



IMPORTANT! Curricular changes occurred in Fall 2024; Workday Student is the new advising platform for Fall 2025;

Empowered Advising:

**Getting Advised in the
Department of Psychological Science
for Spring 2027**

CHANGES

1. **University website**
2. **Curricular**
3. **Workday Student**
4. **Course numbers**
5. **When to submit eForm**

1. University website

- The university launched a new website. That means that some instructions will not work because the page has been removed or altered.
- The program website has changed, but we have verified that the information regarding advising is there. ABOUT → ADVISING PROCEDURES.
- CLASS SEARCH can be found here: <https://a.ualr.edu/classes/> since it is not available through the main university page or through Workday Student (See <https://ualr.edu/workday/workday-student/>)

2. Curricular changes

Fall 2024:

- 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 different combination of courses that includes foreign language courses and/or topic courses listed in DegreeWorks (or 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.

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!

3. Workday Student (WDS)

- Workday Student is a new platform that will be replacing BOSS and Degree Works.
- For more information about WDS, check the university website (<https://ualr.edu/workday/workday-student/>)

4. 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

Spring* 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.

5. When the eForm must be submitted

1. Course Selection eForms must be submitted earlier than before.
2. Course Selection eForms will be reviewed for accuracy and may be returned for revisions.
3. Revisions must be submitted on a new form by 8am on the day of the appointment.

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.

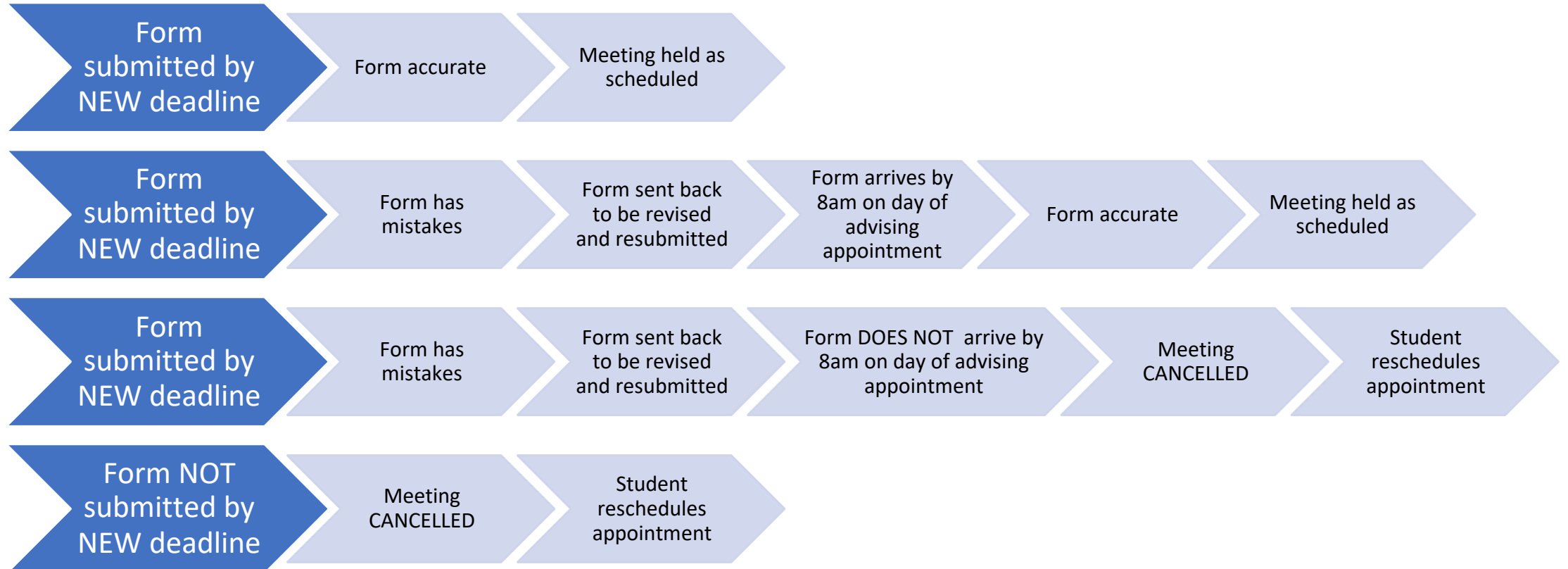
By arrangement courses: Independent Study or Internship

- These 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.

