**Applying for Admission to the School of Education  
Art, World Language, and Music Education (AWLME) programs**

*A How-To Guide for Students*

Education majors must apply for and be accepted into the School of Education in order to register for certain education courses (typically field experience and methods) and complete degree and licensure requirements.

The application for admission to the School of Education is **open every semester for the first three weeks of the semester**. A link to the admission application survey is on the SOE website (www.uwlax.edu/soe).

**STEP 1:** **Are you eligible to apply for admission?**   
Consult with your academic advisor and your advising planner sheet to determine when/if you are eligible to apply for admission. You must meet the minimum requirements below:

* **EDS 203** (completed or enrolled at the time of application)
* **EDS 206** (completed or enrolled at the time of application)
* Completed at least **40 credits** of course work with an earned grade (ie: not including pass/fail or S/U courses)
* Earned a combined cumulative GPA of at least **2.75** (including transfer credits)   
  *NOTE: If your GPA is less than 2.75,* ***you can still apply*** *by requesting a GPA waiver – see STEP 2 below!!*

**\*\*\**Skip STEP 2 if your CGPA is 2.75 or greater\*\*\****

**STEP 2: Write your GPA waiver request letter**

If your combined cumulative GPA is less than 2.75, you will need to write a short statement requesting admission with a GPA waiver. Here are some guidelines:

* The statement should be **no more than 500 words**
* You will **copy and paste your statement into the application survey** so no need to worry about formatting
* Your statement should **address the following** to help the committee understand more about your situation and how you plan to be successful in the program:
  + *What factors contributed to your current cumulative GPA?*
  + *What supports did you seek out to help you improve your coursework?*
  + *Moving forward, what are your plans for improving your GPA?*
  + *What are some personal qualities or experiences you would bring to the classroom that we might not find with other applicants?*

**STEP 3: Complete the application survey**

The link to the [AWLME application survey](https://www.uwlax.edu/soe/undergrad/admission-to-soe/#tm-apply-to-awlme-programs--art--music--world-languages-) is on the SOE webpage. You will be asked to provide the following information:

* Name
* UWL Student ID number
* Mailing address and phone number
* Email address (use your **UWL email address**)
* When you plan to take Field I – use your advising planner or consult with your advisor to find this information)
* Your combined cumulative GPA – you can find this in WINGS in your Student Center under “Academics”)
* Your major
* Whether you are requesting a GPA waiver
* Criminal Background Check (CBC) release – a CBC is required by the Department of Public Instruction

**What happens after I apply?**

Applications are reviewed by the AWLME admissions committee and recommendations are sent to the SOE Dean.

Decisions are sent to students from the School of Education no later than the end of the 8th week of the semester.

You may apply for Field Experience during the same semester that you are applying for admission! Please consult with your advisor to determine when you should be applying for Field Experience.

**Questions?**

Consult with your academic advisor, or email the School of Education: [soe@uwlax.edu](mailto:soe@uwlax.edu)