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**Frequently Asked Questions For HPE Student Advising**

***Questions for Freshmen and New Students***

1. **As a freshman student, which courses of the general education curriculum should I take first?**

*Answer: Follow the suggested sequence of classes on the back of* [*P-12 Check Sheet*](http://ksuweb.kennesaw.edu/~tdonovan/CURRICULUM/Checksheet%20for%20P-12%20-%20Spring%202009%20-%20NEW.doc)*.*

1. **As a freshman student, can I take the courses related to the program of study, HPS requirements, HPS professional skills or professional education?**

*Answer: Candidates can take any course for which they have the necessary prerequisites. Professional education classes require program admission.*

1. **Should I finish all the General Education Curriculum Courses before applying for admission to the HPE program?**

*Answer: That is not necessary. Candidates should apply for Program Admission during the semester they will complete ALL of the necessary HPE requirements described in Question #4.*

1. **Which requirements and courses should I complete before I apply for HPE program admission?**

*Answer: HPS 1000 & 2000; EDUC 2110 and BIOL 2221 plus the GACE Basic Skills (Reading, Writing, and Math), Regents’ Exam; 2.75 Education Transfer GPA and Adjusted/Cumulative GPA.*

1. **How can I know the frequency of the particular courses offerings each year?**

*Answer: Check the* [*P-12 Bulletin Board*](http://ksuweb.kennesaw.edu/~tdonovan/CURRICULUM/Tentative%20Schedule%20of%20Courses%20f12-sp14.docx) *on the third floor of the convocation center.*

1. **When should I take the GACE Basic Skills Test?**

*Answer: Generally, GACE should be completed no later than the semester in which students are enrolled in HPS 2000. See the GACE Web Page for dates:*

<http://www.gace.nesinc.com/GA7_testdates.asp>

1. **When should I take the GACE II Health and Physical Education tests?**

*Answer: Candidates should register for* [*GACE Exams* ***115*** *and* ***116***](http://www.gace.nesinc.com/PDFs/GA_fld115116_TD-Framework.pdf) *in the semester before OR the semester of student teaching.*

1. **For those courses that require pre-requisites, is it possible to have exceptions of waiving such prerequisites?**

*Answer: Not without evidence of necessary prerequisite knowledge.*

1. **How many credit hours can I take per semester?**

Answer: Up to 17 without Dean’s approval.

1. **What criteria should I meet before I can apply for student teaching?**

*Answer: Must meet necessary GPA requirements and satisfactory completion of all Professional Education Courses.*

1. **What application materials are needed for my program application?**

*Answer: Completed application forms.* [*HPE program application forms*](http://ksuweb.kennesaw.edu/~tdonovan/CURRICULUM/Application%20to%20Program.doc) *are available in the HPS Departmental Office. Program applications are due for spring admission on September 15th and for fall admission on March 15th.*

1. **To whom should I submit my application form?**

*Answer: Submit to your Advisor for approval. Once signed by advisor, applications should be submitted to Mrs. Susan Whitlock.*

1. **If I miss the deadline for submission of application paperwork, what should I do?**

*Answer: Failure to meet posted deadlines will result in a delay in your projected graduation date.*

1. **What is the lowest GPA requirement for being admitted to the program?**

*Answer: The Adjusted GPA and Education Transfer GPA must be a 2.75.*

1. **Can I take BIOL 2221 - Anat & Phys I and BIOL 2222 - Anat & Phys II**

 **at another institution and transfer these credits to KSU?**

*Answer: That is possible, but make sure they are comparable classes. See your advisors for more details.*

1. **What is the proper time to take HPS major requirement courses?**

*Answer: They may be taken as soon as the prerequisites are met and candidates have met the junior/senior status requirements.*

**17. What is the proper time to take HPS professional skills courses?**

*Answer: They should be completed within the first three years. Three professional skills courses must be completed for program admission.*

1. **What is the proper time to take professional education courses?**

*Answer: Once the P-12 Program Admission Requirements have been met.*

**19.****Which Semesters are Professional Education – Methods Courses Offered?**

Answer: HPS 3450 CI & M ECE PE, Offered only in Fall Semester

HPS 3550 CI & M MGE & SEC PE, Offered only in Spring Semester

HPS 3650 C&M&M HE, Offered only in Spring Semester

HPS 3750 Adapted PE, Offered only in Fall Semester

HPS 4250 Meas & Eval, Offered only in Fall Semester

HPS 4410 Pract HPE (P-5), Offered in Fall and Spring semesters

HPS 4430 Pract HPE (6-12), Offered in Fall and Spring semesters

HPS 4850 Stu Teaching P-12, Offered in Fall and Spring semesters

Note: You must complete HPS 3450 before taking HPS 4410

 You must complete HPS 3550 and HPS 3650 before taking HPS 4430

**20. How can I reach my advisor?**

*Answer: Find out your* [*advisor’s phone number, e-mail address*](http://www.kennesaw.edu/col_hhs/hpe/faculty.html)*, and office hours.*

***Questions For Transfer Students***

1. **Which faculty member or department should I contact to evaluate my coursework taken from other institutions?**

*Answer: The Registrar completes a Transfer Evaluation of all work completed elsewhere. Once the Transfer Evaluation is complete, students should set up an appointment with the HPS Academic Advising Center (770.423.6544).*

1. **Is there any limitation on the number of credit hours that can be transferred to KSU from other institution?**

*Answer: Some Professional Education courses will require evidence of the work completed before a substitution is granted. Must complete at least 30 hours of course work at KSU and 24 hours must be upper division.*

1. **Which courses cannot be transferred to KSU?**

*Answer: Candidates may not receive transfer credit for all coursework completed elsewhere.*

1. **In order for KSU to evaluate my coursework taken from other institution, which documentation should I obtain from that institution?**

*Answer: An official transcript must be submitted to the Registrar. In some cases, departments may request copies of course descriptions or syllabi.*

1. **How long will it take to complete the transfer evaluation process?**

*Answer: It can take several weeks or months depending on the time of year and how busy the Registrar is.*

1. **Who makes the decisions for course overrides?**

*Answer: The ultimate decision is made by the HPS Dept. Chair (Dr. Collins). The appropriate Override Form must be completed and signed by the candidate and his/her advisor.*