

UNDERGRADUATE MINOR IN COUNSELING & EDUCATIONAL PSYCHOLOGY

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 CEP Program Coordinator at 575-646-5485 or by contacting the College of Education Advisement 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 Counseling and Educational Psychology (CEP). The minor in Counseling and Educational Psychology 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, as well as their relationships. In order to declare a minor in CEP, please meet with your academic advisor, the College of Education Advisement Office, or see the CEP Program Coordinator and ask for them to declare your CEP minor in the NMSU 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 CEP work (with a grade "C" or higher in each course). At least 9 of those credit hours must be numbered 300 or higher. (No more than 4 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 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 CEP minor: CEP 199; CEP 298; CEP 299

Verification of Your CEP Minor: Fill out form attached

In order to verify your minor and have it designated on your degree, the attached verification of minor form needs to be filled out and returned to the Counseling and Educational Psychology Department during the semester in which you will be completing your CEP course work. This form informs the CEP Department, your major department, and the registrar that you have completed the requirements for the minor so it can be officially recorded in your transcript.

*****Please attach a Star Degree Audit of your CEP minor to your verification form.***

Special Note for Education Majors

Students working toward Teacher Certification should note that the minor in Counseling and Educational Psychology, just as minors in Psychology, Sociology, Philosophy, or Government, cannot be used as an endorsement for Teacher Certification. Please contact Dr. Margo Trevino in the College of Education, Advisement Office, to obtain more information in endorsement areas: 575-646-3404.

CEP UNDERGRADUATE MINOR

*****SAMPLE FORM*****

Undergraduate Minor in Counseling and Educational Psychology

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

Return completed form and a Star Degree Audit to:
Counseling & Educational Psychology Department, O'Donnell Hall Room 205

Name: Sophia Smith Date Submitted: 03/03/2013
Banner ID Number: 800123456 NMSU Email : smith57@nmsu.edu
Telephone: 575-123-4567 College & Major: Arts & Sciences : Psychology

List the (6) CEP 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: CEP 199; CEP 298; CEP 299

At least 3 courses (9 credit hours) must be upper division courses (300 level or above)

COURSE #	COURSE TITLE	CREDITS	SEMESTER	GRADE
CEP 110G	HUMAN GROWTH/BEHAVIOR	3	FA13	A+
CEP 210G	EDUCATIONAL PSY	3	SP14	A+
CEP 300V	HUMAN RELATIONS TRNG	3	FA14	A
CEP 451V	INTRDN TO COUNSELING	3	SP15	A-
CEP461	FAMILY GUIDANCE	3	FA15	B+
CEP 495	PSYCH MC COUNSEL	3	*	A

Insert an asterisks () in the Grade Column for courses not yet completed, but, are "in progress" this semester.

Approved: _____ Date: _____
CEP Department Head

CEP UNDERGRADUATE MINOR VERIFICATION FORM

Undergraduate Minor in Counseling and Educational Psychology

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

**Complete and return this form with a copy of your minor Star Degree Audit to:
Counseling & Educational Psychology Department, O'Donnell Hall Room 205**

Name: _____ Date Submitted: _____

Banner ID Number: _____ NMSU Email: _____

Telephone: _____ College & Major: _____

List the (6) CEP 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: CEP 199; CEP 298; CEP 299

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Insert an asterisks () in the Grade Column for courses not yet completed, but, are "in progress" this semester.

Approved: _____

CEP Department Head

Date: _____