Schreiner University

STUDENT INFORMATION PACKET

Thank you for your interest in Schreiner University's Master's and Certification programs. We are pleased to offer our convenient, online programs. We want what you want – for you to be a high-quality professional educator with a graduate degree. Children and their development and learning is our mission. Our partnership with you can bring that mission to a reality. An affordable tuition rate has been arranged for teachers, and space in each cohort is limited to 30 students. Once you submit your application (Step 1 below) and application fee (Step 2 below), I will be able to hold your place in class until your application file is complete.

This packet includes all the information you will need to be admitted into the program. Read through this packet carefully and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and my team and I are here to support you. You can reach me by phone at **830-542-1007** or by email at **msylvester@graduateprogram.org**.

NOTE: Schreiner University strictly limits enrollment in each program to 30 students and accepts students on a first-come, first-served basis.

Complete steps 1 and 2 below to reserve your seat in this program.

1 Application for Graduate Admission

Complete and submit your graduate application **online**.

2 $25 Application fee

Once you have reserved your seat, turn to Page 2 or visit the **online checklist** to complete the remaining admission steps.

Congratulations on your pursuit of a graduate education degree with Schreiner University!

Sincerely,
Mike Sylvester
Graduate Information Office
830-542-1007
msylvester@graduateprogram.org

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Application Checklist

Once you have submitted an application and reserved your seat, please continue with the following steps to complete your admission file. **NOTE:** You will not be eligible for financial aid until your admission file is complete.

3 Financial Aid & Payment Options (Page 3)

Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go.

If using Financial Aid, Complete the **FAFSA** online. It is in your best interest to complete the financial aid process as early as possible. See page 3 for more information.

4 Official Transcripts (Page 4)

Please request official transcripts from your baccalaureate degree institution. See page 4 for more information.

5 TEA ID (Principal Certification Applicants Only)

A copy of your TEA ID is required for Principal as Instructional Leader Certification applicants only. You may add your TEA ID to your application or email it to Tom Richards at **msylvester@graduateprogram.org**.

6 Official Service Records (Principal Certification Applicants Only)

Please upload your official service records from your current place of employment.
Please note: You must have a minimum of 2 years teaching experience in order to qualify for the Principal program.

7 Pre-Admission Content Test (PACT)(MEd plus Teaching Certification Applicants Only)

MEd plus Teaching Certification applicants must submit a copy of passing scores for the Certification Officer to validate.

8 Interview (Principal Certification and MEd plus Teacher Certification Applicants Only)

Schedule your interview with the program director

Completing your application steps online at **https://www.graduateprogram.org/schreiner-university/apply-now/** will allow for more immediate processing of your application. If you choose to submit paper forms for any of the steps above, documents should be emailed, faxed or mailed to:

Schreiner University
Office of Admissions
2100 Memorial Blvd
Kerrville, TX 78028

(800) 504-7618

msylvester@graduateprogram.org

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Applying for Financial Aid

How to Apply for Financial Aid:

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in our online programs use financial aid to pay for their program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Services Office at **(830) 792-7303** or **FinancialServices@schreiner.edu**.

1. **Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students should submit the 2026-2027 form. You will need your 2024 Federal Tax Return, your FSA ID (**https://studentaid.gov/fsa-id/sign-in/landing**) and Schreiner University's School Code (003610).
2. **Review your Student Aid Report (SAR) for accuracy.** You will receive an email confirmation after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
3. **You will receive your financial aid award letter from Schreiner once you have been academically accepted.** This lists the financial aid you will qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions on your award.
4. **Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at **www.studentloans.gov** (you will need your FSA ID from Step 1).

Federal Loan Requirements:

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen or permanent resident
3. Not be in default on prior educational loans
4. Maintain satisfactory academic progress

Enrolling in a Pay-As-You-Go Payment Plan:

Schreiner University offers a payment plan that spreads the payments for the semester over five months. The fall plan begins on July 15 and ends on November 15. The spring plan begins on December 15 and ends on April 15. Each semester that a student or family signs up for the payment plan they will be charged a $50 enrollment fee.

