

 FLORIDA ATLANTIC UNIVERSITY	NEW/CHANGE PROGRAM REQUEST Undergraduate Programs		UUPC Approval <u>9/8/25</u> UFS Approval _____ Banner _____ Catalog _____
	Department _____ College _____		
Program Name _____		New Program* Change Program*	Effective Date (TERM & YEAR)
Please explain the requested change(s) and offer rationale below or on an attachment.			
*All new programs and changes to existing programs must be accompanied by a catalog entry showing the new or proposed changes.			
Faculty Contact/Email/Phone _____		Consult and list departments that may be affected by the change(s) and attach documentation	
Approved by		Date	
Department Chair <u>N/A</u>		_____	
College Curriculum Chair <u>N/A</u>		_____	
College Dean <u><i>[Signature]</i></u>		<u>07/08/2025</u>	
UUPC Chair <u><i>Korey Sorge</i></u>		<u>9/8/25</u>	
Undergraduate Studies Dean <u><i>Dan Meeroff</i></u>		<u>9/8/25</u>	
UFS President _____		_____	
Provost _____		_____	

Email this form and attachments to mjenning@fau.edu seven business days before the UUPC meeting.

Orientation, Advisement and Registration for Entering Degree-Seeking

<https://www.fau.edu/registrar/university->

[catalog/catalog/registration/#:~:text=ORIENTATION%2C%20ADVISEMENT%20AND%20REGISTRATION%20FOR%20ENTERING%20DEGREE%2DSEEKING%20STUDENTS](https://www.fau.edu/registrar/university-catalog/catalog/registration/#:~:text=ORIENTATION%2C%20ADVISEMENT%20AND%20REGISTRATION%20FOR%20ENTERING%20DEGREE%2DSEEKING%20STUDENTS)

ORIENTATION

All new, first baccalaureate, degree-seeking students are required to attend orientation, advisement and registration programs. The Office of New Student Orientation coordinates all orientation programs for undergraduate degree-seeking students. Orientation is designed to accomplish many goals: introduce students to FAU and the University's services and programs; provide academic advising and assist students with the challenges they will face as new students at FAU. Even if students attended another institution, orientation is essential for getting ahead at FAU because it provides the basic information needed to succeed at FAU. The program presents this information in the most concise manner possible so that a student's time at orientation is spent efficiently.

Detailed instructions pertaining to orientation, advisement and registration are sent to new students as they are admitted. For additional information, refer to the "New Student Orientation" heading in the [Student Services and Activities section](#) of this catalog, or visit the office's [website](#).

Registration for Continuing Degree-Seeking Students

Continuing students at FAU may register during the registration period (see the [Academic Calendar](#) for dates). Students use FAU Self-Service, available through [MyFAU](#), to register for courses.

ACADEMIC ADVISING RESOURCES

Academic Advising

Academic advising is an integral part of the higher education experience. Its primary purpose The primary purpose of academic advising is to assist students in developing meaningful educational plans compatible with to achieve their life goals. This is accomplished in a variety of ways, but always in collaboration with college, departmental or professional advising personnel. These meetings provide the student with an introduction to the campus, to student services and to the academic programs and requirements of the major.

Advising Policy Statement

Florida Atlantic University recognizes and embraces its responsibility to provide students with the necessary and appropriate skills, abilities, information and resources to enable

them students to make enlightened informed decisions. To meet the challenges of excellence in education, this institution is committed to offering its students the opportunity to receive assistance and guidance in clarifying life and career goals, develop suitable educational plans, strengthen decision-making skills, increase their awareness of University policies and procedures and acquire information regarding University and community resources.

Students must be active participants in deciding the goals and direction of their university experience, and they are expected to avail themselves of all opportunities to become knowledgeable, self-directed and competent decision-makers. As partners in the advising process, the student and advisor work toward the common goal of enhancing the academic experience by devising the best possible academic program. However, students must ultimately take responsibility for their own progress toward a degree.

University Advising Services

The academic advising program in University Advising Services (UAS) is based on the Appreciative Advising model. It is the intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experience and achieve their dreams, goals and potential. The advisee and advisor, as partners, work together to discover the student's passions and goals, implement an academic plan to achieve them, and make adjustments as necessary for successful achievement.

