

Frequently Asked Questions

General:

K-State:

- Is K-State an accredited, bricks-and-mortar university?

Yes! [Kansas State University](#), in Manhattan, Kansas was founded in 1863 and is accredited by the [Higher Learning Commission of the North Central Association of Colleges and Schools](#), 30 N. LaSalle St. Suite 2400, Chicago, IL 60602, 1-800-621-7440. K-State is a Big 12 university with about 20,000 on-campus students and about 7,000 distance students. K-State is the only public university since 1986 to rank among the Top 10 of all United States schools for all five of the major scholarship programs: Rhodes, Marshall, Truman, Goldwater, and Udall. And K-State's Division of Continuing Education has been offering courses via distance education since 1974. We've been helping great students get a great education for a long, long time!

- Would the distance education classes I take appear differently on a transcript than a regular on-campus class?

No, the distance classes would have no special distinction on your transcript.

ESL:

- What is the purpose of the K-State English as a Second Language (ESL) endorsement?

The purpose of this endorsement is to give Kansas elementary and secondary teachers and administrators the option to complete the requirements for the Kansas ESL endorsement via distance education.

- What ESL distance education courses does K-State offer?

There is a complete list of current course offerings on the ESL home page under the link entitled "Find your course." Also, you can go to the [DCE website](#) and search courses related to ESL.

- What is CIMA?

The Center for Intercultural and Multilingual Advocacy ([CIMA](#)) at K-State offers a broad array of undergraduate and graduate programs of study in ESL.

- What is Classic-Traditional ESL?

Classic-Traditional ESL is...

- Instructors meet with all participants face-to-face in locations around Kansas at the beginning and end of each semester.
- Participants meet in groups with school colleagues, setting their own pace and their own schedule for video viewing and related activities.

- What is Appli+1?

Appli+1 is...

- Appli+1 is only available to KCK and Wichita school districts.
- Book study format led by local instructional coaches trained and supported by K-State through 12.5 hours of staff development.
- Assignments include small group discussion, artifacts, reflection journals, videotaped classroom strategies, and structured classroom walkthroughs by K-State faculty to evaluate and support local teachers.
- On-going coaching from district staff members who have been trained at K-State, as well as support from K-State faculty.

- Is there an ESL Masters Program?

There is an ESL Masters Program available and there is more information about the program available on the [CIMA website](#) or there are some questions answered about the program in the “Masters Program” portion of the Frequently Asked Questions.

- Visit the [Center for Intercultural and Multilingual Advocacy \(ESL\)](#) home page for more information on this program.

Current Student:

- What does K-State consider a current student?

A Current Student is someone who has taken a class in the past three semesters – (Fall 2008, Spring 2009, and/or Summer 2009)

- The last time I took a class at K-State was prior to the Fall 2008 Semester and now I would like to enroll for an ESL class. What should I do?

Contact the DCE/ESL office either via email esldce@k-state.edu or call 1-800-622-2578 and they can further assist you.

- What if I do not know my K-State eID or password?

Call the [IT Help Desk](#) at (785) 532-7722 or (800) 865-6143

- How do I know if I am taking my current course as graduate or undergraduate credit?

You can check your student status in [iSIS](#) or contact the DCE/ESL office via email esldce@k-state.edu or call 1-800-622-2578.

- What if I am taking my current course as graduate and I want to change it to undergraduate or vice versa?

Please send an email request with your reasoning behind the change to esldce@k-state.edu.

- Email correspondence from K-State is sent to my K-State webmail account and I want the emails forwarded to another account. How do I do this?

It is important to check your K-State emails for important information. You can sign in to [K-State webmail](#) using your eID and password. You can forward your K-State email by following the directions under E-mail settings.

New Student:

- How do I begin taking ESL distance education courses?

Basically, you apply to be admitted and enroll in a class! (If you do not wish to pursue a degree right away, you can quickly be admitted as a nondegree-seeking student.) Here's some information about enrolling or give us a call at 1-800-622-2578 to discuss the possibilities.

- When do courses start?

Courses run on a semester basis. Course offerings and locations vary from term to term. View the [current course offerings](#) to see the opening and closing dates of each course.

- How many classes do I need to take to complete the ESL endorsement program?

There are five classes in the program.

- Are GRE Scores required?

No, GRE scores are not required.

- Are there application fees?

No, there are no application fees.

- Is there orientation? If yes, is it on campus or online or both?

There is an “opening session” for each class. Those enrolled are required to attend this session.

- What course materials will I need?

Course materials such as DVDs and printed materials are handed out at the opening sessions.

- Can I register for a class at anytime during the semester or are there opening and closing dates?

There are set opening and closing dates for each term. Enrollment for the spring term begins in October and ends when classes start in January; also, enrollment for the summer and fall term start in March and ends when the classes begin in May, June, or August.

- Do I have to pay for the class when I enroll?

No, you are billed through the [K-State Cashier's](#) office. You will be sent notification through your [K-State webmail](#) account that your e-Bill is available for viewing. For more on payment information see the DCE website on [Tuition/Fees](#); also, look under the Billing section of this document for more answers.

Technology:

- What does K-State recommend for computer technology?

Whether you use a Windows-based PC or a Mac to take your distance education courses, check the [system requirements](#).

- How do I access my grades?

After you've been admitted, created your [K-State eID](#), and have been officially enrolled, you will use your eID and iSIS (Student Information System) to access your grades, use your e-mail account, and view your tuition bill.

- How do I get a K- State eID?

Here's some information about how to [set up your eID](#).

Billing:

- How do I pay for my classes?

Once you have enrolled, you will receive an e-mail sent to your K-State email address with instructions about how to access your eBill. Here's more information about how you will [pay for your classes](#). Or you can go into [iSIS](#) and view your account at any time.

