Empowered Advising:

Getting Advised in the
Department of Psychological Science
for Summer-Fall 2026

Dates

- Friday, March 6th, scheduling of appointments **opens**

- Wednesday, March 11, appointments **start**

- Registration starts : Check the university calendar for your registration date.

- Regular Advising is scheduled through Monday, May 4th.

- Late Advising will open starts Tuesday, May 5th .

CHANGES

1. **Curricular (**not really new**)**
2. **Workday Student**
3. **Course numbers**

1. Curricular changes

Fall 2024:

- Research Methods (PSYC 34104, formerly 3441) became a 4 credit course: PSYC 34104, and is **writing intensive**.

- Capstone (PSYC 49204, formerly 4492) became a 4 credit course: PSYC 49204.

- Final papers in PSYC 34104 and PSYC 49204 now require a grade of "D" or better to pass the class. This is above and beyond other course requirements.

- Psychological Disorders of Childhood requires three prerequisites:
    1. Psychology and the Human Experience **AND**
    2. Abnormal Psychology **OR** Developmental Psychology
    3. Senior standing

Catalog year starting Fall 2024:

- Students will complete a 6-hour **CULTURAL AWARENESS REQUIREMENT**. This may be satisfied by a different combination of courses that includes foreign language courses and/or topic courses listed in Workday Student.

- 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.

Catalog year pre-Fall 2024:

- Psychology majors are required to complete a 3-course sequence in a foreign language (10103, 10203, 20103)

- These much 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 course one after the other so you retain your previous knowledge.

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!

2. Workday Student (WDS)

- Workday Student is a new platform that will replace BOSS and Degree Works.

- For more information about WDS, check the university website.

3. Course Numbering

- As part of the move to Workday Student course numbers have been standardized across the UA System. Here are the new course numbers for the major

Fall courses do not have CRNs

To see the the old and new number of courses:
Academic Catalog

PSYCHOLOGY MAJOR REQUIREMENTS
Starting FALL 2025
(new course numbers)

36 Total Hours are required for a Psychology Major
A grade of **"C"** or greater is required in **all** PSYC courses counted for the major

All of the following: 18 hours		
☐ _____ PSYC 20043	Psychology & the Human Experience
☐ _____ PSYC 31233	Applied Psychology
☐ _____ PSYC 33554	Statistics & Methods I
☐ _____ PSYC 34104	Research Methods I
☐ _____ PSYC 49204	Capstone

One of the following: 3 hours	
☐ _____ PSYC 33043	Health Psychology
☐ _____ PSYC 30103	Social Psychology
☐ _____ PSYC 30203	Abnormal Psychology

One of the following: 3 hours	
☐ _____ PSYC 30543	Sensation & Perception
☐ _____ PSYC 31003	Cognitive Psychology
☐ _____ PSYC 41333	Physiological Psychology
☐ _____ PSYC 40703	Learning & Memory

One of the following: 3 hours	
☐ _____ PSYC 31733	Industrial Psychology
☐ _____ PSYC 37543	Consumer Psychology
☐ _____ PSYC 42543	Personnel Psychology
☐ _____ PSYC 46343	Organizational Psychology

