



Steps for Seniors Getting Ready to Graduate Soon

1. Obtain substitute teaching license from Nevada State Dept of Education.
2. Apply to WCSD (and other districts) to be on their sub list for subbing jobs.
3. Prepare Portfolio I to be submitted for faculty approval to intern. Due end of last semester of courses.
4. Apply for scholarships from UNR and COE by Feb 1 for interning the following fall or spring semester.
5. Apply to intern: get application from Office of Field Experience and turn in by mid-March for fall semester internship, or by mid-October for spring semester internship.
6. Upon enrollment in your final semester of classes, check your ARR for remaining courses needed. Contact the Advisement Center ASAP if you have questions.
7. Register on time for internship, following guidelines on the OFX website. If you are not enrolled for the following semester when graduation occurs, you become inactive and must reapply to UNR to be returned to active status to enroll again.
8. Apply for graduation on MyNevada as soon as you register for internship.
9. Order cap and gown, and graduation invitations, from ASUN bookstore by middle of final semester.
10. Check the Praxis website <http://ets.org/praxis/nv/requirements/> for the tests required for your specific major. Identify exam codes and dates when Praxis II is offered. Register on <http://ets.org/praxis> at least 30 days in advance of desired test date. Plan for a cost of just under \$200.
11. Plan to attend (family also invited) the buffet breakfast for graduating students sponsored by UNEA on the morning of graduation, 7:00 – 8:00 am. In the LRC.
12. Check the College of Education Career Services website for resources and job info: <http://www.unr.edu/education/coecareers/>
13. Check the College of Education website Academics tab for master's program info from each department. Plan when you will return for graduate school.