- What if I have a sponsor paying for my ESL class?

Once you have enrolled, print off the enrollment confirmation page and give to your sponsor and they should take care of the bill. Ultimately, you are responsible for the payment to K-State; it is suggested that you follow-up by checking iSIS to see if you have a balance on your account.

- How do I know if a sponsor will pay for my class?

It is up to you to find out if you are approved by your school district to take a K-State class under their funds.

- Is financial aid available?

Financial aid is not available for the K-State ESL endorsement, but it is available for the Masters Degree.

- How much will the program cost?

If you look at the [DCE website](#) under Class Search you will be able to search the course you are taking and view the cost of the course.

- Will I be able to get a refund on a class if I drop it?

Full or partial refunds are available up to a certain date during your class. Drop and refund deadlines are listed at www.dce.k-state.edu/courses/drop/.

- How do I view my account summary?

You can log into [iSIS](#) to see your account summary. Step by step instructions on how to access your E-bill through [iSIS](#) can also be found on the K-State website.

Masters Program:

- I am interested in pursuing a master's degree through distance education from K-State. How do I get started?

Find out about the distance education [master's degree programs](#) that K-State offers. View admission requirements and the online application from the [K-State Graduate School](#).

- What is the process for application to Graduate School for a Masters degree in Curriculum & Instruction with an ESL emphasis?

Once you have completed the online application form, you will need to print and sign the signature sheet. Along with the signature, you will need to submit the following:

- \$30 application fee [Make checks payable to *K-State Graduate School*]
- A Statement of Objectives [Why are you interested in a master's degree?]
- 3 Letters of Support from former instructors, current supervisors, or colleagues. [Including these letters with your application packet will expedite the application process.]
- Transcripts for your Undergraduate degree and any graduate level work. [For K-State courses, the Graduate Studies office will print an unofficial transcript to include with your application.]

*All materials must be received before the application will be processed.

The application packet should be mailed to:
Graduate Studies Office
Attn: Dona Deam
018 Bluemont Hall
Manhattan, KS 66506

- How long will it take for my application to be processed?

Once K-State has received all transcripts and supporting materials, it takes two to three months to process a degree-seeking graduate application. Incomplete applications will not be processed. Find out more about the [degree-seeking graduate admission process](#).

- How will I know when I've been admitted?

The Graduate School will mail you a letter of acceptance, which will also notify you of your assigned Advisor.

- What happens after I am admitted?

In your Letter of Acceptance from the Graduate School, you will be assigned an Advisor. You should contact your advisor to discuss what courses you will need to take, the time frame for completing the requirements for the degree, and establish communication for future questions/concerns you may have in your degree pursuit.

- What is the Masters Degree in Curriculum & Instruction with emphasis in ESL?

The Masters Degree in Curriculum & Instruction emphasis in ESL is a 31-hour advanced degree program designed to prepare certified teachers in Kansas to work with students who are English language learners. The 15-hours of ESL coursework for this degree meet the qualifications for a Kansas ESL endorsement. This program does NOT train you to teach the English language to non-English speakers.

- How does pursuing my ESL endorsement relate to getting a Masters?

Of the 31 hours, the Masters Degree in Curriculum & Instruction requires 15 hours of coursework in one of nine areas of specialization. The 5 ESL courses meet the requirement for the English as a Second Language specialization.

- I completed my ESL endorsement courses a couple years ago. Can I still use these courses toward my Master's Degree?

The Graduate School allows six years to complete a Master's Degree. If the courses fall within the 6-year window of completion, then they will be accepted. For example, if the first ESL course was taken in Fall 2006, the student would need to complete all coursework for the Master's Degree by Fall 2012.

- How many more credit hours will I have to complete to get a Master's Degree in Curriculum & Instruction with ESL as the area of specialization?

The 5 ESL courses make up half of the 31 hours required for the Master's Degree in curriculum & Instruction emphasis in ESL. The 15 hours of coursework outside of the ESL area of specialization do not have to be taken in any specific order. The 1-hour credit for the Master's Project is taken during the final semester of enrollment.

- Can graduate credits from another school be transferred into the program?

Graduate level courses taken prior to application for the master's program are subject to approval by the student's committee Chair/Advisor. The Graduate Council requires courses be taken within a 6-year limit to maintain currency of knowledge in subject areas. If the course is within 6 years of the student's expected graduation date, the student should submit the following information to their committee Chair/Advisor:

- A request for consideration of acceptance for a course substitution in the section in question.
- A syllabus/course description for the course(s).
- A transcript listing the college or university, course title, semester taken, and the grade received. (A photocopy of an official transcript will suffice.)

The student will receive notification from the Chair/Advisor if the course will be accepted.

- If I received a bachelor's degree in something other than education would I need any additional course work to start the Master's Degree?

It is recommended that a student complete the undergraduate teaching curriculum. The program requirements of the Master's Degree in Curriculum & Instruction build upon the undergraduate teaching program that resulted in either elementary or secondary teaching licensure. The ESL courses are designed to prepare certified teachers in the state of Kansas to work with students who are English language learners to make academic progress in subject areas as they acquire the English language. It does not prepare you to teach the English language to non-English speaking students. The 15-hours of ESL coursework for this degree meet the qualifications for a Kansas ESL endorsement to be attached to a Kansas teaching license.

For students interested in a program for Teaching English as a Foreign Language (TEFL), contact the Department of Modern Languages, (785) 532-6760.

- The following information has been made available to assist you as you pursue a Master's Degree in Curriculum & Instruction with emphasis in English as a Second Language. If you have further questions please call 1-888-ESL-KNOW (1-888-375-5669) or e-mail Sheri Meredith at sherim@k-state.edu or visit the CIMA website, <http://www.coe.ksu.edu/esl/masters.html>.