make sure you have been awarded financial aid.

5. Complete your Financial Agreement by June 30th.

6. Complete and return your Housing Application. (Housing assignment not available until Step 5 is completed.)

7. Complete Student Health Evaluation Form.

8. Complete the Placement Testing. (Please visit the website for details.)

9. Prepare for Check In/Registration and become a part of our Panther family! (Please visit website for details. Housing not guaranteed after this date.)
INTENT TO ENROLL FORM

VUU Student ID _____________________________ Date of Birth ______________________________

Name __________________________________________________________________________________

Last     First     Middle

Address ________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Phone ___________________________________  E-Mail Address _________________________________

Please check appropriate responses:

☐ I WILL attend Virginia Union University
☐ Full time is 9 hours
☐ Full time for summer is 6 hours
☐ 3/4 time for Fall or Spring is 6 hours

☐ I WILL NOT attend Virginia Union University

I have chosen to attend another institution. Please list the name of the institution:

_______________________________________________________________________________________

Other (Please tell us why you have chosen not to attend VUU.)

_______________________________________________________________________________________

_______________________________________________________________________________________
All students, expecting to receive Financial Aid (Federal Direct Unsubsidized Stafford Loan or Grad Plus Loan) to cover school expenses, are required to complete and submit the information listed in STEPS 1-5.

*Returning students are only required to complete Step 1 annually; Step 5, if selected.

**STEP 1 – F.A.F.S.A.** Annually complete and submit the Free Application for Federal Student Aid (FAFSA) using the “free” website www.FAFSA.ED.GOV; include VUU in schools “schools to be notified”. Submit the FAFSA AFTER taxes have been processed by the IRS. Use the IRS Data Retrieval Tool (link in finance section) to enter tax information. (Three business days are required for receipt of submitted FAFSA information).

**STEP 2 – MASTER PROMISSORY NOTE.** Complete and electronically sign a Master Promissory Note (MPN) using the website www.studentloans.gov (use the same FSA ID /Password used to complete the FAFSA). Students are to sign the “Subsidized/Unsubsidized” MPN. Students must include VUU in schools “schools to be notified”.

**STEP 3 – ENTRANCE COUNSELING.** Complete Entrance Counseling using the website www.studentloans.gov. Students must include VUU in schools “schools to be notified”.

**STEP 4 – STUDENT AID REPORT.** After completion of the FAFSA, students are to go to (www.FAFSA.ED.GOV) to review their Student Aid Report (SAR) carefully for accuracy or to make corrections if needed. Note: Re-entering the website (more than twice) to make corrections may cause delays.

**STEP 5 – VERIFICATION.** Upon reviewing the SAR, IF the Expected Family Contribution (EFC) has an asterisk (*), the student has been selected for Verification by the Department of Education and must submit the following documents to the Graduate Financial Aid Office prior to being awarded:

- A copy of the prior year Tax Return Transcript (student and if applicable, spouse).
- A completed verification worksheet (available on the VUU website -Graduate Financial Aid webpage)

The tax return transcripts and other document copies will not be returned. IRS Tax Return Transcripts (NOT a regular tax return) can be obtained by: (1) visiting www.irs.gov. Under “Tools” – select Get Transcript of Your Tax Records then create an account to print out or save transcript.

**AWARD NOTIFICATION:** Students have the right to cancel all or a portion of the loan within 14 days after notification that the funds have been placed on the students’ account. All requests for loan cancellation must be made in writing using an Adjustment/Decline form. Returning students will be able to view financial aid award/scholarships offered via MYVUU. “New” students will receive an award letter via orientation or U.S. Mail. If adjustments are needed, students must complete an Adjustment or Decline form (available on Graduate Financial Aid webpage) prior to fall or spring disbursements only.

**IMPORTANT NOTES:**
1. Students must be enrolled at least “half-time (2 paid courses per term) to be eligible for financial aid. Adjustments to the Financial Aid award must be processed by the Office of Graduate Financial Aid.
2. Tuition is assessed at the beginning of each term. An Add/Drop period will also occur at the beginning of each term PRIOR TO attendance verification which is mandatory for Federal Aid processing.
3. The annual cost of attendance for full-time assumes enrollment in 9 courses, which includes a combination of enrollment in the following 3 terms: Fall (3), Spring (3), Summer (3).
This is a sample of the Award Letter from the Office of Financial Aid. You have 3 weeks after you receive your Financial Aid Award Letter to accept or deny your award, or this award is void. Please make sure your award is NOT an estimate.

 Virginia Union University  
 1500 North Lombardy Street  |  Richmond, Virginia 23220  
 Office of Financial Aid  
 Telephone: 804.354.5924
**TUITION AND FEES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate (per credit hour)</td>
<td>$428</td>
</tr>
<tr>
<td>Transcript Request Fee</td>
<td>$6</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$150</td>
</tr>
</tbody>
</table>

*Fees subject to change

**STUDENT ACCOUNTS**

A financial agreement can be arranged to cover your financial obligation for your account through the Office of Student Accounts.