9 Additional Upper Level Hours of Psychology Electives

- 120 hours are required to graduate. Thirty hours must be taken in residence.
- 16 hours of major class work must be in residence
- 45 of the 120 hours must be upper-level hours (3000 & 4000 level)
- Must have a minor or a 2nd major.
- Associate Degrees do not count as fulfilling minor requirements.
- Must complete Cultural Awareness requirement (6 hours). See STUDENT RESOURCES on department website (https://ualr.edu/psychology/)
- **Students must see an advisor every semester prior to registration.**
- A grade point average of 2.0 is required in the major, the minor and overall.
- Developmental courses do not count toward graduation. These courses start with 0, for example MATH 0301.
- Information about transfer courses can be found at http://ualr.edu/records/transfer/tca/
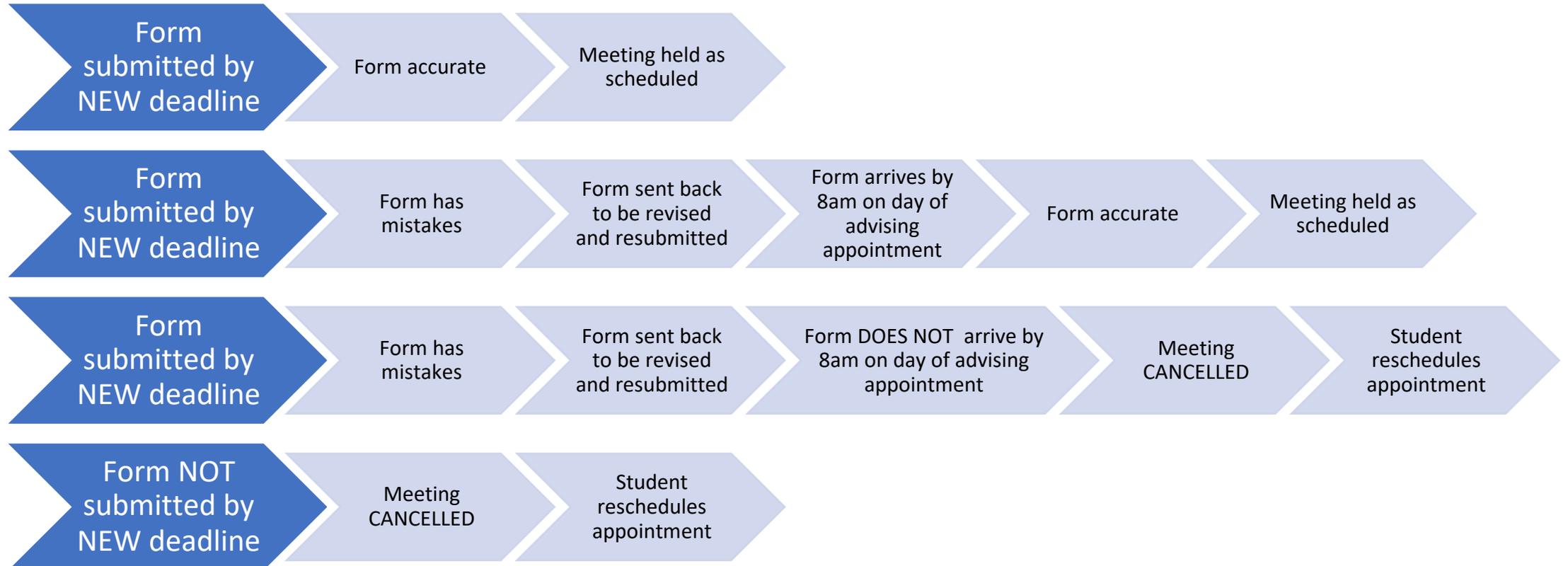- Go to http://ualr.edu to see the Undergraduate Catalog.

A copy will also be available for downloading from our department website under Programs → B.A. in Psychology.

THE PROCESS OF ADVISING
in the
Department of Psychological Science

General

- Regular Advising starts about three weeks before course enrollment begins

- Emails regarding advising 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.

- ==Student who skip a meeting with either of the majors are solely responsible for the consequences.==

Flow of advising process

Form submitted by NEW deadline	Form accurate	Meeting held as scheduled		
Form submitted by NEW deadline	Form has mistakes	Form sent back to be revised and resubmitted	Form arrives by 8am on day of advising appointment	Form accurate
Form submitted by NEW deadline	Form has mistakes	Form sent back to be revised and resubmitted	Form DOES NOT arrive by 8am on day of advising appointment	Meeting CANCELLED
Form NOT submitted by NEW deadline	Meeting CANCELLED	Student reschedules appointment		

Row 2 continues: Meeting held as scheduled

Row 3 continues: Student reschedules appointment

When the eForm must be submitted

1. Course Selection eForms will be reviewed for accuracy and may be returned for revisions.

2. Revisions must be submitted on a <mark>new form</mark> by 8am on the day of the appointment.

When is the form due?

Day of appointment	Form is due by 8am on
Monday	The previous Friday
Tuesday	The previous Friday
Wednesday	Monday on the the week in which the meeting occurs
Thursday	Tuesday on the the week in which the meeting occurs
Friday	Wednesday on the the week in which the meeting occurs

What is *accuracy* in a course selection eForm?

- Student employed @ualr email

- Universal ID (T numbers are no longer being used) 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

- The student has the necessary prerequisites for the course selected

- Internship and Independent Study do not appear in the form – unless the student has obtained written permission from the supervising faculty in our program. If such permission is not mentioned in the NOTES, the form will be returned.

Before you start

1. <mark>All advising sessions are virtual</mark>. 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.

1. 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.

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.

Overview of steps for advising

1. Make an appointment

2. Review degree plan through Workday Student (WDS)

3. Review courses <u>available</u> on Workday Student

4. Complete Course Selection eForm:
   - Include advisor with whom you **already scheduled** the appointment
   - Include date and time for the 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 are eligible to enroll - it is by class rank.)

Step 1: Make an appointment

- Make an appointment on Calendly (See department website under ADVISING PROCEDURES)

  - 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. 28 of this handout.

Schedule an advising appointment with a faculty member from the list below.

All our faculty advise – there is no assigned advisor! <mark>Dr. Sherwin is "assigned" to every major, but during advising there are no "assigned" advisors.</mark>

If the preferred faculty member is not available, please choose another option on the list. Please remember to check your @ualr email account for the confirmation email.

- Dr. Robert Hines
- Dr. Colton Hunter
- Dr. David Mastin
- Dr. Bruce Moore
- Dr. Mohsen Rafiei

If none of the advisors listed have appointments available, email Dr. Sherwin, Department Chair. If you have not received a Calendly confirmation, please reach out to Dr. Sherwin immediately.

