

## College of Education and Human Services (COEHS) Graduate Program Application Procedures

### UNF Admissions Office

Bldg 2  
4567 St. Johns Bluff Road, S  
Jacksonville, FL 32224-4567  
(904) 620-2624

### Send the following documents to the UNF Admissions Office (AO):

- \_\_\_\_1. Completed Graduate "Application for Admission" and a \$30 application fee.  
Fee not required for UNF graduates.
- \_\_\_\_2. Official Copies of transcripts from all institutions previously attended.
- \_\_\_\_3. Official Graduate Record Examination (GRE) Scores: GRE registration booklets are available in AO. The GRE is administered on the computer at either the Academic Testing Office in Bldg. 2 (620-1973) or at Sylvan Learning Centre in Jacksonville, call 1-800-GRE-CALL for more information or visit the GRE web site at [www.gre.org](http://www.gre.org).

**(You must attend courses the semester in which you are being admitted, if you do not attend, you will be canceled and then must reapply the following semester.)**

**\*\*When all transcripts and test scores are received, a graduate referral from the AO is sent to the Office of Student Services in the COEHS.**

### Office of Medical Compliance

Bldg. 2/ Rm 2084  
(904) 620-2175

### Send to Medical Compliance prior to registration for first term:

- \_\_\_\_4. Completed Health Form

**Come by the Office of Student Services during walk-in hours.**

### Office of Student Services

Bldg 9/Room 2305  
College of Education  
4567 St. Johns Bluff Road, S  
Jacksonville, FL 32224-2676  
(904) 620-2530

**\*\*ONLY 3 GRADUATE COURSES MAY BE TAKEN BEFORE BEING FULLY ADMITTED INTO THE PROGRAM\*\***

- \_\_\_\_5. See an advisor for a tentative Program of Study (make sure you sign the POS) and a list of any prerequisites needed. You will need a signature to register for graduate level courses until you are admitted into the graduate program.
- \_\_\_\_6. *Mental Health Counseling* majors must verify completion of prerequisites with an advisor in the OSS. MHC requires 12 semester hours of sociology and/or psychology with a grade of A or B that includes a course in abnormal psychology.

### Send the following documents to the Office of Student Services (OSS):

- \_\_\_\_7. Exception Policy Letter: applicants with less than a 3.0 in last two years of baccalaureate degree *and* less than 1000 on the GRE must petition for an exception to the admission policy. See an advisor in the OSS for more information.
- \_\_\_\_8. Three original letters of recommendation on LETTERHEAD (*Counseling and Educational Leadership* majors must use forms obtained in the OSS).
- \_\_\_\_9. Copy of current Florida Teaching Certificate or Statement of Eligibility.
- \_\_\_\_10. For *Elementary and Special Education Initial Certification* majors, students who have not met the GRE requirements of **1000** must take and pass all parts of the CLAST exam or the General Knowledge (GK) of the FTCE.
- \_\_\_\_11. *Educational Leadership Majors*: A letter from your principal or school board stating that you have proof of a minimum of 3 years teaching experience in a public school.

\_\_\_\_\_ 12. *Mental Health Counseling (MHC) program only*: A personal goal statement and a resume should be turned in by the deadline, which is mid-April for Fall term admission. Contact the department at 620-2838 for more information and application materials.

\_\_\_\_\_ 13. *School Guidance Track only*: Submit an application portfolio. The deadline is in mid-April for Fall term admission. Contact the department at 620-2838 for more information and application materials.

**Once admitted to a graduate program, you will receive a letter from the AO providing the name of your faculty program sponsor:**

Program Sponsor

\_\_\_\_\_ 14. You are responsible for contacting your program sponsor to set up an appointment to finalize your Program of Study. Your faculty sponsor is required to approve and sign your POS once the program has been reviewed.

Official Program of Study

*Only faculty sponsors can approve graduate transfer courses* (up to six semester hours).

Office of Records and  
Registration  
Bldg 2  
(904) 620-2620

\_\_\_\_\_ 15. Admitted graduate students and post-baccalaureate students will receive an appointment on the web for an assigned registration time. You may register online or in person at or after your scheduled day and time. If you do not receive an appointment, you must register during Open Registration. You can view a schedule booklet on the web at [www.unf.edu/unfinfo/course-schedules](http://www.unf.edu/unfinfo/course-schedules)

\_\_\_\_\_ 16. Obtain permission for graduate courses from the OSS if you are prompted to do so by the registration system. You may call or stop by for electronic permission.

\_\_\_\_\_ 17. Override signatures (for closed classes) and/or permission signatures (classes marked with a black arrow in the schedule booklet).

620-2610: Division of Curriculum and Instruction  
620-2990: Division of Educational Services and Research

Change of Name or Address

\_\_\_\_\_ 18. Notify both the Office of Records and Registration and the Office of Student Services in writing of a change of name or address.