Student Accounts Contact Information

Phone: 804.257.5711  
Fax: 804.342.6759  
studentaccounts@vuu.edu

Remittance of money for mandatory tuition and fees must be made by Certified Check, Money Order, or Credit Card. Certified checks and money orders should be made payable to Virginia Union University. Mail tuition payment(s) to:

Virginia Union University  
Attn: Cashier’s Office  
1500 North Lombardy Street  
Richmond, Virginia 23220

Make tuition payment(s) by phone:  
Cashier: 804.342.3887

Make tuition payment(s) on-line:  
www.vuu.edu  
Click on Make a Payment

**A PAYMENT AGREEMENT MUST BE SECURED IN ORDER TO REGISTER FOR CLASSES**

Students in this program are welcome to participate in a payment plan.
This is a sample of the first page of the financial agreement you will receive from Student Accounts. If you have not received this form, you have not completed the Student Accounts process.

Contact Student Accounts as soon as you have received your Financial Aid Award Letter to determine if you have enough financial aid to cover total tuition and fees. If you do not have enough Financial Aid to cover total tuition and fees, a Financial Agreement can be arranged to cover your financial obligation due to the University.

Student Accounts
Contact Information
Phone: 804.257.5711
Fax: 804.342.6759
studentaccounts@vu.edu

---

### Fall 2016 Financial Agreement

<table>
<thead>
<tr>
<th>Term Aid Due Date</th>
<th>Term Plan</th>
<th>Term Estimated Cost</th>
<th>Current Balance</th>
<th>Total Estimated Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/10/2016</td>
<td>$7,735.00</td>
<td>$12,260.00</td>
<td>$0.00</td>
<td>$7,735.00</td>
</tr>
</tbody>
</table>

### Inception Date: 08/04/2016

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Amount</td>
<td>Plan Amount</td>
<td>Plan Amount</td>
<td>Plan Amount</td>
<td>Plan Amount</td>
</tr>
<tr>
<td>$12,260.00</td>
<td>$7,735.00</td>
<td>$0.00</td>
<td>$7,735.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Total Estimated Aid: $4,325.00

---

I, in consideration of being permitted to register at Virginia Union University with the financial aid and other aid received, promise to Virginia Union University that I will make the payments as scheduled in full, on or before the due dates shown.

Upon default of payment on any installment, interest at the rate of 1% per month, or any subsequent indebtedness not paid in a timely manner, the entire balance then remaining shall become immediately due and payable.

I further understand that if payment is not made as herein provided, I shall pay all cost of collections, including attorney’s fees equal to 30 percent of the balance owed, but in no event, less than twenty-four dollars.

The Business Office reserves the right to approve or disapprove this special term arrangement.

---

### Student Signature

---

Virginia Union University
1500 North Lombardy Street | Richmond, Virginia 23220

Office of Student Accounts
Telephone: 804.257.5882
Fax: 804.257.5797
TECHNOLOGY REQUIREMENTS

COMPUTER TECHNOLOGY

The 21st century world is driven by the information technology revolution. Virginia Union University is committed to preparing graduates who are equipped to meet the challenges of an ever-changing world and global economy. We strongly encourage all students to acquire their own laptop computers in order to gain full access to VUUnet, the University’s wireless network. This will provide a culture of learning anywhere, anytime on campus.

VUU LAPTOP RECOMMENDATIONS

<table>
<thead>
<tr>
<th>MINIMUM SPECS</th>
<th>RECOMMENDED SPECS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESSOR</td>
<td>1 gigahertz (GHz) or faster x86-bit or x64-bit processor</td>
</tr>
<tr>
<td>MEMORY</td>
<td>2 GB RAM (x86)/4 GB RAM (x64)</td>
</tr>
<tr>
<td>STORAGE</td>
<td>250 GB Hard Drive</td>
</tr>
<tr>
<td>OPERATING SYSTEM</td>
<td>Windows 7</td>
</tr>
<tr>
<td>NETWORKING</td>
<td>802.11 g/n wireless</td>
</tr>
<tr>
<td>WARRANTY</td>
<td>1/2/3 Year Standard Limited Warranty (1 Year on Battery)</td>
</tr>
<tr>
<td></td>
<td>2 to 3 Year Accidental Protection Warranty</td>
</tr>
<tr>
<td></td>
<td>Anti-Virus Installed and Activated</td>
</tr>
</tbody>
</table>

TECHNOLOGY SERVICES OFFERED

- A VUU E-mail Account
- Access to the Internet from any location on, or within 100 feet of the campus
- Access to the campus library and major libraries around the country
- Communication with your academic advisor and professors on-line
- Register for classes
- View of your transcript and student account

You should receive an email notification with username and password. The “my.vuu.edu” portal is an intranet site that allows you to receive updated information on your acceptance status, financial aid award, and other important information. If you forget your password, please contact the Registrar’s Office at 804.257.5846.

Dear Sample Joe,

Thank you for applying to Virginia Union University (VUU). We are excited that you have considered VUU. VUU has assigned you a unique ID# (username) and password. This unique ID# will be your permanent ID# throughout your matriculation at Virginia Union University.

