Thank you for your interest in Staking your Claim as a Psychology major at UNC Charlotte.

Current UNC Charlotte students wanting to declare Psychology as a major need to complete the online application, meet the minimum requirements, study this tutorial, and pass an online quiz. Current or prospective majors may use this tutorial to find answers to questions about the Psychology major.

This tutorial is for students entering the major beginning Fall 2012 and after. Students who entered the major before Fall 2012 are under a different program, the information presented in this tutorial will not apply 100% to your degree.
Each student is responsible for knowing the basic requirements needed to earn their college degree including their major, minor, and general education requirements.

Before applying for the major current UNC Charlotte students will need to complete the following:
1. General Psychology and Statistics (1220, 1221, or 1222) with a grade of C or better, within two attempts.
2. A science with a lab, outside of Psychology and eligible for General Education credit, with a grade of C or better in both the Lecture and the lab.
3. At least 12 hours of coursework at UNC Charlotte.
4. An overall and a Psychology GPA of at least 2.00

This tutorial should take you 1-2 hours to study and learn the information. You may stop and return as time permits. It strongly suggested that you do not attempt to take the quiz until you have a thorough understanding of the information presented in this tutorial as you will only be permitted two attempts to pass the New Major Quiz.

A score of 85% or higher (28 questions) on the 35 question New Major Quiz, within two attempts, will be sufficient to declare the major in Psychology, provided you meet all other requirements.

It is strongly suggested that you print a copy of the Major and General Education requirements from the Web or pick up copies in the Psychology department to use while studying this tutorial.
Time to Complete the Psychology Major

Current UNC Charlotte students who have not earned credit for Research Methods I or II will need a minimum of three semesters to complete the requirements for the major. The three semesters begin with the semester AFTER declaring the major.

Research Methods I is followed by Research Methods II, followed by the Capstone course. None of these three courses may be taken concurrently and they must be taken in sequence.

If you have 80+ earned hours at the time you apply for the major, you should plan on graduation being delayed at least 1 term and in most situations 2 terms.
Tutorial Sections

Psychology Department
   Academic Advising policies
   B.S. Requirements

Internship/Practicum/Honors
   Selecting a minor or 2nd major

Getting Involved with Psychology

General Education Requirements
   Foreign Language Requirements

Graduation Requirements

Understanding your records
   Academic Transcript
   Advising Transcript
   CAPP Degree Evaluation

Registration guidelines
   Holds on your account

University Policies
   Calculating your GPA
   Course Repeat Policy
   Grade Replacement Policy
   Progression Policies/Warnings
   Resolving Problems
An undergraduate degree in Psychology can open many doors. Graduates may pursue options in the corporate world, education, public service, social service, and/or continue their education at the master’s or doctoral level.

The PASS Center, located in Colvard 4111, was established to assist psychology majors and minors on their journey to an undergraduate degree and beyond. We are here to answer questions, provide information and guidance. An advisor won’t make decisions for students, but will provide information and suggestions which allow students to make informed decisions about their future endeavors.

All Psychology majors should check Banner or Niner Advisor for the name of their academic advisor. Advising will be required before registration for classes when: majors have 45 - 55 earned hours, have 85 - 95 earned hours, and/or a cumulative GPA below 2.00.

The PASS Center maintains a library of resources for writing in Psychology, careers in psychology, applying to graduate school, and information files for graduate programs around the country.

The size of the Psychology program puts a great demand on the academic advisors. To ensure the best possible service several advising policies are in place.
**PSYCHOLOGY DEPARTMENT ACADEMIC ADVISING POLICIES**

To schedule an appointment with your assigned advisor – Go to Niner Advisor on 49er Express to schedule an appointment. If you advisor is not available at the times you need call the main Psychology Office.

No Show policy – Any student who makes an appointment and does not show for that appointment or arrives more than 15 minutes late, without notice, will be restricted to walk-in advising for the remainder of the term.

Unprepared policy - Students who arrive at an advising appointment unprepared for the appointment may be asked to reschedule the appointment.

To be prepared for your advising appointment students should:

1. Review requirements to determine the courses still needed for the major, minor and General Education. Check the CAPP Degree Evaluation for possible missing coursework.
2. Review the courses offered for the following term(s) to determine what is offered.
3. Plan an ideal schedule and a plan B, maybe even a plan C for high demand courses.
4. Prepare questions about course selection for your advisor.
PSYCHOLOGY DEPARTMENT ACADEMIC ADVISING POLICIES

Pre-Registration Advising (the period between the publication of the schedule and registration week)

Advising appointments will fill quickly. If you have an advising hold it is in your best interest to schedule your advising appointment early. You may schedule an appointment weeks in advance, even before the schedule is available, for an appointment after the schedule comes out.

