

## Bachelor's in Early Care and Education Advising Process

*Effective November 2017*

To encourage a comprehensive and effective advising process, students who are admitted into the Bachelor's in Early Care and Education (BECE) program will be referred to both an *OASS BECE Advisor* and a *CCEI or DESE BECE Faculty Advisor*. Detailed below are the steps/processes for BECE advising.

1. **First Contact:** The first point of contact in the COE for all students is the Academic Student Services (OASS).
2. **Lower Division & Major Specific Analysis:** After receiving a letter admitting them to the College and BECE degree program from OASS, applicants are to meet with an OASS general advisor for lower division and major specific analysis of their transcript.
3. **Referral for Programming to OASS BECE Advisor:** Once lower division requirements and major specific admission requirements are satisfied, students are referred for programming. Applicants are to then meet with *OASS BECE Advisor* to conduct an upper division analysis and draft program sheet. This document is then forwarded to the student's *BECE Faculty Advisor*. *Note: steps 2 and 3 may co-occur.*
4. **Referral to BECE Faculty Advisor:** The *BECE Faculty Advisor*<sup>1</sup> will review the draft program sheet and indicate (a) approval of the draft program sheet, or (b) delineate specific required edits to the proposed program.
5. **Department Chair Review:** The *Department Chair* will review the draft program sheet and indicate (a) approval of the draft program sheet, or (b) delineate specific required edits to the proposed program.
6. **College/University Review:** The *Associate Director of OASS* will review the draft program sheet and indicate and indicate if (a) College and University requirements will be satisfied based on the proposed program, or (b) delineate specific required edits to the proposed program.
7. **Finalization of BECE Program Sheet and Full Admittance to the BECE Major:** The program sheet is considered final and will be entered into the Degree Audit System (DARS) after all signatures (see items 3-6 above) are obtained.
8. **Program Changes:** Changes to the approved program of study necessitated by scheduling conflicts, course availability, etc. will be addressed by the OASS advisors in consultation, where appropriate, with faculty advisors.

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<sup>1</sup> The role of the BECE faculty advisor is to provide mentoring, career or professional advice/guidance and to review and approve content of BECE program sheets. Students have the option to meet with the BECE faculty advisor at any point in this process, however, it is strongly recommend that students meet with their BECE Faculty Advisor after Step 3 is complete and at least yearly thereafter.