Criteria to participate in Independent Study:

- Have earned a C or better in psychological statistics,
 - Junior or senior standing
 - Psychology major
 - Consent of the professor
 - A work agreement and syllabus must be on file with the department before permission to enroll in the course is requested.
- Internship must be discussed with the Chair a full semester before the internship is to be scheduled.

Flow of new advising process



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

When is the form due?

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

THE PROCESS OF ADVISING
in the
Department of Psychological Science

General

- Regular Advising starts about three weeks before course enrollment begins
- 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:
 - 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 available 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 eligible to enroll - it is by class rank.)

Step 1: Make an appointment

- Make an appointment on Calendly (See department website under ADVISING)
 - Review the appointment times offered by the faculty and select one.
 - Get to know the faculty, mix it up!
 - 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. 29 of this handout.

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

All our faculty advise – there is no assigned advisor! Dr. Sherwin is “assigned” to every major, but during advising there are no “assigned” advisors.

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.

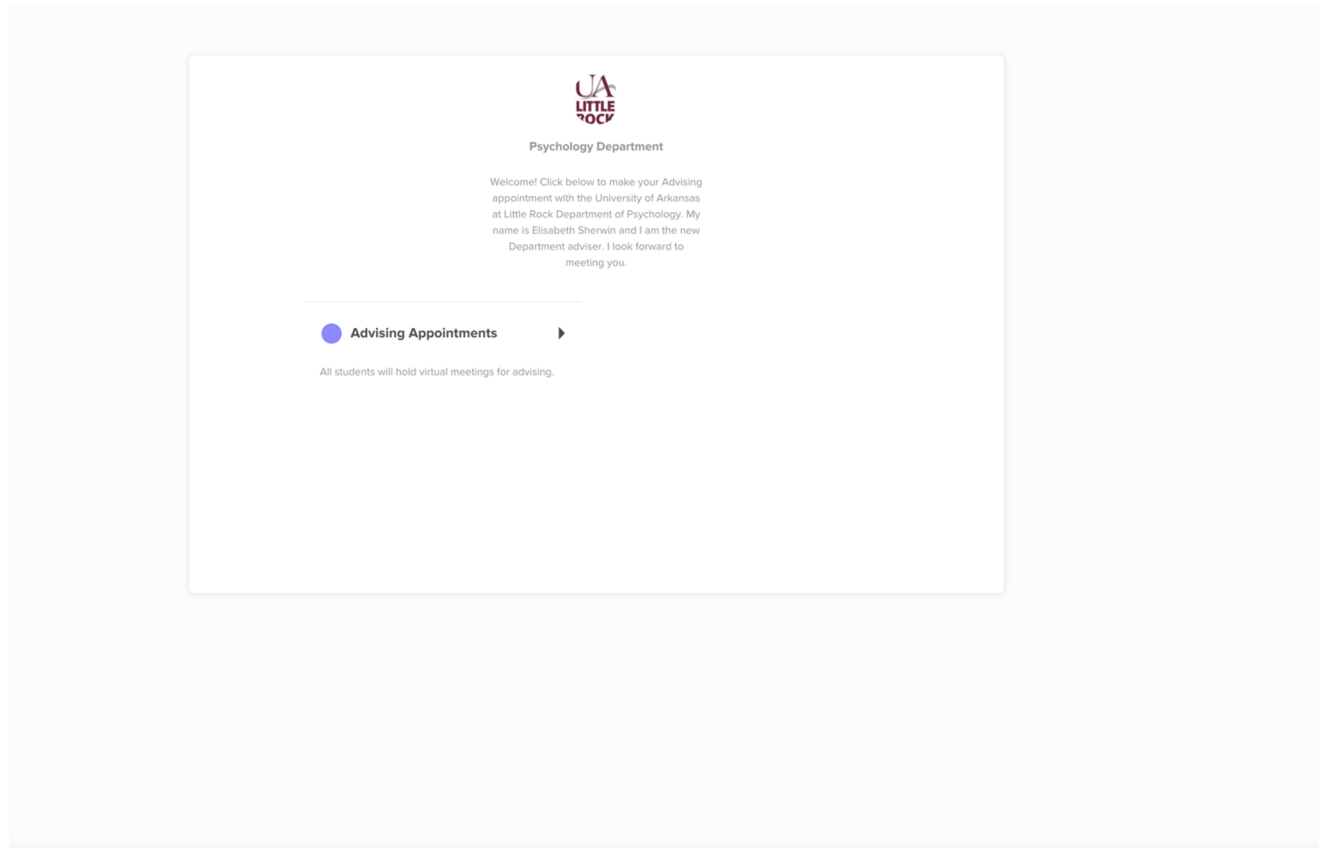
- Dr. Robert Hines
- Dr. Colton Hunter
- Dr. David Mastin
- Dr. Bruce Moore
- Dr. Mohsen Rafiei

