



IMPORTANT! Curricular changes occurred in Fall 2024;

Empowered Advising:

Late Advising in the
Department of Psychological Science
for Summer-Fall 2026

Dates

- Late Advising will starts Tuesday, May 18th .
- Late Advising ends on August 28th

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 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.

By arrangement courses

- May not be added to eForm unless you have prior, written approval of the instructor. If so, this must be noted in the Notes section of the eForm.
- Independent Study: **Must have completed Stats**

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.

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		
<input type="checkbox"/>	PSYC 20043	Psychology & the Human Experience
<input type="checkbox"/>	PSYC 31233	Applied Psychology
<input type="checkbox"/>	PSYC 33554	Statistics & Methods I
<input type="checkbox"/>	PSYC 34104	Research Methods I
<input type="checkbox"/>	PSYC 49204	Capstone

One of the following: 3 hours		
<input type="checkbox"/>	PSYC 33043	Health Psychology
<input type="checkbox"/>	PSYC 30103	Social Psychology
<input type="checkbox"/>	PSYC 30203	Abnormal Psychology

One of the following: 3 hours		
<input type="checkbox"/>	PSYC 30543	Sensation & Perception
<input type="checkbox"/>	PSYC 31003	Cognitive Psychology
<input type="checkbox"/>	PSYC 41333	Physiological Psychology
<input type="checkbox"/>	PSYC 40703	Learning & Memory

One of the following: 3 hours		
<input type="checkbox"/>	PSYC 31733	Industrial Psychology
<input type="checkbox"/>	PSYC 37543	Consumer Psychology
<input type="checkbox"/>	PSYC 42543	Personnel Psychology
<input type="checkbox"/>	PSYC 46343	Organizational Psychology

9 Additional Upper Level Hours of Psychology Electives		
<ul style="list-style-type: none"> ◆ 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

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. 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.

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.

