

# Master of Education Course Dates and Graduate-Level Course Confirmation of Completion

For students registered in the Master of Education or graduate-level education courses and are required to submit their course start and end dates and/or proof of course completion to NS Teacher Certification, NS School Board or Union, can submit the following two documents:

## Grade Report

When logged into Banner self-service **Student Services** dashboard

1. Select View Grades
2. Select a Term
3. View the course and grade

Subject	Course Title	Campus	Midterm Grade	Final Grade
EDUC 514, 67	Teaching Diverse Learners I	D		80

## Course Start and End Dates

When logged into Banner self-service, select Student Profile

In the top left,

1. Select the term the course was offered

Student Profile -  
Term: Spring 2026  
Spring 2026  
Full Academic Year 2025-2026 Current term

2. In the Registered Courses section on the right, click on the CRN link of the course.

REGISTERED COURSES			
Course Title	Details	CRN	Hours
Adult Ed Foundations	ADED 535 22R	<a href="#">61801</a>	3

3. Click the Instructors/Meeting Times to view the start and end dates of the specific course.

Class Details  
Course Description  
Restrictions  
[Instructor/Meeting Times](#)

Documents can be forwarded as required. (Student name has been removed for privacy)

### **Following program completion**

When the program is complete, students can request an official transcript. On the transcript request form, check the box that indicates *Check if you have recently completed the Master of Education course requirements and will be applying for a NS license upgrade*. See previous page. Students requiring a receipt of payment may contact Accounting Services, [aservice@stfx.ca](mailto:aservice@stfx.ca).