

Step by step: Getting ready for the Written Comprehensive Examination-Plan B

1. Print out and fill in the form "Petition to Make Changes in your Graduate Program", available at: <http://www.stcloudstate.edu/graduatestudies/current/documents/petition.pdf>
2. Send form "Petition to Make Changes in your Graduate Program" via ground mail to:
School of Graduate Studies
St. Cloud State University
121 Administrative Services Building
720 Fourth Avenue South
St. Cloud, MN 56301-4498
Or, fax the form to:
320.308.5371
3. Communicate with your program advisor and Dr. Silvestre by email about your decision to change your Program of Study to Plan B.
4. Register for HIED 664 (Section 2) summer term. You need to request an over-ride for the class by sending an email message to Niki Ebensteiner: ndebensteiner@stcloudstate.edu
In your email to Niki Ebensteiner, please specify you will be registering for HIED 664 (Section 2) because you will be sitting for the comprehensive examination. You will need to send Niki your Tech ID number.
5. Register for HIED 684 in order to graduate in Plan B. This will occur in the summer you are taking the written comprehensive examination.
6. Take HIED 664 (Section 2) summer 2011, on-line.
7. All students taking HIED 664 (Section 2) summer 2011 will be automatically registered for the written comprehensive examination.
8. The written comprehensive examination will be held on June 23rd, 2011, from 10:00 a.m. to 2:00 p.m. at Education Building Computer Lab (first floor).

Check-list:

- Change to Plan B - Written Comprehensive Examination (Feb-May 2011)
- Send Plan B Petition to Make Changes in your Graduate Program" form to Graduate Studies
- Register for HIED 664 (Section 2) -Summer 2011 (March-April)
- Register for HIED 684 before written comprehensive examination
- Comprehensive examination on June 23rd, 2011, 10:00 a.m. to 2:00 p.m. in Education Building Computer Lab.