

# FAQ for On-Campus MEd in Measurement Evaluation Statistics and Assessment (MESA)

This FAQ document here is based on College and University policies that were in effect as of February 2015. This FAQ file was created by Dr. Ev Smith, updated by Dr. Yue Yin, and proofread by Ana Valenta. Please contact Dr. Yue Yin at [yueyin@uic.edu](mailto:yueyin@uic.edu) if you discover any discrepancies, receive any conflicting information, have other questions, or find any broken links, so that the document can better serve our students. Thank you!

(Note: The links included in this document cannot be clicked open directly. To use these links, please copy and paste the address in your web browser)

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**Information about Other MESA related Programs**

This FAQ list is mainly for on-campus MESA MEd program at UIC, for other MESA related programs at UIC, please go to the following links for details about online MESA MEd program.

- Online MEd in MESA and online ERM Certificate:  
<http://www.uic.edu/scs/education/degree/online-mesa/>.
- PhD in EPSY with a MESA focus:  
<http://education.uic.edu/academics-admissions/programs/educational-psychology#overview>

For the general regulation and policies for graduate studies, please See <http://grad.uic.edu/registration-policies>

## **Application/Eligibility**

### **Q: What are the admission requirements for the MEd in MESA program and where to apply?**

See this link for details. <http://education.uic.edu/academics-admissions/programs/measurement-evaluation-statistics-and-assessment-mesa#application-process>

### **Q: I am a PhD student at UIC, can I enroll in MESA MEd?**

A: Yes. In fact, many doctoral students in other programs are taking MESA MEd concurrently with their doctoral study to strengthen their quantitative skills and increase their competitiveness on the job market. For example, many of our MESA MEd students are doctoral students from Curriculum & Instruction, Disability Studies, Educational Policy, Educational Psychology, Economics, Health Policy & Administration, Kinesiology & Nutrition, Pharmacy Administration, and Social Work. If you are admitted by our MESA MEd program, your primary program would be the PhD program, and the MEd in MESA would be listed as your secondary program of study. But you are not allowed to count the credits earned in obtaining the MEd in MESA toward your PhD (i.e., you are not able to use the same credits toward two degree programs). For example, if your Ph.D. program requires doctoral students to take 96 credits, you will need to take 96 credits for your PhD program and another 32 credits for your MESA MEd.

### **Q: I am interested in taking MESA courses and receive a recognition of my training in MESA, but for some reason I cannot take 32 credits to receive a MESA MEd, what can I do?**

A: You can apply for MESA's Educational Research Methodology Online Certificate Program. For more details, see <http://education.uic.edu/academics-admissions/programs/educational-research-methodology-erm-online-certification#overview> Notice that: To get the ERM all course must be online and all must be taken AFTER acceptance in the ERM. Course taken prior the acceptance will not count toward ERM.

### **Q: After taking several MESA courses as a non-MESA students, I am thinking to get a MESA certificate (ERM). Can I do this?**

A: To get the ERM all course must be online and all must be taken AFTER acceptance in the ERM. Course taken prior the acceptance will not count toward ERM.

### **Q: After taking several MESA courses as an Extramural non-degree student, I am thinking of taking more MESA courses to obtain the MEd in MESA. Can I do this? If so, can I apply the courses I have taken to meet the requirement for the MEd in MESA?**

A: Yes. As a non-degree student, you can take up to 12 semester hours at UIC and transfer them into the degree program with advisor approval. You can request to transfer more hours, but you will have to complete an additional petition to the Graduate College. Once admitted to the degree program, you will need to complete a petition for transfer of credits and a graduate petition and submit them to the Office of Student Services (3145 ETMSW, College of Education, Phone 312-996-4532). Both forms are available in the Office of Student Services.

## **Deferring Enrollment/Taking a semester off/Changing MEd programs**

### **Q: I have been accepted into the MEd in MESA. However, I would like to defer enrollment until next semester. Can I do that?**

A: Yes, students can defer enrollment up to one year to attend MESA MEd program. Students can apply for deferring for one semester or one year. Students need to contact Ana Valenta <[agarci5@uic.edu](mailto:agarci5@uic.edu)> to

process defer before the semester starts. If you cannot attend the program after the original deferring time, you cannot request another deferring. Instead, you will have to reapply for the program.

