Important Information for College of Education (Tampa Campus) Applicants: 

PLEASE READ

• Please use the link on the Pre-education website to print off and then fill out the College of Education Application, read directions on top sheet of application. [http://www.coedu.usf.edu/main/sas/ProspectiveUndergraduateAdvising.htm](http://www.coedu.usf.edu/main/sas/ProspectiveUndergraduateAdvising.htm)

• You can mail the application (the address is on the top sheet) or turn it in by hand in the Pre-education Advising Office (DAC 107).

• You will be officially notified via U.S. mail of your admission status.

• Please also check your student email (or other email you’ve provided) on a regular basis during application time in case you are contacted via email for any reason.

• Should you receive a denial letter: There will be a checklist included which will clearly state the reason for denial. Also, on the denial letter there will be a printed date for “reconsideration.” This means that you will still have time to turn anything else in that you may have been missing at the time you turned in your application. (e.g. GKT test scores, transcripts etc.)

• If you are denied and have additional paperwork to turn in, such as test scores, you do not need to turn in a new application. Just fill out a small reconsideration form, located in the pre-education office, and attach any new documentation.

• Should you receive an acceptance letter: Please follow the directions to go to the printed link on the letter in order to sign up for your Admitted Orientation, where you will meet your Upper level advisor and sign up for classes.

• **COURSE SCHEDULE and REGISTRATION**: Pre-Education students are not eligible to sign up for upper level (3000-4000) COEDU courses. One must be officially admitted to the COEDU before one registers for any upper level (3000-4000) coursework in the COEDU. We understand your appointment time may be earlier; however, one must be officially admitted before signing up for upper level courses in the COEDU.
What does being officially admitted mean? The final step in validating your COEDU admission and becoming officially admitted, should you receive an admission letter, is attending an admitted student COEDU orientation. At this orientation, you will be able meet your new admitted advisor who will be discussing college policies as they relate to internship, upper level coursework, and other exit requirements. Once you have attended the COEDU orientation, you will be eligible to register for upper level coursework. Registration will be later than usual for you because you must wait to attend orientation with your new advisor before you can sign up for courses. All Education students who are applying are in the same registration circumstance and advisors WILL make sure you have a schedule. Pre-education advisors do not advise you on upper level courses. You will be advised and sign up for classes upon attending the admitted orientation.

Admitted orientation for the COEDU works a lot like USF general orientation. In order to validate your admission to USF and before signing up for classes, you had to attend a mandatory USF orientation. The same principle applies to COEDU admission. So, again, before your are eligible to sign up for COEDU upper level courses and to validate your admission to the COEDU, you MUST complete the COEDU admitted student orientation.

Lastly, we strongly recommend students to apply early on in the application timeframe and not wait until the last minute to apply to the COEDU. Application evaluation takes 4-6 weeks.