



IMPORTANT! Curricular changes in Fall 2024!!!

Empowered Advising:

Getting Advised in the
Department of Psychological Science¹

for Summer and Fall 2024

¹—Formerly Department of Psychology

Name Change!

- Please note that the new name will start appearing on our documents.
- There will be a period of transition, so both are valid.

Curricular changes that go into effect **Fall 2024**

- Research Methods (PSYC 3341) will become a 4 credit course: PSYC 3441, and will be **writing intensive**.
- Capstone (PSYC 4392) will become a 4 credit course: PSYC 4492.
- Final papers in PSYC 3441 and PSYC 4492 will require a grade of “D” or better to pass the class. This is above and beyond other course requirements.
- Psychological Disorders of Childhood (PSYC 4365) will require three prerequisites:
 1. Psychology and the Human Experience (PSYC 2300) **AND**
 2. Abnormal Psychology (PSYC 3360) **OR** Developmental Psychology (PSYC 3356)
 3. Senior standing

(Earlier) 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.

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

General

- 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. They are also available under STUDENT RESOURCES on the department website.

Overview of steps for late advising

1. Review degree plan through BOSS
2. Review courses available
3. Complete Course Selection eForm:
 - Include advisor with whom you already scheduled the appointment
 - Include date and time for already selected appointment
4. Submit Course Selection eForm
5. Receive email that selection is accurate and approved.
6. Make appointment through link in the email
7. Attend Google Meet Virtual Advising session
8. **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: 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 → **Degree Plan**. (NOTE: Effective February 18, the format and look of the degree plan has changed. The information is there – just take your time! We have also placed a new version under STUDENT RESOURCES.)
 - If you receive an error message when you try to access your degree plan, please see STUDENT RESOURCES for instructions on how to fix the issue.
- Some requirements have prerequisites, available on the department website under STUDENT RESOURCES.

Step 2: 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!) are 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.

Foreign Language (no changes!)

- 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.
- **Effective Fall 2024 the only foreign language available for students in the Online Campus is Spanish. For those in Main Campus, the availability also includes American Sign Language.**

What happens if I have not finished my foreign language requirement?

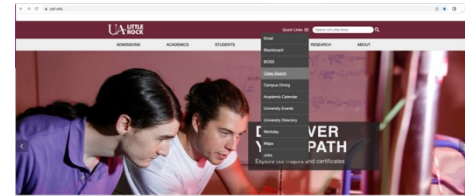
- Spanish: No problem! Just keep enrolling.
- French: Consider completing it elsewhere OR starting a new foreign language
- American Sign Language: Available only to Main Campus students. Remember their letter code is INTR not ASL!

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.,) than 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**.
- The link to Class Search can be found on the main university page, top right hand corner, under **QUICK LINKS**.

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.

The screenshot shows the 'Regular Advising' eForm interface. At the top, there are navigation links: 'Home', 'Regular Advising', 'Advising', 'Course Selection', 'Psychology Club', 'Psychology & Education', 'The Big Picture', 'Psychology Degree', 'Psychology Majors', 'Psychology Minors', 'The Life of a Psychologist', and 'Psychology in Practice'. The main content area is titled 'Regular Advising' and includes a welcome message, an 'Advising Form' section with various input fields (Name, SUK# 7 Number, SUK# Email Address, Phone Number, Address, City, State/Province/Region, ZIP/Postal Code, Date of Appointment, Time of Appointment), a section for 'I need the following services', a section for 'Are you planning to graduate?', and a table for 'Enter your proposed course schedule here'. The table has columns for Course, Credits, Prerequisite, Credits, SUK# 6, Section, and Semester. Below the table are 'Add' and 'Remove' buttons. At the bottom, there is an 'Acknowledgment of Responsibility' section and an 'Additional Information' text area with a 'Submit' button.