THE PROCESS OF LATE ADVISING
in the
Department of Psychological Science

General

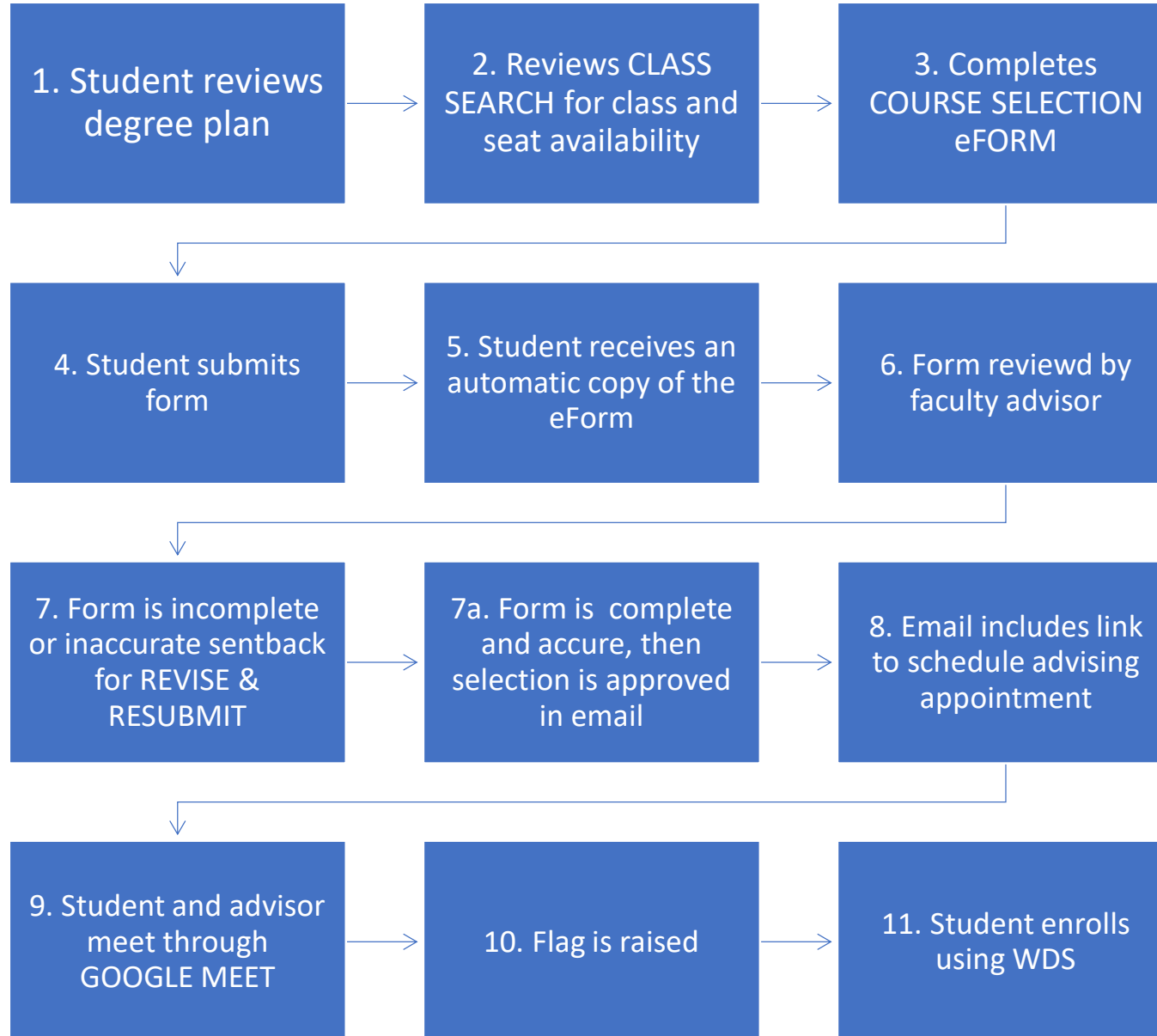
- Late Advising starts about six weeks after regular Advising starts
- Emails regarding the exact dates are sent to **@ualr.edu** email
- All students must have an advising meeting every semester.
- Flags are not raised without a meeting.
- Double majors must be advised by **both** majors. Flags are raised only after the advising meeting with the **second** major.
 - Student who skip a meeting with either of the majors are solely responsible for the consequences.

Before you start

1. All advising sessions are virtual. Advisors will employ Google Meet for appointments:
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 - 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.

Late Advising Procedures



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

The screenshot shows the Workday Student Center interface for the University of Arkansas at Little Rock. The navigation menu on the left includes Home, Recruiting, Student Administration, Teaching and Advising, Personal, Team, and More. The 'Academics' link is highlighted with a red box and an arrow pointing to it, with the text '1. Click on ACADEMICS'. The main content area shows the 'Academic Progress' tab selected, with an arrow pointing to it and the text '2. CLICK ON ACADEMIC PROGRESS'. Below this, the student's name and institution are displayed. A table titled 'Educational Objective' lists three items: Psychology Bachelor of Arts, Spanish Minor, and Criminal Justice Bachelor of Arts. The table has columns for Program of Study, Bundled Programs of Study, Declare Date, Expected Completion, Status, and Primary. The 'Request' button is visible for each row. An arrow points to the 'Request' button with the text '3. This icon will download the table to EXCEL'. Another arrow points to the table's expand icon with the text '3. This icon will open the table to the full screen'. At the bottom, there are buttons for 'Add Program of Study' and 'Add Advisory Program'.

