

***Psychology Majors and Minors  
Preregistration/Registration FAQs  
College of Arts and Sciences***

*The information that appears in this document may also be found on the College of Arts and Sciences Advising web pages:*

<http://www.sju.edu/academics/cas/dean/advising/index.html>

*.....and on the College of Arts and Sciences Advising Support Center web pages:*

<http://www.sju.edu/academics/centers/casadvising/index.html>

***1. How do I get my PIN for preregistration?***

Psychology majors must meet with their academic advisors within the Psychology Department to discuss their course choices and to obtain their PINs. You should bring a *WRITTEN* draft of your proposed schedule with you when you meet with your advisor. Students are strongly encouraged to set up appointments with their advisors well in advance of their scheduled registration times.

The Psychology Department's administrative assistant may not give a PIN to a student unless the student's advisor has first met with the student and approved his/her course selections. The Dean's Office does not distribute PINs.

***2. Why won't Banner let me register for a class?***

Using a web browser, if you click on the blue CRN number that appears to the left of the course's number and section, you will open up a box that contains information about the course. You will be able to see what, if any, enrollment restrictions have been placed on the course. Violating any of those restrictions will prevent you from being able to register for a course.

***3. How can I enroll in Independent Study classes offered by the Psychology Department?***

Students who have completed four regular semesters with an overall grade point average of 3.0 (or cumulative average of 3.4 or higher for courses in the major field) may, with the prior

approval of the Psychology Department chair and the Dean's Office, register each semester for one Independent Study course.

A student wishing to take an Independent Study course must 1) identify a faculty member willing to serve as his/her mentor, 2) develop with the faculty member a course expectations/plan of study, 3) review the request with the Psychology Department chair, and, if the chair approves, 4) submit to the Dean's Office (BL 113) the course expectations form and a completed application form available at:

<http://www.sju.edu/academics/centers/casadvicing/forms/index.html>

Once approved, the Dean's Office will submit the paperwork to the Registrar's Office and they will create the course for the student. Students will not be able to register electronically for these courses. The deadline for submission of the request for approval to the Dean's Office is the end of add/drop during the semester in which the Independent Study course is being taken.

#### **4. Can I take a sixth class during the FALL or SPRING semesters?**

Students must petition the Dean's Office for permission to take six courses during any semester. No student may carry more than six courses in any semester. Additional tuition is charged for this overload. Students must first discuss this with their academic advisor and then request approval from the Dean's Office. The form is available on line:

<http://www.sju.edu/academics/centers/casadvicing/forms/index.html>

A course is defined as having three or more credits. Students who register for a sixth course without permission will be dropped from that course by the Registrar's Office.

#### **5. How can I get into a closed class?**

The Psychology Department policy is that students may not be signed into closed course sections if there are still seats available in other sections of the same course.

If there are no seats available for a course, a student must first obtain permission from a course's instructor to override the enrollment cap. The instructor needs to inform the Psychology Department chair via e-mail that such permission has been granted. Once the instructor has notified the Department chair that permission has been granted, the student needs to request permission from the Department chair to be signed into the closed course. Such permission is granted by the Department chair on a case-by-case basis and is based on a number of factors including academic need. There is no guarantee that permission will be granted.

If a student is given permission to enroll in a closed course, an override needs to be put through for him/her. Overrides can be submitted electronically by the Psychology Department chair or the Department's administrative assistant, or with a printed form submitted to the Registrar's Office by the student.

**The override creates a seat in the closed course for the student; THE STUDENT MUST REGISTER FOR THE COURSE ONCE THE OVERRIDE HAS BEEN PROCESSED OR S/HE WILL NOT BE ENROLLED IN THE COURSE.**

Electronic copies of the paper form can be downloaded from:

<http://www.sju.edu/academics/centers/casadvising/forms/index.html>

The only circumstance where a dean or an associate dean's signature is required is for a 'class level' override for undergraduates who wish to take graduate level courses.

**6. What is an 'EVENING' class?'**

'Evening' courses are classes offered by the College of Professional and Liberal Studies. The College of Professional and Liberal Studies is a division of Saint Joseph's University whose programs are intended for adult and part-time students who want to continue their studies through undergraduate degree programs. It is a separate and distinct division of SJU from the College of Arts and Sciences.

**7. How can I tell if a class is being offered by the College of Arts and Sciences or the College of Professional and Liberal Studies?**

ALL EVENING courses, SUMMER courses, and INTERSESSION courses are offered through the College of Professional and Liberal Studies, not the College of Arts and Sciences. Section numbers for courses offered through the College of Professional and Liberal Studies usually begin with the letter 'P,' while section numbers for courses offered through the College of Arts and Sciences usually begin with the letter 'D.' Additionally, all on-line and hybrid courses at Saint Joseph's University are offered through the College of Professional and Liberal Studies.

