

**FLORIDA ATLANTIC UNIVERSITY
COLLEGE OF EDUCATION -- COUNSELOR EDUCATION – SCHOOL COUNSELING**

Student Advising Checklist

<i>Confirm you understand the following school counseling degree information and procedures by initialing each line and signing the form. Please return this form to your assigned advisor via upload to Google Form.</i>	
	I have an understanding of the program.
	I know who my assigned advisor is and how to reach them.
	I understand that I need to speak to my advisor about potentially bringing in coursework before submitted my program of study (max of 18 credit hrs., within 7 yrs.).
	I understand the electives I should add to my plan of study and how to add them.
	I understand that I must submit my plan of study by the end of my first semester.
	I understand that I am responsible for reviewing the graduate catalog and become familiar with university procedures including deadlines for applying for graduation: https://www.fau.edu/registrar/registration/catalog.php
	I understand that I am responsible for downloading a copy of department handbook online at http://www.fau.edu/education/academicdepartments/ce/academicinformation/
	I know how to access information on the department website: https://www.fau.edu/education/academicdepartments/ce/
	I understand that I must earn a B or higher in all required coursework
	I understand that course registration for admitted students occurs once each semester; I must follow my Plan of Study and obtain approval from my advisor should I need to make a change.
	I understand that the university, college, department, and instructors will use my FAU email to communicate announcements about registration, meetings, course info, and general announcements.
	I will follow the procedures to apply for a practicum and internship experiences including reference to online applications, early deadlines for applying, meeting with advisor 60 days in advance, background checks, and liability insurance requirements. Visit the following site for further instructions: http://www.fau.edu/education/academicdepartments/ce/practicum/
	I understand it is my responsibility to become familiar with the State of Florida certification requirements including general and subject level tests (direct student to http://www.coe.fau.edu/academicdepartments/ce/practicum/sccertification.php for additional information).
	I understand how I can be eligible to join Chi Sigma Iota and other professional organization membership (e.g. ASCA, FCA, etc.).
	I understand that I am expected to behave in a responsible, professional manner demonstrating "behavior becoming of a professional counselor", both in person and in online virtual environments.

Security Statement:

Have you ever been arrested, charged and/or convicted of a misdemeanor or felony? No or Yes
 Failure to disclose this information may result in dismissal from the program. (State of Florida teacher certification requires all applicants to be fingerprinted and screened by the FBI for felony convictions. Courses with clinical field placements require security clearance with the county where the field experience will take place.)

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Chair Signature: _____

Date: _____