

## PSYCHOLOGY NEWS

UNDERGRADUATE ADVISING

# 13,

### **PSY Advising Options**

The PSY advisors are committed to being available to assist you during the decision to transition to online courses. Effective Thursday March 12th we have decided to cancel our in office drop-in hours and move any previously scheduled advisor appointments to phone appointments. The following advising options will be offered through April 20th, we will adjust as necessary to align with university updates.

#### ⇒ Enrollment Express Advising Appointments

An appointment campaign through the online advising system has been created and sent to all PSY Students. You should have received an email from Sarah Handspike on Wednesday, March 11th detailing this process, please thoroughly read all details in this email. These appointments will be available March 23rd through April 17th. Appointment times will be 10 minute time slots Monday - Friday 1:00-4:00 PM. Appointment times are available on a first come basis, and can be scheduled with any of the four PSY advisors. When scheduling these appointments please add a phone number in the comments. Our plan is to send you a zoom invitation link as our primary source for holding the appointment, but we want to make sure we have a back up to reaching you as well. Zoom invitations will be sent at least 1 day before your scheduled appointment time. We are asking that students do their best to create a tentative planned schedule on their schedule builder prior to their appointment time. Having a tentative plan will allow us to more efficiently assist you during your 10 minute phone call. See the 2nd page of this newsletter with steps on how to add planned courses.

#### **⇒ Advisor Email**

We anticipate a higher than normal demand for email communication. The PSY advisors will be responding to student emails in the order they are received. We ask that if you have a preferred advisor to please send an email to them, if you do not have a preferred advisor, you can email our office at psyugrad@msu.edu and your email will be responded to by the appropriate staff or advisor. We ask for your patience in the response time for email. If you are emailing regarding scheduling questions it is again helpful if you can add some courses to your planned courses so that we can more efficiently assist you with your course plan, see second page of this newsletter for steps.

#### **Mark Your Calendars**

#### March 27

Fall and Spring 2020-21 enrollment appointments begin. Check your email and schedule of courses for your specific date and time

#### March 23

Freshman Requirement Refresh Via Zoom 10-11 AM | RSVP

#### March 24

Freshman Requirement Refresh Via Zoom 10-11 AM | RSVP

#### March 26

**Transfer Student** Requirement Refresh Via Zoom 11 AM-12:30 PM | RSVP

#### March 27

Freshman Requirement Refresh Via Zoom 10-11 AM | RSVP

## **Advisor Announcements**

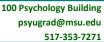
Check your email for an appointment campaign to schedule an Enrollment Express phone appointment with a PSY Advisor.

#### **Appointments:**

https://msu.campus.eab.com/

#### **University Updates:**

www.msu.edu/coronavirus







#### How to Create a Tentative Course Plan

- 1) Login to www.schedule.msu.edu
- 2) Click on "Search for Courses"
- 3) Select your "Term" and "Subject" then click "Find Courses"
- 4) Next to the course section you wish to enroll in you will want to click on the calendar icon

Plan a Course
To add a section of a course to your Schedule Builder, you must click on the icon to the left of the section number when searching for courses. NOTE: Planned sections do not reserve a seat in the course.

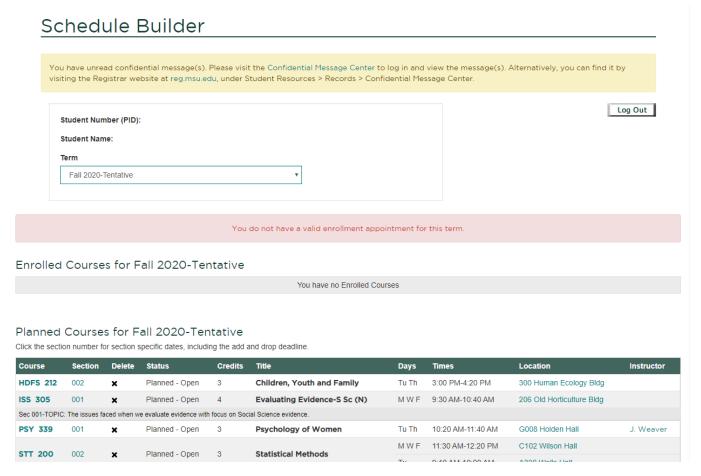
AAAS 390: Spec Topics Black Africana Std

Section Status Credits Enrolled Limit Hours Arranged Day(s) Times Instructor Location Room Size

101 3 2 30 Tu Th 240 PM - 4:00 PM T. Butler A220 Wells Hall 32

Final Bism: Tuesday, May 2 2017 12:45pm - 245pm in A220 Wells Hall 32

5) After clicking on the calendar icon it should take you to your schedule builder page where you will see the course now listed under the banner "Planned courses for Fall 2020-Tenatitive"



- 6) Repeat the process above until you have added all courses you plan to enroll
- 7) Follow the same steps for each semester you plan to enroll in courses (Summer 2020, Fall 2020 & Spring 2021)

Completing this process will allow the PSY Advisor to let you know if your schedule meets your degree requirements or if there are alternative suggestions to your planned courses. It is okay if you add a course that you are not sure of, during your Enrollment Express phone appointment we will make sure to review your specific remaining degree requirements.



