

DEPARTMENT OF PSYCHOLOGY Advisement Checklist & Procedures (10.2.22)

Welcome to the Department of Psychology! We look forward to advancing your career goals as you complete your undergraduate academic journey.

These are the procedures that we will follow in our student led advisement process to complete the process for enrolling in classes.

1. Access and review your Academic Requirements in iRattler.
2. Complete the Program Degree Audit electronically. (Do not handwrite).
3. Adhere to the Academic Advisement Meeting Schedules.
4. Contact your Academic Advisor. In this case, the Department of Psychology (Dr. Leona Johnson or Dr. Jermaine Robertson). Do not contact both of these individuals in separate emails as this will slow down the response time.
5. Enroll in your courses based on your Advisors' recommendation. (Under no circumstance should you self-advise).
6. Should you have problems enrolling in the course(s) that your Advisor recommended, please contact them as soon as possible. (Providing a screen shot of the issue would be very helpful).

Important Points to Remember

- Know how to access and use your Academic Advisement Report (in iRattler under My Requirements).
- Please come to the advisement meeting prepared to summarize where you are in your academic matriculation, i. e., psychology core courses, general electives, minor electives, and general electives taken and remaining requirements.
- Please ensure that you meet with your advisor each semester for advisement.
- Please check your Advisement Report and Unofficial Transcript to ensure that your Foreign Language and Civic Literacy/Civic Literacy Test Requirements are completed.
- Students must complete all academic requirements and earn a minimum 2.0 G.P.A. for degree confirmation.
- Please ensure that all transfer credits are posted. Incomplete (I) grades must be changed to a letter grade.
- Contact the department for any advisement concerns. Inquiries can be e-mailed to Dr. Leona Johnson at Leona.Johnson@famuedu