You can use this ID# to check your admissions status. The web address is: http://my.vuu.edu/ics/

Checking Your Status
1. ENTER Username (242274) and Password (67895yb) at the top of the web page and choose Login.
2. Click on the ADMISSIONS Tab at the top of the page to access the registration page.
3. Click on UNDERGRADUATE ADMISSIONS in the left margin
4. Click on ADMISSIONS STATUS
5. Click on VIEW ADMISSIONS STATUS

Sincerely,
The Office of Admissions

Virginia Union University
1500 North Lombardy Street | Richmond, Virginia 23220
Office of Information Technology
Telephone: 804.257.5630
E-mail: itc@vuu.edu
Please complete the following steps:

STEP I:
Complete a payment agreement with Student Accounts

STEP II:
To register for online courses, complete the following steps:
Call or email your academic advisor* to obtain counseling and suggestions on course enrollment

STEP III:
Login to the website of Virginia Union University [www.vuu.edu]
Click on MyVUUWeb

At Login Screen, type ID Number and Pin Number (received in previous email) where Password is requested
Be certain to use capital letters with numerals as the system is case sensitive
Click Login

Click on Course Search at the Bottom of Page
Select Appropriate Term from the Drop Down Box;

Click Course Search at bottom of webpage
Upon selection of desired course (i.e. Psychology 306 and section), click Add

To drop course, click on Drop.
To confirm drop of course, the screen should read, “Drop Confirmed” and then allow for viewing.

Click Print to obtain a copy of the schedule.

Find the Course Search widget and follow instructions to add or drop course.

STEP IV:
Search and select the course(s) you would like to enroll.
DISABILITY SERVICES

The Office of Disability Services is located in the Center for Student Success in Ellison Hall, Room 117. The Coordinator of Services for Students with Disabilities can be reached at 804.342.3885. Students are requested to inform and provide the Office of Disability Services with appropriate disability documentation such as a 504 Plan, Individualized Educational Plan (IEP), or other medical documents. After meeting with the Disability Services Coordinator, a Faculty Accommodation Letter outlining academic accommodations will be drafted for the student within the first six weeks of the academic semester.

COUNSELING SERVICES

The Office of Counseling Services provides a range of counseling, preventative and educational services that support and address the holistic development of students in a nurturing, safe, non-judgmental and confidential environment. Our purpose is to educate, support and empower students to overcome various obstacles that may interfere with their goal of successful matriculation. Supportive services are provided to encourage and empower students to develop a sense of identity, integrity and purpose.

Services Provided

- Individual and Group Counseling
- Academic Coaching and Mentorship
- Awareness and Prevention Programs
- Peer Education and Trainings
- Crisis Intervention and Management
- Clinical Assessments and Referral

STUDENT HEALTH SERVICES

Virginia Union University Student Health Services is located on the second floor of the Henderson Center.

Student Health Services is open Monday - Friday 8:30 am to 4:30 pm. In the event a student becomes ill or injured while Student Health Services is closed, the student may visit one of the local urgent care centers or an emergency room. The student is responsible for all fees incurred for services rendered. In case of an emergency the student should contact one of the following facilities:

Retreat Doctors’ Hospital (2621 Grove Avenue, Richmond, VA 23220)..................................................804.254.5100
Medical College of Virginia (1250 East Marshall Street, Richmond, VA 23219)....................................804.828.9000
Patient First (12 North Thompson Street, Richmond, VA 23221) 8:00 am - 10:00 pm .........................804.359.1337
I. Health History – To be completed by the student. (Required of all students)
Please answer all questions. Information requested in this form is strictly for the use of the Student Health Services in providing medical care and will not be released without your consent. Information gathered will not affect your status in any way.

Please print clearly in black ink:

VUU Student ID ____________________          Date of Birth _________________            Age _________                     Gender ___________________

Name __________________________________________________________________________________________________________________
________________________                             __________  __________                             __________
Last                             First                  Middle

Address_________________________________________________________________________________________________________________
________________________                             __________
Street                        Apt. #                     __________
City     State      Zip
________________________                             __________
________________________                             __________
Home Phone                                                             Cell Phone                                                       Name of parent(s) or guardian

In case of emergency, notify

Address______________________________________________

City____________________ State__________ Zip___________

Name of insurance company _____________________________
Policy number ________________________________________

Personal History
Significant Medical Conditions (dates and diagnoses):
Hospitalizations (dates and diagnoses):

Please check to indicate whether you have (or had in the past) these problems.

- Allergies
- Anemia
- Asthma
- Bleeding disorder
- Cancer or malignancy
- Chickenpox
- Diabetes
- Gastrointestinal disorder
- Hearing impairment
- Heart disease
- Heart murmur
- Hepatitis or liver disease
- High blood pressure
- HIV
- Kidney infection or stone
- Lung disease
- Migraine headache
- Pneumonia
- Psychological problems
- Rheumatoid arthritis
- Rheumatic fever
- Sickle Cell Trait
- Sickle Cell Disease
- Seizure disorder
- Sexually transmitted disease
- Substance/alcohol abuse
- Thyroid disorder
- Tuberculosis or positive TB test
- Visual impairment
- Other

Family History
Check if any of the following conditions exists in your family (immediate family, grandparents, aunts, uncles, and cousins).