For more instructions on how to use CALENDLY:
https://ualr.edu/psychology/making-advising-appointments/

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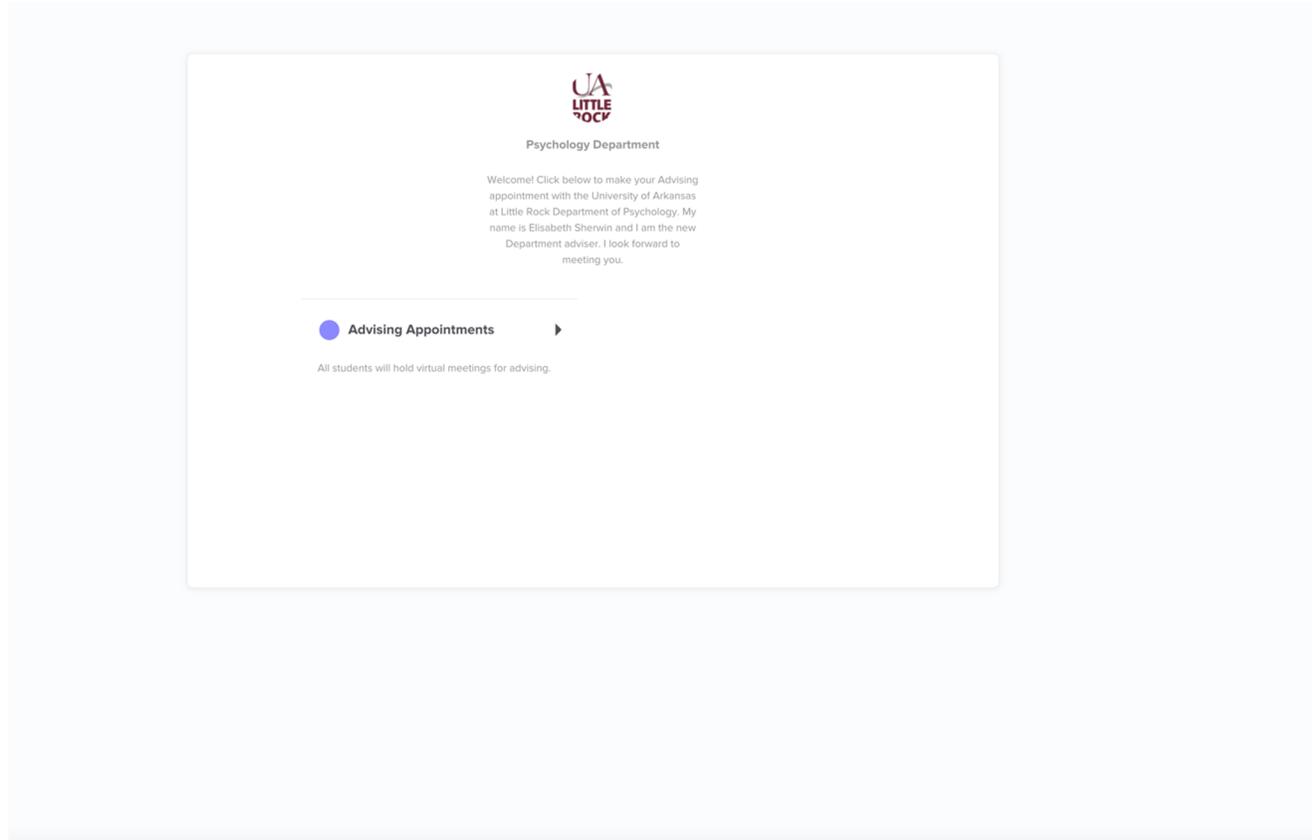
* This is a generic screen. When you select the faculty member with whom you want to be advised their name will appear where now it says " Department of Psychological Science."

Second screen: Calendly
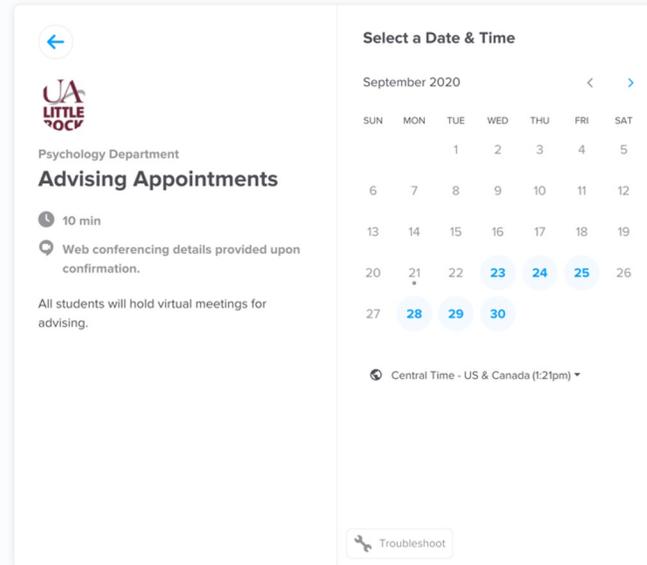
Third screen: Calendly

Fourth screen: Calendly

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 Universal ID**.......