For first time in college students, advising is required prior to beginning at Florida Atlantic, in a student's first semester for their second semester, and is highly recommended each semester thereafter to further their academic plan and remain on target for a timely graduation. Students have responsibility for their own progress toward a degree.

For transfer students with less than 30 credit hours earned, the advising requirements are the same as a first time in college student. For transfer students with 30 or more earned credit hours, students will be reviewed by Transfer Advising Services and may be referred to their major college for academic advising.

Academic Advising in the Colleges

The specific type of advising program adopted by the academic units at FAU varies by college and by department. Students are urged to check with their major college or department to familiarize themselves with the advising program pertaining to them. The academic advising and registration process varies from college to college. **Students are urged to check with their major college to familiarize themselves with the advising program**

unique to their major. Each process is described according to the college in which the student is enrolled.

A complete list of academic advising offices can be found here: www.fau.edu/advising

Registration appointment times are assigned to currently enrolled students prior to registration. The [Registration Schedule](#) is available a few weeks prior to the beginning of registration for the upcoming term. Academic advising may occur at any point during the academic year. Academic advisement is not mandatory; however, certain circumstances may require some students to see an advisor. Please contact your college or department advising office to determine academic advising procedures and to make an appointment for advisement.

Although advising may not be required in every college, students should inform their colleges and individual departments of any changes made in their schedule so that these offices are able to keep accurate records. See "Determining a Semester Schedule" in this section for more information.

Closed Classes - In order to obtain permission to register for a filled class, check each college's procedure by selecting the "Closed Classes" option in the online course schedule. The current course schedule is available at myfau.fau.edu. In all cases, a signature, college stamp and override stamp are required for registration in person.

College-Specific Advising Requirements

<https://www.fau.edu/registrar/university-catalog/catalog/registration/#advising:~:text=COLLEGE%2DSPECIFIC%20ADVISING%20REQUIREMENTS>

Dorothy F. Schmidt College of Arts and Letters (FAU Boca Raton)

Academic advising in the Dorothy F. Schmidt College of Arts and Letters fosters relationships with undergraduate students to assist them in achieving their academic, personal, and professional goals. Students pursuing majors or minors in the College should plan to work closely with academic advisors throughout their program to ensure they understand and are meeting all degree requirements at the state, college, and university levels.

~~Students...~~

- ~~1.—Attend and participate in a University orientation session. This session will provide general information about policies and processes essential to the student's success as well as facilitate initial interactions with an advisor as the student begins to plan a schedule and academic coursework.~~
- ~~2.—Are advised by professional advisors in Student Academic Services as well as faculty members in certain academic departments. Students are expected to seek advisement in their respective major area as well as meet with academic advisors in Student Academic Services. Additional information about the appropriate resources and appointments are available by calling 561-297-3800 or visiting its [website](#).~~
- ~~3.—Are expected to have prepared a tentative schedule prior to meeting with an advisor. Advisors are not able to register students for courses or plan exact schedules. Students will receive guidance and accurate information about appropriate or recommended course(s) but will develop a specific schedule and register themselves using the available online resources.~~
- ~~4.—Are expected to schedule an appointment proactively with an advisor once a semester to ensure they remain on track to meet their academic goals and degree requirements within University completion guidelines. However, more frequent advising sessions may be helpful and allow additional opportunities to explore interests, discuss goals and obtain assistance with decision making as needed.~~

~~Dorothy F. Schmidt College of Arts and Letters (FAU Davie)~~

~~Students with 60 or more credits...~~

- ~~1.—Attend and participate in a University orientation session. This session will provide general information about policies and processes essential to the student's success as well as facilitate initial interactions with an advisor as the student begins to plan a schedule and academic coursework.~~
- ~~2.—Are advised by professional advisors in Student Academic Services. Students are expected to seek advisement in their respective major area as well as for the remainder of the College and University requirements. Additional information about the appropriate resources and appointments are available by contacting Student Academic Services at 561-297-3800 or visiting its [website](#).~~

- 3.—Are expected to have prepared a tentative schedule prior to meeting with an advisor. Advisors are not able to register students for courses or plan exact schedules. Students will receive guidance and accurate information about appropriate or recommended course(s) but will develop a specific schedule and register themselves using the available online resources.
- 4.—Are expected to schedule an appointment proactively with an advisor once a semester to ensure they remain on track to meet their academic goals and degree requirements within University completion guidelines. However, more frequent advising sessions may be helpful and allow additional opportunities to explore interests, discuss goals and obtain assistance with decision making as needed..