Do not expect to be able to make an appointment for the next day or two during this period.

Attend an advising clinic, if eligible, rather than an individual appointment.

Do not plan to discuss career, graduate school plans, or other involved issues. The 15 minute appointment does not allow time for this. Make an appointment for these talks outside of the pre-registration period.

Types of Advising within the department

Peer Advising – Available for students in good standing. Meet with a trained student advisor for course selection and progress toward degree. Good source of information from students who have been there.

Advising Clinics – Available for students in good standing. Meet with a group of other Psychology students in a general discussion of courses and course sequencing. Short individual discussions are available at the end of the group meeting if desired. Students on Probation must be seen individually by an academic advisor.

Academic Advisors – Required for students not in good standing. In depth review of progress, career and graduate school planning (other than pre-registration period), or significant academic questions.
PSYCHOLOGY DEPARTMENT COURSE REPEAT AND MINIMUM GRADE POLICY

The Psychology Department has a maximum course repeat policy. The courses below must be completed with a grade of C or better by the 2nd attempt to be eligible to continue in the major. An attempt is defined as completion of the course with a grade of A, B, C, D, F, W, A, P, N, or I. Retaking a course using a grade replacement does count as the 2nd attempt. Should a withdrawal from a course or all courses for a term be from a major illness or family circumstance students should discuss this decision with their academic advisor before withdrawing. A grade of W, in extraordinary circumstances, may be determined a non-attempt with the approval of the psychology academic advisor.

The courses effected by the two attempt policy are:
- PSYC 1101 General Psychology
- Any course used for the Statistics requirement
- PSYC 2101 Research Methods I
- PSYC 2103 Research Methods II
- Any course used as a Capstone

Psychology majors asked to leave the major under the 2 attempt rule will need to change to another major by the 6th week of classes. If they do not voluntarily change their major they will have their major changed to University College and an advising hold will be placed on their registration.
B. S. REQUIREMENTS OVERVIEW

All psychology majors, will complete coursework in the following areas:

7 courses (19 hours) from the Research Methods/Critical Thinking Group
4 courses (12 hours) from the Knowledge Base Group
2 courses (6 hours) from the Application of Psychology group
6 hours from the Psychology Elective Group.
1 course (3 hours) from the Capstone group

Additional requirements:
Complete a minor or 2nd major
Complete the College of Liberal Arts and Sciences General Education requirements

The following pages will explain each area of Psychology major coursework more fully.
Research Methods/Critical Thinking Group
General Psychology

General Psychology is a 3 hour lecture course that provides an overview of the broad field of Psychology. It may be completed at UNC Charlotte, transferred in from another school or through the AP and IB programs.

General Psychology Lab
The Lab may not be used as part of the major.
If a major takes the lab it will be counted a general elective and included in the 120 hours needed for graduation.
The lab may be used as an elective course in some other majors or minors where the General Psychology Lecture and Lab are optional course(s).

General Psychology Lecture and Lab and General Education requirements
General Psychology Lecture and Lab can be used to fulfill the General Education Lab Science credit for Psychology majors. However, for the major two additional science courses, one with a lab must be completed outside the major. In essence Psychology majors must complete three science courses at least one with a lab.
Research Methods/Critical Thinking Group
Statistics Course

The preferred Statistics course is STATS 1222 (Statistics for the Social and Behavior Sciences). However, STATS 1220 or STATS 1221 will be accepted. AP credit is also acceptable.

The Statistics course will fulfill part of the Logical Reasoning General Education requirement.

A grade of C or better, within 2 attempts, is required in a Statistics course before declaring or enrolling in Research Methods I. The grade(s) from Statistics courses will be included in the Psychology GPA.

Statistics Pre-Requisites

College Algebra (MATH 1100), or demonstrated math ability through course work, or placement exam is required before taking the Statistics course.

In many cases MATH 1103 - Finite Math transferred from another school is not sufficient as a pre-requisite for Statistics. Check with the Math Department (Fretwell, 4th floor) to determine if this class will meet the pre-requisite for Statistics.

MATH 1102 – Introduction to Mathematical Thinking is not a sufficient pre-requisite for Statistics; this course is acceptable as part of the General Education Logical Reasoning General Education requirement.
Research Methods/Critical Thinking Group
Research Methods I & II

Before enrolling in Research Methods I students need to complete General Psychology AND Statistics both with a C or better, within two attempts.

