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Department Associate Chair: Betsy Ruddy

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## I. Advisement Meetings

### *a. Pre-Advisement*

- Students can see their advisor in PAWS.
- Faculty can see a list of advisees in PAWS.
- If need help with PAWS, go to TCNJ homepage and type in “PAWS Help” into search box.
- Use PAWS to email your advisees. Email them a few weeks in advance of registration and ask them to sign up on a sheet outside your office door (or email you to set up an appointment). Specifically ask seniors to sign up early.
- Ask advisees to come prepared.
  - They should bring an up-to-date Psychology Advising Guide (available on the Psych webpage).
  - Instruct them to preview courses on PAWS to develop a preliminary schedule.
  - Help them develop alternates (especially freshmen who register late, after many courses are filled).

### *b. Advisement*

- Keep a copy of your advisees' Advising Guide on file. It's a bit of a pain to start but it will save you heartache later.
- Ensure that advisee has received the minimum required grade in all Psychology courses that will be counted toward the major (minimum of C-) and minimum of C+ in PSY 101 – General Psychology and PSY121 - Methods and Tools).
- Waivers or course substitutions for Psychology major must be reviewed and granted by the Psychology Department Chair.
- Determine if advisee has transfer credits or AP credits. You may look up their academic record on PAWS. Under students, “institutional coursework” reflects TCNJ courses, and “transfer” reflects courses taken at other colleges as well as AP or high school courses with college credit.
  - Refer to “AP Credits” in “Other Advising Topics” section
  - See “Transfer” section in “Other Advising Topics” section
- Ask advisee what are their career aspirations. What courses/experiences have they enjoyed?

- Students who are thinking of double majoring should schedule an appointment with advisors/faculty in both areas early.
  - Oftentimes, several liberal learning requirements can be waived when a student double majors. Details can be found on Liberal Learning Homepage (link in the Table of Contents. Under “definition,” scroll down to Option A).
  - What major the student declares as their “first major” will also influence liberal learning requirements as some majors require a foreign language and others do not.

## II. Registration

- Near registration time, PAWS should indicate when a student is allowed to register (based on completed credits and last name). Students can also check the registration schedule (link in the Table of Contents).
- Students cannot self-register for lab courses (390/492). Recommendation: when you have the final list of lab students, email Associate Chair all of the students’ names and 6-digit PAWS ID.
- We can only remove Advisor holds. Students must contact other offices to remove other holds prior to registration (e.g., health, financial).

## III. PAWS Tips

- PAWS tutorial, including “How to Grade” and “Using the “What if” Feature.”
- Hints
  - If a Menu is collapsed, the category (e.g., LL requirement) has been satisfied.
  - Only one “What if” scenario can be saved at a time; if you create a new scenario, it will overwrite the previous one.

## IV. Liberal Learning Requirements

- Where can one find a list of what courses will count for liberal learning?
  - Go to the Liberal Learning Homepage (link in the Table of Contents)
- Freshmen Seminars often count for one of the liberal learning distribution areas. Check the specific seminar topic to see what requirements it completed at the Liberal Learning Homepage (link in the Table of Contents).

### *a. Requirements*

- IDS 102 and 103
  - IDS 102 is a zero-credit online tutorial that ALL incoming freshmen and transfer students which involves locating, evaluating and using information for academic research. The course runs from mid-August to mid-October

and is graded P/U. Students can access the Links Tutorials here:

<http://www.tcnj.edu/~liblinks/>

- IDS 103 tracks the “community engaged learning” requirement of liberal learning. Students satisfy this requirement by participating in FSPs that include a service-learning component in the fall semester, or in one of the many issue-based Community-Engaged Learning (CEL) Days that are scheduled throughout the year.
  
- WRI 102 (Academic Writing): Only some students need to take this course (based on SAT scores). PAWS should indicate whether the course is required for a given student.
  - Students are exempt from WRI 102 if they have met ANY of the following criteria:
    - Score of 580 in BOTH SAT Reading and SAT Math
    - Score of (4) on AP English or History
    - TCNJ Writing Placement
  - If a student is required to take WRI 102, they will take it in the Spring of their freshmen year.
  - Where do WRI101 and WRI102 count on the program planner?
    - WRI101 is a zero-credit remedial course.
    - WRI102 is a 4-credit course that can count as an elective. It CANNOT count as one of the three required writing intensive courses.
  
