

Entrance to the OU Teacher Preparation Program for Music Education Majors

Step 1: Complete the “MUED Teacher Prep Admission Form”

This form provides evidence from the College of Fine Arts advising office that you have successfully completed all general education requirements for the Teacher Preparation Program.

- Download and electronic version of the “MUED Teacher Prep Admission Form” from the [College of Fine Arts website](#).
- Complete the fillable PDF with all information.
 - Go to one.ou.edu → “Academics” → scroll down to “Transcripts” and click on “Unofficial Transcripts” link → select “Undergraduate” transcript level, then “Unofficial” transcript type
 - Scroll to bottom and find your
 - “Total Institution Earned Hours” for OU Retention Hrs
 - "Overall Earned Hours" for Combined Retention Hrs
 - "Total Institution GPA" for OU Retention GPA
 - "Overall GPA" for Combined Retention GPA
 - Leave the General Education GPA field empty
 - Go to stellic.ou.edu → scroll down to the “General Education” box to find your completed courses.
- Save the completed file with you FIRST and LAST name in the filename and email to Elizabeth Nunley (elizabeth.nunley@ou.edu)
- **Once the advising office checks and approves your form, you will receive a signed copy in return. SAVE THIS for upload to the Teacher Preparation online application (Step 2)**

Step 2: Complete the JRCoE Online Application

You will complete all necessary information and upload supplemental materials here. The application is branching, so the form will change based on certain selections throughout. Specifics for MUED students are listed below:

Application Link: <https://lfforms.ou.edu/Forms/OKhO1>

- Personal Information (complete required info)
- Academic Information (complete required info)
 - If you started a degree at another institution, then transferred to OU, please provide that information when prompted.
 - If you took general education courses at another institution *while a fulltime student at OU*, you do not need to provide this info when asked if you completed work at a previous institution.
- Forms (complete/mark each)
- Program Status
 - Answer “No”

- College and Major Program Area
 - Select “The Weitzenhoffer Family College of Fine Arts” for where your degree is housed.
 - Select your degree option in the first dropdown box (instrumental or vocal)
 - Select **Deveda Mason** as your advisor
 - Indicate where you are in the OGET process (*if you took it*)
 - If “passing score,” you will be asked to upload a copy in PDF format (download from the OGET website)
 - Under the “Essay” heading, upload a PDF copy of your “Role of the Music Teacher” paper from *Introduction to Teaching Techniques* (MUED 1742)
- Music Education
 - Upload the *signed MUED Teacher Prep Admission Form*
- Submit!

What next?

- Await confirmation from the College of Education
- Once admitted, you will receive an email regarding overrides/releases to enroll in CoEd coursework:
 - EIPT 3473 (T/R @ 9:00 & 1:30)
 - EIPT 3483 (T/R @ 9:00 & 1:30)
 - EDSP 3053 (T/R @ 12:00, T 7:15))
- These can be taken out of order, if needed
- Sometimes offered in summers, but not always available
- Do NOT enroll in 980 sections of *any* of these courses; those are Tulsa-only sections.

Questions?

- Teacher Prep/A-1 Form: contact Elizabeth Nunley (elizabeth.nunley@ou.edu)
- JRCoE Application: contact Deveda Mason (jrcoe.advising@ou.edu)
- Advising/scheduling: contact Shuang Liang (sliang@ou.edu)
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