- Allergies
- Anemia
- Asthma
- Bleeding disorder
- Cancer
- Diabetes
- Eye Disorder
- Heart disease

FOR SIGNATURE OF PARENTS/LEGAL GUARDIANS OR STUDENTS 18 YEARS OF AGE OR OLDER Virginia law requires parental permission in order to provide medical or surgical care to minors. Parents/legal guardian must sign the following consent statement to ensure medical care is carried out promptly without unnecessary delays. RELEASE OF MEDICAL RECORDS: I authorize the release of all medical records to Virginia Union University Student Health Services. I hereby authorize the physicians, clinicians, and staff nurses of Virginia Union University Student Health Services to examine, interview, test, and if necessary, treat my son/daughter/myself, as deemed advisable.

Signature___________________________________________________________________ Date_________________________
Please review the student’s history (Part I), and provide additional details as needed. Please complete the physical exam and comment on all positive findings.

Please print clearly in black ink:
Name ________________________________________________________  VUU Student ID _________________________________
Height __________________     Weight _________________ lbs.   BP __________        Pulse __________       Vision  R 20/ _____    L 20/______

Please record findings below. If abnormal please elaborate.

<table>
<thead>
<tr>
<th>Examination Findings</th>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head, Ear, Nose, Throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardiovascular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mammary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gastrointestinal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernia</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Abnormal finding:
__________________________________________________________________________________________________
__________________________________________________________________________________________________

RECOMMENDED
Hct or Hgb ___________     Urine ____________    Alb. ____________    Glu. ______________    Micro. _____________

REQUIRED (Please check)

DIAGNOSIS
Excellent health with no chronic medical problems
Other diagnosis and recommendation
Please list _________________________________________________________________________________________

REQUIRED (Please check)

PHYSICAL ACTIVITY

☐ Unlimited   ☐ Limited

Explain ___________________________________________________________________________________________

Allergies to Medications ____________________________________________________________________________

Current Medications and Doses _______________________________________________________________________

Examiners Signature _____________________________________________ Date of Exam _____________________

Print Name _________________________________________ Address ______________________________________

Phone (OFFICE) ______________________________________ Fax _____________________________

IMPORTANT NOTICE: Failure to comply with the Commonwealth of Virginia’s Immunization Laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.
### III. Immunization Record

To be completed by the Healthcare Provider.

Please print clearly in black ink:

Name _____________________________________________________________  VUU Student ID _________________________
Date of Birth _______________________________________________________

Please attach a copy of immunization record(s).

<table>
<thead>
<tr>
<th>Required by law</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Polio series completed: yes no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria/Tetanus/Pertussis completed primary series</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus toxoid/diphtheria or Tdap (within ten years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR (dose 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unless born prior to 1957 OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles vaccine (dose 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR (dose 2) (given at least 1 month after dose 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles vaccine (dose 2) OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B: Completion date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningococcal vaccine: (MCV4) Within 5 years. If last dose was received before the age of 16, revaccination is required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella series: 2 doses or history of disease</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella series: (dose 2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please attach documentation of religious exemption from any of the required immunizations. All information must be in English.

☐ To the best of my knowledge, this person has received the above immunizations.

☐ The physical condition of the above name individuals is such that immunization could endanger life or cause death.

Please provide titer results for any immunizations that you can not show proof of receiving.

Signature of Health Professional __________________________________________ Date __________________________
Print Name __________________________________________________________ Address __________________________________________
Phone (OFFICE) ______________________________________________________ Fax __________________________________________

IMPORTANT NOTICE: Failure to comply with the Commonwealth of Virginia's Immunization Laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.
The following are the revised tuberculosis screening requirements at Virginia Union University. These are revised to reflect the updated recommendations published by the Centers for Disease Control in the MMWR, Vol. 49, June 9, 2000. Please answer all questions and sign below.

Please print clearly in black ink:
Name _____________________________________________         VUU Student ID ______________________

All answers must be indicated on this form before it is considered complete; incomplete forms will be returned.

1. Has the student traveled to Asia, Africa, Latin America, Eastern Europe, or Russia within the last 5 years? □ Yes □ No
2. Has the student had close contact the persons known or suspected of having tuberculosis? □ Yes □ No
3. Has the student volunteered, been employed or been a resident of a correctional institution, nursing home, mental institution, homeless shelter, or other long-term care facility serving high-risk clients? □ Yes □ No
4. Has the student been exposed to a household contact that meets any of the criteria numbers? □ Yes □ No
5. Was the student born outside of the United States? □ Yes □ No

**PPD IS REQUIRED IF ANY OF THE ABOVE RESPONSES ARE YES**

Date of PPD _____________________
Date of reading __________________
Result __________________________ mm (provide actual size in mm, not just positive/negative) (Within last 12 months)

If PPD, past or present, is positive-Chest x-ray is REQUIRED within the last 12 months: (Quantiferon results are also accepted)
Result (please attach copy) ____________________________________________________________________________
Treatment (medication prescribed and duration of treatment) ________________________________________________
Any follow-up recommendations? ______________________________________________________________________

Examiner’s Signature _____________________________________________________   Date ______________________
Print Name________________________________________________________     Phone (OFFICE) _______________

ALL SECTIONS OF THE FORM (I, II, III, AND IV) MUST BE COMPLETED AND RETURNED TO THE OFFICE OF STUDENT HEALTH SERVICES. INCOMPLETE FORMS WILL BE RETURNED.