- Three writing intensive courses: FSP, PSY 299, PSY 4XX.
  
- How do Psychology majors fulfill the writing requirement (right hand column of program planner)?
  - PSY 299 and all 400 level courses have been designated as writing intensive, thus covering the moderate level and upper level writing requirements, respectively.
  - The first level of writing is covered in the Freshmen Seminars.
  
- Language: Students must show proficiency at the 103 level.
  - Students continuing a language from high school must take the TCNJ placement exam to see what level they should start at.
    - Make sure advisees register for the class that they are placed into. If they get placed into Spanish 103 but they take Spanish 101 and 102, they will not get credit for these classes. Students may not realize this until have a junior or senior audit because there is no mechanism that prevents students from registering for lower language courses.
  - Suggest that advisee complete foreign language requirement early in their academic career if continuing a language from high school.
  - They can request to take a language proficiency exam for languages not offered by TCNJ (e.g., Korean).

- Sign language (ASL) satisfies the language requirement, but students must be interviewed by and register through the Modern Languages department.
- Students beginning a new language will start at 101.
- Students starting as freshmen at TCNJ must complete all foreign language requirements here.
  - They cannot start the language requirement at TCNJ and finish the requirement somewhere else.
- Students transferring in from another school CAN complete the foreign language at that school as long as they are NOT over the maximum for transferring in credits.
- Students cannot take a foreign language course as Pass/Fail if it is to fulfill their Second Language Liberal Learning Requirement. Can only do this if it to fulfill a free elective course.

*b. Liberal Learning Breadth Requirements (Right Column of Advising Guide)*

- Do Psychology majors have to take a social science courses as a liberal learning requirement?
  - Students may count two Psychology courses (PSY 101 and PSY 121) towards the Social Science requirement for liberal learning.
  - Please note that PSY 203, Design and Analysis also counts as a Quantitative course in Liberal Learning.
  - BUT, even though these courses count in three spots (i.e., fulfill 3 requirements), they don't count as 12 additional credits completed (they only count once toward the 128 to graduate).
  - Students are encouraged to enroll in other Social Science courses to achieve breadth in their Liberal Learning curriculum.
- Is there a required sequence for liberal learning science courses?
  - Science courses do not need to follow a sequence (but one must be a lab course).
  - The liberal learning requirement states that two sciences and one math (or vice versa) are required.
  - One science MUST have a lab component; some freshmen seminars will count as non-lab science.
- If a student took Bio 1 and Astronomy 1, do they need to take another science (e.g., either bio or astronomy) or have they completed the requirement?
  - The requirement is completed.
- You might also direct students to the Liberal Learning homepage (link in the Table of Contents)

*c. Civic Responsibilities, Proficiencies and Electives (Right Column of Advising Guide)*

- How do students complete the Community Engaged Learning component of the control sheet?
  - This can be fulfilled through courses that have this component built in. For example, a number of freshmen seminars have it built in.
  - Go to the Liberal Learning Homepage (link in the Table of Contents) for more detail.
- What courses count for civic responsibilities?
  - Go to Liberal Learning Homepage (link in the Table of Contents) and you will see that it lists the various civic responsibilities categories, and then directs you to courses that satisfy those categories.
- Where does Athens to NY and SET fit on the liberal learning planner? Where does Rhetoric fit?
  - Athens to NY counts as FSP (freshman seminar).
  - SET counts towards Arts & Humanities.
  - Rhetoric counts as an elective.
- If students want to waive or substitute a course for their Liberal Learning Requirements, they have to see Assistant Provost Bob Anderson or Assistant Dean Rosa Zagari-Marinzoli.

