

including the Catholic College/University Scholarship, Dean's Graduate Scholars in Education Program, Catholic Educator Tuition Reduction, NYC Department of Education and various assistantships/fellowships. Visit www.stjohns.edu/education/graduate/scholarships to find out more.

Q. What are my payment options?

A. You may pay via check, credit card or financial aid.

Q. What differentiates the St. John's distance learning program from others?

A. We offer the only distance learning master's degree in educational administration approved by the New York State Education Department. In addition, we are accredited by Middle States and The New York State Education Department, as well as belong to the Sloan-C consortium—all hallmarks of quality distance education.

Q. What resources are available to me as a distance learning student?

A. A range of University services are available online: access to library databases, advisement, career guidance, registration, financial aid, etc.

Q. What are the requirements for admission?

- A. For admission consideration for a master's degree:
- Completed application
 - Application fee of \$40
 - Bachelor's degree from an accredited college/institution
 - Personal statement
 - Official transcripts from EVERY institution attended showing conferral of degree and satisfactory grade point average ("B" or better)

For admission consideration for a professional diploma:

- Completed application
- Application fee of \$40
- Master's degree from an accredited college/institution
- Personal statement
- Official transcripts from EVERY institution attended showing conferral of degree and satisfactory grade point average ("B" or better)
- Two letters of recommendation

Q. How do I apply?

A. You may apply online at www.stjohns.edu/apply

Q. What program should I take?

A. Deciding on which degree program in which to enroll is not an easy decision. Our academic advisors can offer useful information, which will be helpful in your decision-making process. For further information, please contact Michele Nowosad, Ph.D., Associate Professor in The School of Education at nowosadm@stjohns.edu or at (718) 990-1569.

Q. How do I register?

A. Once you are accepted as a student, you will be assigned an advisor. Please contact him or her to review course offerings, then register on the Web.

Q. What if I need to take a semester off?

A. Continuous enrollment for matriculation until the degree is awarded is obligatory for students enrolled in degree programs. Those who are not enrolled in course work must maintain their active status each semester by enrolling in Maintaining Matriculation at the scheduled registration periods. Students who have not satisfied the continuous enrollment requirement for two or more semesters must (1) apply for re-admission, (2) meet the requirement in effect at that time, (3) be re-admitted, and (4) pay appropriate maintaining matriculation fees for two semesters.

Important Contacts

Admissions (718) 990-2304
www.stjohns.edu/admission/graduate
graded@stjohns.edu

Bursar (718) 990-2000
www.stjohns.edu/services/bursar
bursar@stjohns.edu

Distance Learning (718) 990-2786
www.stjohns.edu/distancelearning
distancelearning@stjohns.edu

Financial Aid (718) 990-2000
www.stjohns.edu/services/financial
financialaid@stjohns.edu

Registrar (718) 990-2000
www.stjohns.edu/services/registrar
registrar@stjohns.edu

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st. john's
UNIVERSITY

THE SCHOOL
OF EDUCATION

Graduate Distance Learning Programs

Frequently Asked Questions



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New York

Q. What is a distance learning program?

A. The Graduate Division of The School of Education at St. John's University offers graduate degree programs, as well as individual courses online. Whether you are a traditional college-age student, a working professional or a returning adult student, our Web-based courses offer flexibility combined with a special interactive educational experience. As an online student, you are no longer required to travel to campus to participate in a course, or be restricted by scheduling conflicts. Courseware tools such as WebCT turn your home or office desktop or laptop into a virtual classroom, where you study texts and online resources, complete assignments and exams and actively engage with the instructor and fellow students in threaded discussions and chats, at times that are convenient for your own demanding schedule.

Q. What degree programs do you offer?

A. We offer a Master of Science Degree in School Building Leadership as well as a Professional Diploma in School District Leadership. Both degree programs pertain to Educational Administration.

Q. Is distance learning for me?

A. Successful completion of online courses requires participating students to be independent and collaborative learners who are disciplined and even more committed to their course work than students in conventional ones. Prospective online students should consider whether the format and time demands of an online course are conducive to their lifestyles before registering for a course.

Q. What kind of technical abilities will I need?

A. In addition to meeting academic prerequisites for the courses, all prospective online students must meet rudimentary computer proficiency requirements, such as internet experience, logging on, cutting and pasting text using word processing software and attaching documents as e-mail attachments.

Q. What are the computer requirements?

A. Prospective students should ensure that their computer satisfies the following MINIMAL requirements before enrolling in an online degree

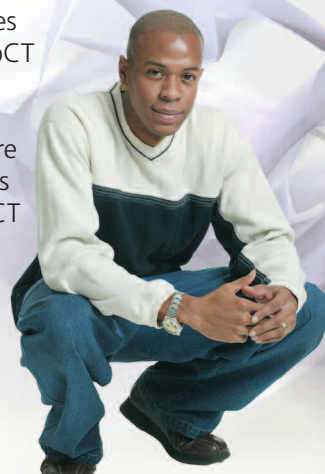
program. However keep in mind that a higher end computer with a faster processor, bigger hard drive, and more random access memory (RAM), used in conjunction with cable or DSL internet access service will result in a much faster and more dynamic navigating experience.

