Welcome to the MAT program at Towson University! If after reading this document you still have unresolved questions, please contact the MAT office at 410-704-5388 or mat@towson.edu.

**Contact information:**

Marie Heath, MAT Program Director  
410-704-4935  
mheath@towson.edu  
PY 102

Kim McGlaughlin, MAT Program Coordinator  
410-704-5629  
kmcglau@towson.edu  
PY 102

Dale Schmertzler, MAT Administrative Assistant  
410-704-4850  
dschmertz@towson.edu  
PY 102

Lisa Mason,  
410-704-5271  
ecedgrad@towson.edu  
HH 010

MAT Early Childhood Education Associate Graduate Director  
Xiaoming Liu, MAT Elementary Education Director  
410-704-3539  
xliu@towson.edu  
HH 413J

R. Mark Herzog, MAT Secondary Education Director  
410-704-5896  
rherzog@towson.edu  
HH 413A

Andrea Parrish, MAT Special Education Director  
410-704-3835  
aparrish@towson.edu  
PY 305

Peggy Dumler, MAT Coordinator at Shady Grove  
301-738-6326  
mdeuler@towson.edu  
Shady Grove

**Frequently Asked Questions (FAQs)**

Welcome to the MAT program at Towson University! If after reading this document you still have unresolved questions, please contact the MAT office at 410-704-5388 or mat@towson.edu.

1. **I’d like to accept the MAT program’s offer of admission. What paperwork must I return?**

   To secure your place in our program, please fill out and return the response form, the criminal history disclosure statement and the professional behavior acknowledgement form. We have provided an MAT postage-paid envelope for your convenience.

2. **What is the criminal history disclosure statement?**

   The criminal history disclosure statement must be returned along with your response form and behavior acknowledgement form to indicate your acceptance to the MAT program. This disclosure statement must be notarized.

3. **I’d like to defer my acceptance to the MAT program. What should I do?**

   You may defer your program acceptance for a maximum of one year without reapplication. Please return the response form with your decision to defer your acceptance. You may also email the MAT office (mat@towson.edu). Please follow the same procedure if you cannot accept our offer of admission.

4. **Do I have to take my content prerequisite courses at Towson?**

   While Towson may be the most convenient choice for taking prerequisite courses, prerequisites may be taken at any 2- or 4-year accredited institution, including online. If you plan to take courses at an alternate institution, please email the course descriptions to the MAT office (mat@towson.edu) to have the courses approved. If you believe your transcript analysis requires a replication of a course you have previously taken, please provide the MAT office with an updated transcript and a course description.

5. **How does the MAT office know when I’ve completed my prerequisite course work?**

   If you have completed prerequisite courses at Towson University, please send an email with this information to mat@towson.edu. If a course is completed at another institution, please send official, unopened transcripts displaying the prerequisite course to:

   MAT Program Coordinator  
   College of Education  
   Towson University  
   8000 York Road  
   Towson, MD 21252

   MAT teacher candidates must complete all prerequisite courses prior to entering the final, full-time internship of the program.

6. **Can I work while in the MAT program?**

   Teacher Candidates enrolled in the One-Year option cannot work full-time due to the required 5 day/week commitment. Part-time work may be an option if work hours are flexible. Teacher Candidates enrolled in the Extended Year option may continue...
to work full-time due to classes being offered in the late afternoons and evenings. *Full-time internship is required in the final, spring semester of the MAT program. Employment outside of this internship is strongly discouraged due to time constraints.

7. What off-campus hours are required each semester?
Teacher Candidates must be able to participate in one full day of daytime field experience per course during the fall and spring semesters, complete 60 hours of daytime observation/participation during the fall semester of Internship I and become full-time interns for Internship II in the extended (18 week) final spring semester. One-Year option teacher candidates have field experience hours built into their schedule. All field experience hours and internships are completed at specified Professional Development School (PDS) sites where we have established partnerships.

8. How do I register for classes?
You will receive registration information via your Towson University email account before the beginning of each registration period. We communicate with you through your Towson email account only. You may register online at http://students.towson.edu (select “Towson Online Services”) or in person in Room 227 of the Enrollment Services Building. You must have a NetID (username) and password to register online. You may obtain a Tiger email account by contacting the campus Office of Technology Services (OTS) at 410-704-5151 or by visiting http://www.towson.edu/technology/index.html.

9. I have a block on my account. What should I do?
If you have a block on your account, please click on the red icon - Ø - and read the information displayed. This information will let you know who to contact to remove the block. Oftentimes, for example, new students have blocks on their accounts because they have not submitted immunization records to the Health Center. Please contact the MAT office if you are unable to resolve your registration block.

10. Where do I update my contact information?
If you need to supply Towson with updated contact information (address, phone number, name), please first try to update your information through your online account. If you are unable to update all contact information, please contact Erika Carlson-Hiles, Graduate Student Administrator, at ecarlson@towson.edu or 410-704-2027. Please also email your updated information to the MAT Administrative Assistant, at dschmertzler@towson.edu.

11. Where can I find information on Financial Aid and Scholarships?
Questions regarding financial aid should be directed to the Financial Aid office at: http://www.towson.edu/admissions/financialaid/index.html or 410-704-4236.

For scholarship information, please visit the Maryland Higher Education Commission website at: http://www.mhec.state.md.us. The Maryland State Scholarship Board may be reached by phone at 410-260-4565. We strongly encourage you to apply! Many MAT teacher candidates have been recipients of these state scholarships for teacher candidates. You may also visit the MAT website, http://www.towson.edu/coe/departments/teaching/ and click on “Student Resources.”

12. How do I obtain a parking permit?
Parking permits must be purchased online. Please visit the Parking Services website at http://www.towson.edu/parking/ for additional information. The Parking Services office is located on the first floor of the University Union, Room 118. They generally offer both day and evening hours; however, please call to confirm their hours of operation (410-704-7275).

13. How do I get my student ID card?
Student ID cards (the “Onecard”) may be obtained from Auxiliary Services in the University Union, Room 118. They may be reached at 410-704-2284.

14. What library access do I have?
You will be eligible to check out books from the TU Cook Library once you obtain a Onecard. You may also use the Library’s online services at http://cooklibrary.towson.edu/. In order to use the Library’s printing services you will need to purchase a copy card as the Library does not accept cash. Machines that dispense copy cards are located throughout the library.

15. Where do I find a consolidated source of information about Towson University services for graduate students?

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