

Thank you for your interest in Concordia University Texas' graduate degree programs. Space in each cohort is limited. Once you submit your application and application fee (Steps 1 & 2 below), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information that 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. The Graduate Information Team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can speak with a Graduate Information Specialist by phone at (512) 717-0026 or by email at [trichards@graduateprogram.org](mailto:trichards@graduateprogram.org).



**NOTE: Concordia University strictly limits class size and accepts applications on a first-come, first-served basis.**

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

Apply online at <http://www.graduateprogram.org/concordia-texas/apply-now>

1

## Application

Submit your [application online](#) to start your enrollment file.



2

## Application Fee

Use our secure payment center to submit your [application fee online](#).



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 degree with Concordia University Texas!

Sincerely,

**Tom Richards**

Graduate Information Specialist  
(512) 717-0026

[trichards@graduateprogram.org](mailto:trichards@graduateprogram.org)



Once you have 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.**

Complete your application steps online at: <http://www.graduateprogram.org/concordia-texas/apply-now>

### 3 Transcripts (Page 3)

Official transcripts are required from your degree-granting institution(s) listed on your application, and any stand-alone master's level coursework.



### 4 Financial Aid & Payment Options (Pages 5 & 6)

Consider how you plan to pay for the program: financial aid or choose from one of our payment plan options. If using financial aid, complete the [FAFSA](#) online. For more information, see page 5. **It is in your best interest to complete the financial aid process as early as possible.**

If using a payment plan, follow the instructions on page 6.



### 5 Teaching Certification

Concordia University Texas will obtain a copy of your teaching certification online at the TEA website, as long as it is available in the database. If we have any difficulties obtaining a copy of your teaching certification, a staff member will contact you. **This step is not required for the Coaching & Sports Administration program.** For questions, contact Tom Richards at [trichards@graduateprogram.org](mailto:trichards@graduateprogram.org).



### 6 Service Record

Applicants for the Educational Administration w/ Principal as an Instructional Leader Certification Option, and Advanced Literacy w/ Certification programs are required to submit a service record. The service record should say position held and show the number of years and days employed. Applicants can obtain their record from their district where they are currently employed.



Please have all official records sent to: CONCORDIA UNIVERSITY TEXAS, Office of Admissions Processing  
11400 Concordia University Drive, Austin, TX 78726



**Note: Completing these steps does not guarantee full admission to Concordia University Texas.**

Before you can begin courses, payment must be made two weeks prior to the start of the term. Financial aid and payment options are available (see pages 5 and 6). Tuition for Summer and Fall 2020 enrollment for Master's level is \$580 per credit hour. Completing your application steps online at <http://www.graduateprogram.org/concordia-texas/apply-now> will allow for more immediate processing of your application.



**Concordia University Texas**  
Office of Admissions Processing  
11400 Concordia University Drive  
Austin, Texas 78726

Official transcripts are required from your degree-granting institution(s) listed on your application, and any stand-alone Master's level coursework. Official sealed transcripts are required in order to be fully admitted to Concordia University Texas. Follow the steps below to request transcripts from each school 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.



**Note: Most colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.**

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Team will contact you, but if you have not received confirmation within 14 days, please contact us at **(512) 717-0026**.

## Please have all official transcripts sent to:

### CONCORDIA UNIVERSITY TEXAS

Office of Admissions Processing  
11400 Concordia University Drive  
Austin, TX 78726

## For electronic transcripts, send directly to:

[admissions@concordia.edu](mailto:admissions@concordia.edu)

**Remember: A final admission decision cannot be made until all official transcripts are received.**

Please complete this form **ONLY** if you are seeking to transfer credit from **graduate coursework** into this program and meet the following criteria:

- **Graduate-level courses from other institutions submitted after starting this program will not be considered for transfer credit.**
- A maximum of 6 semester hours of graduate-level credit will be transferred.
- Coursework must have been taken within the last three (3) years prior to admission to Concordia University Texas' MEd or EdD programs.
- The student must have earned a grade of "B" or better in the courses considered for transfer credit.
- Coursework transferred in must equate to coursework required in Concordia University Texas' MEd and EdD programs, as evaluated by the College of Education.
- The student must select a Concordia University Texas course he/she believes is an equivalent course based on course descriptions found in the Concordia University Texas catalog on the university's website at [Schedules, Calendar, Catalog](#).



**Note: You must submit detailed course descriptions and/or course syllabi along with this form.** Actual credit for courses will not be awarded until your official, sealed transcripts are received along with course descriptions, and you are fully accepted to the university. Transfer credit consideration will not be granted after the admission deadline. After submission of this form, please anticipate a two-week turnaround time for results.

