

FAQS for Counselor Education Programs at USA

Please check the Department and Programs' Webpages frequently for information. The student handbook, practicum/internship handbook, and program of study are all on the counseling program website.

What are the minimum grade requirements?

A grade of "B" or better is required in the professional major sequences. Any grade below a "B" requires the course to be repeated. Students who earn a grade lower than a "B" will need to meet with their advisor to discuss their program, course sequence, etc.

How do I view my final grades?

Login to your PAWS account: <https://www.southalabama.edu/services/logins/students/>

Click *Student Services and Financial Aid*

Click *Student Records*

Click *Final Grades*

Choose the semester you are wanting to view

What graduate examinations do I need to take?

Students within the counseling programs will take multiple examinations during their second year of schooling. Your advisor will keep you updated on when and how you must schedule these tests. The examinations are as followed:

School Counseling:

School Counselor Praxis Exam- Fall of 2nd Year

(<https://www.ets.org/praxis/prepare/materials/5421/>)

USA Comprehensive Exam- Spring of 2nd Year

(<https://www.southalabama.edu/colleges/ceps/gradschool/comps.html>)

National Counselor Examination- Spring of 2nd Year or after graduation

(<https://www.nbcc.org/certification/ncc>)

Clinical Mental Health Counseling:

USA Comprehensive Exam- Spring of 2nd Year

(<https://www.southalabama.edu/colleges/ceps/gradschool/comps.html>)

National Counselor Examination- Spring of 2nd Year or after graduation

(<https://www.nbcc.org/certification/ncc>)

Are there professional organizations I can join?

Students who maintain a GPA of (?) will be invited to join the Chi Sigma Iota Honor Society and will be inducted near the end of their second semester. Many other organizations are available to join as a student within a counseling program. These include but are not limited to:

American Counseling Association (ACA): <https://www.counseling.org>

American School Counseling Association (ASCA): <https://www.schoolcounselor.org>

Alabama Counseling Association (ALCA): <http://www.alabamacounseling.org>

Alabama School Counseling Association (ALSCA): <https://www.alabamaschoolcounselors.org>

How do I apply for graduate assistantships?

Graduate Students interested in Graduate Assistantship positions should fill out the graduate assistant application. Make sure and sign the form in the top section. Once completed send the form to Olivia Logan, the graduate records specialist, aolivialogan@southalabama.edu. Olivia will then place your application along with your admissions materials into a shared Google Drive folder where all the department chairs in the College can review your materials and consider you for an assistantship in their department. Please contact your graduate program director/coordinator (Dr. Yvette Getch/ygetch@southalabama.edu) for information on available assistantship positions. Allowing faculty in your program to know you are interested in an assistantship assists them in serving as a reference for you with department chairs. Students most often obtain assistantships in their second year, and more rarely during their first year. The application form and due dates are linked below:

https://www.southalabama.edu/colleges/graduateschool/ga_applicantform2021.pdf

<https://www.southalabama.edu/colleges/graduateschool/graduateassisteduedates20212022.pdf>

How do I register for classes?

Login to your PAWS account: <https://www.southalabama.edu/services/logins/students/>

Click *Student Services and Financial Aid*

Click *Registration*

Click *Register/ Drop Classes*

Choose correct semester

Browse courses or search courses based on course ID (use program of study document below)

Find desired course

Click *View Sections*

Select the class (check small box to the left of the screen)

Click *Add Course*

How do I view my schedule?

Login to your PAWS account: <https://www.southalabama.edu/services/logins/students/>

Click *Student Services and Financial Aid*

Click *Student Schedule by Day and Time* OR *Student Detail Schedule*

How do I view or pay my tuition balance?

Login to your PAWS account: <https://www.southalabama.edu/services/logins/students/>

Click *Student Services and Financial Aid*

Click *Student Records*

Click *Domestic (United States) Student Payments and Student Account Access* [for US citizens]
OR *International Student Payments* [for international students]

What is my program of study?

School Counseling:

<https://www.southalabama.edu/colleges/ceps/cins/resources/cedscha.pdf>

Clinical Mental Health Counseling:

<https://www.southalabama.edu/colleges/ceps/cins/resources/cmhcms.pdf>

Are there any scholarships available in the College of Education and Professional Studies?

There are many scholarships available and they can be found at:

<https://www.southalabama.edu/departments/financialaffairs/scholarships/>

How do I get student liability insurance?

School Counseling students will gain liability insurance through the American School Counseling Association. Liability insurance will be included with your purchase of a "Student" membership (\$69.00/per year). Once the "Student" membership is purchased you will need to fill out the Certificate of Issuance document and turn in to Dr. Amy Upton.

ASCA Website:

<https://www.schoolcounselor.org/Membership/Membership-Options>

Certificate of Issuance Document: <https://www.schoolcounselor.org/getmedia/6e6946df-97d2-49b2-ba56-166b0837ae71/ASCA-Ins-Certificate.pdf>

Clinical Mental Health Counseling students have multiple avenues for purchasing liability insurance. Most students choose to purchase a "Student" membership through the American Counseling Association (\$105.00/per year). Healthcare Services Provider Organization as well as the American Mental Health Counselors Association through their "Student" memberships:

ACA:

<https://www.counseling.org/membership/join-reinststate/student>

HSPO:

<https://www.hpso.com/individuals/professional-liability/student-malpractice-insurance-coverage-description>

AMHCA:

<https://www.amhca.org/joinamhca>

How do I get LiveText and how does it work?

“All students educator preparation programs in the College of Education and Professional Studies are required to purchase LiveText, which is a learning outcomes assessment system.

While meeting accreditation standards, the ultimate goal of the College’s assessment system is to ensure that we provide our students with a high quality educational experience whereby graduates will be positioned to succeed as future educators.”