Made the appointment?

This is what the screen will show:

Confirmed
You are scheduled with Psychology Department.

UA LITTLE ROCK

🟢 **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?: T▬▬▬▬
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   ⌄

Confirmation email from Calendly

- <mark>If you did not receive a confirmation email from Calendly, your appointment did not get registered and an advisor will not be available.</mark>
  - 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.

Cancel by going to your confirmation email and canceling:

This is what the screen will show:

Cancellation Confirmed
Your meeting with Psychology Department has been canceled.

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

If this is the first time using Workday Student

Onboarding

The first step in the process is to complete your onboarding. To complete onboarding:

1. Navigate to workday.ualr.edu in a web browser.

2. Log in with your UA Little Rock email and password when prompted. You may also be prompted to authenticate using an authenticator app or secure code.

3. You are now logged into Workday!

4. Once logged in, complete the tasks in the My Tasks section, as these items must be completed before you can be advised for classes.

5. If you do not have any Onboarding to complete (and you have not done the onboarding already) please reach out to Records: 501.916.3110.

6. If you have difficulties accessing Workday, please let reach out to IT Services: 501.916.3011.

Note: Onboarding tasks may occur every semester! Check your WDS to see if you have new tasks.

Step 2: Review your degree plan in WDS

- Some requirements have prerequisites, available on the department website under ABOUT   STUDENT RESOURCES.

- WDS has training and information at: https://projectone.uasys.edu/workday-training-materials-for-students/
  - See the section ACADEMIC PROGRESS GUIDE.

Following are screenshots of how to read your degree plan. They will focus on CORE+ MAJOR. The instructions are the same for the minor.

IMPORTANT: Financial Aid and WDS

- Please keep in mind not to sign up for MORE or LESS classes than you need.
  - If you sign up for more hours than necessary, financial aid will **NOT** pay for your tuition

  - If you sign up for less hours than necessary, financial aid will prorate their funding. AND:
    - When you finally realize that you need extra classes – there may not be any with seats available.

BE SURE YOU KNOW HOW MANY SEMESTER HOURS YOU NEED BEFORE YOU ARE ADVISED!

Find your degree plan in WDS

ALSO: https://ualr.edu/workday/workday-student/

Reading your degree plan p. 1

Requirement	Status	Remaining	Registrations Used	Satisfied With Academic Period	Units	Grade
Cumulative 2.0 GPA	Satisfied					
45 Upper Level Units for Bachelors Degree	Satisfied		PSYC 3356 - Developmental Psychology	UALR Spring 2023 (01/18/2023-05/10/2023)	3	
			PSYC 3360 - Abnormal Psychology	UALR Fall 2023 (08/21/2023-12/12/2023)	3	
			PSYC 3320 - Applied Psychology (Repeat)	UALR Summer 2023 (05/23/2023-07/26/2023)	3	
			PSYC 3435 - Statistics and Methods I (Repeat)	UALR Fall 2023 (08/21/2023-12/12/2023)	4	
			PSYC 3350 - Social Psychology	UALR Fall First 7 Weeks 2023 (08/21/2023-10/11/2023)	3	
			PSYC 4320 - Physiological Psychology	UALR Spring 2024 (01/16/2024-05/07/2024)	3	
			PSYC 3305 - Sensation Perception	UALR Summer Second 5 Weeks 2024 (07/08/2024-08/09/2024)	3	
			PSYC 3365 - Psychosexual Behavior	UALR Summer Second 5 Weeks 2024 (07/08/2024-08/09/2024)	3	
			PSYC 3341 - Research Methods I	UALR Spring 2024 (01/16/2024-05/07/2024)	3	
			PSYC 3380 - Cognitive Psychology	UALR Spring 2024 (01/16/2024-05/07/2024)	3	
			SPAN 3317 - Intro Lit & Cultural Studies	UALR Spring First 9 Weeks 2024 (01/16/2024-03/26/2024)	3	
			SPAN 3313 - Conversatn/Presentatn Spanish	UALR Spring Second 9 Weeks 2024 (02/23/2024-05/02/2024)	3	

Thissection addresses whether the required 45 upper level hours have been met.

If it says SATISFIED — it has.