**Q: I have been taking courses in the MEd in MESA program (i.e., I am not a first semester student), and I need to take some time off from coursework. What is the policy on this?**

A: If you do not enroll for two consecutive semesters without noticing the university, the University will terminate your enrollment in the program. If you anticipate needing to take two consecutive semesters off, you need to contact your advisor and complete a Leave-of-Absence form in the Office of Student Services (3145 ETMSW, College of Education, Phone 312-996-4532).

**Q: I am a new student in the campus (or online) MEd in MESA. Can I change to the other program?**

A: Yes, you can. Contact Ana Valenta at <agarci5@uic.edu>. She can make the change in the system as long as you register for classes after you make the change AND you make the change before the semester begins. If you make a request to change programs after the semester has begun, you will need to complete a Change-of-Program form in the Office of Student Services (3145 ETMSW, College of Education, Phone 312-996-4532) to officially change programs for the following semester.

**Q: I am a second year student in the campus (or online) MEd in MESA. Can I change to the other program?**

A: Students wishing to change after completing one semester of study need to follow the process for an internal change of program. Contact Ana Valenta at <agarci5@uic.edu> for details.

### **Courses Taking/Transferring /Waiving**

**Q: I am trying to register and get a message "You may not add or drop classes due to holds on your record". What should I do?**

A: Click-View Holds to see the reasons. Common reasons are as follows: not having permissions entered, having permissions entered for the incorrect section of the course, a financial hold, an academic hold, or the academic transcripts you submitted to the University are incorrect or incomplete. You should take actions accordingly to remove the holds. If you need help, you can contact Ana Valenta <agarci5@uic.edu>, 312-355-0575.

**Q: It is after the last day to drop/withdraw/add a course, and I would like to drop/withdraw/add a course. What should I do?**

A: Contact your advisor, go to the Office of Student Services (3145 ETMSW, College of Education, Phone 312-996-4532) and complete a Graduate College Registration Revision Form. Note that after the last day to drop/withdraw a course, the University will not refund 100% of the tuition. Refunds are on a sliding scale depending on the date the drop is approved.

**Q: I would like to take some courses (on-campus or online) from another institution and transfer them into the MEd in MESA. Am I able to do this?**

A: Yes. You are able to transfer up to 8 credits from other institutions. The courses should be relevant to MESA, unused towards your other degree, and approved by your advisor. Before enrolling, please send your request to your advisor for approval with a catalog description or syllabus from the course and the number of credits. If approved by your advisor, you need to submit a Course-Waiver-Form (<http://education.uic.edu/academics-admissions/student-resources#forms>) to the Office of Student Services (3145 ETMSW, College of Education, Phone 312-996-4532).

FAQ for Face-to-face MESA MEd @ UIC, Updated January 2015

**Q: Can I transfer partial credits to MESA?**

A: you cannot transfer partial credit. e.g., you have three 3-credit courses (totally 9 credits), you can transfer either two courses or three courses with your advisor's approval. If you want to transfer more than 8 credits, you will have to complete an additional general petition form to justify exceeding the limit of 8. Also, note that the 8 credits may include courses taken from other institutions and from other UIC Departments.

**Q: Am I able to register for independent study hours under faculty supervision?**

A: Yes, as long as you can find a faculty sponsor. If the independent study will replace a required course, your advisor must complete a course waiver form and submit it to the Office of Student Services (3145 ETMSW, College of Education, Phone 312-996-4532). If the independent study will be used as an elective, no paperwork is needed. Up to 4 credit per section can be taken for independent study. You will need to fill and submit a Independent-Study-Form. Both forms can be found at <http://education.uic.edu/academics-admissions/student-resources#forms>

**Q: Am I able to waive a required course and replace it with another course from a different department or institute?**

A: Yes, if the course is comparable to MESA required course and unused by your other degree, you can waive a required course. You need to send the syllabus to your advisor for approval. You will also need to fill and submit a Course-Waiver-Form <http://education.uic.edu/academics-admissions/student-resources#forms> and submit it to the Office of Student Services (3145 ETMSW, College of Education, Phone 312-996-4532).

**Q: What the courses in other departments at UIC can I take to meet MESA requirements?**

A: You may find MESA related courses in many departments: such as Sociology (SOC), Psychology (PSCH), Public Administration (PA), Biostatistics (BSTT), Statistics (STAT), Public Policy Analysis (PPA), Urban Planning and Policy (UPP), and Health Policy and Administration (HPA). You can check the UIC course catalog and schedule for details: <https://www.uic.edu/ucac/courses/> But before enrolling courses, contact your advisor for suggestions.