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



Psychology Department

Advising Appointments

 10 min

 Web conferencing details provided upon confirmation.

All students will hold virtual meetings for advising.

Select a Date & Time

September 2020  

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

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

 Troubleshoot

Third screen: Calendly

The screenshot shows the Calendly interface for scheduling advising appointments. On the left, the 'Psychology Department' is listed with a 10-minute duration and a note about virtual meetings. The main area is titled 'Select a Date & Time' and features a calendar for September 2020. The date 'Wednesday, September 23' is selected. To the right of the calendar, a list of available time slots is shown, ranging from 9:00am to 10:20am. A 'Troubleshoot' button is located at the bottom left of the calendar area.

Psychology Department
Advising Appointments
10 min
Web conferencing details provided upon confirmation.
All students will hold virtual meetings for advising.

Select a Date & Time

September 2020 < > Wednesday, September 23

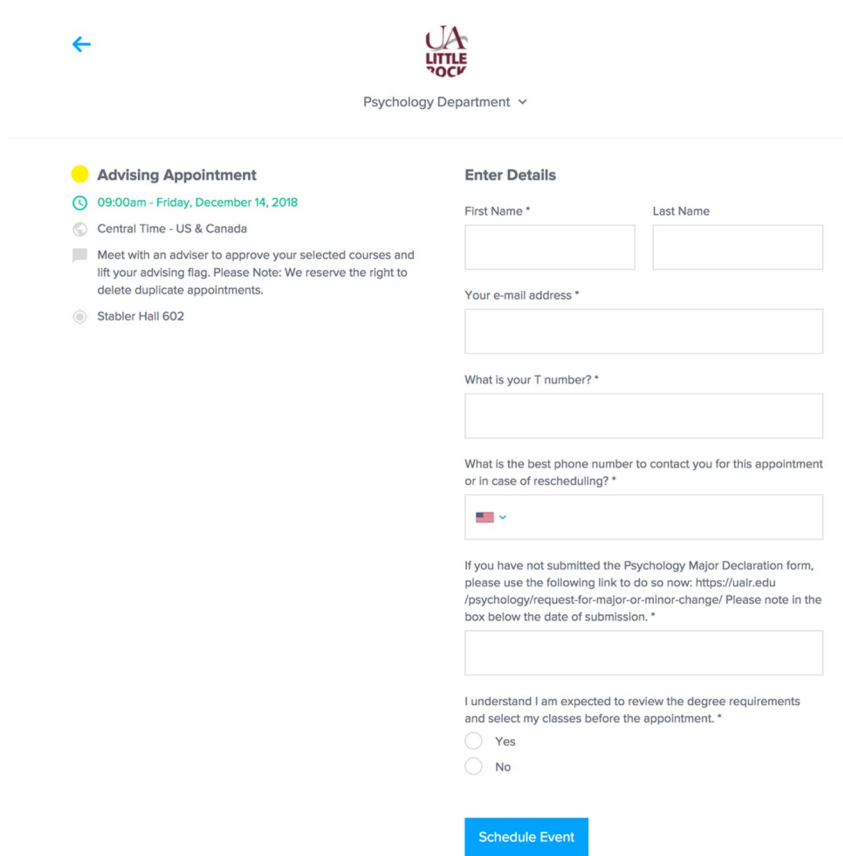
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Central Time - US & Canada (t:26pm) ▼