Hardware and Software MINIMAL requirements:

- Pentium class PC with 400 MHz or higher processor with 64 to 128 MB RAM (256 MB strongly recommended) or Mac G3 or higher processor - Mac OS 8.6, OS 9, OS X 10.1 or better. 256MB RAM
- Internet Service with any local service provider, telephone based or cable service where available; 56k Internet connection or faster (DSL/Cable connectivity strongly recommended)
- Microsoft Word Software
- Acrobat Reader (download latest version)
- Additional software requirements for individual courses, if any, are usually set by the faculty teaching the online course. Please check with your faculty following registration.

Web Browser Requirements:

- Web browser that supports tables, frames, Java, and Javascript. For PC, Internet Explorer version 6.0 or higher is recommended. Firefox 1.0 or higher, Mozilla 1.5, 1.7 or higher. Netscape Navigator and AOL is not recommended (Internet Explorer 7.0 is not recommended as it is not been certified). For Mac Safari 1.2, 1.3.1 or higher, Firefox 1.0x or higher, Mozilla 1.5, 1.7 or higher. IE for Mac, AOL and Netscape Navigator are not recommended.
- Most of our online courses are conducted using WebCT courseware tools. Please click on the WebCT Browser Tune-up to ensure that your browser settings are optimized for a WebCT based course BEFORE logging onto WebCT.
- For all browsers, JavaScript must be enabled for WebCT to work.



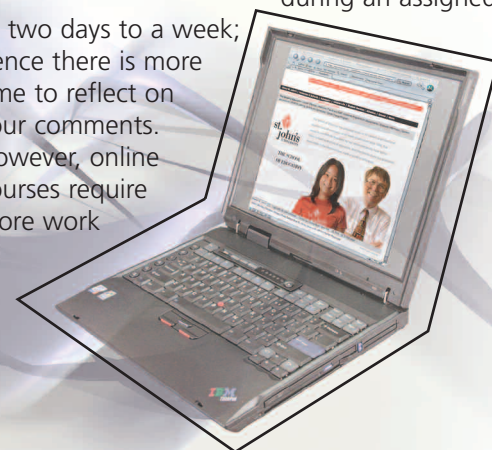
- To use Chat and Whiteboard in WebCT, Java must also be enabled.
 - To use ticket-based authentication in WebCT, browsers must allow cookies.
- Note: If you have additional questions about meeting the adequate computer requirements for participation in our online degree program, please contact the Office of Online Learning and Services at (718) 990-2786 or distancelearning@stjohns.edu AFTER you have received an admissions notification via e-mail and/or regular mail.

Q. How does an online course differ from a face-to-face course?

A. Web-based software creates a virtual classroom where the learning experience takes place. St. John's uses WebCT. This software uses icons to direct you to the featured pages within the virtual classroom. Clicking on these icons helps you to navigate within the courseware tool to participate in the course.

In an online course, the student is a more independent but collaborative learner (learns by sharing ideas with fellow students and the instructor). The student reads text supplemented by online resources and then actively engages in detailed discussions online with classmates. These discussions take place by posting messages on a conference board within the virtual classroom, where each student is required to submit a certain number of responses over a period of days. This is called a threaded discussion. The instructor monitors the discussions and gives feedback to the group. You can enter your response messages at any time during an assigned period

of two days to a week; hence there is more time to reflect on your comments. However, online courses require more work



and preparation from both the learner and the teacher. In order to be considered "in attendance," an online student must post a response and keep up with the discussion. This means logging on almost EVERY day to participate in the online discussions and group projects.

Q. How many credits make up the program?

A. The Master of Science degree consists of 33 credits and the professional diploma consists of 30 credits.

Q. How long is the program?

A. You may attend full time or part time, so the length of the program is really up to you. A student taking six credits in the fall, spring and summer can finish in two years.

Q. What is the cost?

A. For up-to-date information, please go to www.stjohns.edu/admission/tuition.sju

Q. Am I eligible for financial aid?

A. St. John's University Department of Financial Aid administers federal, state and university aid programs, as well as a limited number of privately funded scholarships. Please go online to (www.fafsa.ed.gov/) to complete a FAFSA (Free Application for Federal Student Aid) and start the process of applying for various types of financial aid programs. The school code for St. John's University is 002823. You must complete this form at the same time as applying for admission to any of our online degree programs.

Detailed information about the financial aid application process, types of financial aid available, frequently asked questions, application deadlines, campus office hours and contact information for the Office of Financial Aid is also available through our Web site (www.stjohns.edu) or at (718) 990-2000.

Q. Are there scholarships available to me?

A. The Graduate Division of The School of Education offers several scholarship opportunities,