A grade of C or better is required in both Research Methods I and Research Methods II. Students must earn a C or better in Research Methods I to take Research Methods II. Students registering for Research Methods II, while enrolled in Research Methods I, who do not earn a C or better in Research Methods I will need to drop their enrollment in Research Methods II. Students not dropping the subsequent course voluntarily will be dropped by the Psychology Department and will not be issued an override to repeat the course in the next term. Research Methods I and II may not be completed during the same term.

Students should plan their courses to complete Research Methods II by the end of the 1st semester Junior year.

Research Methods II will complete the Writing in the discipline requirement for the College of Liberal Arts and Sciences General Education requirements.
RESEARCH METHODS/CRITICAL THINKING GROUP

SCIENCE COURSES REQUIRED FOR THE MAJOR

Psychology majors will need to complete two Life/Physical Sciences (one with a Lab) outside of Psychology. The grades from these courses will be included in the Psychology GPA.

General Psychology and General Psychology Lab may not be used to fulfill this requirement.

The two Life/Physical Science courses, one with a lab, need to be completed with a grade of C or better; transfer credit is acceptable.

The Science courses must be selected from the Life/Physical Science list in the current University catalog – General Education Requirements. This list does change from time to time. Courses that will count toward this requirement will be coded on the Banner Advising Transcript as G- Science & Tech.
**Knowledge Base in Psychology Group**

Majors are required to complete four of the following courses. Each course must be from a different area. If a student wants to take more than 1 course from an area the additional course(s) can be used as a Psychology Elective(s). All courses require PSYC 1101 with a grade of C or better to enroll.

**Learning and Cognition (L&C)**
- PSYC3111 Learning (3)
- PSYC3115 Sensation & Perception (3)
- PSYC3116 Human Cognitive Processes (3)
- PSYC3216 Introduction to Cognitive Science (3)

**Sociocultural Approaches (SOC)**
- PSYC3114 Motivation (3)
- PSYC3130 Social Psychology (3)
- PSYC3135 Personality (3)

**Biological Basis of Behavior (BIOL)**
- PSYC3110 Comparative Psychology (3)
- PSYC3113 Physiological Psychology (3)
- PSYC3117 Heredity Behavior (3)
- PSYC4316 Cognitive Neuroscience (3)

**Developmental Changes (DEV)**
- PSYC2120 Child Psychology (3)
- PSYC2121 Adolescent Psychology (3)
- PSYC2124 Adulthood and Aging (3)
### Application of Psychology Group

Majors are required to complete two of the courses (6 hours) listed below. Should a student want to take more than 2 courses (more than 6 hours) from this group the additional course(s) can be used as Psychology Elective(s). The areas are to assist students in selection, but the two courses may both be from the same area.

#### Personal Applications (PerA)
- PSYC2150  Psychology of Adjustment (3)
- PSYC2160  Health Psychology (3)
- PSYC3151  Abnormal Psychology (3)

#### Social Applications (SocA)
- PSCY2155  Diversity (3)
- PSYC3155  Community Psychology (3)

#### Organizational Applications (OrgA)
- PSYC2171  Industrial Organizational Psychology (3)
- PSYC3140  Psychological Assessment (3)
- PSYC 3172  Personnel Psychology (3)
- PSYC 3174  Organizational Psychology (3)

#### Experimental Applications (ExpA)
- PSYC 3405  Practicum (Internships)* (1-4)
- PSYC 3806  Research Assistant* (1-4)
- PSYC 3807  Peer Advisor* (2)
- PSYC 3808  Undergrad. Teaching Assistant* (1-4)

* These courses require specific permission from the Instructor listed in the schedule of classes. See the Section on Internships and Assistantships for additional information, restrictions, and application processes.
**Psychology Elective Group**

Electives may be selected from any course in the Knowledge Base Group, Applications Group, or the courses listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1000</td>
<td>The Science and Practice of Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 2170</td>
<td>Career Decisions and the World of Work (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3001</td>
<td>Topics in Psychology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Topics change from term to term.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Many topics courses will require a permit.</td>
<td></td>
</tr>
<tr>
<td>PSYC 3122</td>
<td>Cognitive and Language Development (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3123</td>
<td>Social and Personality Development (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3125</td>
<td>Older Worker and Retirement (W) (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3126</td>
<td>Psychology of Women (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3131</td>
<td>Forensic Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3152</td>
<td>Child Psychopathology (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3156</td>
<td>Sexual Behavior (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3137</td>
<td>Positive Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3152</td>
<td>Child Psychopathology (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 4690</td>
<td>Honors Thesis I (3)</td>
<td></td>
</tr>
</tbody>
</table>

Courses outside Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRS 3050</td>
<td>Psychology of the Black Experience (3)</td>
</tr>
</tbody>
</table>
CAPSTONE GROUP (PAGE 1)

When a student has completed 90 hours of coursework, including Research Methods I & II, they are eligible to take their Capstone course. **Please note:** Beginning Fall 2013 no Capstone courses may be completed in the same term as Research Methods II.

