TK20 ADMISSION PROCESS IN EDFS 201

You must have a declared education major and be activated in TK20 to complete the steps below

**Complete the Admission Application**

1. Go to [https://cofc.tk20.com](https://cofc.tk20.com) (it is advised to bookmark this site)
2. Enter your MyCharleston credentials
3. Go to Applications on the left-hand side index
   a. Click on the green Create New Application button
   b. From the drop-down box, select Admission Application
   c. Complete the application
   d. Click on the green Submit button on the bottom
   e. Click OK when the pop-up box appears
   f. You will be taken to a page that indicates the date/time you submitted the application and status. The status will indicate Review in Progress until OSSC reviews it.

**Complete the Admission Acknowledgements**

1. Go to [https://cofc.tk20.com](https://cofc.tk20.com) (it is advised to bookmark this site)
2. Enter your MyCharleston credentials
3. Go to Applications on the left-hand side index
   a. Click on the green Create New Application button
   b. From the drop-down box, select Admission Acknowledgements
   c. Complete the application
   d. Click on the green Submit button on the bottom
   e. Click OK when the pop-up box appears
   f. You will be taken to a page that indicates the date/time you submitted the application and status. The status will indicate Review in Progress until OSSC reviews it.

**To review your Admission Application status and admission requirements progress**

1. Go to [https://cofc.tk20.com](https://cofc.tk20.com) (it is advised to bookmark this site)
2. Enter your MyCharleston credentials
3. Go to Applications on the left-hand side index
4. Find the Admission Application that you submitted.
   a. After OSSC reviews your application, the status will change to Review Complete and the Final Result will state ‘Provisionally Admitted- check Review Form for updates on meeting requirements.’ All students will become provisionally admitted after completing the admission application. However, make sure to look continuously in the Final Results column for updates until your final result indicates ‘Formally Admitted’.
5. Click on the Admission Application hyperlink
   a. Click on the Review tab
   b. Click on Admission Application Review Form.
      i. You will be able to see the last time it was updated in the Last Update column.
   c. Review the admission requirement check list.
      i. Admission requirements that have been met will be indicated with a “Met” next to the requirement.
To complete the Disposition Self-Assessment:

2. Go to COURSES on the left-hand side index, COURSEWORK > Assignments. Click on the Dispositional Measures EDFS 201 course assignment link.
   - Go to ASSIGNMENT SUBMISSION on the right-side of the screen and click on the Select button. Your assignment will open up on your screen.
   - Leave the Title and Description fields as is and go to Candidate Professionalism Performance Standards
     - Begin and complete the assignment by clicking in the circles for each item. Do not select N/A.
     - You do not need to attach any documents.
   - Once complete, click on the green Add button on the bottom of the page.
   - You are taken back to the main assignment page. You should now see your assignment listed as a blue hyperlink under Select.
   - Click on the green Submit button toward the bottom.
     - A pop-up box asks if you are ready to submit the assignment, click on OK. Your assignment as been submitted.

To view your instructor’s submission:

1. In TK20, go to COURSES on the left-hand side index, COURSEWORK > Assignments. If your instructor has completed it, the status will indicate “Assessment Complete.” Click on the title of the assignment (blue hyperlink).
2. On the right-hand side of the screen, click on the last hyperlink toward the bottom next to Assessment Tool(s). A screen will open up to allow you to review your instructor’s submission.