Email, Fax or Mail this form, along with copies of your graduate transcript(s) and course descriptions/syllabi, to:



**Concordia University Texas**  
Office of Admissions Processing  
11400 Concordia University Drive  
Austin, Texas 78726



[admissions@concordia.edu](mailto:admissions@concordia.edu)

Name  Last  First  Middle

Phone (  )  Email Address

Program for which you are applying

Off-campus cohort location

Name and Course Number from Previous University	Concordia University Texas Equivalent Course

If you are requesting evaluation of more than two courses please include the name, course number, previous university name, and the equivalent Concordia University Texas course name on a separate page and attach to this request. Please note: a maximum of 6 semester hours of graduate level course work will transfer.

**SIGNATURE STATEMENT:**

I, the undersigned, wish to request a review of my graduate coursework, understanding no coursework over three years will be considered, reflected on my transcript(s) from:

Name of Institution  Years Attended

Name of Institution  Years Attended

Student Signature  Date

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 programs use financial aid to pay for the 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. If you will be applying for financial aid, all items must be completed prior to enrollment. Once you are admitted to the program, your Graduate Enrollment Specialist will walk you through your financial aid and payment options. For help, please contact the Graduate Enrollment Team at (512) 313-4CTX.

## HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the Free Application for Federal Student Aid at <https://fafsa.ed.gov/help.htm>.** Summer 2020 (May) applicants will submit the 2019-2020 FAFSA. You will need your 2018 Federal Tax Return. Fall 2020 (August) applicants will submit the 2020-2021 FAFSA. You will need your 2019 Federal Tax Return. All students will also need your FSA ID (<https://fsaid.ed.gov/npas/index.htm>), and Concordia University Texas' School Code (003557). Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 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](http://www.studentloans.gov) (you will need your FSA ID from Step 1).
- 4 You will receive your financial aid award letter from Concordia University Texas via your Student MyInfo Portal.** Review and accept or decline your award using your MyInfo account. Be sure to contact your Graduate Enrollment Specialist if you have any questions about your award. If you wish to decline all or a portion of the award, notify the Financial Aid Office through your MyInfo Student Account.

**Questions? Contact the Graduate Enrollment Team at (512) 313-4CTX.**

## FEDERAL LOAN REQUIREMENTS

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

- File the Free Application for Federal Student Aid (FAFSA)
- Be a U.S. Citizen or permanent resident
- Not be in default on prior educational loans
- Maintain satisfactory academic progress
- Be accepted and enrolled in a degree program\*



**Note:** Provided you have completed all financial aid paperwork in a timely manner, Concordia University Texas will generally receive your financial aid funds after the start of your first course each semester. We will apply those funds towards any outstanding charges for the term, and if there is a credit balance (money left over), we will then issue a refund to you. The Accounting Office has two weeks to process refunds for students after Concordia University Texas receives the funds.

Student financial aid is reviewed and determined based on current and former financial aid. While most students may qualify for financial aid, some may not if they have outstanding student loans, or have limited funding due to former loan amounts.

## THE TEACH GRANT:

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 a year in grant assistance to students who are completing coursework towards certain high-need fields. In order to be eligible for a grant, a student must submit a FAFSA, sign an Agreement to Serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant. Concordia University Texas certifies your eligibility for the TEACH Grant. The TEACH Grant converts to an unsubsidized Direct Loan if the student fails to fulfil any part of his or her obligation. This loan, plus interest, must be repaid.

## 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. Concordia University Texas is not responsible to verify your eligibility for this program. Please do not base 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.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.**

Below are the options for payment should your financial aid not cover the cost of your program. Payment in full must be made or a payment plan established two weeks prior to the start of the term.

## HOW TO ENROLL IN A PAYMENT PLAN

- 1 Payment Plan** – Semester payment plans are available via Nelnet which you will enroll through your MyInfo account. Depending on when you set up your plan determines if you get a 6, 5, or 4 month plan and it is automatically withdrawn on the 1st or 15th of every month.
- 2 Payment per Courses** – When paying in full per course, payment is required 2 weeks prior to the start of the term.
  - **Pay Online** – You can pay your tuition via credit card, debit card, checking or savings account 24 hours, 7 days per week via the make a payment link under the student tab in your MyInfo account.
  - **Pay by Mail** – Mail your payments to:



**Concordia University Texas**  
ATTN: Accounting Office  
11400 Concordia University Drive  
Austin, Texas 78726

(Payment must reach the Accounting Office no later than two weeks prior to the start of the term.)

