



# Empowered Advising:

Getting Advised in the  
Department of Psychology

Spring 2023

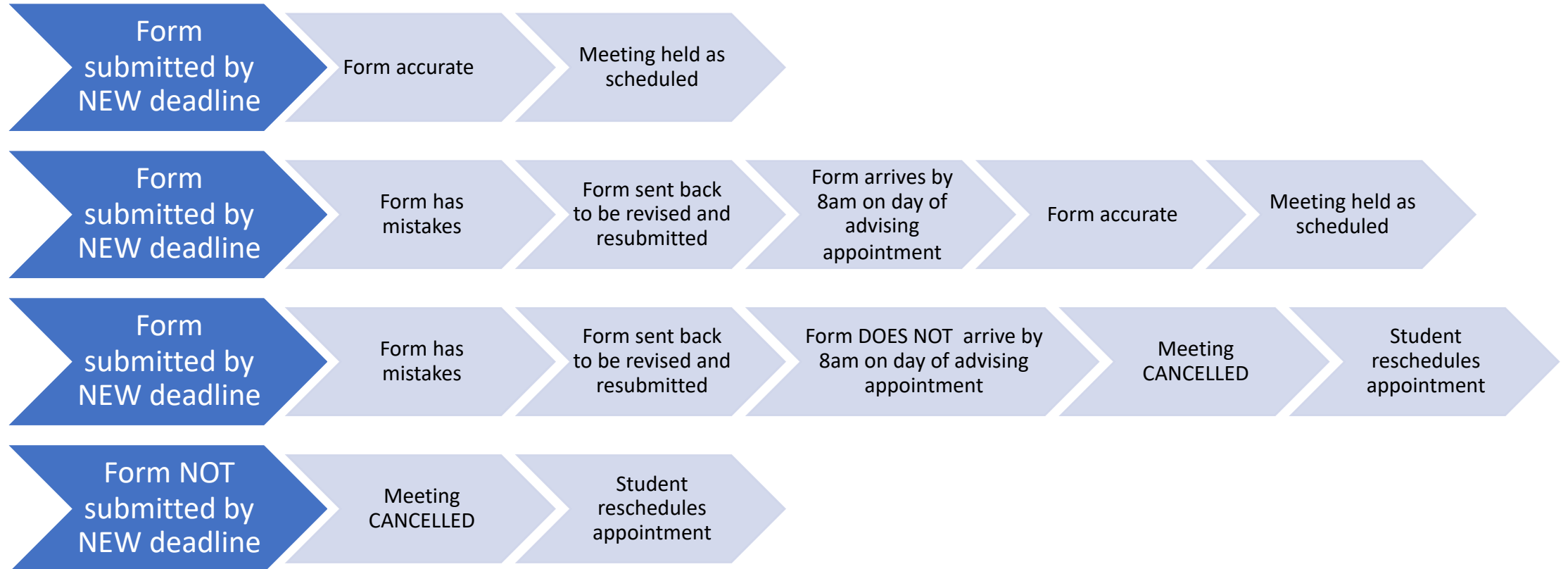
# Important Changes:

- 1. Course Selection eForms must be submitted earlier than before.**
- 2. Course Selection eForms will be reviewed for accuracy and may be returned.**

# What is accuracy in a course selection eForm?

- Student employed @ualr email
- T number is correct
- The course details are accurate: The correct 4 letter code, section number and course name.
- If the course has meeting times, they are listed.
- Courses do not overlap in meeting times.
- Course sections are appropriate for the campus to which the student belongs.
- Student has the necessary prerequisites for the course selected.

# Flow of new advising process



**Note:** For the deadline to submit the form please see the Table on the next slide.

# When is the form due?

Day of appointment	Form is due by 8am on
Monday	The previous Friday
Tuesday	The previous Friday
Wednesday	Monday before the meeting
Thursday	Tuesday before the meeting
Friday	Wednesday before the meeting

# General

- Starts about three weeks before course enrollment begins and runs for about 3 weeks thereafter.
- Emails regarding the exact dates are sent to @ualr.edu email
- All students must have an advising meeting every semester. Flags are not raised without a meeting.
- Double majors must be advised by \*both\* majors. Flags are raised only after the advising meeting with the second major

# Before you start

1. All advising sessions are virtual. Advisors will employ Google Meet for appointments:
  - a. The link will be embedded in the automatic email confirmation.
  - b. See special instructions regarding Google Meet.
2. Modalities: Please be sure to read the information provided on the Registrar's website for information about course modalities and attendance expectations.