Items per page [All ▾]   1-68 of 68 items

Reading your degree plan p.2

Requirement	Status	Remaining	Satisfied With		Units	Grade
			Registrations Used	Academic Period		
30 Units in Residence for Bachelors Degree	Satisfied		MCOM 2330 - Mass Media & Society		3	
Required 30 hours at UA Little Rock ("in residence")			ERSC 1102 - Physical Geology Lab		1	
			ANTH 1415 - Physical Anthropology		4	
			HIST 1312 - Hist Of Civilization II		3	
			ERSC 1302 - Physical Geology		3	
			MATH 1321 - Quant & Mathmtl Reasoning		3	
			MATH 0121 - Quant & Math Reasoning Lab		1	
			MUHL 2305 - Introduction to Music		3	
			RHET 0321 - Academic Literacy		3	
			RHET 1311 - Composition I		3	
			HIST 2311 - US History To 1877		3	

Items per page   All ▼   1-68 of 68 items

47791775.   Slide 32   Find your degree plan in WOS

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Reading your degree plan p.3

68 items

Requirement	Status	Remaining		Registrations Used	Academic Period	Units	Grade
			Satisfied With				
First Year Colloquium	Not Satisfied	Minimum 1 Course(s)					
Core Written Communication	Satisfied			RHET 1311 - Composition I	▮	3	▮
				RHET 1312 - Composition II		3	
Core Math	Satisfied			MATH 1321 - Quant & Mathmtl Reasoning		3	
US History or American National Government	Satisfied			HIST 2311 - US History To 1877		3	
Core Fine Arts	Satisfied			MUHL 2305 - Introduction to Music		3	
Core 3 Unit Flex	Satisfied			PSYC 2300 - Psyc & Human Experience		3	
Core History of Civilization	Satisfied			HIST 1312 - Hist Of Civilization II		3	
Core Humanities	Satisfied			PHIL 2320 - Ethics & Society		3	
Core Science	Satisfied			ERSC 1102 - Physical Geology Lab		1	

Important: Everyone will show First Year Colloquium, but not everyone has to take it.

It will depend on whether the student is a TRANSFER student and how many hours were transfered.

Please check with an advisor if yours showed UNSATISFIED.

Items per page All ▼   1-68 of 68 items

CORE COURSES

Reading your degree plan p.3

Requirement	Status	Remaining	Registrations Used	Academic Period	Units	Grade
			Satisfied With			
Psychology Required Courses	In Progress	Minimum 1 Course(s)	PSYC 2300 - Psyc & Human Experience		3	
			PSYC 3320 - Applied Psychology (Repeat)		3	
			PSYC 3435 - Statistics and Methods I (Repeat)		4	
			PSYC 3341 - Research Methods I		3	
Psychology Focus Area A	Satisfied		PSYC 3350 - Social Psychology		3	
Psychology Focus Area B	Satisfied		PSYC 3380 - Cognitive Psychology		3	
Psychology Focus Area C	Satisfied		PSYC 3370 - Industrial Psychology		3	
Psychology Upper-level Electives	Satisfied		PSYC 3360 - Abnormal Psychology		3	
			PSYC 4320 - Physiological Psychology		3	

STOP! Before you select your courses, verify your campus affiliation so you select courses for which you are eligible to enroll in.

View Active Student Program of Study Record   Psychology Bachelor of Arts ⋯

Student

Program of Study Type   UALR Online Major

Academic Calendar   UALR Academic Calendar

Primary   Yes

Academic Unit   University of Arkansas at Little Rock - UALR | College of Humanities, Arts, Social Sciences and Education

Academic Level   Undergraduate

Program Areas

1 item

Program Area Type	Program Area
Academic Requirements Degree Level	UALR Bachelors

Educational Credentials   B.A. - Bachelor of Arts

If it says "ONLINE" that means you may ONLY enroll in course sections that are 9U.

If it saus: UALR Major: That means you are main campus and you may NOT enroll in 9U sections. You can choose 99X, 907, and face2face

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Steps 3: Review and 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 or your Cultural Awareness requirements?

  - Verified whether the course you want has 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!

To identify courses you will create a SAVED SCHEDULE.

Then copy those courses onto the eForm.

This quick reference guide (QRG) provides instructions on how to create and save a future class schedule in Workday.

CREATE A SAVED SCHEDULE FROM ACADEMIC PLAN

If you already have an academic plan, either that your advisor created or that you created yourself, you can then make a Saved Schedule of the sections of each course you would like to register for. From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Academics** from your left menu.
4. Click the **Plan** tab.
5. Click the **Create Saved Schedule** button.
6. Choose the semester you wish to create a saved schedule for using the **Start Date within** dropdown list.
7. Click OK.
8. Enter a **Saved Schedule Name**. We recommend naming the schedule, the term and year you are making the schedule for, and the current date you are making the schedule. For example: Fall 2025 - 3/15/24
9. Click **OK**.