The Federal (Title One) Teacher Loan Forgiveness Program:

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Schreiner University is not responsible to verify your eligibility for this program. Please do not based your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes. **You must call 1-800-4-FED-AID to verify your eligibility or visit https://studentaid.gov/sa/repay-loans/forgiveness-cancellation/teacher for an application.**

Important Information:

- If you are using financial aid to pay for tuition, you must be enrolled and admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.
- We will work with students who receive tuition reimbursement from their employer.
- If you are using financial aid to pay for tuition, you must be enrolled and admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.

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Transcript Request Process

Schreiner University requires official transcripts from all previously attended colleges and universities to be fully admitted into the program of your choice. Follow the steps below to request transcripts from each of the schools that you attended.

TO ORDER TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process. Typically, the easiest way to order official transcripts is:

1. Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
2. Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.
3. It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(830)-542-1007**.

Please have all official transcripts sent electronically to: admissions@schreiner.edu

Or by mail to: Schreiner University
Office of Admissions
2100 Memorial Blvd
Kerrville, TX 78028

REMEMBER: An admission decision cannot be made until all transcripts are received.

Schreiner University

M.Ed. Educational Leadership

For:

The M.Ed. Educational Leadership degree is for education professionals who want to advance their careers and have a positive impact on today's learners. This program specializes in three core competency areas: Instructional Leadership, Curriculum & Instruction and Educational Leadership. Students complete the program as individuals who are trauma informed, ready to lead, and empowered to make an impact within their schools.

What you learn:

This program incorporates the three primary competency of areas of Instructional Leadership, Curriculum & Instruction and Educational Leadership through a convenient online program delivered by highly qualified and award-winning faculty. Out interconnected curriculum provides faculty mentoring, collaboration and professional development without unnecessary papers and tests. We use practical application of the curriculum to develop well rounded teaching professionals to have a positive impact in today's K12 environment.

How you learn:

Our convenient online format provides working professionals the opportunity to advance their careers and make a positive impact in their schools through our collaborative and interconnected curriculum. Students will complete 4 courses each semester. Throughout each course there will be constant communication between faculty and students for a consistent, balanced program. Fall and Spring semesters are 15 weeks, and the summer semester is 4-5 weeks.

Career Outcomes:

This program is excellent for those looking to become a better classroom instructor, teacher leader, curriculum leader, college instructor and more. The curriculum will provide you the best opportunity to succeed in all facets of teaching and curriculum development.

Degree Requirements:

EDUC 5301	Diverse Learners	3
EDUC 5323	Learning and Development Theories	3
EDUC 5303	Curriculum and Instruction	3
EDUC 6302	Educational Theory and Leadership (Leadership)	3
EDUC 5313	Data-Informed Instruction and Effective Supervision of Learning	3
EDUC 5343	School Law and Ethics (Leadership)	3
EDUC 5326	Instructional Technology and Digital Literacy for Instructional Leaders	3
EDUC 5330	School Finance and Resource Management	3
EDUC 5304	Educational Research	3
EDUC 5344	Trends and Issues in Educational Leadership	3
	Total Credit Hours	**30**

The order of courses is subject to change

Note: *Eligibility for adding principal certification requires successful completion of the M.Ed. in Educational Leadership (recommended) plus a minimum of 2 years teaching in Texas schools with a valid and current Texas Teacher Certification. See Website and/or Professions in Education Certification Officer or Director of Education for Admission Requirements to the Principal as Instructional Leader Program.*

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Principal as Instructional Leader Certification

For:

Educational leaders who wish to advance their careers and earn professional certification for administrative positions. Students complete the program as individuals who are trauma informed, ready to lead, and empowered to make an impact within their schools.

What you learn:

Our Principal Certification program has been developed to help those who need a professional certification to take on an administrative role. The program was developed to incorporate best practices of school leaders using performance based assessment to help working adults succeed as school leaders and pass the certification exams.

How you learn:

Our program is a comprehensive approach to developing leaders into the best principals in the state. We use practical application of current best practices that are taught in each course. We do not overload our students with unnecessary tests and papers, but rather use performance-based assessments to ensure each student understands the value of the interconnected topics and curriculum necessary to be a top principal. Students receive thorough preparation to pass the state's PASL 368 exam. Our program also includes practice exams and comprehensive test prep course to help prepare students for the certification exam.

Career Outcomes:

Candidates completing this certification program are prepared to operate in roles related to school administration.