Course	Credits	Prerequisite	Credits	SUK# 6	Section	Semester
PSY 101	3	None	3	101	101	Fall
PSY 102	3	None	3	102	102	Fall
PSY 201	3	PSY 101	3	201	201	Spring
PSY 202	3	PSY 102	3	202	202	Spring

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

The screenshot shows the 'Advising Form' interface. At the top, it says 'Advising Form' and includes instructions: 'Please submit this form after scheduling your virtual advising appointment.' and 'For guidelines for Advising Season, please see departmental website at <https://ualr.edu/psychology/advising>.' The form contains several sections:

- Virtual advising meeting with: ***: A dropdown menu with 'Dr. Belinda Blevins-Knabe' selected. Below it, a note says 'Select the advisor with whom you have *already* scheduled an appointment.'
- Name ***: Two input fields for 'First' and 'Last' names.
- UALR T-Number ***: An input field. A note below says 'T-number begins with T00 followed by six numbers.'
- UALR Email Address ***: An input field with '@ualr.edu' entered. A note below says 'Find your @ualr.edu email address in BOSS under the Personal Information > List Accounts and Change Passwords screen.'
- Phone Number ***: An input field. A note below says 'Please include area code.'
- Address ***: Multiple input fields for 'Street Address', 'Address Line 2', 'City', 'State / Province / Region' (a dropdown menu), 'ZIP / Postal Code', and 'Country'.


Blue arrows from the text on the left point to the dropdown menu, the UALR T-Number field, and the UALR Email Address field.

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 *

 :

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	Course Number	Section # eg.	Course Title	Days & Times, eg.	Willing to join waitlist? yes/no	Semester
	PSYC	2310	991, 9U1, 9S1		MWF, 9-9:50am		

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:

