Department of Counselor Education  
College of Education  
Florida Atlantic University 

FALL STUDENT ORIENTATION  
OCTOBER 1, 2012  
6:00 pm - 7:00 pm  
ED 114

Meeting Minutes:

Welcome and Introductions

Departmental Information Procedures
- Review current revisions of the Graduate College’s Policies and Regulations
  - [http://www.fau.edu/graduate/currentstudents/index.php](http://www.fau.edu/graduate/currentstudents/index.php)
- Review the M.Ed. / Ed.S. Student Handbook for recent revisions
  - [http://www.coe.fau.edu/academicdepartments/ce/handbooks.aspx](http://www.coe.fau.edu/academicdepartments/ce/handbooks.aspx)
- All students must comply with the most current revision of the Handbook

Plan of Study
- Review the guidelines for the Plan of Study in the M.Ed. / Ed.S. Handbook
- Meet with your advisor
  - [http://www.fau.edu/graduate/currentstudents/graduateforms/index.php](http://www.fau.edu/graduate/currentstudents/graduateforms/index.php)

Department Student Petition Committee
- Composed of Department Faculty
- Department Chair will review Faculty Recommendation
- Guidelines for mitigation of grievances are located in the M.Ed. / Ed.S. Handbook
  - It is highly recommended to seek resolution of all concerns within the department prior to obtaining external mitigation

Grade Appeal Process
- Guidelines for the grade appeal process are located in the M.Ed. / Ed.S. Handbook

Registration Procedure
- 1: Obtain permission by advisor, in person or via email, to register for each course
- 2: Obtain an Add/Drop Form from advisor or the Department
- 3: Completed Add/Drop Form and leave in Faculty Mailbox for signature
- 4: Deliver completed Add/Drop Form to the Office of Student Support Services
- 5: Register for the courses through myFAU.

Membership to Professional Organizations (ACA)
- It is highly recommended to join ACA prior to field placement experiences for many reasons, such as insurance and professional identity development
- Non-ACA members must acquire insurance from another source

Chi Sigma Iota

Application for Graduation
- [http://www.fau.edu/graduate/docs/Application_for_degree.pdf](http://www.fau.edu/graduate/docs/Application_for_degree.pdf)