



## **DEPARTMENT OF PSYCHOLOGY Advisement Checklist and Procedures (Updated 7.10.23)**

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.
5. Enroll in your courses based on your Advisor's 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 screenshot of the issue would be very helpful).
7. Contact the Department of Psychology at 850.599.3014 should your Academic Advisor be unavailable.

### **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 at least once each semester for advisement.
- Please check your Advisement Report and Unofficial Transcript to ensure that your Foreign Language and Civic Literacy Requirements are completed.
- Students must complete all academic requirements and earn a minimum G.P.A. of 2.00 in order to graduate.
- Please ensure that all transfer credits are posted. Incomplete (I) grades must be changed to a letter grade in order to graduate.
- Advisement issues or concerns may be e-mailed to the Undergraduate Program Coordinator, Dr. Leona Johnson at [Leona.Johnson@famuedu](mailto:Leona.Johnson@famuedu)

### **Important Registration Links**

[Psychology Advisement Toolkit](#) (Scroll to bottom of the psychology webpage to find the toolkit)

[FAMU General Education Approved Course List](#)

[ALEKS Test Requirements](#)