**Questions? Contact the Graduate Enrollment Team at (512) 313-4CTX.**

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## IMPORTANT

- The University does not accept tuition reimbursement as a method of payment. If a student has tuition reimbursement that does not delay billing for courses. Students will need to be reimbursed by their employer.

## For

Educators who wish to develop and demonstrate all the skills necessary for different leadership opportunities at the campus and district level. You must hold a valid state teaching certification and have one year of experience as a teacher of record in your own classroom.

## What You Learn

The Instructional Leadership program prepares students for leadership in the educational arena. If you have a passion for students, respect for teachers, a love of learning and helping others to succeed, and the courage to lead change, then the Instructional Leadership is the pathway to influential roles in PreK-12 settings.

## How You Learn

**Online:** This program is an online cohort. Every semester, you will complete two 8-week courses. Following this schedule, you will finish the program in six semesters.

## Career Outcomes

Upon completion of the program, students will earn a Master of Education degree in Instructional Leadership. This degree fully prepares students for positions such as lead teacher or director at the district level.

## Course List

MED 5303	Curriculum Design & Practice	3
MED 5308	Ethics & Leadership in Education	3
MED 5309	Differentiated Instruction and Learning Theory	3
MED 5305	Educational Research	3
EDAD 5322	Legal Foundations of Education	3
EDAD 5323	Evaluation & Assessment in Education	3
EDAD 5352	School Resource Leader	3
EDAD 5351	School Diversity Leader	3
EDAD 5353	School Professional Development & Continuing Education Leader	3
MED 5312	Academic Coaching	3
<b>Total Credit Hours:</b>		<b>30</b>

**NOTE: While the chart above lists each of the courses that make up the MEd degree for informational purposes, this is not an official class schedule, and is subject to change.**

## For

Individuals that hold a bachelor's degree and wish to expand their knowledge of coaching, sports administration and leadership.

## What You Learn

The Master of Education in Coaching and Sports Administration, a 16-month program has been revised to focus on the practical knowledge in the academic discipline of coaching and athletics administration. In addition to the core of courses in ethics and leadership, research, law and finance, the specialization now offers a sport specific practicum expertise in coaching and administration. The practicum provides a supervised educational work experience in a specific sport that allows you to apply the theories of what you learned in a practical setting.

## How You Learn

**Online:** This program is an online cohort. Course rotation will allow the student to complete the program in a 16-month time frame. You will complete an action research report in lieu of a thesis.

## Career Outcomes

Upon completion of the program, students will earn a Master of Education degree in Coaching and Sports Administration. This program will fully prepare the student for positions such as Head Coach, Athletic Director, University Coach, or fitness center manager/owner.

## Course List

MED 5310	Organizational Behavior in Sports	3
MED 5311	Legal Aspects of Sports	3
MED 5308	Ethics and Leadership in Sports	3
SPAD 5301	Critical Issues/Events in Sports	3
SPAD 5303	Finance	3
SPAD 5304	Facilities/Event Planning	3
MED 5305	Research	3
SPAD 5333	Practicum in Coaching	3
SPAD 5331	Principles of Coaching	3
SPAD 5330	Action Research	3
<b>Total Credit Hours:</b>		<b>30</b>

**NOTE: While the chart above lists each of the courses that make up the MEd degree for informational purposes, this is not an official class schedule, and is subject to change.**



## For

Educators who wish to develop and demonstrate all the skills necessary to be successful administrators at private or public schools. You must hold a valid state teaching certification and have two years of experience as a teacher of record in your own classroom.

## What You Learn

The Educational Administration program prepares students for administration leadership in the educational arena. If your interest is in the principalship, Texas requires additional preparation for certification for Principal as an Instructional Leader; which this program includes. The principalship may be the most challenging role in education at this time. If your desire is to lead a school and have the capacity to meet this challenge, Concordia University Texas is here to support you in your growth and development as a campus leader.

## Important Information Regarding Certification Option

TEA has introduced new instruments for principal certification to reflect the knowledge, skills and mindsets needed for beginning principals to be effective.

- New comprehensive test (268)
- Three performance assessments for school leaders (PASL)

The changes in the principal certification assessment process will be required for all principal certification candidates who will also complete a 16-week internship. CTX has aligned all principal preparation coursework to meet the demands of the new 268 exam and incorporated TEA recommended textbooks.

## How You Learn

**Online:** This program is an online cohort. Every semester, you will complete two 8-week courses. Following this schedule, you will finish the program in six semesters. A 16-week practicum is required.

