

UNIVERSITY OF HARTFORD

COLLEGE OF EDUCATION,
NURSING AND HEALTH PROFESSIONS

Checklist: Matriculation to Graduation Master of Education with Montessori Concentration

The University of Hartford, with our partners at the Montessori Training Center of New England (MTCNE), offers a Master of Education with Montessori Concentration degree program. While we work closely and have a shared partnership liaison (Courtney Reim, medmtcne@hartford.edu), there are elements of this graduate program that are the student's responsibility to track and pay attention to over the course of study. We hope this information and checklist is helpful to you in monitoring those deadlines.

From Matriculation to Graduation:

You will have an initial program planning session with Montessori Concentration Coordinator, Dr. Paige Bray.

1. Dr. Bray will confirm that you are registered for the Montessori course credits. You will receive the special partnership rate of \$100/credit for these specific course credits. **Please note:**
 - a. Please use the self-service center <http://www.hartford.edu/selfserve/> to check on your registration status, register for courses and take care of all your University needs. Learn how to use this service at a Graduate Education Program orientation session and [online](#).
 - b. While you can register for most courses through the [self service center](#), your Montessori course credits (EDYM or EDEM) will not have a Course Registration Number (CRN); these numbers must come directly from your Montessori Concentration Coordinator.
 - c. Requirements for graduation to be addressed at the beginning of your final semester
 - i. Register for comprehensive exam (obtain from your advisor).
 - ii. Complete and submit the degree application (obtain from your advisor).
2. The College Evaluator may bring any "I" (Incompletes) to your attention. They must be addressed for degree completion. *If you have not completed your training*, courses may require a grade of "I" (Incomplete) as the University awaits content verification from your AMI training/transcript. Once the University has the final grades, we will rectify the incompletes. However, grades for courses "in progress" for a current semester cannot be posted until the end of that semester when the grade sheets are generated (see University

of Hartford academic calendar).

- The University will confirm the receipt of your AMI Training Verification during the application process. If you are in the process of completing your AMI training, you will receive an additional email from the University once you have graduated from your AMI training program and your AMI coursework has been translated by MTCNE and sent to the University. If you *do not* receive an email confirming the receipt of your AMI transcript after you have graduated from your AMI training program, contact lbrookman@crec.org.

Task	Done	Comments
University of Hartford Application		
AMI Coursework Translation Form submitted to MTCNE partner as part of University of Hartford application.		
Verification of enrollment in AMI training program and/or completed AMI Coursework Translation received by University of Hartford. Appropriate fees paid to MTCNE partner for Verification and/or AMI Coursework Translation		
Deposit for matriculation		
Address financial aid or international student needs		
Plan your program with Dr. Bray and then be assigned an advisor		
Register for courses two months before semester. (Your advisor has your PIN# and Dr. Bray has the specific EDYM or EDEM CRN#s)		
Monitor your academic progress through the published MEd program curriculum for Montessori Concentration		
Register for comprehensive exam & complete degree application at the beginning of your final semester		