The College of Education recognizes the importance of advisement in the recruitment, admission and retention of students and thus supports its own advisement center. The Professional Education Advisement Center staff currently advises a total of 1,065 School of Teacher Education (STE) majors that includes:

- Early Childhood: 220 majors
- Elementary Education: 651 majors
- Middle School: 112 majors
- Special Education: 82 majors

Note: B.S. Ed. majors are advised by content advisors/faculty members in the department of the major. Evelyn Maxwell, Director of Secondary Education, coordinates B.S. Ed. issues and is located in this office. There are 118 students in our Elementary Education completion program on the SMSU-West Plains campus who are advised by West Plains advisors with the support of the SMSU-Springfield advisement staff.

According to the current “Advisee list” on the Faculty/Advisor Resource Center, the number of students assigned to advisement staff indicates the following figures for Fall 2004: Stephanie Marinec—344 advisees, Antionette Sterling—421 advisees, Dr. David Brown—144 advisees including honor students. From October 20 to Nov 23, a total of approximately 560+ students were advised by this office.

In addition to registration/advising duties, the Professional Education Advisement Center provides many services that enable students to progress through the program in a timely manner. The areas listed below contribute directly to student success and are on-going duties performed by the advisement office.

**Resource materials for the CBASE, PRAXIS II exam**

Study guides, handouts, test dates, registration forms and PRAXIS II sample registration forms are available in the Professional Education Advisement office. An “information center” area is located in the front of the office for “walk-ins” requesting test preparation resources. CBASE Workshops are offered in collaboration with the Reading and Study Skills lab on a regular basis preceding each test date and are open to all education majors free of charge. Study materials for the PRAXIS II, created by Educational Testing Service, can be accessed on-line or utilized on a check-out basis at the Meyer Library Reference Desk area.
Exception Requests, reviewed by the Exceptions Committee, a sub-committee of the PEC
All requests for exceptions are prepared by the Professional Education Advisement Office. A spreadsheet is created for each meeting in order to track requests and the effectiveness of the Exception Plan. Letters are prepared and sent to students and files are maintained regarding exceptions. The Exceptions Committee meets no less than five times a year, typically a week after CBASE scores are received and/or at the end of each semester.

Admission to the Teacher Education Program
The Professional Education Advisement Center prepares the list of candidates who are eligible for admission to Teacher Education. Candidates are presented at monthly PEC meetings for approval. Prerequisites for classes that require admission to Teacher Education are monitored by this office. Deficiency letters are sent to ineligible students each semester.

Transfer Students
Individualized appointments are preferred as STAR is currently being phased out. According to statistics gathered by Mike Hines, Transfer Coordinator for the Office of Admissions, a total of 72 transfer students majoring in one of the STE programs were registered by the Professional Education Advisement Office for Fall 2004.

<table>
<thead>
<tr>
<th>Transfer Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Education transfers</td>
<td>54</td>
</tr>
<tr>
<td>Middle School transfers</td>
<td>10</td>
</tr>
<tr>
<td>Special Education</td>
<td>8</td>
</tr>
</tbody>
</table>

SOAR
The advisement staff participates in SOAR each summer. The summer of 2004, a total of 145 incoming freshman were oriented and registered for the Fall 2004 semester in one of the STE programs.

Recruitment Fairs/Career Fairs
Participation in college fairs, recruiting trips organized by the Admissions Office, the Majors Fair organized for IDS 110 students each Fall semester is an important aspect of the Professional Education Advisement Office. Prospective students and their parents and families are seen by advisement staff on a routine basis.