**8. Can daytime College of Arts and Sciences students take College of Professional and Liberal Studies classes?**

Yes, under certain circumstances. These circumstances are explained below. There are several different kinds of College of Professional and Liberal Studies classes (on-line, hybrid, and traditional classroom classes) and whether or not you can take one depends on which kind of class it is.

**9. Can daytime College of Arts and Sciences students take on-line or hybrid College of Professional and Liberal Studies classes?**

Daytime students enrolled in the College of Arts and Sciences may NOT take on-line or hybrid College of Professional and Liberal Studies courses during the *FALL* and *SPRING* semesters. CA&S students may, however, enroll in these types of courses during *INTERSESSION* and *SUMMER* sessions.

Please note that on-line and hybrid classes usually have enrollment caps that are set lower than they are for traditional classes. Once a hybrid or an on-line class offered during intersession or a summer session closes, students must get permission to enroll in the course from the Psychology Department chair. Such permission is granted on a case-by-case basis and is based on extreme academic need. There is no guarantee that permission will be granted.

**10. Will College of Professional and Liberal Studies classes count toward my Psychology major requirements if I am a College of Arts and Sciences student?**

College of Professional and Liberal Studies courses may be counted as electives toward the Psychology major requirements. All Psychology core courses, laboratories, and research seminars must be taken through the College of Arts and Sciences. Psychology's core courses include Personality (PSY 200), Biological Bases of Behavior (PSY 201), Research Methods (PSY 210), Statistics for the Social Sciences (PSY 211), Multicultural Psychology (PSY 212), and History and Systems of Psychology (PSY 400).

**11. How do I enroll in College of Professional and Liberal Studies classes offered during INTERSESSION?**

To take courses that will count toward the Psychology major through the College of Professional and Liberal Studies during intersession, students must obtain approval from the Psychology Department chair. To take courses that will count as general electives but will not count toward the Psychology major, students must obtain their advisors' approval; the Psychology Department chair's approval is not needed. The Dean's Office is not involved in granting permission to take intersession courses.

Students enrolled in the College of Arts and Sciences may NOT use College of Professional and Liberal Studies courses offered during intersession to fulfill GEP requirements unless the course has been specifically approved for that purpose. This is true even if these same courses can be used to fulfill GEP requirements when offered during the fall, spring or summer terms.

Applications for intersession courses go directly to the College of Professional and Liberal Studies. The form is available on line at:

<http://www.sju.edu/academics/centers/casadvising/forms/index.html>

**12. Can I take College of Professional and Liberal Studies classes offered during the FALL and SPRING semesters?**

Only juniors and seniors enrolled in the College of Arts and Sciences may request permission to enroll in College of Professional and Liberal Studies courses offered during the fall and spring semesters. During preregistration, enrollment in College of Professional and Liberal Studies courses is limited to 20% of the total course enrollment. The remaining seats in the course are reserved for the College of Professional and Liberal Studies students for whom the course is intended. That means that if a class has an enrollment cap of 30 seats, College of Arts and Sciences students may use six of these seats (which is equal to 20% of 30).

If a College of Professional and Liberal Studies class has an enrollment of six during preregistration, it is closed to College of Arts and Sciences students.

**Please do not request permission to preregister for a College of Professional and Liberal Studies course if it has reached an enrollment of six.**

Exceptions to this policy will be made if a student:

- ..... is part of Saint Joseph's PACE program. PACE students must obtain the permission of Ms. Connie O'Hara, the chair of the Health Professions Advisory Committee. Ms. O'Hara must communicate the granting of permission to the chair of the Psychology Department, who will then process an override for the student.
- ..... REQUIRES the SPECIFIC course in question and no other in order to graduate. In this case, the student must be a second-semester senior who will not graduate if s/he does not take the specific course in question and there are absolutely no CA&S courses and no CP&LS courses below the 20% enrollment that might be substituted. These circumstances must be documented by the student.
- ..... REQUIRES the SPECIFIC course in question and no other to be able to apply to a postgraduate degree-granting program. In this case, the student must be a second-semester senior who will not be able to apply to a postgraduate degree-granting program if s/he does not take the specific course in question and there are absolutely no CA&S courses and no CP&LS courses below the 20% enrollment that might be substituted. These circumstances must be documented by the student.