10. The courses displayed will be from your Academic Plan. For each course, check the **Select** checkbox for the section of the course you would like to add to your saved schedule.
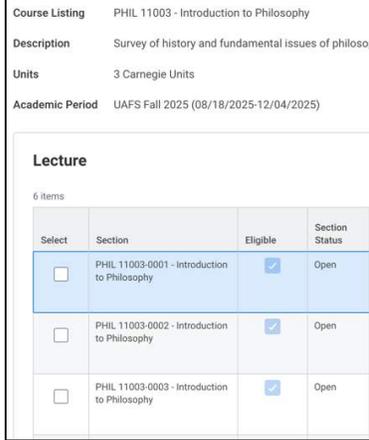

11. Repeat for each course on your plan. Workday will let you know if you select sections that overlap in time so you can pick a different one that does not overlap.

12. After sections for all courses have been selected, click **OK**.

13. Once your registration appointment is open, return to the Plan tab and select View Saved Schedules. You will be taken to your Saved Schedules and can utilize the Register button to register for the courses.

CREATE A SAVED SCHEDULE FROM FIND COURSE SECTIONS

A Saved Schedule can also be created by locating courses from Find Course Sections and using individual courses to create a schedule. To locate courses:
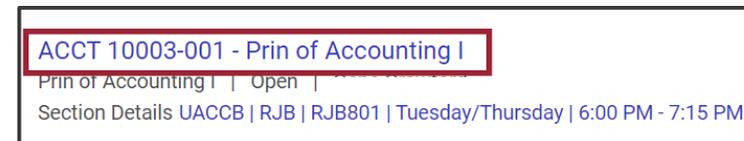
From the Workday Home page:
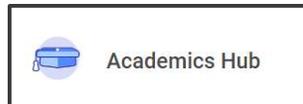
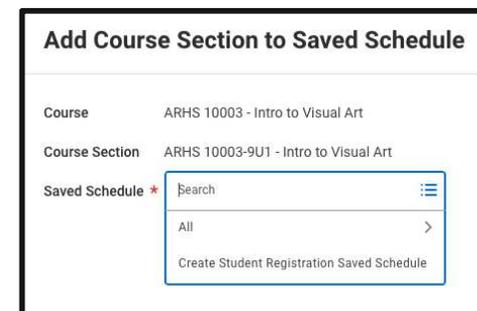1. Click the **Global Navigation Menu**.

2. Select **Academics Hub**.

3. Click the **Planning and Registration** tab.

4. Click **Find Course Sections**.

5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.

6. Select the academic term you wish to register for from the **Start Date within** dropdown list. Hint: type in your campus acronym, the semester (Fall, Spring, Summer) and the year, such as UALR Fall 2025.

7. Select the appropriate **Academic Level**.
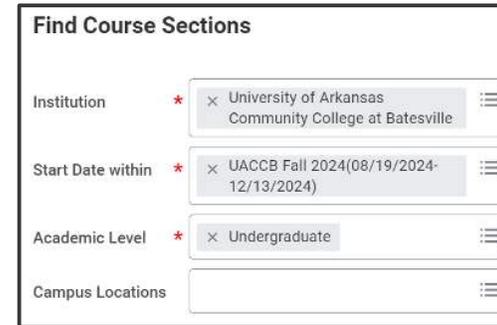
8. Click **OK**.

9. Use the **Search** bar under **Find Course Sections** or the filters to find your desired course.

10. Click the title of the course section you would like to take.

11. Once the course section information display, click the blue **Add to Saved Schedule** button.

12. Click into the Saved Schedule field and select **Create Student Registration Saved Schedule.**
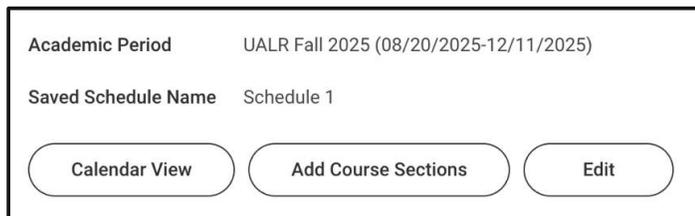
13. Enter a **Saved Schedule Name**, then click **OK**.

14. Click the **Choose Times** button.

15. Select the checkbox to the left of the section you would like to add to the Saved Schedule.
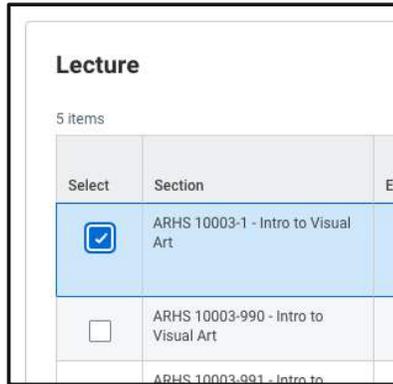
16. Click **OK**. The Saved Schedule then displays.

17. Click **Add Course Sections** to return to the list of course sections and select additional courses to save. Repeat until your schedule is built.

Note: Creating a Saved Schedule does **not** register you in those sections or save a seat for you. Once your registration appointment is open, you will then need to register for the courses.

Additional Resources
Register from Saved Schedule Guide
Create and Register from Saved Schedule Demo Video

Step 4: Complete the eFORM

- All students will employ an online form: It is available on the department website ABOUT 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.

eFORM: Following are screenshots of the eForm.