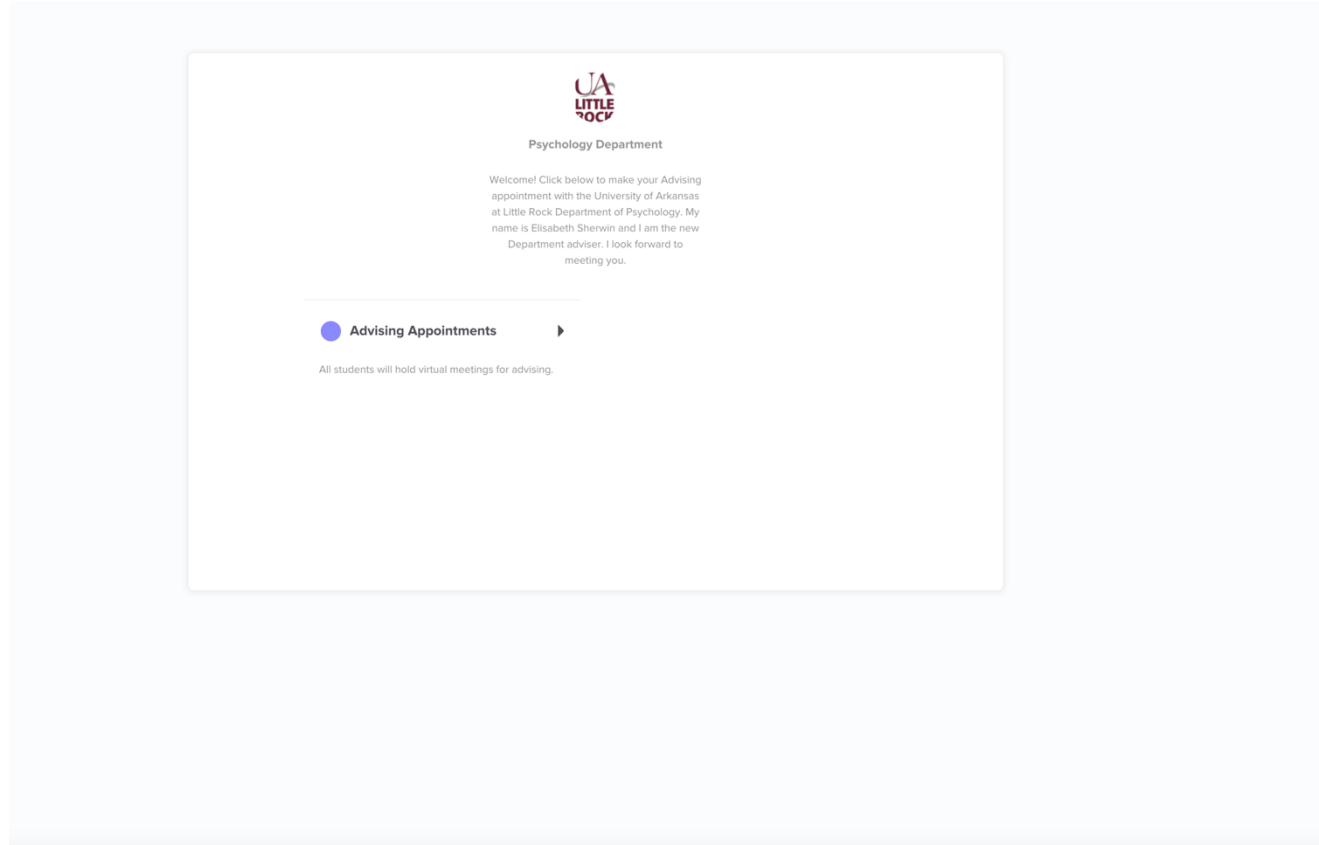
Submit

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 3: Make an appointment

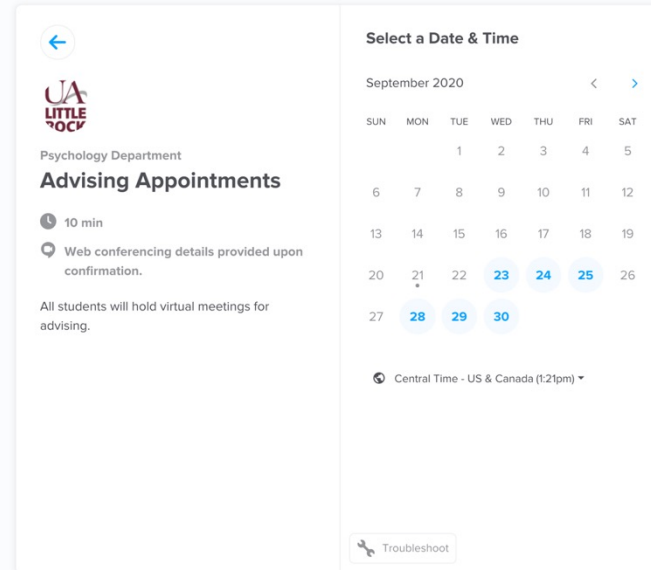
- Make an appointment on Calendly (See department website under ADVISING)
 - Review the appointment times offered by the faculty and select one.
 - Get to know the faculty, mix it up!
 - If a faculty member's name doesn't appear on the drop-down list they are not advising this season.
 - Please do not make multiple appointments:
 - Multiple appointments are unfair to other students.
 - If there are multiple appointments, the later ones will be canceled.
 - Instructions on how to cancel a meeting are available on p. 19 of this handout.

