Advising Procedure for
Department of Psychological Science Majors

Each student is personally responsible for completing all requirements established for his or her degree by the university and department. It is the student’s responsibility to inform herself/himself of these requirements. A student’s advisor may not assume these responsibilities. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with appropriate approval. Advisors help students with their schedules, but the primary obligation for knowing and meeting all graduation requirements rests with the student.

Advising is not a passive experience for the student. You need to come to your meeting prepared. This document will help you have a clear sense of what is necessary to have a successful advising session.

- Informational email will be sent out to majors as to when and where to sign up for advising
- Sign up with advisor for a minimum of 30 minutes – if you are not sure of who your advisor is, a list will be available
- Review course requirements by utilizing the following documents:
  - Copy of your DegreeWorks
  - Copy of gen-ed requirements
  - Copy of psych degree requirements
  - Copy of minor requirements
  - Bell Core Guide – Student Handbook for General Education - this is a MUST read.
- Consult classfinder for available classes
- Come to your advising session prepared with a tentative schedule – prepare backup classes

<table>
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<tr>
<th>Freshman: 0-29 hours</th>
<th>Sophomore: 30-63 hours</th>
<th>Junior: 64-93 hours</th>
<th>Senior: 94+</th>
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FYI:

- A minimum of 128 hours are needed to graduate from Belmont - 16 hours per semester to graduate in 4 years
- **PSY 1000 is to be taken the first year once a student has declared psychology as a major**
- The minimum load for full-time status is 12 hours of course work per week, and the maximum load is 19 hours; for the summer term, the minimum load for full-time status is 6 hours for undergraduates and the maximum is 7 hours.
- The last 32 semester hours of course work on which a degree is granted must be done in residence at Belmont unless a Senior Residency Waiver is granted by the University Registrar for specific credit hours.
- A minimum of 12 hours of the major and 6 hours of the minor must be taken at Belmont.
- A student with junior standing (64 through 93 hours earned) may elect to earn up to twelve (12) semester hours of P/F academic credit in courses which are general electives in the student’s plan of study.
- A student may repeat any course which was previously taken at Belmont if the student wishes to improve the grade. The student will not be allowed to repeat the course more than once with the exception of an "F" grade which may be repeated an unlimited number of times. A course grade transferred from another institution may not be removed by repeating the course at Belmont.
- Convocation is a graduation requirement! Students have not graduated for failure to complete their convo. Keep track of your credits.