

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

- [-http://beta-rho-chi.csi-chapters.org](http://beta-rho-chi.csi-chapters.org)

Application for Graduation

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