IMPORTANT NOTICE: Failure to comply with the Commonwealth of Virginia’s Immunization Laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.
MENINGITIS & HEPATITIS B VACCINE INFORMATION

Please print clearly in black ink:
Name _________________________________________________ VUU Student ID ________________
Date of Birth ____________________________

MENINGITIS
Meningitis is an infection of the fluid of the spinal cord and brain, caused by a virus or bacteria and usually spread through exchange of respiratory and throat secretions (i.e., coughing, kissing). Bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. A vaccine is currently available that effectively provides immunity for most types of bacterial meningitis, the more serious form, but there is no vaccine for viral type.

Waiver of Liability
I have received and read the information pertaining to meningitis. Despite the fact that I understand the risks involved, I refuse to receive the meningitis vaccine.

______________________________________________________________ Date ___________________
Signature of Student (or parent/legal guardian if under 18 years)

______________________________________________________________ Date ___________________
Signature of Witness

HEPATITIS B
Hepatitis B is a viral infection of the liver caused primarily by contact with blood and other bodily fluids from infected persons. Hepatitis B vaccine can provide immunity against hepatitis B infection for persons at significant risk, including people who have received blood products containing the virus through transfusions, drug use, tattoos, or body piercing; people who have sex with multiple partners or with someone who is infected with the virus; and health care workers and people exposed to biomedical waste.

Waiver of Liability
I have received and read the information pertaining to hepatitis B. Despite the face that I understand the risks involved, I refuse to receive the hepatitis B vaccine.

______________________________________________________________ Date ___________________
Signature of Student (or parent/legal guardian if under 18 years)

______________________________________________________________ Date ___________________
Signature of Witness

NOTE: Virginia Union University assumes no liability for individuals electing not to be vaccinated for Meningitis or Hepatitis B.

IMPORTANT NOTICE: Failure to comply with the Commonwealth of Virginia’s Immunization Laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.

Return forms to:
Virginia Union University
Attn: Office of Student Health Services
1500 North Lombardy Street
Richmond, Virginia 23220
CHECK-IN

Please contact the Office of Registrar at (804) 257-5846 and check the website for dates. Please be prepared to bring your photo ID. Failure to follow any of these steps will impede the process for financial aid, ID Card and enrolling into class.

ON CAMPUS PARKING

If you will be parking on the VUU campus to attend class, parking decals must be purchased at the beginning of each academic year to avoid ticketing and towing your vehicle. Payment for the parking decal is done through the Business Office. Please visit the Campus Police (Pickford all Lower-Level G7) with your receipt to pick up your decal. Everyone must have their Virginia Union University (VUU) decals properly displayed in their vehicles. Ticketing and towing enforcement for vehicles without the proper decals will begin promptly. To avoid your car being ticketed/towed, you must have an updated decal on your vehicle while you are parked on VUU property.

Decals are purchased at the cashier’s window between 9:00am – 3:00pm in the C.D. King Building located on the corner of Lombardy and Leigh Streets. Bring your payment receipt to VUU Police where you will fill out a parking application prior to picking up your decal. (see map on page 16)

STUDENT ID CARD

A student ID card is used when a student is financial cleared, which allows the student to register for class. A current student ID will allow a student to be identified by faculty and staff. This is for the safety and security of the campus. A current student ID will allow a student to enter (without charge) into VUU sponsored events. i.e. athletic, concerts, etc. A current student ID can be used as a second form of ID. To obtain a VUU student ID card, please contact Campus Police via telephone at 804.257.5630.

TEXTBOOKS

All required textbooks can be ordered from Virginia Union University’s online bookstore. Digital and hardcopy textbooks can be purchased or rented.

Copy and paste the following link to access the bookstore:
http://www.bkstr.com/CategoryDisplay/10001-9604-10381-1
The bookstore is located in the Douglas L. Wilder Library and Resource Learning Center.
The mission of the School is to produce a nationally validated program that develops a community of professionals competent and dedicated to improving humanity. These professionals will exhibit knowledge and skills in their fields of study, engage in life-long learning and will be committed to professional growth. The School encourages scholarly inquiry based on reflective analysis in search for excellence, solid values, and a sense of personal worth in diverse settings.

Dr. David A. Adewuyi, Dean – Syphax School, daadewuyi@vuu.edu
Dr. Joy Lawson Davis, Chair of Teacher Education, jdavis@vuu.edu
Dr. Alphonso L. Sealey, Coordinator of MACI program, alsealey@vuu.edu
Mrs. Odessa W. Johnson, Administrative Assistant, owjohnson@vuu.edu
The Master of Arts in Curriculum & Instruction requires a minimum of 36 credit hours, including a Capstone Project or Thesis based on Action Research and Case Studies.