1. Click on ACADEMICS

2. CLICK ON ACADEMIC PROGRESS

3. This icon will open the table to the full screen

3. This icon will download the table to EXCEL

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
Psychology Bachelor of Arts		08/21/2023	12/15/2025	Pending Completion	Yes	Request
	Spanish Minor	08/21/2023	12/15/2025	Pending Completion	No	Request
Criminal Justice Bachelor of Arts		08/23/2021	07/29/2025	Discontinued	No	

Add Program of Study Add Advisory Program

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

To find advising notes from previous semesters

Reading your degree plan p. 1

Requirement	Status	Remaining	Satisfied With			
			Registrations Used	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	
<p>This section addresses whether the required 45 upper level hours have been met.</p> <p>If it says SATISFIED — it has.</p>			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	

Items per page

All ▼

1-68 of 68 items

Reading your degree plan p.2

Requirement	Status	Remaining	Satisfied With			
			Registrations Used	Academic Period	Units	Grade
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

Reading your degree plan p.3

68 items



Requirement	Status	Remaining	Satisfied With			
			Registrations Used	Academic Period	Units	Grade
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 transferred.

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

Chrome File Edit View History Bookmarks Profiles Tab Window Help | Tue Sep 30 11:43 AM

Requirement	Status	Remaining	Satisfied With			
			Registrations Used	Academic Period	Units	Grade
Psychology Required Courses	In Progress	Minimum 1 Course(s)	PSYC 2300 - Psyc & Human Experience	[REDACTED]	3	[REDACTED]
			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.

Student | University of Arkansas at Little Rock

Actions

Email

Summary

Academics

Personal

Contact

Action Items and Holds

History

Overview | Current Classes | Plan | Academic History | Academic Progress | Cohorts | Competencies | External Records | Transcript Designation | Registration Appointments

University of Arkansas at Little Rock - UALR | College of Humanities, Arts, Social Sciences and Education/Undergraduate (Psychology Bachelor of Arts/Spanish Minor)

Institution University of Arkansas at Little Rock

Educational Objective 3 items

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
Psychology Bachelor of Arts		08/21/2023	12/15/2025	Pending Completion	Yes	Request
		08/21/2023	12/15/2025	Pending Completion	No	Request
					No	

Add Program of Study Add Advisory Program

Trash

View Active Student Program of Study Record Psychology Bachelor of Arts



- Home
- Recruiting
- Student Administrati...
- Teaching and Advising
- More
- Saved

Student [Redacted]
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

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

Program Areas

1 item



Program Area Type	Program Area
Academic Requirements Degree Level	UALR Bachelors

Educational Credentials B.A. - Bachelor of Arts

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.**

Create a Saved Schedule

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

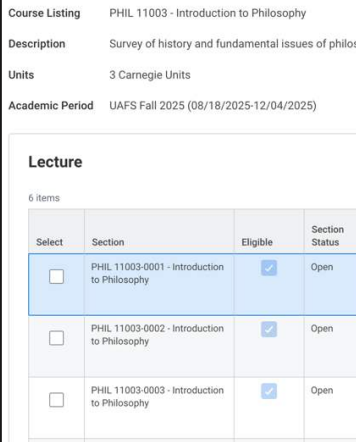
CREATE A SAVED SCHEDULE FROM ACADEMIC PLAN

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**.

Student

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.



Select	Section	Eligible	Section Status
<input type="checkbox"/>	PHIL 11003-0001 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	PHIL 11003-0002 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	PHIL 11003-0003 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open

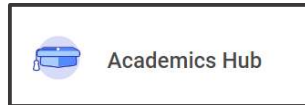
11. Repeat for each course on your plan. Workday will let you know if you select sections that overlap in time so you can pick a different one that does not overlap.
12. After sections for all courses have been selected, click **OK**.
13. Once your registration appointment is open, return to the Plan 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

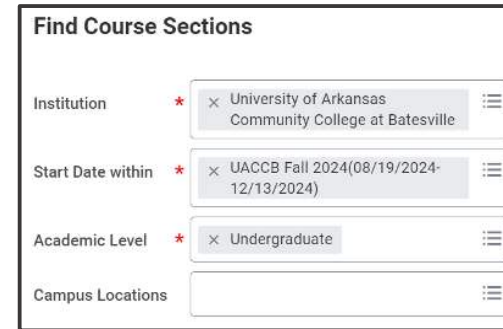
A Saved Schedule can also be created by locating courses from Find Course Sections and using individual courses to create a schedule. To locate courses:

