



**IMPORTANT! Curricular changes in Fall 2024!!!**

# Empowered Advising:

Getting Advised in the  
**Department of Psychological Science<sup>1</sup>**

for Summer and Fall 2024

<sup>1</sup>—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

# 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?

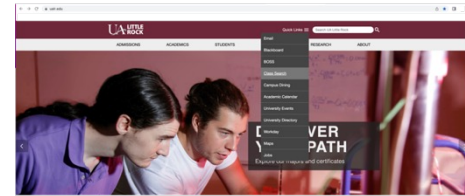
- Spanish: No problem! Just keep enrolling.
- French: Consider completing it elsewhere OR starting a new foreign language
- American Sign Language: Available only to Main Campus students. Remember their letter code is INTR not ASL!

# 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

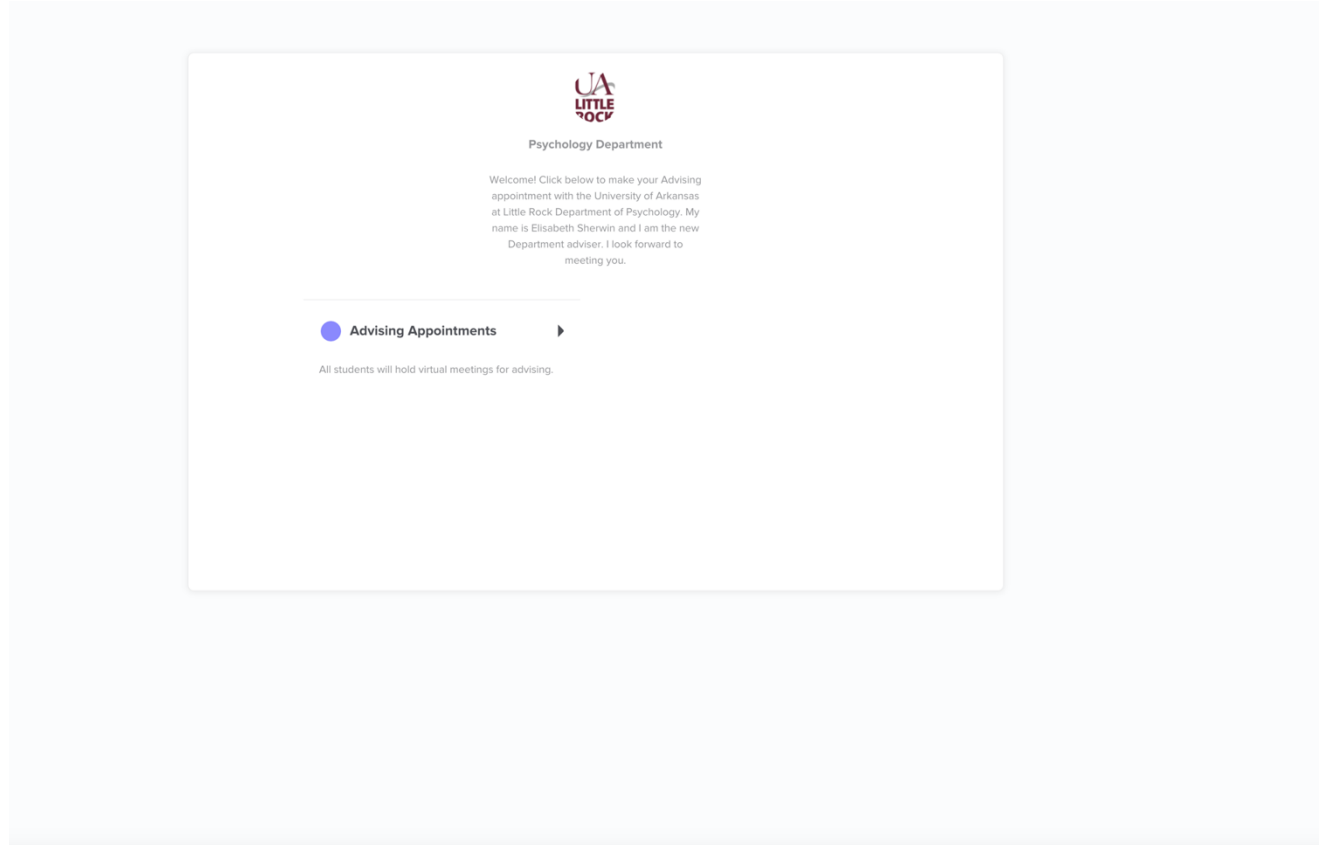
- Can be found on the department website under STUDENT RESOURCES, under **CLASS SEARCH**.
- The link to Class Search can be found on the main university page, top right hand corner, under **QUICK LINKS**.



# List your courses -

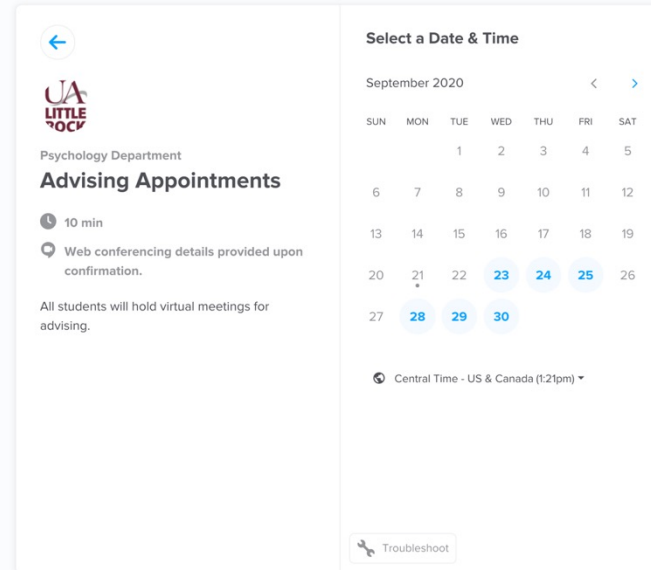
- All students will employ an online form: It is available on the department website → Advising
- A copy of the form is automatically forwarded to you at the @ualr email.
- If you did not receive a copy of the eForm, that means there was an error in it. A new form must be submitted.
- The copy of the 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.

