APPLICATION CHECKLIST
for Assistant Coaches

As a part-time, assistant coach, you are eligible to register for academic courses under tuition remission. Below is some information to help you get started with the process should you take advantage of this benefit.

✔ STEP 1: If you are interested in applying to one of our graduate programs in education, call the Office of Graduate Studies in the Education Department at (315) 229-5061, to make an appointment with one of our program coordinators.

✔ STEP 2: Once you have met with the program coordinator and are interested in applying to one of our programs, simply complete the Graduate Application for Graduate Assistants in Athletics and submit it (along with the required material) to the Office of Graduate Studies, Atwood Hall, Room 20. Applications are available in Atwood Hall or online at www.stlawu.edu.academics/programs/education

✔ STEP 3: It is required that you submit a completed Tuition Benefit Application to the Human Resources Office prior to the start of each semester or summer session. Failure to do so will result in your receiving a tuition bill from Student Financial Services. Tuition Benefit Applications are available in the Human Resources Office, Vilas G2, or online at www.stlawu.edu/human-resources/tuition-benefits

✔ STEP 4: Once admitted to your program you will receive an acceptance letter from your advisor. It is required that you schedule a meeting with him/her prior to registering for any classes.

✔ STEP 5: Immunization Records: New York State Law requires proof of immunity to MMR, (measles, mumps, and rubella). If you were born before 1957, the law states you are exempt from this requirement. If you are a recent graduate of St. Lawrence University (within the last seven years), and believe the Health Center may have your immunization record on file, please state your graduation year on the health form and return it to the Education Department/Graduate Admissions. Failure to return the completed form to the Office of Graduate Admissions within 10 days prior to the start of classes will result in your registration being dropped and you will be prohibited from attending class until proof of immunity is provided. If you have questions about immunization requirements, please contact the Health Center at 229-5392.

For questions regarding graduate study in Education, contact Erin Basford, Department of Education at (315) 229-5061 or ebasford@stlawu.edu.

For questions regarding billing of graduate tuition and fees, contact Student Financial Services at (315) 229-5541 or sfs@stlawu.edu.

Additional forms may be found at www.stlawu.edu/academics/programs/education.

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