Dorothy F. Schmidt College of Arts and Letters (FAU Jupiter)

Students...:

- 1.—Attend University orientation in their first semester.
- 2.—Meet with an academic advisor to discuss curriculum requirements and selection of courses and to design a program of study.
- 3.—May need to seek advising services on the Boca Raton or Davie campus (or via phone/Skype appointment) depending on their particular major.

College of Business (FAU Boca Raton)

New Students...:

- 1.—Attend College orientation and complete semester registration.

Continuing Students...:

- 1.—Are required to meet with an academic advisor every semester. For appointment availability, visit the College's [website](#) or call 561-297-3688.
- 2.—Are required to meet with an advisor the semester prior to the anticipated graduation date for a graduation audit.

College of Business (FAU Davie)

New Students...

- 1.—Attend College orientation and complete semester registration.

Continuing Students...

- 1.—Are required to meet with an academic advisor every semester. For appointment availability, visit the College's [website](#) or call 954-236-1290.
- 2.—Are required to meet with an advisor the semester prior to the anticipated graduation date for a graduation audit.

College of Business (FAU Jupiter)

Students...

- 1.—Attend college orientation.
- 2.—Make an appointment with an academic advisor in the Academic Services Office, SR 139, 561-799-8697.
- 3.—Are required to meet with an advisor the semester prior to the anticipated graduation date for a graduation audit.

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College of Education (FAU Boca Raton)

New Students...

- 1.—Attend College orientation.
- 2.—Break up into groups according to major.
- 3.—Are advised of selection of courses within group.
- 4.—Complete registration (in person first semester, online or in person thereafter).

Continuing Students...

- 1.—Are assigned permanent advisors once complete records are on file in the Office for Academic and Student Services, ED 230.

- 2.—May make an appointment with their advisor or in the [Office for Academic and Student Services](#) (561-297-3570) at any point in the semester for academic advisement.
- 3.—May see an advisor for counseling at time of registration each term.
- 4.—Are expected to see an advisor the semester prior to student teaching and graduation.

College of Education (FAU Davie)

New Students...:

- 1.—Attend College orientation.
- 2.—Break into groups according to major.
- 3.—Are counseled by an advisor.
- 4.—Complete registration in LA 203.

Continuing Students...:

- 1.—Must have approval from an advisor to make changes in scheduled courses after the registration period.
- 2.—Are expected to see an advisor for counseling at the time of registration for each term.
- 3.—May secure advice and assistance at any time from an advisor at College of Education, ES 202, 954-236-1028.

College of Education (FAU Jupiter)

New Students...:

- 1.—Attend College orientation.
- 2.—Receive individual or group counseling from an advisor.
- 3.—Complete registration in SR 139 or online through [myfau.fau.edu](#).

Continuing Students...:

- 1.—Must have approval from an advisor to make changes in scheduled courses after the registration period.
- 2.—Are expected to see an advisor for counseling at the time of registration for each term.
- 3.—May secure advice and assistance at any time from an advisor at College of Education, 561-799-8135.

College of Engineering and Computer Science

All Students. . .

Are assigned an advisor upon admission to a program. Due to the sequential nature of all baccalaureate programs in the College of Engineering and Computer Science, students are strongly encouraged to remain in close contact with their assigned advisors when making decisions regarding their academic programs. Some departments require consultation with an advisor each semester. Click [here](#) for advisor information.

New Students. . .

- 1.—Attend College orientation.
- 2.—Attend departmental orientation sessions where they meet advisors and develop individual programs of study.
- 3.—Complete registration.
- 4.—Should first consult with their advisor if it appears necessary to drop.

Continuing Students. . .

- 1.—Receive registration information and instructions in the mail.
- 2.—Discuss progress with advisor each term, especially the term prior to graduation.
- 3.—May self-advise and complete registration if they are following a planned program approved by their advisor. However, some departments require consultation with an advisor each semester.

Harriet L. Wilkes Honors College

All Students. . .

