

Psychology Advising Manual

www.sjsu.edu/psych/advisir

2012

This document lists live links and common questions regarding ADVISING for PSYCHOLOGY majors (and minors) at SJSU. It is principally intended for use by Psychology Advisors but it is posted since many students have found it useful. Although “self-advising” is encouraged, it is worthwhile to check in with a “real” advisor at least once per year to verify your course plans and as a reality check.

B.A.(PSYC),
B.S.(PSYC),
Minor(PSYC)

BEFORE SEEING AN ADVISOR

Matriculated (i.e., enrolled) SJSU Students:

1. Advising is typically done on a drop basis during scheduled advising hours.
2. The “get advising” link on the undergraduate page lists the advising hours, locations, and contact information for the academic advisors for the current semester.
3. For advising regarding general education, students should see the GE Advisors in the Student Service Center (1st.); but should check the advice received with a Psychology Advisor (e.g., in many cases students have been told to take MATH 10 rather than STAT 95 or General Biology rather than B20).
4. The Departmental Office staff are not advisors.

Ideally, students should do all of these things BEFORE coming in for an advising session.

Go to <http://my.sjsu.edu> and print:

- a. a copy of your advising report (if your transfer courses (o)-8.2 (r)4s23sveit

APPLICATION TO DECLARE PSYCHOLOGY AS A MAJOR

1. The difference between [Bachelor of Science in Psychology](#) and [Bachelor of Arts in Psychology](#) is that the BS is more targeted towards research oriented careers whereas the BA is a more general (“classic”) liberal arts degree.
2. To apply to become a Psychology Major (B.A. or B.S.), students have to meet certain standards defined by departmental policy:
 - a. [http://www.sjsu.edu/psych/docs/Policy/Declaring a Major Under Impaction-2011.pdf](http://www.sjsu.edu/psych/docs/Policy/Declaring_a_Major_Under_Impaction-2011.pdf)
 - i. Although further defined in policy, for freshmen applicants, their ability to be accepted directly into the Psychology Major (BA or BS) is determined by their eligibility index and SJSU impaction criteria; this is largely outside the scope of departmental advising.
 - ii. Similarly, for transfer students, their ability to be accepted by the Department is determined by their gpa and SJSU impaction criteria; this is also largely outside the scope of departmental advising.
 - b. Once admitted to SJSU as a matriculated student, students can then change their major to psychology if they meet the appropriate standards. This is clearly within the scope of departmental advising and is common.
 - i. the application to change (declare) a students’ major or minor is the online form available at <https://www.sjsu.edu/registrar/academicrecords/change-of-major-minor.php>
 1. Note that this form is an application, it does not guarantee success (this information is most relevant for high unit seniors

- students to graduate as efficiently as possible while meeting their (reasonable) degree objectives. See notes under “application for graduation”
- c. BS students are often better served by staying with the “four-year” throughout since the plan need to include coursework in the upper or lower division preparation for the major.
5. Change of major program (e.g., to a different department or BA to BS) or to add a minor (commonly ANTH, BIOL, CHAD, CHEM , COMM, PHIL, SOCI) should

department (I generally write "PSYC" on our copy), and then the original goes into a signed/sealed envelope. If advising in the evening, it is typical to personally make the copies and seal the envelope yourself. Be sure that the original and the envelope both signed/sealed appropriately.

6. Electronic forms

- a. At this point there are no advising related forms that are processed via electronic work-flow. All advising forms currently use hard copy forms with real (ink) signatures.

PREPARATION FOR THE MAJOR (HUMAN BIOLOGY, etc.)

Both the BA and the BS required “Human Biology or Human Anatomy” as preparation for the major. At SJSU this requirement is most often met with either BIOLOGY 21 or BIOLOGY 65.

If the student takes BIOLOGY 65, the student will need to complete a “intensive science petition” in order to receive GE credit for area B2 and B3 (life science and laboratory science).

http://www.sjsu.edu/ugs/docs/petitions/Petition-Intensive_Science_v.3

Which can be found at:

<http://www.sjsu.edu/ugs/students/petitions/list/>

In practice, the “Human Biology or Human Anatomy” requirement MUST include a laboratory experience. Human Biology (without lab) is not sufficient. We have developed a practice of allowing students who have already taken a GENERAL BIOLOGY course (with lab) to supplement this with a HUMAN BIOLOGY course (without lab) to meet the requirement (SJSU does not offer such a course).

In practice, the full year “biology for biologists” sequence, i.e., BIOLOGY 1A & 1B (or the old BIOLOGY 1 + 2 + 3 sequence), will also suffice for meeting the Psychology Human Biology requirement (albeit will also require the intensive science petition in terms of GE towards meeting graduation requirements). Such students should meet with a PSYC 129 to see if they should take PSYC 30 before 129 or have PSYC 30 waived.

In practice, we have also accepted HUMAN PHYSIOLOGY (with lab) as meeting the human biology/anatomy requirement.

