

# 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

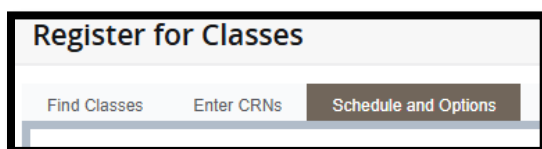
1. Select View Grades
2. Select a Term
3. View the course and grade

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

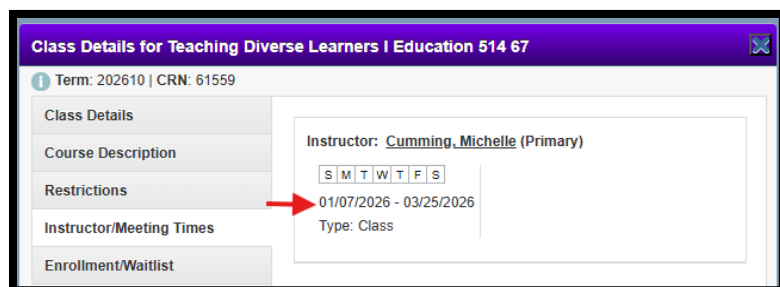
## Course Start and End Dates

When logged into Banner self-service, select Student Services, then Registration.

1. Select Register for classes
2. Select a Term
3. Select tab **Schedule and Options**



4. Click the course title in the **summary** section and within the box, click **Instructor/Meeting Times** to view the start and end dates.



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).