From the Workday Home page:

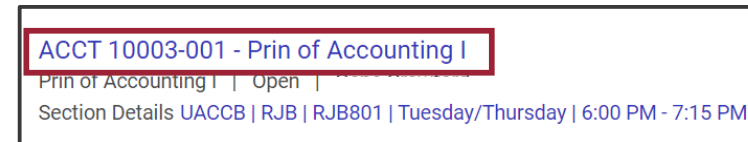
1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



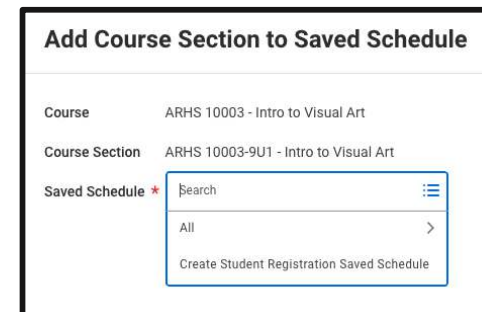
3. Click the **Planning and Registration** tab.
4. Click **Find Course Sections**.
5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.
6. Select the academic term you wish to register for from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

A form titled "Find Course Sections" with four filter fields: "Institution" (University of Arkansas Community College at Batesville), "Start Date within" (UACCB Fall 2024(08/19/2024-12/13/2024)), "Academic Level" (Undergraduate), and "Campus Locations" (empty).

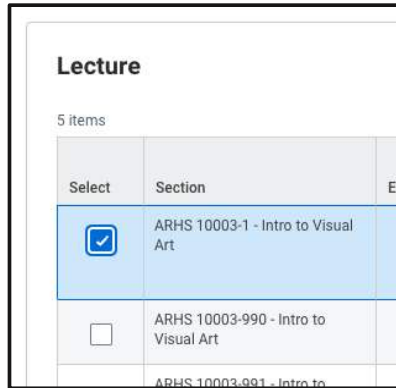
8. Click **OK**.
9. Use the **Search** bar under **Find Course Sections** or the filters to find your desired course.
10. Click the title of the course section you would like to take.

A display showing course section information: "ACCT 10003-001 - Prin of Accounting I" (highlighted in a red box), "Prin of Accounting I | Open |", and "Section Details UACCB | RJB | RJB801 | Tuesday/Thursday | 6:00 PM - 7:15 PM".

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**.

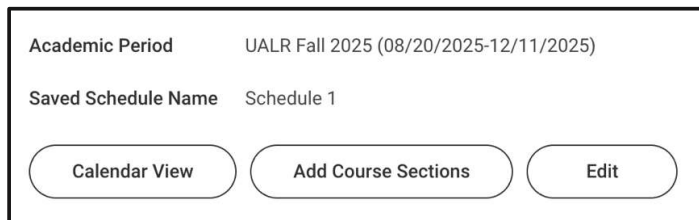
A form titled "Add Course Section to Saved Schedule" with fields for "Course" (ARHS 10003 - Intro to Visual Art), "Course Section" (ARHS 10003-9U1 - Intro to Visual Art), and "Saved Schedule" (a dropdown menu with "search", "All", and "Create Student Registration Saved Schedule" options).

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.



Select	Section
<input checked="" type="checkbox"/>	ARHS 10003-1 - Intro to Visual Art
<input type="checkbox"/>	ARHS 10003-990 - Intro to Visual Art
<input type="checkbox"/>	ARHS 10003-991 - Intro to

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.



