ADVISING INFORMATION FOR PSYCHOLOGY MAJORS

Make an appointment with your faculty advisor for career advising.

If your faculty advisor is on leave you are welcome to contact any of the psychology faculty to get your questions answered.

Contact information for the psychology faculty is available at <http://www.uwyo.edu/psychology/faculty/office-hours.html> <http://www.uwyo.edu/psychology/faculty/>

Sign up for your ½ hour academic advising appointment through <https://my.timetrade.com/book/FS89Q> or stop in from 2:00pm -5:00pm any weekday.

* Before you arrive for your academic advising appointment you need to complete the following steps:
* Bring the course scheduling form or plan ahead with courses you plan to take, including back up plans.

1. Review your degree evaluation (Degree Works) in WyoWeb under WyoRecords – Students – Student Records – Degree Evaluation (remove pop-up block) and/or pick up copies of your degree program check sheets from your advising file in the main psychology office (Biological Science Bldg., room 135).

* Both the Degree Works audit and the check sheets will show you your remaining and met requirements for the degree.
* Degree Works includes information on formally declared minors and 2nd majors. It also assumes completion of “in progress” courses and applies them to the correct degree category.
* Reading the Degree Works audit:

Visit the Registrar’s Office website to view the demo on interpreting the online degree evaluation <http://www.uwyo.edu/registrar/degree_evaluations/>. The audit is broken down into blocks: 1st – degree requirements; 2nd - major requirements; 3rd – college requirements; and 4th – university studies requirements. The audit will change anytime your academic record changes (ex: add a class, withdraw from a class, transfer courses).

1. Access the class schedule online through the Registrar’s Office website.

* <http://www.uwyo.edu/registrar/class_schedules/>

1. Link to the university catalog to review course descriptions and to check for pre-requisites. Link to the University Studies courses to see approved courses by category. Link to the A&S college page to see approved college core courses.

* <http://www.uwyo.edu/registrar/university_catalog/>
* <http://www.uwyo.edu/unst/usp2015/courses/>
* <http://www.uwyo.edu/as/current-students/>

1. Use the scheduling worksheet on the next page to plan your classes for the semester. Be sure to choose alternates in case classes are full when you register.

OR

Access your PLAN AHEAD through your WyoRecords student account within the WyoWeb Portal:

1. Click on Students under WyoRecords area.

2. Click on Registration button

3. Click on Plan Ahead link

4. Select a Term

5. Click on Create a New Plan

6. Click on View Sections

7. Click on Add button

8. Click on Save Plan button

9. Name Your Plan

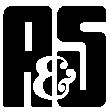
10. Continue to find classes to add to your schedule

You will receive your PERC number once you’ve finalized your schedule. On your assigned registration day/time, login to WyoWeb to sign up for classes.

* Use the look up classes feature on WyoWeb – WyoRecords – Students – Registration – Browse or Register for Classes to view open/closed class status and waitlist options.
* Registration dates are based on current class standing. The order of registration is: Graduate Students/Second Bachelors/Students with priority registration, Seniors, Freshmen, Juniors, Sophomores, then New and Returning Students.

Additional online resources that provide academic and career advising information

* <http://www.uwyo.edu/cacs/career-services/>
* <http://www.uwyo.edu/psychology/undergraduate/>
* <http://www.uwyo.edu/registrar/students/registration_information.html>

 **College of Arts and Sciences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Request Form/Advising and Course Scheduling** semester year

Student Name Local Address/Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last First Middle*

**UW Email Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **W-Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor & Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Minor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Concurrent Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dual (2nd) Degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-professional Interest\_\_\_\_\_\_\_\_\_\_

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| **Course Reference Number** | **Dept. Name** | **Course Number** | **Sect.** | **Lec Lab Disc** | **Credit Hours** | **Fulfills:**  **USP,**  **A&S,**  **Major,**  **Minor or**  **Elective?** | **Course Meeting Times** | | | | | **Bldg** | **Rm** |
| **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |  |  |
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**Recommended Alternate Courses and/or Categories:**

Student Signature Date Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES:**