# Overview of steps for advising

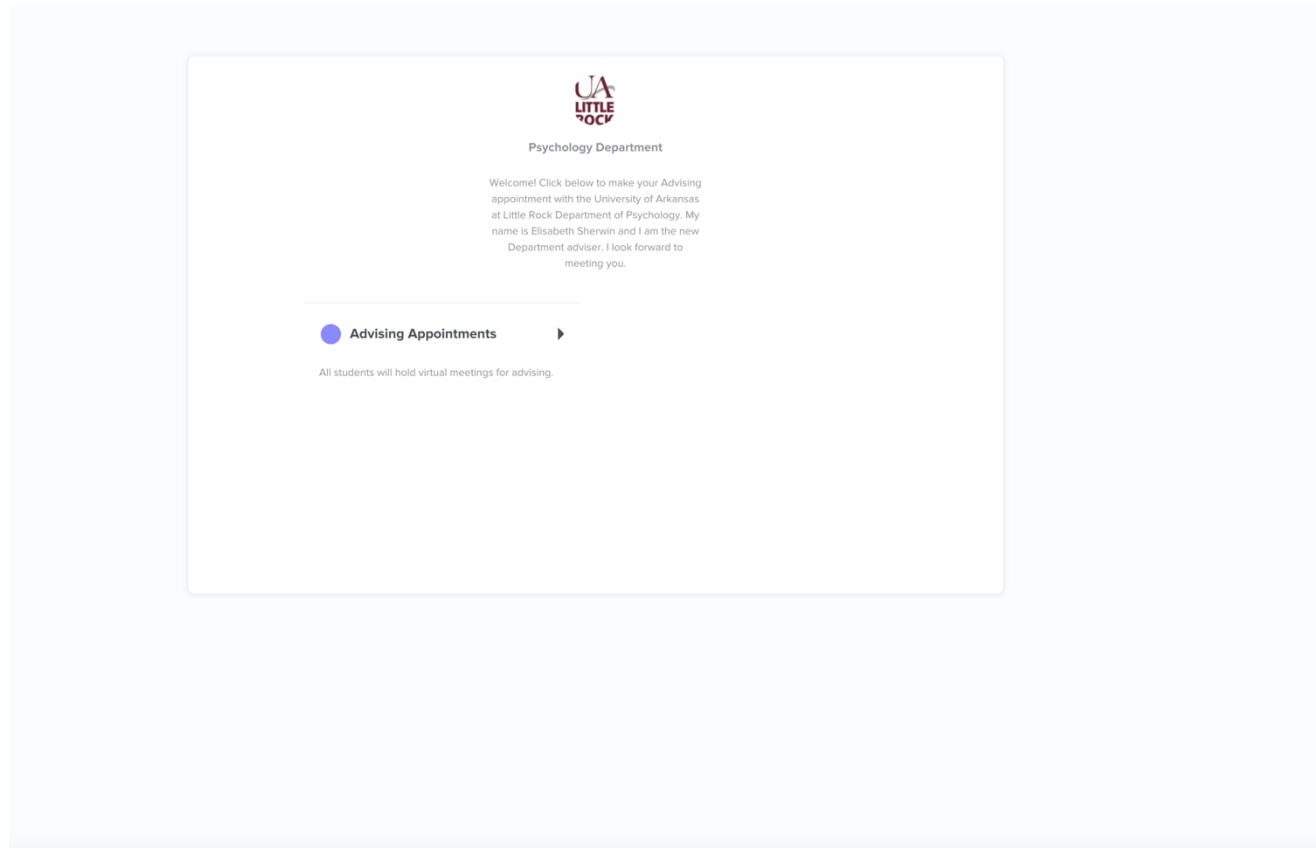
1. Make an appointment
2. Review degree plan through BOSS
3. Review courses available
4. Complete Course Selection eForm:
  - Include advisor with whom you already scheduled the appointment
  - Include date and time for already selected appointment
5. Attend Google Meet Virtual Advising session
6. Enroll in classes as soon as you can (See Academic Calendar on the university website, find the correct semester and click on REGISTRATION DATES to see when you are eligible to enroll - it is by class rank.)



# Step 1: Make an appointment



- Make an appointment on Calendly (See department website under ADVISING)
  - Review the appointment times offered by the faculty and select one.
    - Get to know the faculty, mix it up!
  - Please do not make multiple appointments:
    - Multiple appointments are unfair to other students.
    - If there are multiple appointments, the later ones will be cancelled.