Course Selection eForm for Advising

IMPORTANT: Please submit this form *only after* scheduling your virtual advising appointment through the designated scheduler, Calendly. If you do not receive a confirmation copy of this form to your @ualr email, then it was not submitted properly and you must submit it again.

Virtual Advising Meeting Scheduled With: (Required)

Select the advisor with whom you have *already* scheduled an appointment.

Date of Appointment (Required)

mm/dd/yyyy

Time of Appointment (Required)

HH   MM   AM

Name (Required)

First   Last

Universal ID (Required)

000000000

The Universal ID is 9 digits. It is found on the first page of the Workday Student (WDS) account.

Viewport (Width : 1729px , Height :778px)

45

UA Little Rock Email Address (Required)

@ualr.edu	

Enter Email   Confirm Email

Please note, if you do not use your @ualr email address we may not receive the form. Find your @ualr.edu email address in WDS on the Summary page.

Phone Number (Required)

Please include area code.

Address (Required)

Street Address

▼	Arkansas ▼

City   State

ZIP Code

I meet the following criteria: (Required)

☐ I am a declared major in Psychological Science. 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 Academic Progress tab in Workday Student and have listed classes I need to complete my degree.

When are you planning to graduate? (Required)

- ◯ Spring 2026
- ◯ Summer 2026
- ◯ Fall 2026
- ◯ Sometime in the future

Which campus are you enrolled in? (Required)

In WDS, first click on Academics --> Psychology Bachelor of Arts in blue --> View Active Student Program of Study Record --> Program of Study Type.

- ☐ Little Rock Main Campus
- ☐ Little Rock eLearning Online Campus

Required minimum hours for scholarship or financial aid (Required)

Students who receive financial aid (federal or other funding sources) may be required to enroll in a minimum number of hours. Students are responsible to know whether they are subject to a minimum number of hours and to comply with that requirement. Attempting, after a semester starts, to correct this lack of hours may not be possible. This may have funding, or other, implications.

- ◯ I know the minimum number of hours required by my funding source, and my course selection equals or exceeds that number.
- ◯ I do not know if my funding source requires a minimum number of hours. I acknowledge that I will bear the full responsibility of this.
- ◯ I do not have a funding source that may require a minimum number of hours.

Are you a double major? (Required)

If Yes, please note you must be advised by both departments before you can have your advising flag lifted.

- ☐ Yes
- ☐ No

Course Selection: (Required)

See class schedule in WDS. If you are planning to join a waitlist, be sure to include a list of your back up courses. To enter more than one course, click on the plus (+) to the right of the row.

Course Dept eg. PSYC	Course Number (5-digits) eg. 20043	Section Number eg. 01, 991, 9U1	Course Title	Day & Time eg. MWF 9-9:50	Will join Waitlist? Yes/No	
						⊕

Acknowledgement of Responsibility (Required)

By checking this box I acknowledge that I am submitting this form by no later than 8am, two calendar days before the date of my 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.

☐ Yes

Please acknowledge the following statements by checking each box: (Required)

☐ Core curriculum courses should be completed early in your college career

☐ Developmental courses (course numbers lower than 10000) DO NOT count toward graduation

☐ Minimum hours to graduation are 120 total hours

☐ Graduation hours must include 45 upper level hours (30000/40000 level)

☐ Students must complete all requirements toward their core, major, minor and cultural awareness courses. These combined may not reach the 120 hours required for graduation. Some students may be eligible for electives outside their major or minor. Others, (e.g., transfer students, those who changed their major/minor), may exceed the minimum 120-hour requirement.

☐ Practicum, Internship or Independent Study may not be included in the eForm without prior, written, approval from the instructor. Interest in such courses may be expressed in the Notes section. Forms with these courses and without prior approval, will be returned.

A degree in Psychological Science requires the following (please check each of the boxes): (Required)

☐ A grade of "C" or greater is required in all PSYC courses counted for the major

☐ A major and minor OR two majors

☐ A cultural awareness requirement

☐ Statistics & Methods (PSYC 33554) requires ONE of these prerequisites: MATH 11003, MATH 11103 or equivalent, with the grade of "C" or better.

☐ These courses must be taken in the following order: Statistics and Methods (PSYC 33554), Research Methods (PSYC 34143) & Capstone (PSYC 49204)

By submitting this document I understand that: (Required)

(please acknowledge each of the statements)

☐ Any changes I make to the approved course selection may result in a delay of my graduation.

☐ I should enroll in classes as soon as possible to enhance my progress towards graduation (Note: payment for courses is not required in order to register).

Notes:

Captcha

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

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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.

Step 5: Google Meet Virtual Advising

- 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. please do so early so someone else may secure it.

    - To cancel your appointment: https://ualr.edu/psychology/cancel-an-advising-appointment/

    - If you are late you may need to reschedule your appointment.

