PRE-EDUCATION ADVISING REREFENCE SHEET

http://www.coedu.usf.edu/main/sas/ProspectiveUndergraduateAdvising.htm

THREE STEPS TO OBTAIN YOUR SASS DEGREE AUDIT

1. Go to FACTS.ORG—www.facts.org
   (Or go to Facts.org through OASIS at http://usfonline.admin.usf.edu
   SASS Undergraduate Degree Audit on FACTS—Academic Advising
2. Go to COLLEGE ADVISING TOOL listed under "Choose a Link"
3. Go to Institutional Degree/Program Audit
   A. Select Home Institution
   B. Enter Student ID Number (U12345678)
   C. Enter Student Pin/Password (Same as OASIS)

COLLEGE OF EDUCATION APPLICATION TIMEFRAMES

Fall June 1st—July 15th

Spring October 1st—November 15th

Summer March 1st—April 15th

Curriculum Planning

Semester/Year _____

Class	*Title*	*CR*
	SEMESTER	
	TOTAL	

Semester/Year _____

Class	*Title*	*CR*
	SEMESTER	
	TOTAL	

How to Change/Declare a Major

Incoming

- Complete change of major form with previous college
- Bring completed paperwork to Pre-Education Office
- Complete our Student Information form
- If undeclared, just complete Student Information form

Outgoing

- Complete Pre-Education Change of Major form
- Take signed Change of Major form and file (if applicable) to new department

Completing Course Substitutions

To have prerequisite course(s) considered for substitution, please e-mail the appropriate advisor with the following information:

• Course in question (e.g. ENG 101)
• Course description from the academic catalog (HCC 2004)
• Course equivalent at USF (e.g. ENG 101 for ENC 1101)
• University ID#

If you are an out-of-state transfer student with Education courses, you must visit our office DAC 107 and complete a COEDU Undergraduate Course Substitution form.

Skills Test Information

The College of Education requires that you pass all sections of one of either the CLAST, General Knowledge Test, or Praxis I. CLAST exemptions (scores of 998 represent an exemption) are not acceptable for admission into the College of Education.

You can obtain information about test dates registration options at the following:

CLAST—USF Testing Services SVC 2060— (813) 974-2741

General Knowledge Test—www.fl.nesinc.com

Praxis I—www.ets.org

Graduation Note: If you are not exempt from the CLAST, you will need to pass (or become exempt from) each section of the exam to graduate from USF.

Gordon Rule Communications Information

Prior to graduation, you will need to satisfy the Gordon Rule Communication requirement (12 hours; 6 hours are Composition I & II). The following indicates Gordon Rule courses incorporated into the upper-level Education curriculum.

2 GR Writing included in following major: English Ed

1 GR Writing included in following majors: Elem Ed, Early Childhood, & Spec Ed

No GR Writing included in the following majors: Secondary Ed Science (all areas); Foreign Language Ed (all areas); Physical Education; Math Education; and Social Science Ed