The following services are utilized in the College of Education and the Unit:

- Providing comprehensive undergraduate and graduate advisement with a thorough review of degree plans.
- Supporting candidates’ development through workshops addressing time management, communicating effectively with professors, study skills, tutoring, etc.
- Providing career and professional training and development.
- Intensive and aggressive recruitment activities.
- Implementing retention activities.
- Educating candidates about university policies and procedures and important deadlines.
- Providing technology to assist with degree planning and registration.
- Developing relationships with other campus offices to create co-curricula events and to provide the most informative and enlightening learning experience possible.

**Student Services portfolio of activities includes:**

- Resolving registration issues
- Processing of student academic forms
- Providing referrals for student advisement
- Providing referrals for student financial aid issues
- Providing a forum for addressing student concerns
- Dissemination of information regarding other departments in the unit
- Student recruitment into the degree programs of the COST
- Providing scholarships
- Providing information for external scholarships, internships, summer programs and other student opportunities

---

**Candidate Orientation**

An orientation is held each semester for new and returning candidates in the College of Education. Information is distributed important deadlines and/or requirements (i.e. applications for graduation, residency applications, final schedules), testing dates, individual program information, and other items of interest.

**SAES**

Communication with the SAES is maintained in order to retain those candidates that declare Education as their major before the first two years of general study has ended. A relationship is developed with the candidate at the point of declaration in order to alleviate a lapse in communication and to provide a personal contact from the College of Education. SAES has an assigned advisor to assist with COE candidates.
○ Academic Advisement
Academic advisement will be provided which will include an in-depth screening of degree plans and academic progress. Candidates will be advised to monitor the sequential order of class selection to maintain efficiency in their degree plans and class work. Assistance with the completion of registration will also be provided when the primary academic advisor is unavailable. Grade point averages (2.5 and below), attendance, and probationary status will be monitored per semester. Identified candidates in at-risk situations will be contacted and offered resources.

○ Personal Advisement
Personal advisement will be provided to reduce potentially at-risk situations that may hinder a candidate from completing graduation requirements. Candidates are referred to the Counseling Center as needed.

○ Career Development Seminars
Career Development Seminars are held to introduce candidates to various careers within their field of study including education, counseling, and mental health. Professionals from these fields are targeted to speak with candidates about penetrating the industry and making a difference in the community.

○ Personal Development Seminars
Personal Development Seminars are held to assist candidates in acquiring the skills needed to succeed in their degree programs. These seminars will include time management, THEA, library skills, communicating effectively with professors, study skills, conflict resolution, and other related topics.

○ External Resource Referrals
External resources are provided when a candidate has challenges which fall outside of the scope of the advisement center. The main focus of the referral process is to assist the candidate so that they may remain in the educational area.

○ Computer labs
Provided to assist candidates with assignments and technological class delivery.

○ Tutorials
Tutorials are provided through avenues of the university to include a collaboration with COST (science courses), SAES, and the university office of Student Services are provided to candidates. Personal assistance will be sought from faculty and graduate level candidates that have demonstrated success in the topic areas.

○ Suggestion Box
A suggestion box is positioned in the SAC and OSA and on the COE website to allow input from candidates.