# First screen: Calendly\*




\* This is a generic screen. When you select the faculty member with whom you want to be advised their name will appear where now it says " Psychology Department."


# Second screen: Calendly



Psychology Department



## Advising Appointments

 10 min


 Web conferencing details provided upon confirmation.


All students will hold virtual meetings for advising.

### Select a Date & Time

September 2020  

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

 Central Time - US & Canada (1:21pm) ▾

 Troubleshoot

# Third screen: Calendly

Psychology Department

**Advising Appointments**

10 min

Web conferencing details provided upon confirmation.

All students will hold virtual meetings for advising.

Select a Date & Time

September 2020<>Wednesday, September 23

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Central Time - US & Canada (1:26pm) ▾

Troubleshoot

9:00am

9:10am

9:20am

9:30am

9:40am

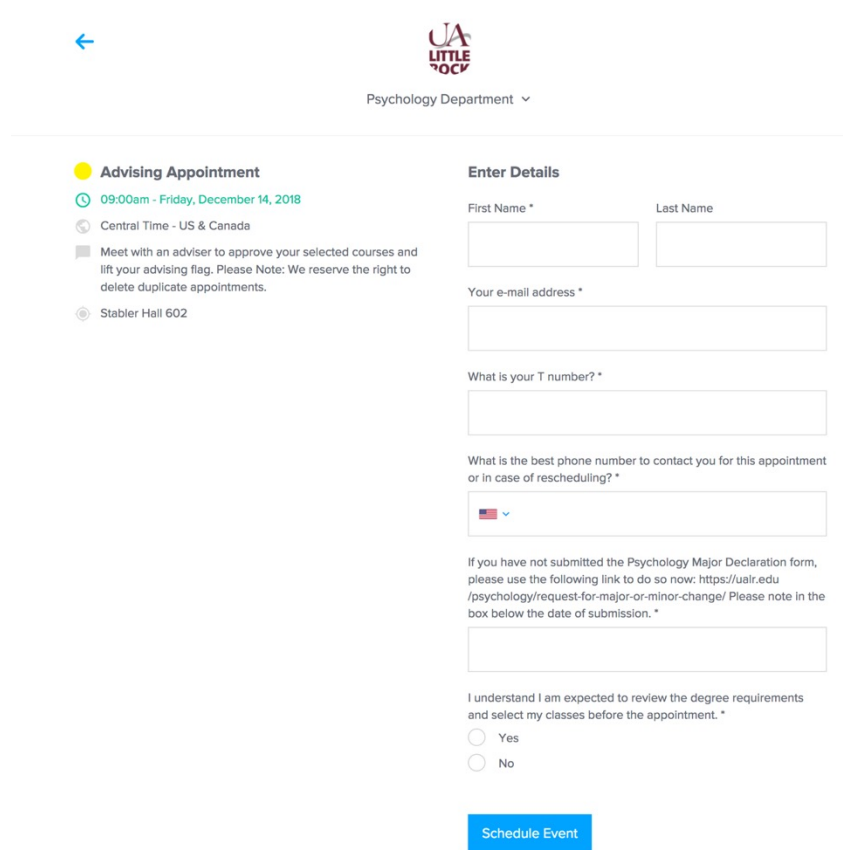
9:50am

10:00am

10:10am

10:20am

# Fourth screen: Calendly



The screenshot shows the 'Advising Appointment' screen in Calendly. At the top left is a blue back arrow. In the center is the UALR logo with 'Psychology Department' below it. The main content area is divided into two columns. The left column contains appointment details: a yellow circle icon for 'Advising Appointment', a clock icon for '09:00am - Friday, December 14, 2018', a location icon for 'Central Time - US & Canada', a brief description of the meeting, and a location pin icon for 'Stabler Hall 602'. The right column is titled 'Enter Details' and contains several form fields: 'First Name \*' and 'Last Name' (two separate boxes), 'Your e-mail address \*' (a single box), 'What is your T number? \*' (a single box), 'What is the best phone number to contact you for this appointment or in case of rescheduling? \*' (a box with a US flag icon), a paragraph of text about the Psychology Major Declaration form with a URL, and a box for the declaration. At the bottom of the right column are two radio buttons for 'Yes' and 'No' under the heading 'I understand I am expected to review the degree requirements and select my classes before the appointment. \*'. A blue 'Schedule Event' button is at the bottom center.

