

Welcome to the Educational Leadership program. We are pleased that you have chosen us to assist you in fulfilling your degree and/or certification goals.

EDUCATION PLAN

Review your degree or certification plan carefully to ensure its accuracy and maintain a copy for your records. Once properly executed, the degree and certification plans effectively become a contract between you and the University.

If you are pursuing the M.Ed. + principal certification combination, your degree plan will double as your certification plan. If you are seeking certification only, you will have only a certification plan. At this point in the application process, degree plans have been forwarded by your adviser for all required signatures and certification plans are on file with the Graduate School and the Educational Leadership program. You have up to six years to complete your master's degree and up to ten years to complete a certification only program.

ONLINE ACCESS

The university has assigned you a WT email address which will be used as the primary source of communication conducted by the university. Check it regularly. To obtain access to your new email account and to obtain your username and password for all online access, contact the IT Help Desk at (806) 651-4357 (HELP). Your username and password are also required for access to BUFF ADVISOR (the venue for registering and paying for classes, and accessing grades) and WTCLASS (the learning management system powered by Blackboard where your online courses are housed). To gain access to all of these areas from the [WTAMU homepage](#), click on the MY BUFF PORTAL button in the upper right-hand corner of the gray colored menu bar.

ENROLLMENT

As aforementioned, course enrollment is accomplished through BUFF ADVISOR. Registration is not immediately available after receiving acceptance to the program letters. While registration *may* be enabled before the official admission date stated on the invitation of formal admission letter, it is not guaranteed until that date. Be advised that if you are not continuously enrolled for any long (fall or spring) semester, you will have to reapply to the university prior to being allowed to enrolling classes. The reapplication process can be done easily online and does have a fee associated with it.

EDUCATIONAL LEADERSHIP WEBSITE

The [Educational Leadership website](#) contains up-to-date information specifically for program applicants and candidates. Please explore the website in its entirety and visit it regularly as you progress through the program. This is where we strive to provide guidance and timely answers questions that normally arise.

CULMINATING EXAMS

The master's comprehensive exam is the culmination of a candidate's master's degree program whereas the appropriate TExES is required for educator certification. Both are taken at or near the end of one's program. Simply stated, the master's comprehensive exam must be passed for conferral of the master's degree and the appropriate TExES must be passed for the Texas educator certification sought by the candidate.

If there is any way we can assist you, please do not hesitate to email. It is a privilege to have the opportunity to assist you in fulfilling your degree and certification goals.

Sincerely,

Drs. Gary Bigham and Ray Barbosa
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