- 1.—Attend the Honors College orientation. Only students who attend orientation will be assured of early advisement.
- 2.—During orientation, advising appointment material will be distributed to students. It will contain the advisor's name, location and time of the appointment.
- 3.—Faculty members within the Honors College are the advisors. They will discuss with students the curriculum requirements and selection of courses and will aid in designing a program of study. If all registration holds have been cleared, students will register for classes following this appointment.
- 4.—Students are required to consult with their advisor when making any changes to their schedule (adding/dropping classes, etc.) and also each semester during registration to discuss the schedule and register for the next term. Honors College students may register online once they meet with their advisor and their advising hold is removed. For more information, consult the College's [website](#).

Christine E. Lynn College of Nursing

Students admitted to the Bachelor of Science in Nursing. . .

- 1.—Attend College orientation when admitted to FAU.
- 2.—Attend College of Nursing orientation when admitted to B.S.N. program.
- 3.—Are expected to see the College academic advisor prior to the registration period each term if questions arise. Freshman Direct Admit Track and Accelerated Track advisors then register students in all the nursing courses.
- 4.—Must see their advisor the semester prior to anticipated graduation.

Freshman Direct Admit Track information: nursing.fau.edu/admissions/bachelor-of-science-nursing-program/freshman-direct-admit/index.php

Accelerated Track information: nursing.fau.edu/admissions/bachelor-of-science-nursing-program/accelerated-bsn/index.php

RN-B.S.N. Track Information: nursing.fau.edu/admissions/bachelor-of-science-nursing-program/rn-to-bsn/index.php

All admitted and continuing Nursing students. . .

- 1.—Freshman Direct Admit Track and Accelerated Track meet with advisors at least twice a semester.

- 2.—RN-B.S.N. Track students meet with advisor at least once a semester.
- 3.—All B.S.N. students must see their advisor the semester prior to anticipated graduation.
- 4.—Advisors for the Freshman Direct Admit Track and Accelerated Track register students in all nursing courses.

Charles E. Schmidt College of Science (FAU Boca Raton)

Students...

- 1.—Attend College orientation in their first semester.
- 2.—Plan a schedule of courses.
- 3.—Complete registration (in person first semester, online thereafter).
- 4.—Are expected to see an advisor at time of registration each term.
- 5.—Are expected to see an advisor the semester prior to anticipated graduation.

Consult the College's [website](#) for more information.

Charles E. Schmidt College of Science (FAU Davie)

Students...

- 1.—Attend College orientation in their first semester.
- 2.—Are expected to seek advisement from the Office of Academic Support Services in LA 421 and the faculty advisor in the student's major academic discipline.
- 3.—Meet with an advisor to discuss curriculum requirements and selection of courses and design a program of study.
- 4.—Fill out the registration forms and complete registration (with an advisor their first semester, online or in person thereafter).
- 5.—Are expected to notify the Office of Academic Support Services before making changes in scheduled courses after the registration period.
- 6.—Are expected to contact their advisor prior to registration each term.

- 7.—May secure advice and assistance at any time from the [Office of Academic Support Services](#) and the faculty members in their major academic discipline.

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Charles E. Schmidt College of Science (FAU Jupiter)

Students...

- 1.—Attend College orientation.
- 2.—Make an appointment with an academic advisor in SR 139 and the faculty advisor in their major academic discipline.
- 3.—Are expected to meet with an academic advisor during their first semester in the Charles E. Schmidt College of Science.
- 4.—Meet with an advisor to discuss curriculum requirements and selection of courses and design a program of study.
- 5.—Are expected to see an advisor before registration each term and the semester before anticipated graduation for a graduation audit.
- 6.—May receive academic services through the Academic Programs Office, SR 118, 516-799-8697.

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College of Social Work and Criminal Justice

Students...

- 1.—Must attend a University Orientation prior to their first semester, during which they will be advised on the selection of courses and directed on how to complete registration.
- 2.—May make an appointment for advisement in Student Services at the Davie, Boca Raton or Jupiter campus any time after they have submitted their official transcripts to the Office of Undergraduate Admissions, and they have been posted. Click [here](#) for contact information.
- 3.—Are expected to consult with an advisor during the advance and regular registration periods.
- 4.—Are expected to meet with an academic advisor during the semester prior to the semester of anticipated graduation for a graduation audit and at any time the

~~student needs academic advisement. Students are required to meet with an advisor at least once a year.~~