You can read more about LIVETEXT and how to purchase LIVETEXT by clicking the link below:

<https://www.southalabama.edu/colleges/ceps/livetext.html>

Our program requires that you purchase LIVETEXT no later than the midpoint of the fall semester. LIVETEXT is our College’s data repository system. As such, students will be uploading certain academic items into this system and the faculty, as well as, practicum/internship supervisors utilize this system to submit evaluations of student progress, as a record of student dispositions, and it also serves as a repository for your clinical experiences and clinical time logs. I have included the link to LIVETEXT below so you can review it and also have the link to purchase it. This is a one-time cost of \$139.00 and allows for program data collection, retrieval of important documents, disposition submission and tracking, evaluation submission and tracking, and allows us to collect data and aggregate the data to evaluate our programs and report specific data to our college and to CACREP. During internship and practicum it is the student’s responsibility to log their hours in order to be approved by their site supervisor. This site holds all important documentation including log sheets, the hours summary log (important because it summarizes all the hours each semester you are at a clinical site), evaluations, and other documents can be uploaded including proof of liability insurance.

Livetext Registration: <https://www.livetext.com/purchase-register-membership/>

Does the University of South Alabama have an academic calendar?

The academic calendar can be found here:

<https://www.southalabama.edu/academiccalendar/academiccalendar2020-21.html>

Counseling Program Websites:

Department of Counseling and Instructional Sciences:

<https://www.southalabama.edu/colleges/ceps/cins/>

School Counseling:

<https://www.southalabama.edu/colleges/ceps/cins/school-counseling.html>

Clinical Mental Health Counseling:

<https://www.southalabama.edu/colleges/ceps/cins/mentalhealth-counseling.html>

2020-2021 USA Student Handbook:

<https://www.southalabama.edu/departments/studentaffairs/resources/lowdown20-21.pdf>

Counselor Education Program Student Handbook

https://www.southalabama.edu/colleges/ceps/cins/resources/counseloreducationprogramhandbook_august2021.pdf

Practicum/Internship Handbook:

School Counseling:

<https://www.southalabama.edu/colleges/ceps/cins/resources/sc-practicum-internship-handbook.pdf>

Clinical Mental Health Counseling:

<https://www.southalabama.edu/colleges/ceps/cins/resources/cmhc-practicum-internship-manual.pdf>

Where can I buy textbooks?

Students have the option to rent or buy textbooks when they are needed for their courses. Renting versus buying is an individual preference. Be sure to check with your professor before purchasing a book for your course (you may not need it, may be a newer edition, etc).

USA Bookstore:

<https://southalabama.bncollege.com/shop/south-alabama/page/find-textbooks>

Amazon:

<https://www.amazon.com/rentals/b?ie=UTF8&node=17853655011>

Helpful Resource Links:

Canvas Login:

<https://www.southalabama.edu/departments/usaonline/>

University of South Alabama Counseling:

<https://www.southalabama.edu/departments/counseling/individualcounseling.html>

Free Application for Federal Student Aid (FAFSA®) :
<https://studentaid.gov/h/apply-for-aid/fafsa>

University of South Alabama Financial Aid Office:
<https://www.southalabama.edu/departments/finaid/>

Marx Library:
<https://www.southalabama.edu/departments/library/>

Housing Options:

University of South Alabama Housing-
<https://www.southalabama.edu/departments/housing/>

Apartments near University of South Alabama-
<https://www.apartments.com/off-campus-housing/al/mobile/university-of-south-alabama/>

Career Services:
<https://www.southalabama.edu/departments/careerservices/>

Anticipated and Potential Expenses

Below are expenses that are associated with our degree program. While there may be other expenses, this list will help you anticipate many of the costs associated with our program and when these may occur. Please note, Counseling is a Professional Program and there may be additional costs that are not listed.

-Tuition and associated fees each semester. For the cost of tuition and associated fees, please contact the registrars office and/or work with financial aid.

-LIVETEXT (currently \$139) should be purchased your first semester by October 15th at the latest. LIVETEXT is our assessment and repository program for the College. LIVETEXT is used throughout the program by faculty and students are required to upload certain documentation into the system. Beginning in Fall 2021, students will upload specific artifacts from courses into livetext. Additionally, our Counselor Disposition Scale and Evaluation will be in LIVETEXT. This scale is completed by students and faculty at least 4x during the program. This program is also used during practicum and internship for evaluations, contracts, documentation of hours, site contracts, etc.

-Typically graduate students can expect to purchase 2-3 texts which may also include the purchase of supplementary materials (Theravue, student workbooks, etc) for each course. Supplementary materials are not considered add-ons. These are essential materials used for the course and learning purposes.

-Lab fees associated with particular courses including, but not limited to, EPY 555 (Assesment); CED 588 (Career); Practicum for Simulation Lab. These are typically attached to tuition and fees.

-Theravue which is utilized in CED 586 Counseling Skills and Process which costs approximately \$59 (this is an example of course materials)

-Liability Insurance must be purchased prior to the beginning of the summer semester for CMHC students. For SC students, this must be purchased prior to the Fall Semester in which Practicum occurs. Proof of Liability insurance must be shown prior to the first day of Practicum Class, Liability Proof must be uploaded to LIVETEXT prior to the first day of class and to CANVAS no later than the first class meeting.

-Telehealth training-Although we attempt to find telemental/telebehavioral health training that is of no cost to students, there is a possibility that students may incur costs for telemental/telebehavioral health training. Proof of completed training must be uploaded to LIVETEXT by April 30th during CED 586: Counseling Skills and Process. You will also be required to upload proof of training to CANVAS.

***Practicum and internship background checks, drug screens, etc.** may or may not be covered by the internship site. We suggest that students be prepared to pay for background checks and drug screening.*