



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
001		3	2	30		Tu Th	2:40 PM - 4:00 PM	T. Butler	A220 Wells Hall	32

Final Exam: Tuesday, May 2 2017 12:45pm - 2:45pm in A220 Wells Hall

- 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-Tentative”

Schedule Builder

You have unread confidential message(s). Please visit the [Confidential Message Center](#) to log in and view the message(s). Alternatively, you can find it by visiting the Registrar website at reg.msu.edu, under Student Resources > Records > Confidential Message Center.

Student Number (PID):

Student Name:

Term

Fall 2020-Tentative

Log Out

You do not have a valid enrollment appointment for this term.

Enrolled Courses for Fall 2020-Tentative

You have no Enrolled Courses

Planned Courses for Fall 2020-Tentative

Click the section number for section specific dates, including the add and drop deadline.

Course	Section	Delete	Status	Credits	Title	Days	Times	Location	Instructor
HDFS 212	002		Planned - Open	3	Children, Youth and Family	Tu Th	3:00 PM-4:20 PM	300 Human Ecology Bldg	
ISS 305	001		Planned - Open	4	Evaluating Evidence-S Sc (N)	M W F	9:30 AM-10:40 AM	206 Old Horticulture Bldg	
Sec 001-TOPIC: The issues faced when we evaluate evidence with focus on Social Science evidence.									
PSY 339	001		Planned - Open	3	Psychology of Women	Tu Th	10:20 AM-11:40 AM	G008 Holden Hall	J. Weaver
STT 200	002		Planned - Open	3	Statistical Methods	M W F	11:30 AM-12:20 PM	C102 Wilson Hall	

- 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.