*d. Other Liberal Learning Questions*

- Students who began courses prior to the transformation may also want to consult the Liberal Learning Homepage (link in the Table of Contents)
- Whom should be contacted if a student is considering Liberal Learning Option A (Designated Interdisciplinary Concentrations) or Option B (Self-Designated Interdisciplinary Concentrations), instead of the Breadth Distribution?
  - Contact Rick Kamber at [rkamber@tcnj.edu](mailto:rkamber@tcnj.edu) They should also visit the Interdisciplinary Concentrations link on the Liberal Learning Homepage
  - See Advisement section for more details about Liberal Learning Option A
- Do transfer students have to take liberal learning courses?
  - Transfer transcripts are evaluated by Records and Registration who will determine which liberal learning has been satisfied.
  - Students entering with fewer than 32 credits are considered freshman and must also complete Freshman seminar and civic responsibility learning component.
  - Those with 32 or more have Freshman seminar and civic responsibility learning component of the freshmen year waived.
  - In 2007 NJ passed legislation that effectively waives all liberal learning and foreign language requirements for transfer students who have an

Associate's Degree. This includes the community engaged learning, gender, global perspective and race/ethnicity requirements. You must determine if an Associate's degree was awarded as completion of 64 credits does not guarantee that the degree requirements were completed.

#### V. Psychology-Related Advising Topics

- “Psychology Advising Guide.doc” located in: S:/Psych/Advising/.
  - Outlines basic graduation and departmental requirements and specific requirements for different specializations. Note: the *new* (more rigorous) specialization requirements take effect Fall 2009; students who declared a specialization prior to this semester do not need to satisfy any *new* requirements.

##### a. *PSY 096, 097, 098, 099*

- All incoming students will be required to complete a four-course advising sequence (PSY 096, 097, 098, 099).
- These 7 week, zero-credit advising sessions will be delivered to freshmen, sophomores, juniors and seniors with topics specifically geared to their developmental needs (orientation to college and the major, internships, career and graduate school options, resume writing, job search, applications for graduate school, etc).

##### b. *Graduation Requirements*

- How many credits are needed to graduate?
  - Students who entered in Fall 2004 or later (transfer or entering freshmen) have to complete 32 units or 128 credits.
  - Exceptions: Psych major is 120 if student entered TCNJ prior to Fall 2004. Students entering prior to Fall 2004 who began their TCNJ career in a major that at that time required 128 (e.g., Ed and Psych double majors were 128 prior to Fall 2004) are still held to 128, even if they later switched to Psychology only.
- Can a student walk at graduation with fewer than 32 units completed?
  - They may walk with 3 or fewer courses remaining to complete the degree.

##### c. *Grades and Credits*

- If students re-take a course, they must apply for a grade change. The new grade does not automatically replace the previous one (in the calculation of the GPA).
  - Link provided on the Psychology website under Resources section.

- If students fail a Psychology core course twice, they get permission from the Chair or Associate Chair.
  - Link provided on the Psychology website under Resources section.

*d. Declaring Psychology Minor*

- How does a student declare a minor in Psychology?
  - Students should complete a form available in the front office. Requirements for the minor are available on the web.
- All minor declarations must be made before the student enters the semester in which they will complete the minor.
  - i. Requirements for Minor
    - PSY 101 – General Psychology, PSY 121- Methods and Tools, two foundation courses, and one specialized course (any 300-level or 400-level course)
    - Refer to Psychology Department website for more information

*e. Declaring Specialization:*

- The Psychology Department Specializations are now optional. Regardless of when a student became a Psychology major, the student may choose not to have a specialization.
- In Fall 2009, some of the specializations changed their requirements; if a student became a Psychology major prior to Fall 2009, then the old requirements still apply.
- Students should follow the specialization requirements that were in place when they were admitted/entered the Psychology major.
  - Ex. If a student entered the Psychology major in Fall 2008 but did not declare a specialization until Spring 2010, the requirements from Fall 2008 should be followed.
- How/when do students choose a specialization?
  - Students should investigate the different specializations by attending talks, enrolling in foundation courses, attending information sessions, accessing the department website, reading specialization information sheets (available in the front office), and informal discussion with faculty and students.
  - Complete Psychology Declaration of Specialization form available in the front office or on the web.
- When a student is a pre-major, can they select a specialization?
  - Pre-majors cannot declare a specialization. After successful completion of PSY 101 (C+ or better) and PSY 121 (C+ or better), students may select a



specialization. Students are encouraged to take Foundation courses in their area(s) of interest.

