College of Education
Advisement Procedures

Advising is critical to the timely matriculation through the College of Education

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Advisement Procedures for the College of Education

Advisement

Advising is critical to the timely matriculation through the College of Education. Faculty members serve as advisors in the college. Chairpersons in the College of Education are responsible for assigning advisors to all SU/COE majors who intend to major in undergraduate/graduate education programs, transfer students that are pending upper division admission, and students interested in teacher certification. Within this context, the goals of the advisement process are to provide quality advising, facilitate and monitor admissions, and disseminate accurate and timely information to students. For many students, the advisement process is the primary point of contact with the College before admission to upper division programs. Students are encouraged to make advising appointments as early as possible.

Who We Serve

Advisors are responsible for serving the following groups:

Pre- Majors – Pre- majors are those students who have declared their intentions to pursue a major in the College of Education but have not yet achieved upper division standing to enter teacher education programs. Pre-major students may declare a major as early as 30 semester hours earned. Pre- majors are handled in the Office of Teacher Certification and by Department Chairpersons. Therapeutic Recreation majors may enter the program once an approved application has been filed.

Majors – Students who have declared a major in Teacher Education or Therapeutic Recreation.

Transfer – Students - Upper division transfer students (60 semester hours earned) who meet program admissions requirements at the time of transfer.

Certification-Only Students – Students who have earned a baccalaureate degree in a non-teaching program and are now interested in acquiring state certification. Some of these students are seeking second careers and seasoned professionals in other fields. Students must go to the Office of Certification-Only, which is on the third floor of Stewart Hall.

Add-On Certification Students – Students who have earned a degree in teacher education and are now interested in acquiring state certification in another teacher area. Students must go to the Office of Student Services to apply for this program.

Non-Degree Seeking Students – Non-Degree Seeking Students are not yet admissible to a degree program at SU for various reasons (i.e., GPA on the first 60 credits, GRE scores). These students have less priority for registration than admitted students do. The goal of the advisor is to provide information regarding programs, admissions, etc., and direct the student into a degree program when appropriate.
Non-Enrolled Transfer Students from Community Colleges or Other Universities – Students newly admitted to an upper division program, yet not assigned to an upper division faculty advisor. The advisor sees these students for a short duration, typically at transfer orientations before registration. These students are advised on first semester course selections.

Advisement Procedures

Pre-Admission Advisement - The advisor works with students in achieving minimum admission criteria, complying with university regulations and completing college of education prerequisites in order to insure students’ progress towards upper division admission to the College. Advising takes place during Pre-Major Sessions in Education 205, Transfer Orientations, or by individual appointment.

Pre-Major Sessions – serves the COE population of students that have formally declared an education major. These students are classified freshmen or sophomores with 30-60 credits. Attending an advising session at least twice is mandatory for these students. These sessions are major specific and are limited in numbers in order to ensure as much individualized attention within the confines of limited staffing and are scheduled two to three weeks before registration.

Transfer Orientations – scheduled three to four times before each semester during registration periods as part of the College’s Transfer Orientation Day and serve the COE population of students recently admitted.

Individual Appointments – Appointments are available for all intended majors and students seeking admission to upper division programs in the College by calling respective Departments.

Post Admission Advisement - Faculty advisors are assigned when students are officially admitted to the College of Education. As soon as a student receives an admission letter, the student should contact the secretary in the department in which the program is housed and request assignment to a faculty advisor.

Depending on the individual COE department, selections of advisors are made on a rotating basis or determined by the students’ area of specialization. Some departments choose to schedule students by individual appointments while others set aside blocks of time and advise students on a walk in basis.

Students are responsible for scheduling advising sessions as needed. Students should realize that problems resulting from self-advisement might include delays in graduation.

Program Advising Sheets – Each program provides an Advising Sheet that lists pre-requisites, co-requisites, professional studies and program courses. Advising Sheets define the sequencing of courses within the program when appropriate, and other information relative to matriculation through a program. Students should use the Advising Sheet for their program to plan sequencing
of their program, projected program completion, and to record progress through their program. Advising Sheets are available in the departmental offices and through faculty advisors.

**Making Advising Appointments** – Students should check with departmental secretaries to determine how their advisor wishes appointments to be made. Some faculty members prefer to make their own appointments and must be contacted by phone, in person, or through e-mail. Others prefer that departmental secretaries schedule appointments.

**Academic Progress**

Academic progress is reviewed during mid-term and at the end of each semester. A letter is sent to all students under academic warning and probation. Students are encouraged to seek academic advisement and personal study skill enhancements from various offices within the University. A registration hold is placed on all students under academic probation. Student must secure approval from their academic advisor in order to register.
New Programs in the College of Education as of fall 2010

Undergraduate Teacher Preparation Programs

Elementary Education (1-5)
Changes: Merged special education focus area and reduced number of credit hours
127 Hours to complete program

Middle School (4-8)
Changes: Merged special education focus area and reduced number of credit hours
126 Hours to complete program

Please see your advisor for more information. Also, information on other program changes will be posted in spring 2011.