Troubleshoot

9:00am
9:10am
9:20am
9:30am
9:40am
9:50am
10:00am
10:10am
10:20am

Fourth screen: Calendly



The screenshot shows the 'Enter Details' section of a Calendly appointment form. On the left, there is a sidebar with a back arrow, the 'UALR LITTLE ROCK' logo, and the text 'Psychology Department'. The main form area is titled 'Enter Details' and contains several input fields and checkboxes. The first section is 'Advising Appointment' with a yellow dot icon. Below it, there is a clock icon and the text '09:00am - Friday, December 14, 2018'. A location icon and 'Central Time - US & Canada' are also present. A checkbox is labeled 'Meet with an adviser to approve your selected courses and lift your advising flag. Please Note: We reserve the right to delete duplicate appointments.' Below this is a radio button for 'Stabler Hall 602'. The 'Enter Details' section has a title 'Enter Details' and 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 single text box), 'What is the best phone number to contact you for this appointment or in case of rescheduling? *' (a single text box with a dropdown menu showing 'US'), and a paragraph of text: 'If you have not submitted the Psychology Major Declaration form, please use the following link to do so now: <https://ualr.edu/psychology/request-for-major-or-minor-change/> Please note in the box below the date of submission.' Below this is a single text box. At the bottom, there is a section with the text 'I understand I am expected to review the degree requirements and select my classes before the appointment.' and two radio buttons labeled 'Yes' and 'No'. A blue 'Schedule Event' button is at the bottom right.

Psychology Department

Advising Appointment

09:00am - Friday, December 14, 2018

Central Time - US & Canada

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

Stabler Hall 602

Enter Details

First Name * Last Name

Your e-mail address *

What is your T number? *

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

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

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

Yes No

Schedule Event

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

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

ALSO: Please check that you entered the **correct Universal ID**.....

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?:
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

27
v

Confirmation email from Calendly

- If you did not receive a confirmation email from Calendly, your appointment did not get registered and an advisor will not be available.
 - This can happen because you did not use your @ualr email.
- If you believe you scheduled an appointment and a confirmation email does not arrive, please ask Dr. Sherwin (ebsherwin@ualr.edu) to see if an appointment appears on the schedule. If so, Dr. Sherwin will cancel it and you can reschedule.
- If the appointment was successfully scheduled, the confirmation email will include your link to Google Meet.
 - The confirmation emails arrive quickly. If it did not, check SPAM!
- The appointment may also populate in your Google Calendar.

Cannot make the meeting?

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

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?

What is the best phone number to contact you for this appointment?: +15015693171

Have you submitted the necessary form to the Department in order to be declared a Psychology major?: Yes

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

Need to make changes to this event?
Cancel: <https://calendly.com/cancellations/BDBVT4XUJBGJ3GF2>
Reschedule: <https://calendly.com/reschedulings/BDBVT4XUJBGJ3GF2>

Sherwin Advising

Created by: Elisabeth Sherwin

Going? YES NO MAYBE

Cancel by going to your confirmation email and canceling:

Cancellation Confirmed

Your meeting with Psychology Department has been canceled.



This is what the screen will show:

Phone Advising for eLearning & Fully Online

09:00am – Friday, December 14, 2018

Central Time – US & Canada

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

By phone or Skype

You can reschedule using the same steps

Step 2: Preparing for your appointment

- 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.

Find your degree plan in WDS

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	<button>Request</button>
	Spanish Minor	08/21/2023	12/15/2025	Pending Completion	No	<button>Request</button>
Criminal Justice Bachelor of Arts		08/23/2021	07/29/2025	Discontinued	No	

Add Program of Study Add Advisory Program

See second attachment in the email about advising for WDS guidance on reading your degree plan.

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

Reading your degree plan p. 1

Requirement	Status	Remaining	Satisfied With		
			Registrations Used	Academic Period	Units
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
This section addresses whether the required 45 upper level hours have been met. If it says SATISFIED — it has.			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 pageAll1-68 of 68 items

Reading your degree plan p.3

68 items

Satisfied With						
Requirement	Status	Remaining	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

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

Student | University of Arkansas at Little Rock

Actions

1. CLICK HERE

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		06/01/2023	12/15/2025	Pending Completion	Yes	Request
		06/01/2023	12/15/2025	Pending Completion	No	Request
					No	

Add Program of Study Add Advisory Program

Trash

Steps 3 and 4: 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!