The C&I master’s degree program curriculum will be comprised of: 1) core courses, 2) research courses, 3) professional courses, 4) specialized track courses, and 5) Capstone/ Thesis Project. The uniqueness of the Master of Arts in C&I offered at the Syphax School resides in its specialized track model, in which students select one of the following areas of specialty:

a) C&I: Elementary Education 
b) C&I: Special Education 
c) C&I: Urban Education

The specialized track rationale is value-added in nature and is also geared to produce highly marketable graduates and practitioners committed to excellence in education professional careers. The combinational tracks are summarized in the figure below.

*PLEASE NOTE: A 3 credit PRACTICUM COURSE IS REQUIRED for all students with no prior classroom experience. See course descriptions for EDU 529 and EDU 560.*

Track #1: Elementary Education

This specialized track is designed to provide graduate students with knowledge and skills to serve in leadership roles in curriculum development supervision and research in the field of elementary education. Graduate students will focus on applying current theory, research and technology to the design of curriculum and instructional models. The specialized courses will endorse competencies required by the Virginia Department of Education for Elementary Education licensure. This option prepares students to work as educators, curriculum specialists, researchers and teacher educators.

Track #2: Special Education General Curriculum (K-12)

This specialized track is designed to provide graduate students with professional knowledge and skills needed to work in a variety of settings: General Education Classroom (where students with special needs are being collaboratively taught), Resource, modified resource rooms, self-contained settings or classrooms in varied urban, suburban or rural areas, Residential programs, and various community environments. Graduate students learn assessment and diagnosis of students, effective instructional procedures, collaborative techniques, and behavior management strategies. The specialized courses will endorse competencies required by the Virginia Department of Education for K-12 Special Education licensure. Graduates will be prepared to teach, counsel, consult, and serve as a resource to general educators, agencies, families of special needs learners, curriculum specialists, researchers, teacher educators, and school leaders.
Track #3: Urban Education

The Urban Education specialized track is specifically designed: 1) to provide graduate students with a broad base of knowledge about the education of minorities and of students in urban areas and 2) to enhance graduate students’ understanding of topics, such as social theory, national educational policy, urban education reform, the social and political context of urban schools, the practices and policies that govern urban teaching, and the education of ethnic, racial, cultural and language minorities in diverse settings. This option focuses on the scope of issues confronting minority students in urban contexts. The field of Urban Education incorporates perspectives from other appropriate fields such as educational policy, sociology, social work, political science, math and literacy. This option prepares students to work as educators, curriculum specialists, researchers and teacher educators in schools and universities in urban school districts and districts with large minority populations. Finally, this option addresses the needs of professionals involved in community-based education, adult literacy, community development, after school programs and family support organizations.

Master of Arts in Curriculum and Instruction

Master of Arts in Curriculum and Instruction - Elementary Education

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Course Titles</th>
<th>Semester Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Course (Total: 3 cr.)</td>
<td>EDU 520 Philosophy of Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Research Course (Total: 3 cr.)</td>
<td>EDU 522 Measurement, Evaluation and Ethics in Action Research</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Professional Course (Total: 9 cr.)</td>
<td>EDU 524 Curriculum Theories, Design and Evaluation</td>
<td>3 cr.</td>
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<tr>
<td></td>
<td>EDU 526 Instructional Media and Computer Technology in the Classroom</td>
<td>3 cr.</td>
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<tr>
<td></td>
<td>EDU 528 Policy and Critical Issues in Curriculum and Instruction</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Specialized Course (Total: 15 cr.)</td>
<td>EDU 541 Multicultural Education for Today’s Diverse Classrooms</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>EDU 543 Trends &amp; Issues in Early Childhood Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>EDU 544 Literacy in Elementary Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Six (6) additional credit hours chosen from the list of C&amp;I electives listed on pages 17-19</td>
<td>6 cr.</td>
</tr>
<tr>
<td>Master’s Project (Total: 6 cr.)</td>
<td>EDU 580 Master’s Thesis/Capstone and Oral Examination</td>
<td>6 cr.</td>
</tr>
</tbody>
</table>

TOTAL 36 cr.
### Master of Arts in Curriculum and Instruction - Special Education (K-12)

**Course Requirements**  
**Course Titles**  
**Semester Hrs.**

| Core Course (Total: 3 cr.) | EDU 520 Philosophy of Education | 3 cr. |
| Research Course (Total: 3 cr.) | EDU 522 Measurement, Evaluation and Ethics in Action Research | 3 cr. |
| Professional Course (Total: 9 cr.) | EDU 524 Curriculum Theories, Design and Evaluation  
EDU 526 Instructional Media and Computer Technology in the Classroom  
EDU 528 Policy and Critical Issues in Curriculum and Instruction in Special Education | 3 cr.  
3 cr.  
3 cr. |
| Specialized Course (Total: 15 cr.) | EDU 541 Multicultural Education for Today’s Diverse Classrooms  
SPE 548 Serving Special Students in Inclusive Environments, K-12  
SPE 549 Language Acquisition and Language Disorders  
Six (6) additional credit hours chosen from the list of C&I electives listed on pages 17-19 | 3 cr.  
3 cr.  
3 cr.  
6 cr. |
| Master’s Project (Total: 6 cr.) | EDU 580 Master’s Thesis/Capstone and Oral Examination | 6 cr. |