**Q: Are there any campus seminars I can attend in statistical or research methods?**

A: Yes. First, UIC's Academic Computing and Communication Center (ACCC) offers SPSS (Statistical Package for the Social Sciences) and SAS training workshops. You need to be able to work with both of these computer software packages, especially SAS, if you intend to pursue a research career in the public or private sector. Go to <http://acc.uic.edu/service/training> and sign up for the first available SPSS and SAS seminars.

Second, UIC's Survey Research Laboratory also offers several free seminars on survey research methodology. Some topics have included: Survey Data from Vulnerable Populations, Secondary Analysis of Survey Data, Questionnaire Design Clinic, Focus Groups, and Culture & Survey Measurement. Visit <http://www.srl.uic.edu/seminars.htm> for more information on these seminars and how to register.

**Q: I need additional help with some of my course materials. Is there someone I can contact for extra help?**

A: Yes. The MESA Lab is an excellent resource for you to receive additional mentoring/tutoring on course topics. Advanced MESA students staff the lab and are available to help. The MESA Lab is located in room ETMSW 3411N, College of Education. The phone number is 312-413-7640.

### **Limited Status/Probation / Dismissal**

**Q: I was accepted as a limited status student. I completed three courses with a 'B' or better, but my status has not changed.**

A: If you completed any of the three courses as a non-degree student, those courses do not count toward the limited status requirement. The only courses that you can apply toward meeting the requirements to remove you from limited status are courses that you took after you were admitted to the degree program. If this situation does not apply to you, please contact Ana Valenta <agarci5@uic.edu>, 312-355-0575.

**Q: What is the policy on student dismissals due to poor grades?**

A: Students must earn a 'B' or better in each of the courses taken if admitted on limited status. Students must maintain a 'B' average if admitted on full status. The Graduate College website provides more information on the timelines. See <http://grad.uic.edu/continuing-student-status> for more information.

**Q: I did poorly in some courses, and the University notified me that I am on probation. What should I do?**

A: The Graduate College letter should specify the conditions of your probation. The letter should specify how many semesters (should be 2) you have to get your cumulative GPA up to a 'B' average to remove yourself from probation. See <http://grad.uic.edu/continuing-student-status> for more information.

**Q: I did poorly in a course. Can I repeat it for credit?**

A: You can repeat a course for credit if the course is one in which the instructor gave you a grade of D, F, NC, or U. In such cases you can repeat the course only once, and you can count it only once toward the degree requirements; your original grade continues to be included in the computation of your Graduate Degree GPA. There is no tuition discount for repeating a course. You need to obtain the approval of both the instructors who will teach the course. You need to fill Course-Repeat-Form (<http://education.uic.edu/academics-admissions/student-resources#forms>) and submit to the Office of Student Services (3145 ETMSW, College of Education, Phone 312-996-4532).

### **Grades/Graduation**

**Q: Will I receive an official notification of my final grades from UIC?**

A: You can view and print out your final grades by logging into the student portal, [my.uic.edu](http://my.uic.edu). Your course work and grades will also show up on a UIC transcript, which you must request from the Office of Registration and Records ([http://www.uic.edu/depts/oar/current\\_students/transcripts.html](http://www.uic.edu/depts/oar/current_students/transcripts.html)).

**Q: I anticipate completing all requirements for the MEd in MESA this semester. What do I need to do to graduate?**

A: For the MEd in MESA, the Office of Student Services in the College of Education should contact you (**at your UIC email address**) with a reminder to apply for graduation. However, it is your responsibility to fill out the required forms on time. See <http://grad.uic.edu/graduation-deadlines>. Typically, the deadline is the third Friday of fall and spring semester.

**Q: I have filled the online *Intent to Graduate form* to graduate with a MEd in MESA this semester. How do I know that I am all set to graduate?**

A: You should email Ana Valenta <agarci5@uic.edu> to check whether you have fulfilled all the degree requirements to graduate.

## **Tuition Payment**

**Am I able to make installment payments on my tuition bill?**

A: The College does not handle payments. The Office of Business and Financial Services at the University of Illinois at Chicago offers several methods of payment. Below is a link to the information for payment plans:

<https://paymybill.uillinois.edu/>

Please see [http://www.uic.edu/depts/oar/financial\\_matters/payment\\_obligation.html](http://www.uic.edu/depts/oar/financial_matters/payment_obligation.html) for the most up-to-date policy on payments for tuition.