Psychology Department

**Advising Appointment**

09:00am - Friday, December 14, 2018

Central Time - US & Canada

Meet with an adviser to approve your selected courses and lift your advising flag. Please Note: We reserve the right to delete duplicate appointments.

Stabler Hall 602

**Enter Details**

First Name \* Last Name

Your e-mail address \*

What is your T number? \*

What is the best phone number to contact you for this appointment or in case of rescheduling? \*

If you have not submitted the Psychology Major Declaration form, please use the following link to do so now: <https://ualr.edu/psychology/request-for-major-or-minor-change/> Please note in the box below the date of submission. \*

I understand I am expected to review the degree requirements and select my classes before the appointment. \*

☐ Yes ☐ No

Schedule Event

Please be sure you use your **@ualr** email because:

1. All important information is sent to that address: about Advising Season, curriculum changes, upcoming events, openings in a wait list.....
2. Also, be sure to use the correct **@ualr** email! Otherwise the confirmation email with link to Google Meet etc. will be lost in space.

ALSO: Please check that you entered the **correct T number**.....

# Made the appointment?

This is  
what the  
screen will  
show:

## Confirmed

You are scheduled with Psychology Department.



### ● Phone Advising for eLearning & Fully Online

🕒 09:00am - Friday, December 14, 2018

🌐 Central Time - US & Canada

💬 This form of advising is \*only\* for students who are currently enrolled in only online classes or are part of the eLearning campus.

📞 By phone or Skype

**A calendar invitation has been sent to your email address.**

You will receive  
an email  
confirmation  
for  
appointment.

## Elisabeth Sherwin and Psychology Department

🕒 Friday, December 14  
9:00 – 9:20am

📍 By phone or Skype

👤 2 guests  
2 yes

👤 ebsherwin@ualr.edu

👤 Sherwin Advising  
(ualr.edu\_quh5u9kte6bbm8ot4e17v9m0io@group.calendar.)  
Organizer

☰ Event Name: Phone Advising for eLearning & Fully Online

This form of advising is \*only\* for students who are currently enrolled in only online classes or are part of the eLearning campus.

Location: By phone or Skype

What is your T Number?: [REDACTED]  
What is the best phone number to contact you for this appointment?: +15015693171  
Have you submitted the necessary form to the Department in order to be declared a Psychology major?: Yes  
I understand I am expected to review the degree requirements and select my classes before the appointment.: Yes

Need to make changes to this event?

Cancel: <https://calendly.com/cancellations/BDBVT4XUJBGJ3GF2>

Reschedule: <https://calendly.com/reschedulings/BDBVT4XUJBGJ3GF2>

📅 Sherwin Advising  
Created by: Elisabeth Sherwin

Going?

YES NO MAYBE

14  
▼

**Note:** We occasionally change the questions we ask. The overall steps in Calendly remain the same!

# Confirmation email from Calendly

- If you did not receive a confirmation email from Calendly, your appointment did not get registered and an advisor will not be available.
- This can happen because you did not use your @ualr email.
- The confirmation will include your link to Google Meet.
- The appointment may also populate in your Google Calendar.

# Cannot make the meeting?

Be courteous and CANCEL the appointment. This will let the advisor know and releases the appointment back into the pool.

Elisabeth Sherwin and Psychology Department

Friday, December 14  
9:00 – 9:20am  
By phone or Skype  
2 guests  
2 yes  
ebsherwin@ualr.edu  
Sherwin Advising  
(ualr.edu\_quh5u9kte6bbm8ot4e17v9m0io@group.calendar.org)  
Organizer  
Event Name: Phone Advising for eLearning & Fully Online  
This form of advising is \*only\* for students who are currently enrolled in only online classes or are part of the eLearning campus.  
Location: By phone or Skype  
What is your T Number?  
What is the best phone number to contact you for this appointment?: +15015693171  
Have you submitted the necessary form to the Department in order to be declared a Psychology major?: Yes  
I understand I am expected to review the degree requirements and select my classes before the appointment.: Yes  
Need to make changes to this event?  
Cancel: <https://calendly.com/cancellations/BDBVT4XUJBGJ3GF2>  
Reschedule: <https://calendly.com/reschedulings/BDBVT4XUJBGJ3GF2>  
Sherwin Advising  
Created by: Elisabeth Sherwin

Going? YES NO MAYBE

**Cancel** by going to your confirmation email and canceling:

Cancellation Confirmed  
Your meeting with Psychology Department has been canceled.

