

ATHLETIC TRAINING ADMISSIONS CHECKLIST

Jacksonville State University is committed to recruiting and preparing quality candidates for entry-level positions in athletic training. Currently enrolled students wishing to apply to the Master's in Athletic Training Program must complete an application and submit all required materials. Please see the checklist below to make the process easier for you when applying to Jacksonville State University Master's in Athletic Training Program! Admission criteria listed are requirements that must be met before admission is granted. Meeting these minimum standards or acceptance into the University Graduate School will not guarantee admission to the Athletic Training Program. The Master's in Athletic Training Program has a limited enrollment. The number of students admitted may be limited to the number of spaces available in the program to maintain an appropriate student to preceptor/faculty/staff ratio. Therefore, all candidates must make formal application, be admitted to the University Graduate School, and follow the prescribed requirements to be eligible for admission into the program. The following are the requirements for admission to the program:

Materials to be reviewed by athletic training program:	Date Completed
Complete ATCAS Application https://atcas.liaisoncas.com/applicant-ux/#/login	
Letter of Interest in AT (Must include: Why did you choose Jacksonville State University, Why do you want to be an Athletic Trainer, How can you make a positive impact to Jacksonville State University). Addressed to Dr. Chris Clark, MAT Program Director	
Professional resume	
Professional cover letter	
Completion of Direct Observation Hours Verification Form (50 hours)	
2 Letters of Recommendations (1 professor and 1 certified athletic trainer)	
Official transcripts from all undergraduate institutions attended	
Have an overall minimum GPA of 2.75	
Required courses from Undergraduate Degree:	
General Biology	
General Chemistry	
General Physics	
Anatomy and Physiology 1 & 2 with lab	
Biomechanics	
Exercise Physiology	
Kinesiology	
Psychology	
<i>*Completion of prerequisite coursework is required for program admissions. Prerequisite courses should be completed prior to starting the program. Approval is needed to allow outstanding courses to be completed by the 1st semester of program enrollment. All students must complete prerequisite coursework to continue matriculation in the professional program.</i>	
Recommended courses from Undergraduate Degree:	
Basic Athletic Training	
Nutrition	
Statistics	
Therapeutic Exercise and Modalities	

Medical Terminology	
Any research course	
Health	
Pathomechanics	

Professional interview:

This will be scheduled by the Program Director/MAT Applicant Committee after review of above materials.

	Date Completed
Program Interview (done by AT faculty/staff)	

Submitted to graduate admissions office:

	Date Completed
Once accepted by the MAT Program, complete JSU's Graduate Application at: http://www.jsu.edu/graduate/admission	
Personal video submission	
International students must see the International Student Applicants' section of the catalog for other application and enrollment requirements	
Professional interview or satisfactory writing sample may be required	

Selection of students:

Application materials and any additional information can be requested from the Master's in Athletic Training Program Director. Once the deadline for submission of applications has passed, the selection committee will interview all qualified applicants. The selection committee will then evaluate each applicant using four criteria using a weighted point system. After this evaluation, the highest scoring applicants will be accepted into the Master's in Athletic Training Program. Any student who receives a score under 14/20, will not be considered for admissions. Candidates not accepted may reapply for admission during the next available application period. The criteria and weighting system are as follows:

<p><u>Grade Point Average</u> 3.5 and higher = 5 points 3.25 to 3.49 = 4 points 3.00 to 3.24 = 3 points 2.75 to 2.99 = 2 points 2.50 to 2.74 = 1 points</p>	<p><u>Quality of Observation Hours</u> Outstanding = 5 points Great = 4 points Good = 3 points Fair = 2 points Poor = 1 points</p>
<p><u>Quality of Interview</u> Outstanding = 5 points Great = 4 points Good = 3 points Fair = 2 points Poor = 1 points</p>	<p><u>Quality of Application for Admission (resume, LORs, letter of interest, interview/writing sample, & clinical hours)</u> Outstanding = 5 points Great = 4 points Good = 3 points Fair = 2 points Poor = 1 point</p>

Students receive communication from both the Graduate Admissions Office and the Master's in Athletic Training Program Director classified as one of the following:

- Unconditionally Accepted (Applicants meet all admission criteria)
- Conditionally Accepted (Applicants does not meet all admission criteria)
- Denied