Academic Period UALR Fall 2025 (08/20/2025-12/11/2025)

Saved Schedule Name Schedule 1

Calendar View Add Course Sections Edit



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](#)

1. TYPE FIND COURSE SECTIONS in the search bar in WDS

2. Select this from the drop down menu

3. Note that you will need to search each one of the semesters: 16 week, 9, 7, and 5 separately!

4. LEAVE THIS BLANK!

5. Click OK

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)**
 

Time of Appointment **(Required)**

Name **(Required)**

First Last

Universal ID **(Required)**

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

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

UA Little Rock Email Address (Required)

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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)

Note: You will have two sections for course entry: Summer and Fall. If you are enrolling ONLY in Fall courses, enter the number 1 in each square or the form will not submit!


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

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

Student

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:

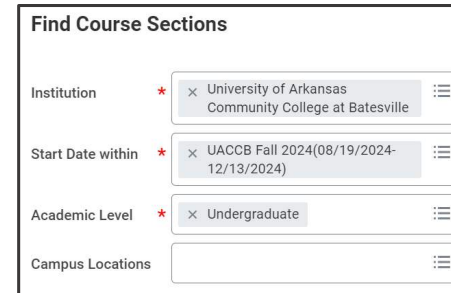
1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



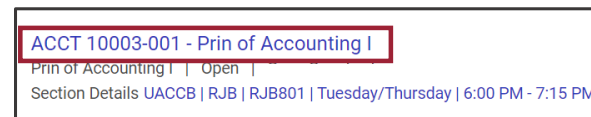
3. Click the **Planning and Registration** tab.
4. Click **Find Course Sections**.
5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.
6. Select the academic term you wish to register for from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

A screenshot of a web form titled "Find Course Sections". It contains four dropdown menus: "Institution" with "University of Arkansas Community College at Batesville" selected, "Start Date within" with "UACCB Fall 2024(08/19/2024-12/13/2024)" selected, "Academic Level" with "Undergraduate" selected, and "Campus Locations" which is currently empty. Each dropdown has a small 'x' icon to clear the selection and a menu icon to the right.

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.

A screenshot of a search result for a course section. The text "ACCT 10003-001 - Prin of Accounting I" is highlighted with a red box. Below it, there is smaller text: "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**.

B. Register from the SAVED SCHEDULE

Important:

You can only register from SAVED SCHEDULE ONCE.

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.)

Register From Saved Schedule

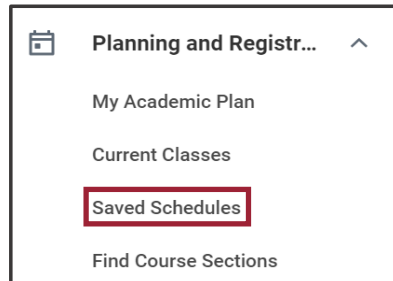
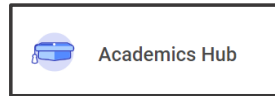
This quick reference guide (QRG) provides instructions on how to register for a course from a saved schedule in Workday. If you have not created a saved schedule, you will not be able to register for courses using this process. Additionally, this process can only be completed if your institution allows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

To register students from a saved schedule, complete the following steps.

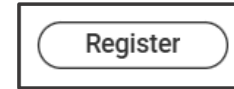
REGISTER FROM SAVED SCHEDULE

From the Workday Home page:

1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.
3. Click the **Planning and Registration** tab.
4. Click **Saved Schedules**.

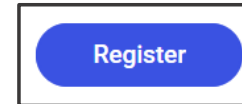


5. Click **Register**.

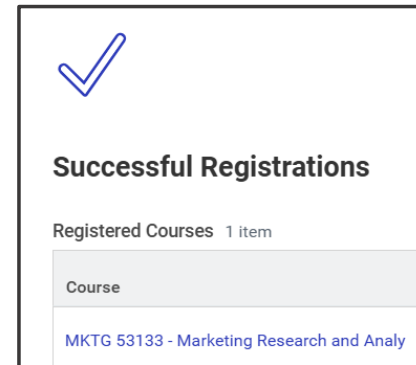


Note: If you do not see the register button, review your Academic Overview tab to ensure you do not have any holds preventing you from registering and are in your Registration Appointment window. If you need additional support, contact your academic advisor.

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



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



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!