*f. ELOPsy (Experiential Learning Opportunities in Psychology)*

- How many ELOPsy courses can a student take?
  - Students may count a total of 3 ELOPsy courses (PSY 390, PSY 492, PSY 396, PSY 496, PSY 397, PSY 399, PSY 499, PSY 393, PSY 493) towards the major.
  - One may count as the Psychology Option.
  - A maximum of two may be applied to combined areas of Specialized Courses and Senior Experience.
  - Students may take ELOPsy courses multiple times (with the exception of PSY 396, 496, which may be taken once only, and 397, which may be taken twice only).
  - A maximum of one 300-level ELOPsy course may be counted as a specialized course in the psychology minor
  - One 400-level ELOPsy course may be counted as a senior experience provided that at least two non-ELOPsy courses are included in the specialized category. Some ELOPsy courses may be taken for variable credit (PSY 399 and PSY 393).
  - All other ELOPsy courses are one unit courses.
  - Prerequisites and requirements for the ELOPsy courses vary. See the psychology department website for further information about these special opportunities.
- ELOPsy requirements vary by Psychology specialization. Students should see their advisor or refer to the information sheets (main office) or web descriptions of specialization requirements.

VI. Other Advising Topics

*a. Minor*

- If a Psychology major has a minor, those course can count towards their electives.
- Waivers or course substitutions for minors must be reviewed and granted by the faculty coordinator for that particular minor and/or the department chair where the minor is housed.
- If the student has not declared their minor, make sure it is declared no later than the semester prior to graduation.

*b. Transfer Students*

- Students who transfer with an Associate's Degree have satisfied all Liberal Learning Requirements (including Civic Responsibilities and Second Language requirements). They only need to complete major core requirements and reach a total of 32 course units (128 credits). You must determine if an Associate's degree was awarded as completion of 64 credits does not guarantee that the degree requirements were completed.
- Students entering with fewer than 32 credits are considered freshman and must also complete Freshman seminar and civic responsibility learning component.
- Those with 32 or more have Freshman seminar and civic responsibility learning component of the freshmen year waived.
- If a student took two semesters of a language at another college, they are still required to take the placement test.

### *c. Transfer Credits*

- A student would like to take a course at another college, what courses can be transferred? What courses in psychology can be transferred?
  - If you are attending a NJ community college, go to [NJTransfer.org](http://NJTransfer.org) for a complete list of courses. All courses transferring in as Psychology courses should be approved with the Associate Chair in advance.
- How many credits can a student apply to TCNJ?
  - Students entering from a 2 year college can transfer 64 credits; those from a 4 year institution may transfer 80.
- If a student transfers in a 3-credit Psychology course, do they need to make up the credit toward the Psychology major?
  - The Psychology major is 12 courses, whether they are 3- or 4-credit. Credits only need to be counted to assure the total needed for graduation (usually 128); there is no Psychology count. Thus, the student will need to make up the 1 credit, but it is an elective.
  - Most transfer courses (from other colleges/universities, including study abroad) result in 3 (instead of 4) credits. If your students have 3-(or fewer) credit courses, you will see fractions of credits listed in PAWS.
- I/O Psychology requires that students take 3 courses in addition to the Psychology major. Can students take all 3 business courses outside of TCNJ for I/O?
  - Yes, as long as the courses transfer and the student has not maxed out the total number of courses that transfer.

- Information about Advanced Placement credits in “AP Credit” section under “Other Advising Topics.”

#### *d. AP Credit*

- What score on the AP is needed to waive General Psychology, PSY 101?
  - A score of 4 is needed. See Records and Registration Website.
- Read requirements carefully as History allows a waiver of Liberal Learning but does not accept the AP for 3 credits.
- AP credits transfer depending on the score. Refer to Records and Registration website for more information.
- Students can transfer as many AP credits as they want (no maximum).
- Students can refer to their unofficial transcript on PAWS to make sure their credits have been transferred.

#### *e. Dual Majors*

- Liberal Learning Requirements
  - These requirements depend on whether both majors are in the School of Culture and Society or whether they are in different ones.
  - Students take 2 courses rather than 3 in the Broad Sectors of Arts and Humanities; Social Science and History; and Natural Science and Quantitative Reasoning. They have to have a different prefix.
  - Students who have English as their first major and Psychology as their second do not have to take any Liberal Learning courses in the first two broad sectors. They do have to fulfill the two courses in the Natural Science and Quantitative Reasoning section.
- It makes a difference what major was declared first because this will influence the Liberal Learning Requirements for some majors. For example, Finance majors are not required to take a foreign language. If Finance was the first major declared, then the student does not have to fulfill a foreign language requirement even if it is a requirement for the second major.
- College policy allows 3 courses to double count across two majors. However, it only counts as 1 course unit.