BEFORE YOU START IN 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 Spring 2027 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.

IMPORTANT: link to website with resources for students.



Note: During the transition period, you may find limited or incomplete information while data continues to populate in Workday from BOSS. Any discrepancies you encounter will be resolved by the Fall 2025 semester.

How to identify courses in Workday Student

or

HOW TO CREATE A SAVED SCHEDULE (pt. 1)

Create a Saved Schedule

Student

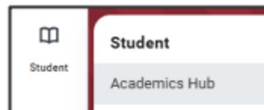
This quick reference guide (QRG) explains how to create a saved schedule in Workday. A saved schedule allows you to select specific course sections that you intend to register for once registration opens. Saved schedules can only be created if your institution has published the schedule for that academic period. Please note that creating a saved schedule does not guarantee a seat in any course section.

To create and save your proposed schedule for an upcoming academic period, complete the following steps.

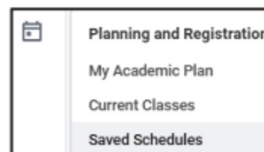
CREATE A SAVED SCHEDULE

From the Workday Home page:

1. Hover over **Student** on the lefthand Menu.
2. Select **Academics Hub** from the dropdown list.



3. Click the **Planning and Registration** icon.
4. Select **Saved Schedules**.



5. Click the **Create Saved Schedule** button.



6. Enter a name for the **Saved Schedule**, for example, Fall Schedule 2026.
7. Select the **Academic Period** from the dropdown list. Only available periods will be displayed. Selecting the standard academic period (such as Fall 2026), will allow you to also plan courses from sub terms (such as Fall Eight-Week One).

A screenshot of the 'Create Saved Schedule' form. It has two fields: 'Saved Schedule Name' with the value 'Fall Schedule 2026' and 'Academic Period' with a dropdown menu showing 'UAF Fall 2026 (08/17/2026-12/11/2026)'.

8. Click **OK**.



Note: Workday will now open the weekly calendar view for your Saved Schedule.

9. On the left side, use the 'Search for course' bar to narrow results or click the **Course** you would like to review sections for from the Results list.



Note: Click **Add Filters** to narrow results by options such as delivery mode, meeting days, instructor, or campus location.

How to identify courses in Workday Student

or

HOW TO CREATE A SAVED SCHEDULE (pt. 2)

Create a Saved Schedule

Student

10. Review the Course Sections and then click the **Add Course Section** button for the desired course section.

ACCT 20103 - ACCOUNTING PRINCIPLES

UAF Fall 2026 (08/17/2026-12/11/2026) (13)

ACCT 20103-009

Open Lecture

Monday/Wednesday/Friday | 12:55 PM - 1:45 PM | WJW 8 | Brand



Note: A course can be removed from a Saved Schedule by clicking the trash can icon that replaces the Add Course Section button or by click the course on the calendar and clicking the Remove Section option.

ACCT 20103-009

Open Lecture

Monday/Wednesday/Friday | 12:55 PM -

[Remove Section](#)

11. Repeat steps 10 and 11 as needed. Then, click the **Save** button once all desired course sections has been added to your Saved Schedule.



Note: More information about how to [register from a saved schedule](#) and [preparing for registration](#) can be found at the provided links.

Create Saved Schedule

Saved Courses Find Courses

Q span x Add Dates

Courses from Academic Plan

Results (24)

SPAN 10103 - ELEMENTARY SPANISH I

UAF Fall 2026 (08/17/2026-12/11/2026) (15)

SPAN 10103-009

Open Lecture

Monday/Wednesday/Friday | 2:00 PM - 2:50 PM | (No location) | (No instructor)

SPAN 10103-010

Open Lecture

Monday/Wednesday/Friday | 2:00 PM - 2:50 PM | (No location) | (No instructor)

SPAN 10103-011

Open Lecture

Monday/Wednesday/Friday | 2:00 PM - 2:50 PM | (No location) | (No instructor)