	Date Completed
Acceptance / Denial Letters (Sent by Admissions office)	

Once conditionally and/or unconditionally accepted, the student must confirm/deny the invitation to become part of the Master's in Athletic Training Program. An email with attachments with detailed instructions will be sent to that student welcoming them to the Master's in Athletic Training Program and detailing their responsibilities:

Accepted students (To be produced/completed during orientation):

	Date Completed
Criminal Background check - \$50 www.psibackgroundcheck.com .	
Proof of NATA membership (http://members.nata.org/eSeries/app/member/) - \$80	
Proof of NPI number	
Proof of professional liability insurance	
Med Proctor Account – House student health records http://www.jsu.edu/studenthealth/forms.html .	
Immunizations records	
JSU student parking decal - \$25	
AHA Healthcare Provider	
Release of Information (form)	
Signed Technical Standards (form)	
Blue document (form)	
Signed AT Program Confidentiality Agreement (form)	
Health insurance card	
Driver's license	

Equal opportunity in education title IX statement:

Jacksonville State University is dedicated to providing equal opportunities and equal access to all qualified individuals without regard to age, color, disability, gender expression, gender identity, genetic information, pregnancy, marital status, military status, national origin, race, religion, sex, sexual orientation, or covered veteran status. Jacksonville State University does not discriminate in admissions, educational programs, or employment practices on the basis of any protected status stated above or on any basis prohibited under applicable law. Jacksonville State University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity and affirmative action.

Jacksonville State University is fully committed to its core value of inclusion and creating a sense of belonging in its educational and employment environments through application of its equal opportunity, affirmative action and nondiscrimination policy. This commitment extends to all aspects of employment, including: recruitment, advertisement for employment, selection for employment, compensation, treatment during employment, performance evaluation, training and development, promotion, transfers, demotions, discipline, layoff, termination, and making reasonable and appropriate accommodations for individuals with disabilities. Inquiries or concerns should be directed to the Office of Diversity and Inclusion, 700 Pelham Road North, Angle Hall, Room 326A, Jacksonville, AL 36265. Phone: (256) 782-8565.
<http://www.jsu.edu/marketingservices/equal-opportunity-statement.html>

Academic support:

The Academic Center for Excellence (ACE) provides a range of academic support services which include tutoring, supplemental instruction, academic workshops, and mentoring. Jacksonville State University offers free tutoring to all students regardless of grade point average or classification. The concept behind tutoring services at JSU is to model high quality, effective, academic skills, provide content-specific supplemental instruction, and create a connection to the institution. Tutors must combine their content knowledge with empathy, honesty, hard work, humility, and humor. The goal of ACE is to support the university's mission as a learning-centered institution. Please see the following link for more information: <http://jsu.edu/student-success/support/index.html>.

REGISTRATION INFORMATION

Who:

All students in 1st MAT cohort

What:

Registration will be your responsibility. We will have a **MANDATORY** Teams meeting the week of July 20th - July 24th to discuss how you are to complete this process

Where:

Attend the scheduled Teams meeting and use the internet to get registered

When:

You must be registered by Friday July 31st

How:

Go to <http://my.jsu.edu>:

- Enter Username and ID
 - Username – JSU email without the @jsu.edu
 - Password – Set to your birthdate in the format: MMDDYY (ex. Student's birthday is February 17, 1991 the password would be 021791)
- Upon logging in the first time, the system will prompt you to create a new password
- Go to Featured Links and Select **Registration**

To register:

- In Self Service on the **Student and Financial Aid** page, select **Registration**.
- Select **Add or Drop Classes**
- Select the appropriate **Term** from the drop-down menu and click **Submit**
- The **Add Classes Worksheet** comes up. Enter the 5-digit Course Reference Number(s) (**CRN**) directly if known or use the **Class Search** function.

To register using class search:

- Click on the **Class Search** button
- Choose the department from the **Subject** window and enter the course number in the **Course Number** box (ex. For LS 104 highlight Learning Skills in the **Subject** window and type 101 in the **Course Number** box. (Several other filters are available for advanced searches, skip these for now.)
- All of the scheduled sections for the course you searched for should appear on the next screen. To the left of each section is a box to place a check in to select that section for registration.
- Choose the section you wish to enroll in, place a check in the box to the left of the desired section. Scroll down to the bottom of the page and click **Register**.
- You will now be back at the **Add Classes Worksheet**. Repeat steps 1-3 until you have registered for all of the classes you want.

