

\*pending MHEC approval

**Welcome and Introduction:**

The La Salle University/Regional Training Center Master of Education (La Salle/RTC M.Ed.) program was developed to support current teachers as master educators in the classroom and beyond. The La Salle/RTC graduate program in education gives teachers the skills to stimulate and challenge their students to become more actively involved in the learning process, to think critically and problem-solve, to become more creative, to communicate more effectively, and to collaborate as they learn in the 21st-century classroom.

La Salle and RTC have effectively collaborated to allow students currently enrolled into the Gratz/RTC master's program to easily transfer to the La Salle University/RTC M.Ed. program. For students matriculated in the current master's program, La Salle University has agreed to accept all Gratz/RTC coursework posted to the Gratz transcript for the new La Salle/RTC M.Ed. program.

The La Salle University Department of Education will ensure that students who have completed more than six credits with the Gratz/RTC program can complete the curriculum as prescribed by Gratz College. Students who have completed six or fewer credits may choose to complete the La Salle/RTC program that has the same number of credits as the Gratz/RTC degree program. To see the complete La Salle curriculum, please visit [www.lasalle.edu/rtc](http://www.lasalle.edu/rtc)

**1. How do I transfer to La Salle/RTC Master of Education program?**

Students may begin the transfer process to begin courses at La Salle during the fall 2015 semester. Students interested in transferring from Gratz College will need to complete the La Salle/RTC transfer form. There is no cost to complete this form. Once the form has been received by La Salle, RTC will provide La Salle all necessary biographic information for enrollment. All transfer students are required to request a final, official transcript from Gratz College be sent to:

La Salle University  
Office of Graduate Enrollment, Box 826  
1900 W. Olney Avenue  
Philadelphia, PA 19141

Transfer students can check receipt of transcripts at La Salle by calling Veronica Craig at 215.951.1655.

**\*\*\*Credits earned at Gratz College cannot be posted to a La Salle transcript without a final, official transcript from Gratz College. Students who intend to graduate at the end of the fall 2015 semester must submit final, official Gratz College transcripts no later than Nov. 1, 2015.**

**2. Is there an adviser at La Salle that I can contact to assist me with the transfer process?**

Carol Pate, Ed.D., associate professor of education at La Salle University, is the La Salle/RTC Director for students transferring to the La Salle/RTC M.Ed. program. Dr. Pate can be contacted at 215.951.1952, or at gradRTC@lasalle.edu.

**3. Is financial aid available from La Salle University?**

Yes, students matriculated into the master's program are eligible for financial aid through La Salle University. Information regarding required forms and FAFSA can be found at La Salle's Financial Aid Web site.

**4. Can I start taking RTC courses before I apply to La Salle University?**

You cannot register for Fall 2015 La Salle/RTC courses until you have submitted the transfer form and you have received an e-mail confirmation of your acceptance.

**5. Can courses from other institutions be transferred into this M.Ed.?**

Students who transfer from Gratz to La Salle with six credits or more may not take additional coursework at another institution.

**6. How many courses can I take per semester?**

It is anticipated that students transferring to the La Salle/RTC master's program have experience completing the graduate coursework and have a pace and strategy for degree completion planned. It is recommended that you take no more than 9 credits in the fall and 12 credits in each of the spring and summer semesters. Students in danger of failing due to too many course registrations will be reported to Dr. Pate, the La Salle/RTC Director, and will be advised accordingly.

**7. Will I have to pay full tuition and fees for courses taken at La Salle, or will I be paying the RTC rate?**

Students in this program will be paying the RTC rate for all La Salle/RTC M.Ed. courses. Students are responsible for purchasing books and must bring all required course materials on the first day of class in order to attend and receive a grade in the course. Once a student is notified of class confirmation, books are available for purchase through MBS Direct at <http://bookstore.mbsdirect.net/thertc.htm> or 800.325.3252.

Students in this program who wish to enroll in additional La Salle courses not required for this program should consult with the program director.

**8. As a new transfer student to La Salle/RTC M.Ed. program, what resources at La Salle will I be able to access?**

Upon acceptance, you will receive a La Salle e-mail account and access to the La Salle University portal system, which includes online library resources to support your degree program.

**9. I am nearing completion of my degree requirements. What do I need to do to ensure that I graduate?**

Any student who intends to graduate will need to alert the program director and apply for graduation on the mylasalle portal. Graduation is Aug. 31, Jan. 15, and a designated day in May. Students who need confirmation of degree completion before the official graduation dates for salary purposes may request a letter, please contact Dr. Pate if such a letter is needed.

La Salle University is here to assist you through this process. Please contact Dr. Pate at [gradRTC@lasalle.edu](mailto:gradRTC@lasalle.edu) or 215.951.1952 for any questions and support.