**TOTAL**  
36

### Master of Arts in Curriculum and Instruction - Urban Education

**Course Requirements**  
**Course Titles**  
**Semester Hrs.**

| Core Course (Total: 3 cr.) | EDU 520 Philosophy of Education | 3 cr. |
| Research Course (Total: 3 cr.) | EDU 522 Measurement, Evaluation and Ethics in Action Research | 3 cr. |
| Professional Course (Total: 9 cr.) | EDU 524 Curriculum Theories, Design and Evaluation  
EDU 526 Instructional Media and Computer Technology in the Classroom  
EDU 529 Policy and Critical Issues in Curriculum and Instruction in Urban Schools | 3 cr.  
3 cr.  
3 cr. |
| Specialized Course (Total: 15 cr.) | EDU 541 Multicultural Education for Today’s Diverse Classrooms  
EDU 552 Historical and Sociological Perspectives in Urban Education  
Nine (9) additional credit hours chosen from the list of C&I electives listed on pages 17-19 | 3 cr.  
3 cr.  
9 cr |
| Master’s Project (Total: 6 cr.) | EDU 580 Master’s Thesis/Capstone and Oral Examination | 6 cr. |

**TOTAL**  
36
CORE COURSE (TOTAL: 3 CR.)

EDU 520 Philosophy of Education (3 cr.)

A broad view of the origin, nature, and scope of American Education is presented. Emphasis is placed on trends in history, research, and philosophy that have helped shape the aims, curriculum, organization, administration, and supervision education in American and international schooling environments.

RESEARCH COURSES (TOTAL: 3 CR.)

EDU 522 Measurement, Evaluation and Ethics in Action Research (4cr.)

This course focuses on the foundations of action research. The course will explore research as it impacts decision-making and educational practices. Students will be introduced to the various elements of an action research project, including problem statement and purpose, research design and writing skills, literature review, and action research requirements. This course also introduces the purpose of statistics as applied in educational research. Quantitative and qualitative measures will be examined, and methods for evaluating and analyzing data will be discussed. Students will identify ethical issues related to research, including professional codes of ethics, governmental regulations, confidentiality, and research using human subjects (IRB). The information presented in this course will be implemented via individual action research projects.

PROFESSIONAL COURSES (TOTAL: 9 CR.)

EDU 524 Curriculum Theories, Design & Evaluation (3cr.)

This course will provide an in-depth study of elementary level curriculum, pedagogy and resources for teaching. Topics will include a review of state level documents, national policy and recommendations of premier professional associations, and the recommendations of recent reform movements.

EDU 526 Instructional Media and Computer Technology in the Classroom (3cr.)

This course provides an advanced examination of Instructional Technology (Smartboard, Promethean, etc…) as well as an overview of contemporary issues affecting the use of technology in education. This course also focuses on the selection and use of various technologies and software applications appropriate for K-12 curricula. Topics to be explored include the construction of units involving technology, classroom management issues, and student assessment criteria to assist teachers in the process of effectively integrating technology into subject matter curricula.
EDU 529 Leadership & Instruction for Effective Urban Schools (3cr.)

This course will examine the principles, policies, and practices of leadership and instruction that promote effective schools. Course content will include an examination of evidence-based practices related to urban schooling, including: the Effective Schools Correlates, and numerous efforts on the local and state and national level designed to improve the quality of education particularly as those practices and policies affect urban student achievement. Emphasis will be placed on examining models and methodologies currently in use within area urban school settings. A ten hour practicum will be required for students without prior classroom experience.

SPECIALIZED COURSE REQUIREMENTS AND C&I ELECTIVES

Elective courses are indicated with an Asterisk*
EDU 541, 543, & 544 are all required for Elementary Education

EDU 541 Multicultural Education for Today’s Diverse Classrooms (3cr.)

This course explores the relationship between urban schooling and racial/ethnic/religious micro-cultures, exploring the issues, trends, theories and processes for understanding and working with culturally diverse groups in educational settings and the implications for programming at all levels. The course encourages students to examine their own educational assumptions.

EDU 543 Trends and Issues in Early Childhood Education (3cr.)

This course will examine contemporary trends, issues and theories related to early childhood education. Emphasis will be given to major developmental theories and research related to developmentally appropriate practices and literacy. Included will be the application of theory and research to current practices in early childhood education.

EDU 544 Literacy in Elementary Education (3cr.)*

This course is designed to provide candidates with the knowledge and skills necessary to be effective communicators and collaborators within the educational environment. Candidates will explore critical reading, writing, speaking, listening, viewing, critical and creative thinking, and information and media literacy skills.

ABEDU 545 Behavior Management (3cr.)

This course provides an examination of classroom and behavior management techniques and the development of skills necessary to foster a supportive, classroom learning environment congruent with norms and rules. The course also includes an examination of a variety of behavioral, cognitive theoretical approaches that are developmentally appropriate and . Principles, procedures, and strategies for classroom behavior management, social skills development, assessment of social behavior, and learning environment enhancement for Students with Learning Disabilities

SPE 546 Career and Life Planning for Exceptional Learners (3cr.)*

The course provides an in-depth study of preparatory skills for vocational opportunities for exceptional learners. The course presents an overview of social, leisure and recreational opportunities for exceptional learners.

