## **PSYCHOLOGY MAJOR ADVISING PROCESS**

• Advising forms

can be found in

the main office

(CL205) and in

handbook



## Depatment of Psychological Science and Counseling

- Always use your APSU email, including your name and *A number* in all communications.
- Step-by-step instructions to register classes? Check out Office of the Registrar (Click here)
- No response from your advisor?
  - Email again and add "2<sup>nd</sup> attempt" to the subject line
  - Still no response after 2 business days during priority registration advising (1 week throughout the semester)?
  - Contact the Department Associate Chair, Dr. Kevin Harris (harrisk@apsu.edu), with documentation of attempts to contact their advisor
  - Dr. Harris will assist you further

For immediate assistance with *urgent* advising needs, contact our departmental professional advisor, Ms. Alisha Horn Email : horna@apsu.edu Phone: 931-221-7502

- 3 Priority Email from Review registration advisor for Psychology scheduling Undergrad window open Handbook appointment • The Office of • Available online • Follow the the Registrar (click <u>here</u>) specified will notify all
  - students when the priority registration window is approaching
- process in the email to set up appointment with your advisor

- Attending advising appointment
- Plan tentative courses to take for the next semester
- Advisor will review and evaluate the plan
- Advisor will enter notes into OneStop and remove

Register for

classes

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- Ready to register!
- - registration holds