

**The Program In Higher Education
College of Education
University of North Texas**

**Application Process for Participants in NTCCC's
Consortium Leadership and Renewal Academy
For Graduate Credit at the University of North Texas**

A participant may earn up to six semester hours of graduate credit for work completed as part of CLARA. The CLARA experience is divided into two categories for credit:

1. **CLARA Educational and Developmental Activities.** The participant begins the CLARA process in the fall semester and completes work on these activities in the spring. The participant would apply to the graduate school for admission and then register for **EDHE 6900, section 706, for Spring Semester [the appropriate year] for 3 semester hours credit.** The course is directed by Dr. Jones during the fall and spring. To register, one must begin in the fall and complete all tasks of CLARA by the end of the spring semester. [Call the Program office (Debbie Fitts at 940-565-2045 or dfitts@coe.unt.edu) for permission to register and the registration code. Both are required before you can register.]

2. **CLARA Professional Project.** The participant begins the project as required by CLARA during the fall and spring under the direction of Dr. Jones. The participant would complete in the summer and register for **EDHE 6900, section 706, for Summer Session I [the appropriate year] for 3 semester hours credit.** [Call the Program office (Debbie Fitts at 940-565-2045 or dfitts@coe.unt.edu) for permission to register and the registration code. Both are required before you can register.] During summer I the completion and presentation of the project would be under the direction of Dr. Jones.

Application Procedures for Admission as a Non-Degree Student

If you wish to earn graduate credit for professional education and development completed in CLARA, you should apply to the Toulouse School of Graduate Studies at UNT as a non-degree graduate student. To apply, complete these admission procedures:

1. Have earned a bachelor's degree from an accredited college or university.
2. Complete and submit to the UNT Graduate School the graduate application and declare your status as a non-degree student. The application is online at [www.unt.edu].
3. Submit all college transcripts of undergraduate and graduate course work. One needs an undergraduate GPA of 2.8 overall or a GPA of 3.4 on the master's degree.
4. Submit the application and transcripts by November 1st to enroll in the spring semester or May 1st for registration in summer semester I. You will receive a letter from the graduate school indicating that you may register and when.

Use this URL to enroll [my.unt.edu]. The site provides instructions on the process, login and password. A student can register and pay online. In the summer, a student who was enrolled in the spring simply registers for the class during early or regular registration at [my.unt.edu]. The schedule may be found in the Schedule of Classes or at the UNT website. The Schedule of Classes may be picked up on campus at UNT; it is also online at the UNT website [www.unt.edu].

5. For spring semester a three semester-hour graduate credit course for in-state residents is approximately \$930. Please note that tuition and fees change frequently. Check the specifics on tuition at [www.essc.unt.edu/saucs], then on the left click **Graduate School**, then at the next page click **All about money**, then **Graduate Tuition**. Click on the semester you plan to enroll for the tuition.

Additional Information

Completion of graduate credit provides you a transcript of graduate work for CLARA educational and developmental activities. EDHE 6900 is a special problems course, but when grades are submitted, course faculty will submit a descriptive title for each course that will appear on your transcript.

To apply to the Toulouse School of Graduate Studies at UNT, complete the Graduate Application for Admission. The application may be completed online or you may print an application and submit it by mail. The application is found at the UNT website [www.unt.edu]. At the site click on "Admissions", then on "Graduate Students." Or go to [www.unt.edu/admissions.htm#graduate]. There you can apply online, or print the application and can check tuition and fees. There is an application fee which is part of the application process. The address is:

Toulouse School of Graduate Studies
University of North Texas
P.O. Box 305459
Denton, TX 76203-5459

After applying, once your transcripts are received by UNT, you will receive a letter of admission as a non-degree student. You may then register at the scheduled time for a given semester. Times for registration are included in the Schedule of Classes and are also found online at the UNT website. Registering late adds a late registration fee.

If you have questions about the course numbers, or credit, or admission, or registration, contact the Program in Higher Education (940) 565-2045 and ask for Ron Newsom, Kathleen Whitson, or Debbie Fitts. If you have specific questions about admission to the graduate school, contact the graduate school at 1-888-UNT-Grad.

The Program in Higher Education will coordinate the credit aspect of CLARA with Dr. Jones. Any questions for the Program should be directed to Dr. Ron

Newsom, 940-565-2722 or Newsom@coe.unt.edu, or Dr. Kathleen Whitson, 940-565-7173 or KWhitson@coe.unt.edu.

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Counseling, Development and Higher Education
College of Education
University of North Texas
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