## Career Outcomes

Upon completion of the program, students will earn a Master of Education degree in Educational Administration and be prepared to sit for the state Principal as an Instructional Leader Certification Exam, which can lead to many different leadership opportunities at the campus and district level.

## Course List

MED 5303	Curriculum Design & Practice	3
MED 5308	Ethics & Leadership in Education	3
MED 5309	Differentiated Instruction and Learning Theory	3
MED 5305	Educational Research	3
EDAD 5154	Practicum One	1
EDAD 5322	Legal Foundations of Education	3
EDAD 5323	Evaluation & Assessment in Education	3
EDAD 5155	Practicum Two	1
EDAD 5352	School Resource Leader	3
EDAD 5351	School Diversity Leader	3
EDAD 5156	Practicum Three	1
EDAD 5353	School Professional Development & Continuing Education Leader	3
<b>Total Credit Hours:</b>		<b>30</b>

**NOTE:** While the chart above lists each of the courses that make up the MEd degree for informational purposes, this is not an official class schedule, and is subject to change.

## For

This program is designed to develop educators and other professionals into technology leaders and advocates. Students will be able to leverage emerging technology as a tool to enhance learning and meet the needs of their students or clients, staff and organizations.

## What You Learn

The Master of Education in Educational Technology & Innovation is a revolutionary program that prepares graduate students to lead innovation in the use of instructional technology in education and professional business. This degree will also prepare students for the ISTE certification.

## How You Learn

**Online:** This program is an online cohort. Course rotation will allow the student to complete the program in a 16-month time frame. You will complete an action research report in lieu of a thesis.

## Career Outcomes

Upon completion of the program, students will earn a Master of Education in Educational Technology & Innovation. This program will fully prepare the student for positions such as corporate trainer, computer instructor, distance learning director, learning applications designer, multimedia designer, school district technology officer, and technology coordinator.

## Course List

EDTC 53XX	Ethics & Leadership	3
MED 53XX	Educational Research	3
EDTC 53XX	Foundations of Innovative Design	3
EDTC 53XX	Innovative Design & Delivery of Learning	3
EDTC 53XX	Artificial Intelligence, Virtual Reality & Immersive Learning	3
EDTC 53XX	Learning and Leadership with Data Analytics	3
EDTC 53XX	Assessing Performance with Technology	3
EDTC 53XX	Supporting Diverse Populations with Instructional Technology	3
EDTC 53XX	Legal, Privacy & Security Issues in Technology	3
EDTC 53XX	Special Topics: Innovation & Engagement Technologies	3
<b>Total Credit Hours:</b>		<b>30</b>

**NOTE:** While the chart above lists each of the courses that make up the MEd degree for informational purposes, this is not an official class schedule, and is subject to change.

## For

Certified teachers who wish to earn a Master's degree with training leading to Special Education Certification in the state of Texas.

## What You Learn

The student will take a rigorous and robust sequence of courses, developed and taught by experienced instructors and designed to fully equip the student to facilitate as well as lead a class or an entire program in the instruction of the exceptional child. All aspects of exceptionality as well as the latest developments in Special Education Law and technology will be explored.

## How You Learn

**Online:** This program is an online cohort. Course rotation will allow the student to complete the program in a 16-month time frame. You will complete an action research report in lieu of a thesis.

## Career Outcomes

Upon completion of the program, graduates will be proficient in providing culturally responsive practices within the context of special education. Additionally, graduates will be prepared to take the Texas Special Education certification exam. Career paths include: General/Special Education Teacher, Instructional Coordinator, Intervention Specialist, Learning Behavior Specialists, School Principal at an Alternative School, Special Education Advocate, and Special Education Coordinator.

## Course List

SPED 5310	Critical Issues in Special Education	3
SPED 5314	Special Education Law & the IEP Process	3
SPED 5313	Cultury. Respsns. for Managing Challenging Behaviors	3
SPED 5312	Culture & Comm. in the Inclusive Classroom	3
SPED 5303	Curriculum Design & Practice	3
SPED 5316	The Teaching-Learning Process in Special Education	3
MED 5305	Educational Research MED	3
MED 5308	Ethics & Leadership in Education	3
SPED 5311	Cultury. Respsns. Practs. in Assmt. for Learners w/ Disabilities	3
SPED 5318	Collaboration in Special Education	3
<b>Total Credit Hours:</b>		<b>30</b>

**NOTE: While the chart above lists each of the courses that make up the MEd degree for informational purposes, this is not an official class schedule, and is subject to change.**

## For

Educators who wish to enhance their teaching skills and focus on meeting the reading needs of all learners in grades K-12. You must hold a valid state teaching certification and have two years of experience as a teacher of record in your own classroom.