**Q: My employer will be paying my tuition for the online courses. Is it possible to receive an official tuition bill from the department or University so that I can submit it to my employer?**

A: The College does not handle tuition billing. Here is a link to the office that handles tuition payments: <https://paymybill.uillinois.edu/>.

**Q: How do I pay my tuition?**

A: Once you have enrolled, you will receive an e-mail notification, at **your UIC** e-mail address, indicating when tuition and fee statements are available online. The online statement, called the E-Bill, allows you to see your charges in an easy-to read, user-friendly format. Payments may be made online using a credit card; see <https://paymybill.uillinois.edu/>. Payments by check or money order may be mailed to:

University of Illinois  
Student A/R  
P.O. Box 19455  
Springfield, IL 62794-9455

Questions or concerns regarding your tuition bill may be directed to University Student Financial Services via phone at (312) 996-8574 or via e-mail at [usfscohelp@uillinois.edu](mailto:usfscohelp@uillinois.edu).

## **Identification Cards/Email/MESA Listserv**

**Q: Where can I get a student ID in order to use University resources?**

A: To obtain an i-card, bring your valid driver's license, state ID, or passport to one of the Photo ID Offices listed below. You will not be issued an i-card without the proper identification.

### **East Campus Photo ID Office**

Location: Student Services Building (SSB), 1200 W. Harrison Street, Suite 1790  
Phone Number: (312) 413-5940

### **West Campus Photo ID Office**

Location: UIC Student Center West (SCW), 828 South Wolcott Avenue, Room 241  
Phone Number: (312) 413-5944

Please note that the i-card is the property of the University and must be returned to the Photo ID Office. There is a charge to replace lost or stolen i-cards. Detailed information about i-cards can be found at <http://www.uic.edu/depts/idcenter/>.

**Q: May I use email accounts other than my UIC one as my email address such as gmail and yahoo accounts?**

A: When you are outside the Blackboard system, you can email the instructor using any email account, and she/he will reply to that email address —unless individual instructors state otherwise. However, when sending student group emails, many instructors may only use students' UIC accounts retrieved from the UIC system. To make sure that you can receive course-related information on time, you should either check your UIC email account frequently or set up the forward function in your UIC account so that UIC emails get forwarded to the email address that you use regularly.

**Q: When I was accepted into the program, I received a notice that I was enrolled into the MESA Listserv. Do you have more information on this listserv?**

A: The listserv was set up for all of us (students and faculty) to use to ask questions, post jobs, RA/TA opportunities, or to just simply stay in touch after you graduate. Members are MESA students enrolled in the MEd MESA online program, the ERM online Certificate, the campus MEd and PhD MESA programs, and our graduates from all those programs.

To manage your subscription, visit <http://listserv.uic.edu/htbin/wa?REPORT&z=3> .From there you can unsubscribe or change your subscription settings. If your email changes after you graduate but you still want to stay in touch, you can subscribe to the mesa-coe listserv at this page as well. If you are not familiar with listservs, see <http://www.uic.edu/depts/accc/ecommlistserv.html> for the basics. To post, simply send a message to [mesa-coe@listserv.uic.edu](mailto:mesa-coe@listserv.uic.edu).

Sometimes you may want to reply to a post on the listserv. Decide whether you want to reply to the whole mailing list, or just to the individual who created the post. If you want to reply to the individual who posted the message, then check the reply address and make sure that it includes ONLY the individual's e-mail address.

## **Books / Software**

**Q: I am trying to order the books before the semester starts. Whom should I contact?**

A: Instructors will typically send you an email at your UIC address (NetID) 1-2 weeks before the semester starts with book order information. You can also check the Blackboard course site to see if it is open and contains book order information. Lastly, you can contact the course instructor directly at his/her email address.

**Q: Would buying the international version of any of the books be a problem?**

A: There is no problem with this as long as you realize 1) we are not responsible for any translation errors that may impact your performance and 2) you will still be expected to write all assignments in English.

**Q: Where can I purchase the software for my course?**

A: Contact your instructor for specific directions. Some software might be free. Some software might be available on campus. Some software might be purchased like a regular product. Other software might be purchased with a student discount through UIC's WebStore <https://webstore.illinois.edu/home/>.

Educational Technology Lab (<http://etl.ed.uic.edu/>) in the College of Education and UIC libraries (<http://library.uic.edu/home/services/computing>) also provide computers and commonly used statistical software for students to use, such as SPSS and SAS.