First screen: Calendly*

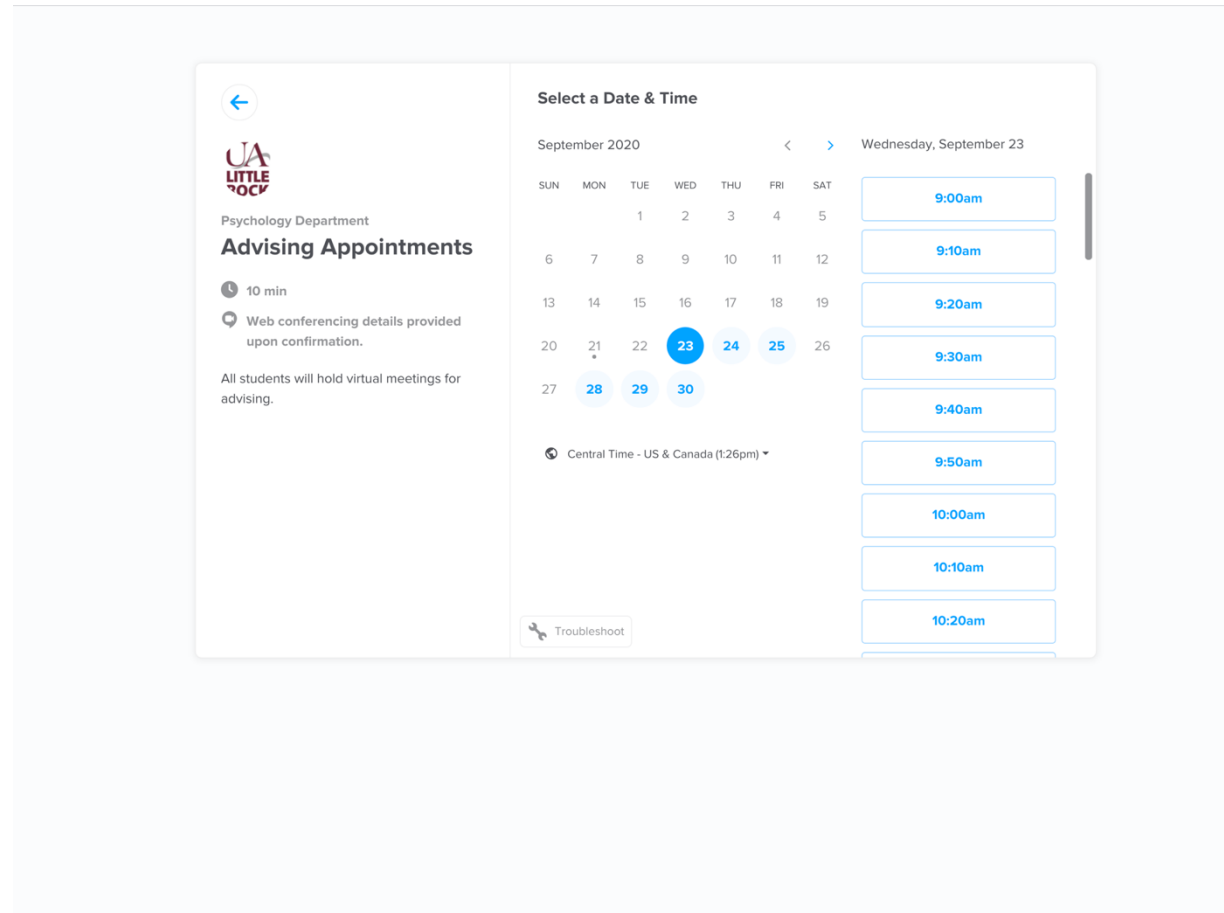


* This is a generic screen. When you select the faculty member with whom you want to be advised their name will appear where now it says “ Department of Psychological Science.”