## What You Learn

The Advanced Literacy program prepares teachers for literacy instruction at early childhood, elementary, middle school or high school levels, which leads to becoming Texas certified as a reading specialist after passing the Reading Specialist Exam.

## How You Learn

**Online:** This program is an online cohort. Every semester, you will complete two 8-week courses. Following this schedule, you will finish the program in six semesters. A 16-week case study is required.

## Career Outcomes

Upon completion of the program, students will earn a Master of Education degree in Advanced Literacy and be prepared to sit for the Reading Specialist Certification Exam.

## Course Work

MED 5309	Differentiated Instruction & Learning Theory	3
MED 5308	Ethics & Leadership in Education	3
MED 5303	Curriculum Design and Practice	3
MED 5305	The Classroom Teacher as Researcher	3
LTC 5330	Language Acquisition and Emergent Literacy	3
LTC 5333	Literature and Literacy	3
LTC 5338	Reading and Literacy Programs	3
LTC 5331	Reading and Writing across the Curriculum	3
LTC 5339	Evaluation and Diagnosis of Literacy Needs	3
LTC 5336	Literacy Improvement and Remediation - Case Study	3
<b>Total Credit Hours:</b>		<b>30</b>

**NOTE: While the chart above lists each of the courses that make up the MEd degree for informational purposes, this is not an official class schedule, and is subject to change.**

## About Concordia University Texas

Concordia University Texas is a regionally accredited institution of higher education, offering undergraduate and graduate degrees through a variety of delivery methods, including online and accelerated learning. A privately held, liberal arts university, Concordia is affiliated with The Lutheran Church - Missouri Synod. It is a member of the highly respected Concordia University System, in which more than 36,000 students are enrolled nationwide.

## Admissions Information

In order to be admitted to Concordia University Texas MEd program with Principal Certification, Master's level candidates must have a minimum cumulative GPA of 3.0 or higher on a 4.0 scale of all undergraduate work completed. If the cumulative GPA is below 3.0, the final 60 hours may be reviewed. If those are 3.0 or higher, a student can be admitted. Applicants for specialization in Educational Technology & Innovation, Coaching & Sports Administration, Culturally Responsive Special Education and Instructional Leadership, will need a GPA of 2.5 or better, to be admitted. All documents on page 2 must be submitted in order to be considered for admission into the MEd programs, including official transcripts showing a baccalaureate degree and any graduate level coursework, and a copy of your current valid teaching certification (copy of certification is not required for the Coaching & Sports Administration). Admission to the university does not guarantee enrollment in a cohort.

## Alternative Admission Requirements for Master's Programs

- If the applicant's GPA is not a 3.0 or higher, but falls between a 2.75-2.99, the applicant will be required to submit graduate admission test scores.
- Acceptable scores: GRE Verbal: 143-157; Quantitative: 140-155; Writing: 3-4.5

## Transferring Credits

The College of Education may accept up to 6 graduate credit hours in transfer from accredited colleges or universities toward a graduate degree. Any course used toward a degree must have been completed prior to beginning course work at Concordia University Texas and have been taken in the last three years to be considered.

## Cohort & Tuition Information

Tuition for Summer and Fall 2020 enrollment for master's level programs is \$580 per credit hour. Although most of our MEd programs are scheduled to meet one night per week at the same time and location, we reserve the right to change meeting times and/or locations due to any extenuating circumstances. These programs are dependent on a minimum enrollment of 15 and class size is limited.

## Accreditation & Quality

Concordia University Texas is a non-profit university that is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor's, and Master's degrees along with the Doctorate in Education (EdD). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Concordia University Texas. Concordia University Texas is also accredited by The State Board for Educator Certification, a branch of the Texas Education Agency. CTX is affiliated with the The Lutheran Church - Missouri Synod and is a member of the Concordia University System.

## Important Contact Information

<b>Graduate Information Team</b>	Tom Richards	512-717-0026	<a href="mailto:trichards@graduateprogram.org">trichards@graduateprogram.org</a>
<b>Graduate Enrollment Specialist</b>	Jenny Chipman	512-313-4638	<a href="mailto:jenny.chipman@concordia.edu">jenny.chipman@concordia.edu</a>
<b>Student Academic Planner</b>	Lynne Schultz	832-341-1601	<a href="mailto:lynne.schultz@concordia.edu">lynne.schultz@concordia.edu</a>