FOR THE BS DEGREE:

A second set of “preparation for the major” courses are required for the BS deg.1 (s m)2

In practice, we have been quite flexible in terms of other courses that ~~could~~ be used to meet this secondary preparation requirement. Students pursuing pre-medical preparation have been deemed to have met the secondary preparation requirements by virtue of the courses taken (e.g., the set of Chemistry 1A + Physics 2A + any upper division Biology has been deemed to meet the intent of the secondary preparation requirement).

PSYCHOLOGY MINORS

1. Adding a psychology minor should generally be initiated before the student hits 9 units of coursework towards their primary degree objective being completed
 - a. the change of major/minor form is at <http://www.sjsu.edu/registrar/docs/majorminor>
 - b. the MINOR IN PSYCHOLOGY form is at <http://www.sjsu.edu/psych/docs/forms/form4>
2. As of Spring 2012, there are no longer any “special minors” for CHAD or CTE. The basic structure is the same for all minors
3. The minor requires a minimum of eighteen psych or stat coursework of which up to six units can be lower division (i.e., all psych or stat courses from a community college coursework and SJSU psych or stat courses numbered less than 100)
 - a. There are no specific required courses (albeit PSYC 1 is a general prerequisite for most upper division psychology)
 - b. Course at SJSU numbered 100 or greater are “upper division” courses and thus cannot be met via coursework taken at a community college
 - c. Unlike some programs, in Psychology a grade of “D” (or D

STATISTICS REQUIREMENTS

The statistics requirements are a course that articulates with STAT 95 and then either STAT 115 or PSYC 117 (BA) or both (BS).

If a student comes in with a strong mathematics background (e.g., Calculus) but does not have STAT 95, the student should be encouraged to approach the STAT 115 instructor about taking that course “in lieu of” STAT 95. In such an instance, the Calculus course could be listed in the STAT 95 bin when applying for

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ADVICE FOR TRANSFER STUDENTS

1. Take the WST as soon as possible and enroll in PSYC 100W as soon as permissible/possible.

PRE-MED STUDENTS

Medical schools do not require any specific major. While many applicants major in biology or biochemistry, the admission rate is quite good for non-science majors because these graduates will have shown strength in two academic areas. At a minimum, applicants must complete during their college years:

- x two years of major chemistry with lab
- x physics with lab,
- x math through calculus
- x one year of English composition,
- x and one year, preferably two, of biology with lab.

Students interested in any medical field should get as much hands-on experience as possible volunteering or working in medical settings so that they fully understand how physicians and other health professionals spend their time. There are pre-medical advisors in Biological Sciences and in Chemistry; -4126.04 5-15.291 Td (p 8.4 (try)12(r)8.4 It(in))T (a)8.2 (s a)804 Tc 0.

APPLICATION FOR GRADUATION

1. When to apply

- a. If a student comes in for advising and has completed 90 or more units, they are officially out-of-compliance if they have not submitted an application for graduation. At this time there should be a very strong recommendation for application. This does NOT apply to disqualified students.
 - b. If a student comes in for advising and has completed more than 120 units they MUST apply for graduation the only alternative is that they produce a "graduation contract" which lists the courses that they are going to take effectively the same thing as applying for graduation. This does NOT apply to disqualified students.
 - c. Disqualified students must be reinstated as eligible for readmission to SJS (i.e., removed from disqualified status and put into non-matriculated but in good standing) BEFORE they are eligible to have a graduation evaluation examine their petition for graduation. It is fairly common that a disqualified student finishes their last remaining coursework in the same semester that they become eligible for reinstatement. In such an instance, they must
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9. If you are seeking “Departmental Honors in Psychology” in addition to the BA in Psychology, you should also complete the Request for Honors in Psychology form and turn that form in to the Psychology office at the same time.
- This form is NOT required in order to graduate.
 - This form does NOT leave the department office.
 - This form is NOT used “in lieu” of the official major form.

PROBATION or DISQUALIFICATION

Relevant Policies and Information (University)

<http://www.sjsu.edu/aars/faq/probationdisqualification/>

Relevant Policies (Department of Psychology)

http://www.sjsu.edu/psych/docs/Policy/Disqualification_from_the_major_Revised2011.pdf

http://www.sjsu.edu/psych/docs/Policy/Declaring_a_Major_Under_Impact_Revised2011.pdf

4. Choose courses carefully to both (a) raise your gpa, (b) ensure adequate progress to degree, (c) get out of probation, and (d) prevent a second disqualification.
5. A disqualified student will need to use OPEN UNIVERSITY enrollment as the only feasible way for increasing their SJSU gpa.