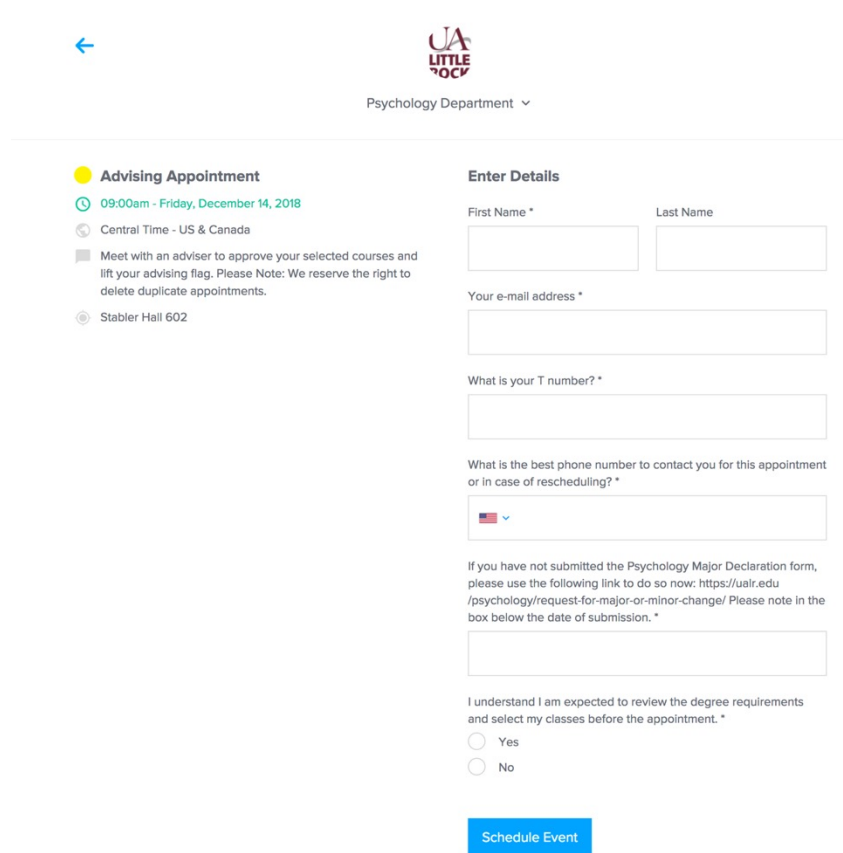
Second screen: Calendly



Third screen: Calendly



Fourth screen: Calendly



The screenshot shows the 'Enter Details' section of a Calendly appointment form. On the left, there is a sidebar with a back arrow, the 'JA LITTLE ROCK' logo, and the text 'Psychology Department'. The main form area includes a yellow 'Advising Appointment' header, a clock icon with the time '09:00am - Friday, December 14, 2018', a location dropdown set to 'Central Time - US & Canada', a greyed-out note about meeting with an adviser, and a location dropdown set to 'Stabler Hall 602'. The 'Enter Details' section contains several required fields: 'First Name *' and 'Last Name' (two separate text boxes), 'Your e-mail address *' (a single text box), 'What is your T number? *' (a text box), and 'What is the best phone number to contact you for this appointment or in case of rescheduling? *' (a text box with a country code dropdown set to the USA). Below these fields is a note about the Psychology Major Declaration form and a link to the declaration page. At the bottom, there are radio buttons for 'Yes' and 'No' to the statement 'I understand I am expected to review the degree requirements and select my classes before the appointment.', and a blue 'Schedule Event' button.

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.

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

🗑️ ✉️ ⋮ ✕


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?: [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

29

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.
- If you believe you scheduled an appointment and a confirmation email does not arrive, please ask Dr. Sherwin (ebsherwin@ualr.edu) to see if an appointment appears on the schedule. If so, Dr. Sherwin will cancel it and you can reschedule.
- If the appointment was successfully scheduled, the confirmation email will include your link to Google Meet.
 - The confirmation emails arrive quickly. If it did not, check SPAM!
- 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.

The screenshot shows a meeting confirmation email from Elisabeth Sherwin and Psychology Department. The meeting is scheduled for Friday, December 14, from 9:00 to 9:20am, to be held by phone or Skype. Two guests have confirmed attendance. The organizer is Elisabeth Sherwin (ebsherwin@ualr.edu). The event name is "Phone Advising for eLearning & Fully Online". A note explains that this form of advising is only for students currently enrolled in online classes or part of the eLearning campus. The location is "By phone or Skype". There are several questions for the guest to answer, including "What is your T Number?", "What is the best phone number to contact you for this appointment?", "Have you submitted the necessary form to the Department in order to be declared a Psychology major?", and "I understand I am expected to review the degree requirements and select my classes before the appointment.". At the bottom, there are links to cancel or reschedule the meeting, and a "Going?" section with "YES", "NO", and "MAYBE" options.

Cancel by going to your confirmation email and canceling:

The screenshot shows a "Cancellation Confirmed" message. It states that the meeting with Psychology Department has been canceled. The University of Arkansas at Little Rock logo is displayed. Below the logo, it says "This is what the screen will show:". A list of details is shown, including the event name "Phone Advising for eLearning & Fully Online", the time "09:00am - Friday, December 14, 2018", the time zone "Central Time - US & Canada", a note about the advising form, and the location "By phone or Skype".

You can reschedule using the same steps

Step 4: 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
 - Please be sure to identify the slide where the problem exists!

Thank you!