    Be on time or let us know asap!

Step 6. REGISTER FOR CLASSES

Two ways to register:

A. From the COURSE SECTION REPORT
(based on your eForm selection that was approved.)

Register From Find Course Section Report

This quick reference guide (QRG) provides instructions on how to register for a course from the Find Course Section report in Workday. If you receive any errors or are unable to register for a course, please contact your academic advisor for support. This process can only be completed if your institution allows student self-service.

To register students from the Find Course Section Report, complete the following steps.

REGISTER FROM FIND COURSE SECTION REPORT

From the Workday Home page:

1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.

   Academics Hub

3. Click the **Planning and Registration** tab.
4. Click **Find Course Sections**.
5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.
6. Select the academic term you wish to register for from the **Start Date within** dropdown list.
7. Select the appropriate **Academic Level**.

5. Optional – Select your desired **Campus Location** if your institution has multiple options.
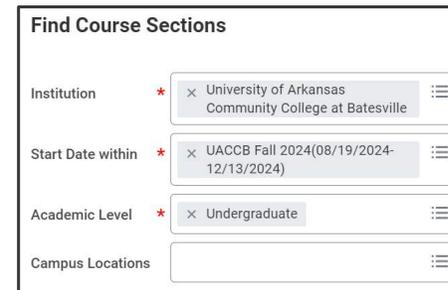
   Find Course Sections

Institution	*	University of Arkansas Community College at Batesville
Start Date within	*	UACCB Fall 2024(08/19/2024-12/13/2024)
Academic Level	*	Undergraduate
Campus Locations		

9. Click **OK**.
10. Use the **Search** bar under **Find Course Sections** or the filters to find your desired course.
11. Click title of the course section you would like to take.
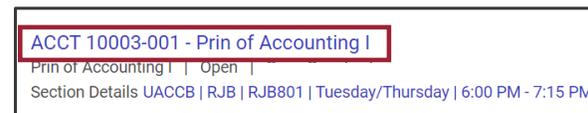
    ACCT 10003-001 - Prin of Accounting I
    Prin of Accounting I | Open |
    Section Details UACCB | RJB | RJB801 | Tuesday/Thursday | 6:00 PM - 7:15 PM

12. Click **Register**. Please note some courses will require you to complete steps 13 and 14 to register.
13. If necessary - Select 'Graded' from the **Grading Basis** dropdown list.
14. If necessary - Click **Register**.
15. Review your **Successfully Registered Courses**.

UofA
UNIVERSITY OF ARKANSAS SYSTEM
powered by Workday.

B. Register from the SAVED SCHEDULE

Important:
<mark>You can only register from SAVED SCHEDULE ONCE.</mark>
After that it will not work, because it will try to enroll you in ALL the courses, including the ones you are already enrolled in. SO, if you enrolled in some of your courses, and want to enroll in the rest, use COURSE SECTION REPORT (See previous page.)

This quick reference guide (QRG) provides instructions on how to register for a course from a saved schedule in Workday. If you have not created a saved schedule, you will not be able to register for courses using this process. Additionally, this process can only be completed if your institution allows student self-service.

To register students from a saved schedule, complete the following steps.
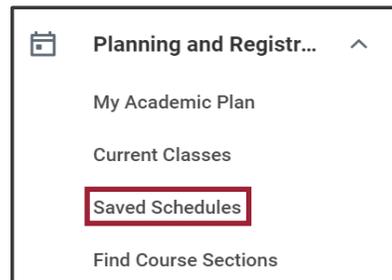
REGISTER FROM SAVED SCHEDULE

From the Workday Home page:

1. Click the **Global Navigation Menu**.

2. Select **Academics Hub**.

     Academics Hub

3. Click the **Planning and Registration** tab.

4. Click **Saved Schedules**.

     Planning and Registr...
    My Academic Plan
    Current Classes
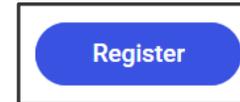   Saved Schedules
    Find Course Sections

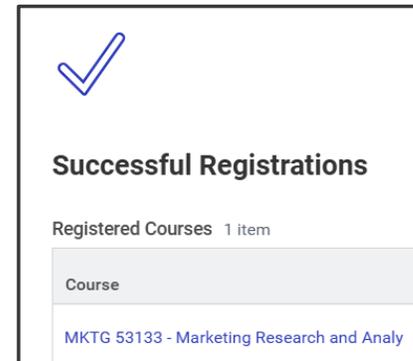5. Click **Register**.

     Register

     Note: If you do not see the register button, review your Academic Overview tab to ensure you do not have any holds preventing you from registering and are in your Registration Appointment window. If you need additional support, contact your academic advisor.

8. Review your saved schedule and click **Register**.

     Register

9. Review your **Successfully Registered Courses**.

     Successful Registrations
    Registered Courses 1 item
    Course
    MKTG 53133 - Marketing Research and Analy

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!