<http://ou.sjsu.edu/>

EVALUATING STUDY ABROAD COURSES

Study abroad has been identified as a high impact practice. Spending a semester abroad is associated with high student engagement, better achievement of

"THIS INSTRUCTOR SUCKS"

The reality is that, as an academic advisor, students will come to you with commentary about the quality of their educational experiences. There are two sides to this: On the one hand, there are historic instances where adequate quality has not been met. (e.g., an online course consisting only of links without any discussion, lecture, or other interactive content; instructors regularly being late or absent from courses; final exams being rescheduled without authorization; etc.); On the other hand, we have to recognize that, as advisors, we hear one side of the story. Our job in this instance is to provide advice and to facilitate effective solutions. There are several resources to help with this.

In general, the first attempt at resolution should be for the student to communicate with the faculty member. In many instances, the issue can be resolved at this level (sometimes due to a misunderstanding between the parties or a lack of knowledge

CREDIT BY EXAM

1. The first type of credit by exam is for "internal" SJSU examinations for course credit. The form for this is

http://www.sjsu.edu/registrar/docs/Credit_by_Exam.pdf.

The basic requirement to use this form is to (a) sign up for the course and (b) to take the "credit by exam" before the second week of instruction. What this means, in practice, is that the student has to confirm with the instructor (realistically before enrolling) that they are willing and able to offer the "credit by exam" option. Traditionally this has meant the faculty member providing the student with a course outline and then testing the student via either: (i) a final exam, or, (ii) a collation of midterms, from an offering of the course for a prior semester. As a department, we seem to have adopted the policy whether or not to offer the "credit by exam" option is entirely up to individual course instructors. At this time we do not have a "department-level" assessments to use for a credit by exam procedure.

Students may challenge courses by taking examinations developed at SJSU. Credit shall be awarded to those who pass them successfully. Students may earn credit by exam, however, if they have previously taken or subsequently take equivalent course work. Specific details may be obtained from the Student Services Center.

2. The second type of assessment is for "course credit based on external examinations." These are described

<http://artic.sjsu.edu/static/catalog/cbe.htm>

SJSU grants credit toward its undergraduate degrees for successful completion of various standardized exams. The following are the guidelines for the credit that may be granted at SJSU for each standardized exam. Students may not earn duplicate credit by examination if they have previously taken or subsequently take equivalent exams or course work.

[College Board Advanced Placement Program \(AP\)](#)

AP credit is granted for scores of three or more.

College Level Exam Program CLEP

These exams test for course level proficiency via a (currently \$75) external test. A list of testing centers is at: <http://www.cleptestreview.com/clep>

INTERNATIONAL STUDENT REQUESTS

The most common interaction between an advisor and an international student (in their role as an international student) will be around requests for “optional practical training” letters. This letter will allow the student to work (and thus remain in the country) to pursue relevant work experience. Note that this work can be volunteer work in an appropriate faculty laboratory. The onus is on the student regarding the applicability of the work experience to their field of study.

<http://www.sjsu.edu/depts/ipss/status/employment.htm>

COUNSELING SERVICES

<http://www.sjsu.edu/psychology/counseling/>

EMERGENCY

<http://www.sjsu.edu/emergency/>

Alert SJSU

[Sign up now for Alert SJSU](#), which will send emergency info via text, audio and e-mail messages to your cell phone, conventional phone and email account.

Contacting Authorities

To contact the University Police Department, call 911 from a campus telephone or 408-924-2222 from your cell phone or use a blue light phone. Save the 408-924-2222 number in your cell phone's directory so it will be easy to access if you need help immediately.

Emergency Communications

Learn more about [how SJSU will communicate with you in an emergency](#)

Emergency Procedures

Familiarize yourself with [SJSU emergency procedures](#).

Earthquake Safety

Because earthquakes are likely in California, [view related earthquake safety information](#).

Assisting the Disabled

[Learn how to assist the disabled during an emergency](#)

Counseling Services

SJSU offers free, confidential counseling services. Students may call [SJSU Counseling Services](#) at 408-924-5910. Employees can call [CONCERN: Employee Assistance Program](#) at 1-800-344-4222.

UPDATING THE PSYCHOLOGY WEBSITE

At the current time, Clifton, Mark, and Ron are the Psychology Faculty with write access to the Department of Psychology website. If there is advising information that is out of date or inaccurate, please forward the link, the problem identified, to Mark.

Please visit the [Open University website](#) to download the Open University Registration or Drop forms. Read forms carefully for instructions and deadlines.

9. [Reinstatement Petition \[pdf\]](#)

Use to clear academic disqualification status. Read reinstatement guidelines carefully and meet with an advisor prior to submitting

10. [Retroactive Undergraduate Petitions](#)

Undergraduate retroactive petitions include Retroactive Academic Renewal, Retroactive Add or Drop, Retroactive Withdrawal

11. [Transcript Request \[pdf\]](#)

Use to request official copies of your SJSU academic transcript. Please read the Withdrawal Policy [PDF] (14.04.89) 3.6 (A) 8.1e 9 Tu (a) 3.5



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(www.sjsu.edu/psych/advising)

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