

## **Counseling & Educational Psychology (CEP) Minor**

### **Application & Verification Instructions**

#### **Obtaining Advisement on the CEP (Counseling & Educational Psychology) Minor**

Students may obtain advisement on their undergraduate minor in Counseling and Educational Psychology by contacting the Department at 575-646-2121 or by contacting the College of HEST Undergraduate Resource Office at 575-646-3404.

#### **Declaring a Minor in CEP**

Students receiving a Bachelor's degree from another department in the University are able to complete a minor in CEP. The minor in CEP is intended to be particularly useful to the undergraduate who is preparing to enter one of the helping professions such as psychology, education, social work, criminal justice, nursing, and family and consumer sciences. It also provides a strong foundation for those students who want to enhance their human relations skills in order to be more successful in their work and relationships. To declare a minor in CEP, meet with your academic advisor and ask them to declare your CEP minor in the NMSU banner system.

#### **Requirements to Earn a Minor in CEP: 18 credits**

The CEP minor may be earned by successfully completing 18 or more credit hours of CEPY work (with a grade "C" or higher in each course). At least 9 of those credit hours must be numbered 3000 or higher. No more than 6 credits may be taken as special topics or individual study. Because the CEP department offers a limited number of undergraduate courses, students wanting to complete a minor need to make every effort to take the required course work when possible. The CEP department is not able to guarantee that all courses, which could be used in the minor, will be offered every semester. The following courses do not count towards the CCP minor: CEPY 1150 and CEPY 1160.

#### **Verification of Your CEP Minor: Fill out form attached and submit to CEP Department**

In order to verify your minor and have it designated on your degree, the CEP Minor Verification Form needs to be filled out and returned with a copy of your CEP Minor Star Audit to the CEP Department during the semester in which you will be completing your CEP minor course work. This form informs the CEP Department, your major department, and the registrar that you have complete the requirements for the minor so it can be officially recorded in your transcript.

#### **Special Note for Education Majors**

Students working toward Teacher Certification should note that the minor in CEP, just as minors in Psychology, Sociology, Philosophy, or Government, cannot be used as an endorsement for Teacher Certification. Please contact the College of HEST Undergraduate Resource Office, to obtain more information in endorsement areas: 575-646-3404.

# CEP MINOR VERIFICATION FORM

## Undergraduate Minor in Counseling and Educational Psychology (CEP)

Submit this form during the semester you are completing your final course work for the minor in Counseling and Educational Psychology. This form apprises the Counseling and Educational Psychology department, your major college, and the Registrar that you have completed the requirements for the minor in CEP so it can be officially recorded on your transcript.

**Please return completed form along with copy of your CEP Minor Star Audit via email to: cep@nmsu.edu**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Banner ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Grad Date: \_\_\_\_\_ College/Major: \_\_\_\_\_

List the (6) CEPY Minor courses (18 credit hours) you have completed in the table below.  
The following courses do not count towards the CEP minor and should not be listed in the table:  
CEPY 1150 (previously CEP 198) and CEPY 1160 (previously CEP 199).

**At least 3 courses (9 credit hours) must be upper division courses (3000 level or above)**

Sample  
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COURSE #	COURSE TITLE	CREDITS	SEMESTER	GRADE
CEPY 3210V	Human Relations Training	3	Fall 2020	A+

Note: Insert (\*IP) in the Grade Column for courses not yet completed, but, are “in progress” for the current semester.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**CEP Program Coordinator**