Degree Requirements:

1st Semester		
EDUC 6303	Public School Policy & Administration Procedures	3
EDUC 6312	Educational Leadership for School Effectiveness & Learning Performance	3
EDUC 6301	School Law	3
EDUC 6305	Instructional Leadership	3
2nd Semester		
EDUC 6304	The Principalship and Practicum	3
EDUC 6310	Principal Certification Test Preparation	3
	Total Credit Hours	**18**

The order of courses is subject to change

Schreiner University

M.Ed. Curriculum & Instruction

For:

The M.Ed. in Curriculum & Instruction is designed for current educators who want to deepen their expertise in curriculum design, instructional practices, and evidence-based teaching strategies. This program is ideal for classroom teachers, instructional coaches, and educators looking to grow as curriculum leaders in their schools or districts. Curriculum and Instruction builds research-based knowledge of student-centered effective instruction and prepares you to use proactive instructional planning to create motivating and relevant learning experiences for diverse students.

What you learn:

This program focuses on enhancing instructional practice through advanced knowledge of curriculum development, assessment, and student learning. Students explore the latest research in education, digital learning tools, literacy development, and culturally responsive instruction. Each course helps educators become reflective practitioners who can elevate student achievement across diverse classrooms.

How you learn:

Courses are delivered in a convenient online format designed for working professionals, and students have the option of completing 4 courses per semester, or 2 courses per semester. Courses contain built-in collaboration, faculty mentoring, and ongoing communication that ensures a consistent and supportive learning environment. The fall and spring semesters are 15 weeks long, while summer courses are completed in an accelerated 4–5-week format. The program prioritizes practical, project-based learning over traditional exams and papers, allowing you to apply concepts immediately in your own classroom or school setting.

Degree Requirements:

EDUC 5301	Diverse Learners	3
EDUC 5323	Learning and Development Theories	3
EDUC 5303	Curriculum and Instruction	3
EDUC 5342	Principles of Curriculum Leadership and Instructional Coaching	3
EDUC 5313	Data-Informed Instruction and Effective Supervision of Learning	3
EDUC 5345	Classroom Management and Learning Environments	3
EDUC 5326	Instructional Technology and Digital Literacy for Instructional Leaders	3
EDUC 5340	Literacy Instruction and Assessment	3
EDUC 5304	Educational Research	3
EDUC 5321	Trends and Issues in Curriculum and Instruction	3
	Total Credit Hours	**30**

The order of courses is subject to change

Note: *This is also the required M.Ed. path for career changers who are adding Texas teacher certification.*

Schreiner University

Important Information

Admission Requirements

It is in your best interest to complete your admission file as quickly as possible. Admission to the graduate program is determined by Graduate Committee. If an applicant meets all the admission criteria, the file will be reviewed by faculty member(s) who represent each department generally within 7-10 business days of your graduate admission file becoming complete. Admission to graduate school depends on several factors including a completed application, cumulative GPA, official transcripts, statement of purpose, resume, and 2 reference forms.

If you have any questions regarding your admission status, please feel free to contact us at the graduate information office: **(830) 542-1007.**

If you require financial aid, you should start by filing your FAFSA online at www.fafsa.ed.gov as soon as possible – please do not wait until you are admitted to apply for financial aid. Refer to page 3 or contact our Financial Services office at **FinancialServices@schreiner.edu** or **(830) 792-7303** for more information regarding additional financial aid requirements.

Transfer Credits

Schreiner University accepts credits from all accredited colleges and universities and will let you know how those credits apply to a specific degree plan of your choice.

Cohort Information

These programs are dependent on a minimum of 6-8 students and class size is limited to 20 students

Textbook Information

Graduate students can arrange to have textbooks shipped for a nominal fee. Students also receive access to all digital course materials through Canvas or the Digital Bookshelf (eCampus). More information can be found online at **https://library.schreiner.edu/about/textbooks**

Schreiner University Tuition Information

The discounted tuition rate for Spring 2027 M.Ed Educational Leadership is $9,000 plus semester fees. The discounted tuition rate for Spring 2027 Principal as an Instructional Leader Certification program is $6,300 plus semester fees.

Important Contacts

Graduate Information Office	Mike Sylvester	830-542-1007	**msylvester@graduateprogram.org**
Financial Services		830-792-7303	**FinancialServices@schreiner.edu**
Registrar		830-792-7356	**registrar@schreiner.edu**