UA  
LITTLE ROCK

This is what the screen will show:

Phone Advising for eLearning & Fully Online

09:00am – Friday, December 14, 2018

Central Time – US & Canada

This form of advising is \*only\* for students who are currently enrolled in only online classes or are part of the eLearning campus.

By phone or Skype

You can reschedule using the same steps



# Step 2: Preparing for your appointment

- Find your degree plan:
  - Instructions on how to **find your degree plan** and **how to read** your degree plan are available on our department website under STUDENT RESOURCES under **Degree Plan**.
- If there is a green check next to it or the word “Yes” -- you are good to go! If not, you need to complete the requirement.
- Some requirements have prerequisites, available on the department website under STUDENT RESOURCES.
- Note: If your degree plan shows PSYC 3342 and/or PSYC 4100 as required courses, please review: Curricular Changes in Psychology in this handout.

## Step 3: Select your courses

- Before you select your semester-specific courses, have you:
  - Declared a minor or a second major?
    - To declare a second major – please reach out to that department.
  - Begun, or are progressing, on your foreign language requirements?
  - Verified whether the course you want have prerequisite? The list can be viewed under STUDENT RESOURCES on the department website.
  - Heads up: Not all courses (even required ones!) get offered every semester. So plan ahead!

# Selecting a minor or a second major

- Psychology majors must declare a minor or a second major.
- To declare your minor, submit the form found under STUDENT RESOURCES on the department website.
  - To declare a minor – See STUDENT RESOURCES on the department website.
  - If you are in the Online Campus you will need to review options available to that Campus. Type in **Online Minors** on the university main page.
- Majors are declared in the department that houses them. So, if you want to declare a second major, you will need to reach out to that department.
- Start early – integrate these requirements into the coursework early so you are not “chasing” required courses at the end of your career!
  - Submit the form before you start your course selection for the semester and then you can start the coursework this semester.

# Double Majors

- If you are a double major you must be advised by BOTH your majors.
- The department that is the second (last) to advise you will raise your flag.

# Curricular Changes in Psychology

- **Effective Fall 2019**, students will be required to take only Statistics and Methods 1 (PSYC 3435) and Research Methods 1 (PSYC 3341).
- Statistics and Methods 2 (PSYC 3342) will no longer be a requirement.
- Statistics and Methods 1 will go from a 3-credit course to a 4-credit course.
  - It will now be PSYC 3435
- Senior Synthesis (PSYC 4100) is transformed into Capstone (PSYC 4392).
  - It will go from a 1 credit course to a 3-credit course
- Students who took PSYC 2340, 3335 or 4100 may be required to take 1-3 more upper level hours in Psychology to reach the required 34 hours.

# Foreign Language

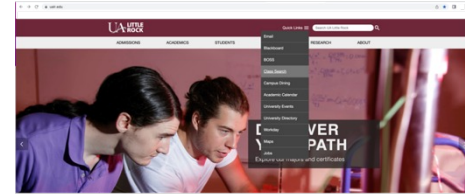
- Psychology majors are required to complete a 3-course sequence in a foreign language (1311, 1312, 2311)
- These must be taken **in sequence**. You start with the first course, pass it, take the second course etc.
- You must earn a “C” or better to transfer to the next course.
- Consider taking these courses one after the other so you retain your previous knowledge.
- Not all foreign languages are available online.

# Lower and upper level courses

- Every course number tells two stories:
  - The first digit tells if it is lower or upper level.
    - Anything higher than 2 is an upper level (3000 and 4000.)
    - If it starts with a 5 or a 7 it is a graduate course and not available for undergraduates.
  - The second digit tells the number of credits.
  - So:
    - PSYC 2300 is a lower level course
    - PSYC 3435 is an upper level course
    - PSYC 2300 is a 3 credit course
    - PSYC 3435 is a 4 credit course
- This is important because every student must have at least 120 hours to graduate, and 45 of those hours must be upper level.

# (Actual) Course selection

- We recommend using the link to CLASS SEARCH found on the university webpage under the QUICK LINKS drop down menu:



- A note about the different campuses:
  - If you take all your classes online, you may be part of the eLearning-Online Campus. Or you may be part of the Little Rock Campus but take your classes online. If:
    - You enroll in U sections then you are part of the Online Campus
    - You enroll in 99X courses (991, 993 etc.,) then you are part of the Little Rock Campus but take your classes online.
  - Do not assume that you are part of the Online Campus just because you take your classes fully online!
    - If you aren't sure to which campus you belong, please. Review the information under STUDENT RESOURCES on the department website.