SPE 547 Assistive Technology (3cr.)*

In this course, students will develop an understanding of low tech and high tech Augmentative/Alternative Communication (AAC) systems and Assistive Technology (AT) systems. Study will include federal and state laws related to the provision of AT/AAC and funding for devices.
BSPE 548 Special Education in the General Curriculum K-12 (3cr.)
This course is designed to develop skills in planning, developing, implementing, and evaluating programs for students with special needs. Addresses classroom organization, development, and implementation of individualized educational programs (IEP), group instruction, Curriculum Strategies, adaptation for transferring content area materials to students with disabilities. This course focuses on effective (research-based) adaptations and modifications of general educational materials and curricula for exceptional learners.

BSPE 549 Language Acquisition and Language Disorders (3cr.)
This course provides an overview of the structure and function of oral and written language, handwriting, spelling addresses reading fluency, comprehension, making transition to content area texts, with special attention given to reading and writing in content areas that improve content literacy, comprehension, critical thinking, and appreciation for literature appropriate to the discipline. Instruction in study skills, time management, and studying are included as they relate to the Virginia Standards of Learning and Curriculum in Special Education.

CEDU 550 Critical Issues in Urban Education (3cr.)*
This course explores major issues in urban education and the programs and practices that address them. Topics include effective policies and practices for urban schools, such as parent and community involvement, school violence, dropout rates, academic retention, and small learning communities.

EDU 551 Policy and Educational Reform (3cr.)*
This course is designed to help students understand the political factors that shape urban schools. The focus is on both perennial and emerging issues affecting the urban environment and schools and on major policies and educational reforms relating to those issues (e.g., equity, accountability, and school finance). The class will require several critiques of educational literature, as well as an extensive review of the literature on a substantive topic related to urban education.

CEDU 552 Historical and Sociological Perspectives in Urban Education (3cr.)
This reading and discussion class is based on literature on the history of urban education. The city of Richmond, VA will be used as a case study. Topics in urban history include the geography and functional differentiation of urban space; urban demographics with a special emphasis on racial and ethnic minorities; urban political and social institutions. Topics in urban educational history include race and ethnicity, the history of social class, and the opportunity structure in urban education.

EDU 554 History of African-American Education in the United States (3cr.)*
This course will explore the historical developments in the education of African Americans from the early 20th century to contemporary times. Critical developments in law, legacy, and the continuing quest for equity in education will be explored through analysis of biographies, laws, and research reports explicating the challenges and triumphs in the education of African Americans in our nation.

EDU 555 Legal Issues in Education (3cr.)*
This course explores the history of legal issues in education and reviews current legal issues in education. Legal rights of all constituents: educators, students and parents will be examined with special attention to recent rulings directly affecting the African American community. Students will be required to read and examine specific case law, statutes and rulings from the past and present.
EDU 555 Legal Issues in Education (3cr.)*
This course explores the history of legal issues in education and reviews current legal issues in education. Legal rights of all constituents: educators, students and parents will be examined with special attention to recent rulings directly affecting the African American community. Students will be required to read and examine specific case law, statutes and rulings from the past and present.

EDU 556 Children, Families & Communities in A Diverse Society*
Examination of diverse cultures in American society. Course content will cover the analysis of racism, sexism, and other diversity issues within the school and community. Emphasis will be on school achievement and the role of collaborative engagement with families and communities to address the pervasive achievement gap influenced by poverty conditions and role of communities in schools. Discussion of child development within different cultures and identifying changing family and community structures will also be included.

EDU 560 Practicum (3cr.)
This course provides students opportunity to apply teaching competencies and work directly with school - age children under the supervision of a University supervisor and the classroom cooperating teacher. Experiences include observation and participation in schools via case studies. Option for Urban Education track program for students without prior school experience.

A. Required course: Elementary Education Track
B. Required course: Special Education Track

MASTER’S PROJECT (TOTAL: 6 CR.)

EDU 580 Master’s Thesis/Capstone Project and Oral Examination (6cr.)
This course requires students to plan, design and implement an action research project that relates to problems and issues in their track of concentration. A written document is submitted to the graduate committee and the candidate defend his/her project as well as his/ her culminating portfolio during an oral examination. This course is open to graduate students only.
IMPORTANT NUMBERS

Main Telephone Line .................................................................................................................. 804.257.5600
Master's Program Coordinator ................................................................................................. 804.342.3889
Academic Affairs .................................................................................................................. 804.257.5606
Career Services .................................................................................................................. 804.257.5616
Cashier Office ...................................................................................................................... 804.342.3887
Center for Student Success .................................................................................................. 804.342.3885
Financial Aid ....................................................................................................................... 804.257.5882
Information Technology .................................................................................................. 804.257.5630
Registrar's Office .............................................................................................................. 804.257-5846
ROTC .................................................................................................................................... 757-618-3859
Student Health Services ................................................................................................... 804.257.5885
Student Accounts .............................................................................................................. 804.257.5711