

The Bachelor's in Early Care and Education (BECE) is a joint degree program offered by the Department of Curriculum, Culture, and Educational Inquiry (CCEI) and the Department of Exceptional Student Education (DESE). To encourage a comprehensive and effective advising process, students who are admitted into this degree program will be referred to both an *OASS BECE Advisor* and a *CCEI or DESE BECE Faculty Advisor*. Detailed below are the steps/processes for BECE advising.

1. **First Contact:** Prospective, transfer, current FAU or current College of Education (COE) students wishing to declare or change majors to Bachelor's in Early Care and Education (BECE) should contact the COE Office of Academic Student Services (OASS). This is the first point of contact in the COE for all students.
2. **Lower Division & Major Specific Analysis:** After receiving a letter admitting them to the College and BECE degree program from OASS, applicants are to meet with an OASS general advisor to determine if (a) all lower division/general education requirements are completed, and (b) BECE program's admission requirements have been satisfied.

If 2(a) and 2(b) conditions are complete, proceed to Step 3.	If 2(a) and/or 2(b) conditions are NOT complete, student should work with OASS to create a plan for satisfying these conditions. Once satisfied, proceed to Step 3.
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3. **Referral for Programming to OASS BECE Advisor:** Once lower division requirements and major specific admission requirements are satisfied, students are referred for programming. Applicants are to then meet with *OASS BECE Advisor* to conduct an upper division analysis. This will determine required coursework and draft program sheet (i.e., BECE Program Sheet) for BECE degree completion. This draft program sheet is signed by both the student and the OASS BECE advisor and is then forwarded to the student's *BECE Faculty Advisor*¹.
Note: steps 2 and 3 may co-occur.
4. **Referral to BECE Faculty Advisor:** Program sheet is reviewed by the *BECE Faculty Advisor*. The faculty advisor will communicate with the *OASS BECE Advisor* and the student to indicate (a) approval of the draft program sheet, or (b) delineate specific required edits to the draft program sheet.

¹ The role of the BECE faculty advisor is to provide mentoring, career or professional advice/guidance and to review and approve content of BECE program sheets. Students have the option to meet with the BECE faculty advisor at any point in this process, however, it is strongly recommend that students meet with their BECE Faculty Advisor after Step 3 is complete and at least yearly thereafter.

Bachelor's in Early Care and Education Advising Process

Effective November 2017

- If 4(a), then the draft program sheet is approved/signed by the *BECE Faculty Advisor* and forward for respective Department Chair (DESE or CCEI) for approval/signature. Proceed to Step 5.
- If 4(b), then specific required edits to the proposed program will be delineated by the *BECE Faculty Advisor*. Request for edits will be sent back to *OASS BECE Advisor* and student. Student will again meet with *OASS BECE Advisor* to discuss and sign edited plan (i.e., repeat Step 4).
5. **Department Chair Review:** Once the draft program sheet is signed by the student, *OASS BECE* and Faculty Advisors, it is then reviewed by respective DESE or CCEI Department Chair. The Department Chair will indicate (a) approval of the draft program sheet, or (b) delineate specific required edits to the proposed program.
- If 5(a), then the draft program sheet is signed by the Department Chair and forwarded to *OASS* for College review, Step 6.
- If 5(b), then specific required edits to the proposed program will be delineated by the Department Chair. Request for edits will be sent back to *OASS BECE* and Faculty Advisors. Student will meet with *OASS* advisor again to discuss and sign edited plan. Repeat Steps 4 and 5.
6. **College/University Review:** Once the Program Sheet is signed by the student, *OASS BECE Advisor*, *Faculty Advisor* and *Department Chair*, the program sheet is sent to *OASS* to be reviewed by the *Associate Director of OASS*. The result of this review will determine if (a) College and University requirements will be satisfied based on the proposed program, or (b) delineate specific required edits to the proposed program.
- If 5(a), then the draft program sheet is signed by the *Associate Director of OASS*. Proceed to Step 7.
- If 5(b), then specific required edits to the proposed program will be delineated. Requested edits will be sent back to *OASS BECE Advisor* and *Faculty Advisor*. Student will meet with *OASS* advisor again to discuss and sign edited plan. Repeat step 4, 5 and 6.
7. **Finalization of BECE Program Sheet and Full Admittance to the BECE Major:** Once the program sheet is signed by the student, *OASS BECE Advisor*, *Faculty Advisor* and *Department Chair* and the *Associate Director of OASS*, the program sheet is considered final and will be entered into the Degree Audit System (DARS).
8. **Program Changes:** Changes to the approved program of study necessitated by scheduling conflicts, course availability, etc. will be addressed by the *OASS* advisors in consultation, where appropriate, with faculty advisors.