# Guide to reading the Course Selection portal

- Can be found on the department website under STUDENT RESOURCES, under **CLASS SEARCH**.

# List your courses -

- All students will employ an online form: It is available on the department website → Advising
- A copy of the form is automatically forwarded to you at the @ualr email.
- If you did not receive a copy of the eForm, that means there was an error in it. A new form must be submitted.
- The copy of the eForm is automatically forwarded to whomever you have identified in the Course Selection eForm as the advisor with whom you have already scheduled an appointment.
- The eForm must be submitted by the deadline.
- The appointment may be canceled if the form is inaccurate.

# Course Selection eForm for Advising

The eForm is available on the Department of Psychology website → Advising --> Regular Advising.

[illegible]

# Close up #1 for Course Selection eForm

Select the advisor with whom  
you **already** made in  
appointment

Fill in your details.

## Attention:

Errors in your T number  
and/or  
your @ualr email  
may interfere with receipt  
of the eForm or the  
advising appointment

Advising Form

Please submit this form after scheduling your virtual advising appointment.  
For guidelines for Advising Season, please see departmental website at <https://ualr.edu/psychology/advising>.

**Virtual advising meeting with: \***  
Dr. Belinda Blevins-Knabe  
Select the advisor with whom you have \*already\* scheduled an appointment.

**Name \***  
First Last

**UALR T-Number \***  
T-number begins with T00 followed by six numbers.

**UALR Email Address \***  
@ualr.edu  
Find your @ualr.edu email address in BOSS under the Personal Information > List Accounts and Change Passwords screen.

**Phone Number \***  
Please include area code.

**Address \***  
Street Address  
Address Line 2  
City State / Province / Region  
ZIP / Postal Code Country

# Close up #2 for Course Selection eForm

Enter the correct details of the appointment you have already made.

Confused on when that is?

You should have a confirmation email in your @ualr email (if there are no errors in the email you employed.)

**Date of Appointment \***

**Time of Appointment \***  

:

AM ▼

HH MM

**I meet the following criteria: \***  

☐ I am a declared major in Psychology. If not, please declare the major before submitting this form. The major can be declared here: <https://ualr.edu/psychology/request-for-major-or-minor-change/>

☐ I reviewed my degree plan and have listed classes I need to complete my degree.

**Are you planning to graduate? (Please select one of the three options below) \***  

☐ this semester

☐ next semester

☐ sometime in the future

# Close up #3 for Course Selection eForm

Knowing the identifying information of the courses you selected is vital.

Mistakes can result in:

1. Selecting a course for which you do not have the prerequisites. If you can enroll – you will get dropped (or may fail the course)
2. Getting an error message when you try to enroll because it is the wrong Campus.
3. Ending up in the wrong course and delaying graduation.

**Enter your proposed course schedule here. \***

5 Digit CRN	Course Dept eg. PSYC	Course Number eg. 2310	Section # eg. 01, 9U1, 9S1	Course Title	Days & Times, eg. MWF, 9-9:50am	Willing to join waitlist? yes/no	Semester
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To enter more than one course, click on the plus (+) to the right of the row.

**Acknowledgement of Responsibility \***

☐ Yes

By checking this box I acknowledge that I must forward a copy of this form to my advisor by 8am on the day of the virtual appointment. The form, which will be automatically emailed to me, is accurate: It employs my @ualr email, and all my personal and course selection details are accurate and complete. I understand that failure to provide accurate and complete details in a timely manner may result in the cancellation of my virtual advising appointment.

**Additional Information:**

**Submit**

Use this box to let us know why you selected a course you do not need, or are repeating. Or anything else that may help us in the advising session.

## Step 5: Be on time or let us know asap!

- Out of respect for our time and the time of other students:
  - If you need to cancel your appointment, please use Calendly to do so.
  - If you are late you may need to reschedule your appointment.

# Note

- If you did not receive a copy of your Course Selection eForm then your eForm was not submitted properly, and it will need to be resubmitted.
- The form MUST employ your @ualr email or it will not be processed through the system.



P.S.

- If you find errors, mistakes or are very confused, please:
  - Email me and explain the issue you encountered: [ebsherwin@ualr.edu](mailto:ebsherwin@ualr.edu)
  - Please be sure to identify the slide where the problem exists!

Thank you!