- If there is a capital “C” instead of a checkbox that means, there are no open seats in that section and that section is closed. If all of the sections for the class, you wish to register for are closed you will need to contact the department and ask if they can open a seat for you. If the department cannot open a seat for you, contact your academic advisor.
- If you are registering for a course that has a required lab the process is a little different. Registering for lab classes that have separate course numbers for lecture and lab:
 - Use the **Class Search** for the lecture section
 - Place a check in the box for the desired section
 - Scroll down and click on Add to the Worksheet
 - Repeat steps 1-3 for the lab section
 - When both lecture and lab have been added to the worksheet, click on **Update Changes**

Registering for lab classes with same course number for lecture and lab:

- Use the **Class Search** for the desired course
- Place a check in the box for the desired lecture section
- Place a check in the box for the desired lab (labs will have 0 (zero) hours)
- Scroll down and click on **Register**

Troubleshooting registration:

- If you try to register and you get a message requesting a “PIN” see your academic advisor. Student cannot register for classes unless they have discussed their proposed course schedule with their academic advisor. This advisement is required prior to registration every time, in other words if you were cleared to register for fall you have to see your advisor again prior to registering for the following spring.
- Holds – Examples of holds are:
 - Admissions Hold – Please contact the Admissions Office
 - Account Receivable Hold – Please Contact the Bursar’s Office
- Prerequisite and Test Score Error – Your records do not reflect that you have completed the required prerequisite(s) for this course, or you do not meet the test score requirement for the course.
- Restrictions – Your records do not reflect that you meet the college, level, class, degree, or program requirements for this course.
- Permission of Instructor, Advisor, Department Head, or Director – for the course you have selected there is a requirement for special permission in order to enroll in the class. Contact the instructor or your academic advisor.
- Time conflict with [5-digit CRN] – the scheduled time for the class you attempted to register for conflicts with a class you’ve already register for. The 5-digit CRN tells you which class is the conflict.
- Link Error or Co-requisite Error. The class requires another class to be added with it. See information about how to register for lab classes above.
- All error messages can be found at <http://www.jsu.edu/registration/regerrormessages.html>

TRANSFER OF GRADUATE CREDIT

Transfer credit from other regionally accredited institutions will appear on the Jacksonville State University transcript only if used to fulfill degree completion and/or professional educator certification requirements.

The number of semester hours of graduate credit that may be transferred from a regionally accredited institution to Jacksonville State University toward a graduate degree program is limited to the following maximums:

- Zero (0) hours toward a graduate certificate of fewer than 30 hours.
- Six (6) hours toward a 30-semester hour program;
- Nine (9) hours toward a 33-semester hour program; and
- Twelve (12) hours toward a 36 or more-semester hour program.

Evaluation of transfer credit is made by the appropriate department of the student's major and approved by the Director of Graduate Studies. A student intending to enroll at another institution and transfer a course to Jacksonville State University must receive approval of the coursework prior to enrolling in the course to ensure the course will be accepted for inclusion in the student's program of study at Jacksonville State University.

Transfer credit cannot be used to raise the GPA of Jacksonville State University coursework to the required minimum GPA of any major, professional educator certification program, or graduate certificate program. The total amount of credit applied from a previously earned graduate degree at Jacksonville State University and external transfer credit combined is limited to the same maximums as transfer credit that are specified in the Transfer of Graduate Credit section of the graduate catalog. Only graduate courses with grades "A," "B," "P," and "S" may be transferred to JSU. Grades of "C" or below will not be eligible for transfer.

Transfer credit must meet time limit requirements as stated under the Time Limit on Degree Completion section of the graduate catalog. Any exceptions will be made by the Director of Graduate Studies.

To request graduate transfer credit, a student must submit a Transfer Credit Request Form, listing the transfer course(s) and descriptions. In addition, the student must request that an official transcript from the institution at which the credit was earned be sent directly to Graduate Studies at JSU. It is the responsibility of the student to ensure that the transcript has been received. The Transfer Credit Request Form is available on the Graduate Studies website.