#### *f. Double Counting*

- Can students count a course in their major and minor (double counting)?
  - College policy allows 1 course to double count in the major and the minor.

- Only 4 credits are awarded for the course.
- What courses can double count for an Ed/Psych major?
  - Either ECE 201, ELE 201 or SPE 203 can count as PSY 220 a foundation course.
  - However, a student cannot count BOTH PSY 220 and the equivalent (ECE 201, ELE 201 or SPE 203) toward the psychology major/minor.
  - ECE 201 was added to this list in Fall 2005, thus, Early Childhood students who have taken PSY 220 during Fall 2005 (or before) CAN count it toward the Psychology major, along with the ECE 201.
  - NUR 110 was added to this list in Summer 2007. The same rules apply.
- College policy allows 3 courses to double count across two majors. However, it only counts as 1 course unit.
- Can students double count courses if they are a double major?
  - College policy allows a maximum of 3 courses to double count across 2 majors but it is unusual for more than 1 course to be acceptable to both majors.
  - Only 4 credits are awarded per course.
  - See the web link for more information:  
<http://www.tcnj.edu/~academic/policy/majorsandminors.html>
- College policy allows 2 courses to double count in the major and the Interdisciplinary Concentration. However, only 1 course unit (4 credits) are awarded for each course.
- Can students take a course in another department and have it count in their specialized courses?
  - Some Specializations list acceptable courses.
  - If the course is not listed, students should bring a description to the faculty advisor. The faculty advisor and the Concentration Convener will decide if the course can count.
  - The Associate Chair should be asked to notify Lisa Watson-Cotton if an exception on the Program Planners, must be made (in Records & Registration, [watsonsp@tcnj.edu](mailto:watsonsp@tcnj.edu), with the student's name, TCNJ ID, Specialization, and course substitution information.

*g. Overload*

- What if a student needs to take 20 credits?
  - Students are not permitted to register for more than 18 credits per semester. The Department Chair is no longer authorized to grant overloads. Only the Dean's office can do so. The Associate Chair will make a recommendation to the Dean.

- Requirements: A minimum GPA of 3.5 is required. Students should prepare a paragraph justifying the overload (usually best to point to educational opportunities) as well as their ability to handle the workload and bring this to the Associate Chair.
- Students who are seeking a waiver should first discuss this with their faculty advisor. Inquire as to why they need to do this, review their academic record, and determine the likelihood of a successful semester with such an overload. Advisors who approve of the overload should confer with the Associate Chair and then the student should meet with the Associate Chair to prepare the paperwork for the Dean's office.
- Due to heavy course requirements, Ed and Psych double majors all have a guaranteed of one semester in overload.

#### *h. Study Abroad*

- A student wants to study abroad, how do the courses transfer to TCNJ? To the psychology department?
  - See the Associate Chair or the Chair for Psychology courses for approval in advance. The minimum GPA to study abroad is 2.5 (although this may vary by program). Students should bring course titles with descriptions for review by R&R evaluators or Betsy.
- Do study abroad count as credits outside?
  - Study abroad credits do not count as TCNJ credits, (Except for the TCNJ Madrid program, which is taught by TCNJ Spanish faculty) they are handled just like transfer credits from another institution. However, national exchange credits are handled like TCNJ credits.
- Students can take a maximum of 12 credits abroad. If they take more than 12 credits, the additional credits will not transfer.

#### VII. Contact Information

- Whom should students see with questions about Psychology courses?
  - Students should go to their advisor first, then Chair or Associate Chair, and finally Records & Registration.
- Andy Leynes: for students who want to be pre-med, especially if they want to register for a course that is closed to non-science majors.
- Our contact at Records and Registration is: Lisa Watson (2351) [watsonsp@tcnj.edu](mailto:watsonsp@tcnj.edu)
- Students documented as having differing abilities are granted priority registration. This means that they can register the first day of registration

regardless of the number of credits that they have. They can make an appointment with John Soltys (x2826 or [soltys@tcnj.edu](mailto:soltys@tcnj.edu)), or another representative of Records and Registration, if they need assistance in the registration process. Contact Teri Yamiolkowski (x2572 or [yamiolko@tcnj.edu](mailto:yamiolko@tcnj.edu)) at Differing Abilities with any additional questions.