# First screen: Calendly\*

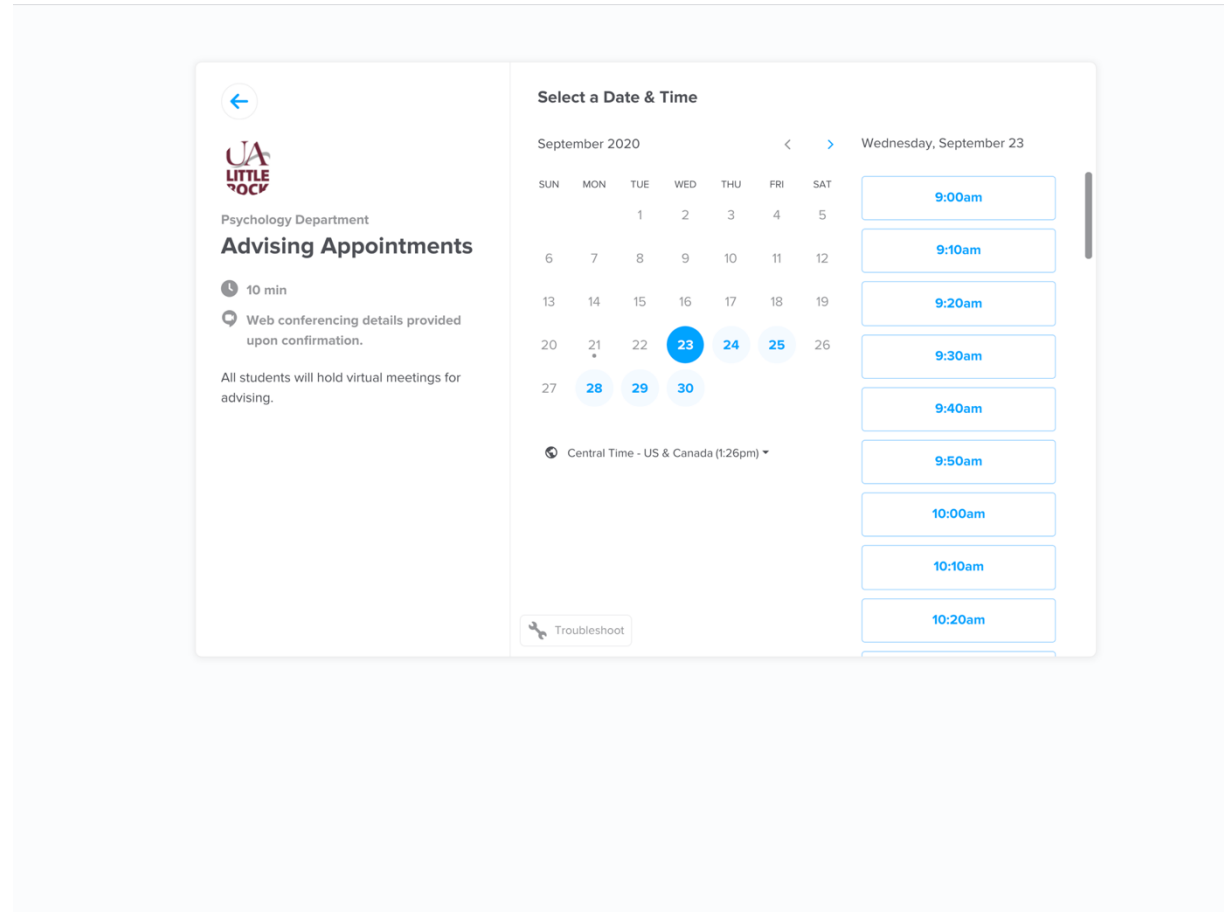


\* This is a generic screen. When you select the faculty member with whom you want to be advised their name will appear where now it says “ Department of Psychological Science.”

# Second screen: Calendly



# Third screen: Calendly



# Fourth screen: Calendly

The screenshot shows the 'Enter Details' section of a Calendly booking page. On the left, there is a sidebar with a back arrow, the 'JA LITTLE ROCK' logo, and a dropdown menu for 'Psychology Department'. Below this, the appointment details are listed: 'Advising Appointment' (highlighted with a yellow dot), '09:00am - Friday, December 14, 2018', 'Central Time - US & Canada', a note about meeting with an adviser, and 'Stabler Hall 602'. The main form area contains the following 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), 'What is the best phone number to contact you for this appointment or in case of rescheduling? \*' (a text box with a US flag icon), a note about the Psychology Major Declaration form with a URL, and a text box for the declaration. At the bottom, there are radio buttons for 'Yes' and 'No' under 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.)  
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

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# 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](mailto: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 on Friday, December 14, from 9:00 to 9:20am, by phone or Skype. There are 2 guests, both of whom have responded 'yes'. 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 only 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](mailto:ebsherwin@ualr.edu)
  - Please be sure to identify the slide where the problem exists!

Thank you!