Saved Schedule Name: Fall Schedule 2026

Academic Period: UAF Fall 2026 (08/17/2026-12/11/2026)

Monday Tuesday Wednesday

12 PM

1 PM

2 PM

3 PM

4 PM

ACCT 20103-008

Open Lecture

UAF Fall 2026 (08/17/2026-12/11/2026)

HIST 20003-013

Open Lecture

UAF Fall 2026 (08/17/2026-12/11/2026)

12:55 PM - 1:45 PM

ACCT 20103-008

Open Lecture

UAF Fall 2026 (08/17/2026-12/11/2026)

ENOL 10103-012

Open Lecture

UAF Fall 2026 (08/17/2026-12/11/2026)

3:30 PM - 4:45 PM

COMM 23203-003

Open Lecture

UAF Fall 2026 (08/17/2026-12/11/2026)

ENOL 10103-012

Open Lecture

UAF Fall 2026 (08/17/2026-12/11/2026)

In the example above, the student has added four courses to their saved schedule and is now looking to add an additional course. If a selected course does not have an assigned weekly meeting time, it will not appear in the saved schedule's weekly calendar view. The course can still be added, but it will not display on the calendar.

General information about 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)*

FirstLast

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)

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

City

ZIP Code

Arkansas

State

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

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 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. 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.

ENROLLING in SPRING 2027 COURSES

Step 5: ENROLLING

For Spring classes:

1. Enroll in Workday Student using the SAVED SCHEDULE you created and that was approved during your advising session.
1. See the next slides for instructions.

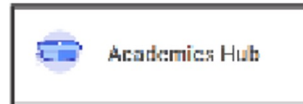
Steps to enroll from a saved schedule

If you have not created a saved schedule, you will not be able to register for courses using this process.

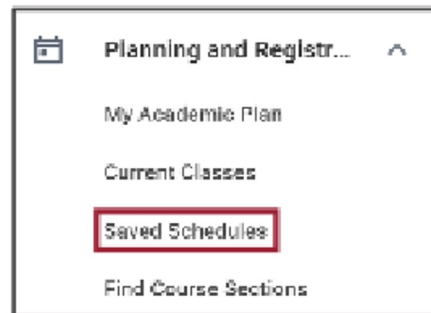
To register from a saved schedule, complete the following steps.

From the Workday Home page:

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

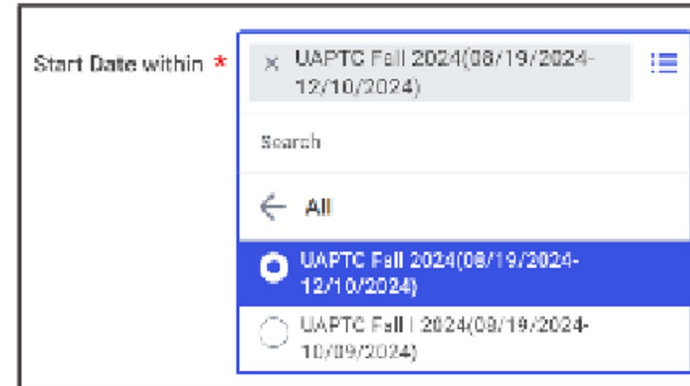


3. Click the **Planning and Registration** tab.
4. Click **Saved Schedules**.

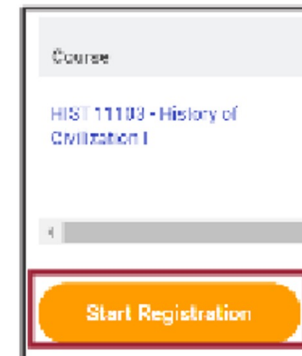


5. Select the academic period your saved schedule is for from

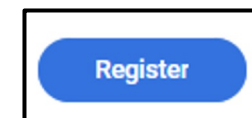
Start Date within dropdown list.



6. Click **OK**.
7. Click **Start Registration**.



8. Review your saved schedule and click **Register**.
9. Review your **Successfully Registered Courses**.



10.



Successful Registrations

Registered Courses 1 item

Course
HIST 11203 - Hist Of Civilization II

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!