

***Psychology Majors and Minors
Preregistration 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 webpage:

<http://www.sju.edu/academics/cas/dean/advising/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. Please 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?

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.

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 2000-level course in Psychology (or a closely related field) to be taken as an 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/advisingcenter/pdf/Course%20Overload.pdf>

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/advisingcenter/pdf/Course%20Overload.pdf>

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. Is there any way to get permission to enroll in 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 that such permission has been granted. Once such permission has been granted, the student needs to contact either the Psychology Department chair or the Department's administrative assistant for permission to be signed into the closed course. Such permission is granted on a case-by-case basis and is based on 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 HE/SHE WILL NOT BE ENROLLED IN THE COURSE.** Electronic copies of the paper form can be downloaded from:

<http://www.sju.edu/academics/cas/dean/advising/source/override.pdf>

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 University College. The University College 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 University College?

ALL evening courses, summer courses, and intersession courses are offered through the University College, not the College of Arts and Sciences. Numbers for courses offered through the University College always end with a '5.' (I. e., PSY 2365.) Numbers for courses offered through the College of Arts and Sciences never end with a '5.'

8. Can daytime College of Arts and Sciences students take University College classes?

Yes, under certain circumstances. These circumstances are explained below. There are several different kinds of University College classes (online, 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 University College classes?

Daytime students enrolled in the College of Arts and Sciences may NOT take on-line or hybrid University College courses during the fall and spring semesters. CA&S students may enroll in these 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 University College classes count toward my Psychology major requirements if I am a College of Arts and Sciences student?

University College courses may only 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.

11. How do I enroll in University College classes offered during intersession?

To take courses that will count toward the Psychology major through the University College 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 Dean's Office is not involved in granting permission to take intersession courses.

Students may *NOT* take courses to fulfill GE requirements during intersession, even if these courses are offered as GER courses during the fall, spring or summer terms. Applications for intersession courses go directly to the University College. The form is available on line at:

<http://www.sju.edu/uc/pages/Intersession08registrationform.htm>

12. Can I take University College 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 University College courses offered during the fall and spring semesters. During preregistration, enrollment in University College courses is limited to 20% of the total course enrollment. The remaining seats in the course are reserved for the University College 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 (20% of 30).

If a University College 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 University College course if it has reached an enrollment of six.**

The only exceptions to this policy will be for students pursuing careers in the health professions who need the courses to advance in their career paths or for whom the courses are required by the programs into which they need to move to advance academically. These 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.

13. How do I enroll in University College classes offered during the fall and spring semesters?

To take courses for the Psychology major through the University College 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 University College 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. Is there any way for me to get permission to take a University College class during the fall or spring semesters if it is closed during preregistration?

College of Arts and Sciences juniors and seniors may, with the permission of the Psychology Department chair, add University College courses during the add/drop period at the beginning of each semester if any seats are left in a course after the University College students have completed their registration.

15. How many University College classes can I take?

College of Arts and Sciences students may enroll in a maximum of two University College courses a year, and may take a maximum of four University College courses during their undergraduate careers at SJU. This limit includes all courses taken at Saint Joseph's, including those taken during the spring and fall semesters, summer sessions, and intersession.

16. How do I enroll in University College classes offered during the summer sessions?

Permission to take University College courses during the summer sessions needs to be obtained from the Dean's Office.

17. Can I take course at other universities during the summer or intersession and have the credits count toward my requirements at Saint Joseph's?

To take courses during the summer or intersession at other universities and have the credits transfer to Saint Joseph's, permission needs to be obtained from BOTH the Dean's Office and the Psychology Department chair 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).

Typical Sequence of Classes for Psychology Majors

| | <u>Fall</u> | <u>Spring</u> | | <u>Fall</u> | <u>Spring</u> |
|------------------|----------------------|------------------|---------------|------------------|--|
| <u>Freshman</u> | PSY 1001 or PSY 1011 | PSY 1021 | <u>Junior</u> | PSY 2502 -- 2612 | PSY 2041 |
| | PHL 1011 | ART/LIT | | SOCIAL SCIENCE | PSY 2301 -- 2381 |
| | ENG 1011 | ENG 1021 | | THE 1500 -- 1999 | PHL 2000 LEVEL |
| | MAT 1171 | MAT 1181 | | NATURAL SCIENCE | NATURAL SCIENCE |
| | LANG | LANG | | FREE ELECTIVE | FREE ELECTIVE |
| <u>Sophomore</u> | PSY 1031 | PSY 2031 | <u>Senior</u> | PSY 2051 | PSY 2101 -- 2381 |
| | PSY 2021 | PSY 2101 -- 2181 | | PSY 2701 -- 2811 | PSY 2901 -- 2991 or Service/Learning or Study Abroad |
| | HIS 1011 | PHL 1031 | | THE 2000 -- 2999 | FREE ELECTIVE |
| | THE 1100 -- 1499 | HIS 1021 | | FREE ELECTIVE | FREE ELECTIVE |
| | FREE ELECTIVE | FREE ELECTIVE | | FREE ELECTIVE | FREE ELECTIVE |