



## **M.Ed. in School Counseling**

### **COUC 698 Application Instructions**

#### **How to complete the COUC 698 Practicum Application in LiveText:**

1. Log into LiveText
2. Click on **"Documents"** tab
3. Click on **"New"**
4. Choose **"Gate Applications"** dropdown list
5. Choose **"COUC 698 Practicum Application TEMPLATE"** from Template list
6. Click on **"Create Document"** at the bottom of the screen
7. Title your application with your name and the semester in which you plan to complete practicum
8. Click **"Ok"**
9. Complete your COUC 698 Practicum Application
10. Click **"Send for Review"** at the top of the application
11. Type **"LibertyPlacement"** (with no space) as username.
12. Click on "Liberty Placement Coordinator" in the shadow box that appears
13. Click **"Submit for Review"**
14. You should see the following message: *"You have successfully sent this document"*

**Please be patient as the waiting period for applications to be approved is 2 weeks.**

#### **How to view the response to your COUC 698 Practicum Application in LiveText:**

1. Log into LiveText
2. Click on **"Reviews"** tab
3. Click on your COUC 698 Practicum Application in the list of reviews
4. Click on **"View Assessment"**
5. Click the **"Undock"** button (a box with an arrow) on the taskbar to view the entire rubric.
6. Check the ratings for each requirement on the rubric.
7. Any ratings of **"Denied"** or **"Probation"** require additional information before the application can be approved.

If you have any questions, please email [scfieldplacement@liberty.edu](mailto:scfieldplacement@liberty.edu)