**13. How do I enroll in College of Professional and Liberal Studies classes offered during the FALL and SPRING semesters?**

To take courses for the Psychology major through the College of Professional and Liberal Studies during the fall and spring semesters, students must obtain approval from the Psychology Department chair. The Dean's Office is not involved in granting this permission.

To get permission to take a College of Professional and Liberal Studies course during the fall and spring semesters, students must have their names placed on a waiting list that is maintained by the Psychology Department's administrative assistant. Students will be notified via e-mail if permission to take the course has been granted.

**14. How many College of Professional and Liberal Studies classes can I take?**

College of Arts and Sciences students may enroll in a MAXIMUM of two College of Professional and Liberal Studies courses a year, and may take a MAXIMUM of four College of Professional and Liberal Studies courses during their undergraduate careers at SJU. This limit applies to all College of Professional and Liberal Studies courses taken at Saint Joseph's, and *INCLUDES* all of those taken during the spring and fall semesters, summer sessions, and intersession.

**15. How do I enroll in College of Professional and Liberal Studies classes offered at Saint Joseph's University during the SUMMER SESSIONS?**

Permission to take College of Professional and Liberal Studies courses during the summer sessions needs to be obtained from one's academic advisor, and from the Dean's Office.

Students who wish to take courses at Saint Joseph's during the summer months should review the schedule of summer courses and discuss their options with their academic advisor to ensure that the type of course they are considering is appropriate given their major, remaining GE requirements, and other considerations.

The student should then download the "[SJU Summer Course Registration](#)" form and complete the top portion of this required permission form. Next, The academic advisor should sign the form in the space provided to indicate that s/he is recommending that the student take the course. Academic advisor approval is required. ***The approval of the department chair or program director is not needed!!***

If the student is requesting permission to take a course offered through the College of Arts and Sciences, s/he should bring the completed form to Ms. Donna Mallon in the College of Arts and Sciences Dean's Office (BL 113). The form will be reviewed by the appropriate Associate Dean with regard to Saint Joseph's University's policy on summer courses.

If the request is approved, the student will be notified of the decision by e-mail. An electronic override will be entered into Banner to allow the student to register for the course, and the student will be provided with a summer PIN. ***It is the student's responsibility to register for the course while the course has open seats. Approval to take a course does not guarantee a seat in the class. Students are encouraged to register as soon as approval is obtained.***

**16. Can I take course at other universities during the SUMMER or INTERSESSION and have the credits count toward my requirements at Saint Joseph's?**

Yes, if one follows the following procedure *in advance of enrolling in the course*:

The proposed course must be the equivalent of one offered by Saint Joseph's and must address a pressing academic exigency. Taking a summer or intersession course to lighten one's academic load during the spring and/or fall semesters is not a sufficient reason for permission to be granted unless the student making the request is a varsity athlete. Students wishing to transfer credits to Saint Joseph's from other institutions must also provide documentation that the program offering the course offers a bona fide four-year terminal degree (i. e., a BS or a BA).

First, download the "[Permission to take Courses Elsewhere](#)" form and complete this required permission form. Next, bring the form to your **academic advisor** for his/her approval. The academic advisor's approval and signature is required. Students need to obtain their academic advisor's approval for the type of course or courses they wish to take in order to ensure that the type of course they are considering is appropriate given their major, remaining General Education (GE) requirements, and other considerations.

If a student is requesting permission to take a course that will be used to meet major or minor requirements, s/he must also obtain the approval of the department chair or program director of the academic department offering the major or minor. ***If the course will not be used to meet the requirements of a major or minor, the approval of the department chair or program director is not needed!!***

Students should then bring the completed request form and a course description/syllabus to Ms. Donna Mallon in the Dean's Office (BL 113). The syllabus can be from the previous summer if a current one is not available.

The request will be then reviewed by the appropriate Associate Dean with regard to Saint Joseph's University's policy on courses taken elsewhere. If the requested course could fulfill a GE requirement, the Associate Dean will make that determination and note that on the form. If the course could fulfill a major/minor/certificate requirement, the Associate Dean will confirm that the relevant Chair/Program Director's approval was obtained and noted on the form. In the absence of any such information the requested course will be treated as a free elective.

Once these determinations are made, the final decision about approving or not approving the course and what sort of requirements the course could fulfill will be communicated to the student, their academic advisor, the Office of the Registrar and any relevant Chair or Program Director, via e-mail. An electronic advising note with this information will also be entered into the student's academic record by the Dean's Office.

When the student has an official copy of the transcript sent to the Registrar, any course for which they had prior approval and in which they earned a grade of "C" or better, will be transferred into their academic record.