The capstone course is designed to bring closure to the major and provide students with the opportunity to apply and integrate the knowledge and skills they have acquired in a comprehensive and challenging course.

**The four capstone choices are:**

- Senior Seminar (3)
- History and Systems (3)
- 4000 Advanced topics course (3)
- 2nd Semester of the Honors Thesis (3)
CAPSTONE COURSES (PAGE 2)

Senior Seminars are small writing and oral intensive courses focusing on a specific area or topic. The senior seminar will earn students writing (W) and oral (O) intensive credit for general education. Senior Seminar may not be taken concurrently with Research Methods II.

- **PSCY 4612** Seminar in Behavior Modification (seldom offered)
- **PSYC 4613** Seminar in Physiological Psychology (Pre-requisite: PSYC 3113)
- **PSYC 4619** Seminar in Experimental Psychology (Pre-requisite: Depends on topic)
  This seminar may require a permit from the main Psychology Office.
- **PSYC 4625** Seminar in Developmental Psychology (Pre-requisite: PSYC 2120 or PSYC 2121)
- **PSYC 4630** Seminar in Social Psychology. (Pre-requisite: PSYC 3130)
- **PSYC 4650** Seminar in Human Adaptation and Behavior. (Pre-requisite: Depends on topic)
  This seminar will require a permit from the main Psychology office.
- **PSYC 4655** Seminar in Community Psychology. (Pre-requisite: PSYC 3155)
- **PSYC 4660** Seminar in Health Psychology. (Pre-requisite: PSYC 2160)
- **PSYC 4670** Seminar in Industrial Organizational Psychology. (Pre-requisite: PSYC 2171)
History & Systems (4603) Prerequisite: PSYC 1101, PSYC 2101 Research Methods I. Pre/Co-requisite: PSYC 2103 Research Methods II

**NOTE:** Beginning Fall 2013 History & Systems may not be taken concurrently with Research Methods II.

- Historical antecedents and origins of modern psychology. Emphasis on influential psychological systems such as behaviorism and psychoanalysis.
- The History & Systems capstone does not earn general education W or O credit.

Topics (4000) Examination of advanced psychological topics.

- Advanced Topics may not be taken concurrently with Research Methods II.
- The Topics capstone class does not earn general education W or O credit.

Honors Thesis (4691) Independent Honors research, including the preparation and defense of a formal Honors thesis. Honors Thesis may not be taken concurrently with Research Methods II.
Internships
Assistantships
Honors
Psychology practicum allows students to earn course credit while learning about applying Psychology and gaining hands-on experience in an off-campus organization. Most students will be assigned to an agency such as a mental health or disability center that provides clinical counseling or other treatment services. Generally students assist agency staff members in teaching skills, leading group activities, or observing and interacting with clients. It is not realistic for undergraduate students to provide individual counseling or psychotherapy. Besides the agency work, students also attend a weekly seminar on campus.

Students who are interested in different issues such as Industrial/Organizational Science or Community Psychology, may be assigned to a different faculty member who will help arrange a placement, determine course requirements, and provide supervision. Practicum is graded on a pass/no credit basis.

**Course requirements for practicum:**
- work in the agency 4 to 8 hours per week for 2 to 4 credits
- attend campus seminar 1.5 hours per week and complete assigned readings
- keep a daily journal of experiences/insights
- develop a special project in the agency

**To take practicum you:**
- must be at least a junior Psychology major, be in good standing, and complete an application process.
- are limited to a maximum of 8 credit hours of PSYC 3405 at UNCC and can only apply 4 hours toward the B.A. or B.S. Psychology degree.
Steps to Enroll in PSYC 3405

Submit a PSYC 3405 REQUEST FORM to the supervising instructor listed in the Schedule of classes at least 2 days before registration begins. (Enrollment is limited and priority will be given to students who are seniors, have good grades, and have strong faculty recommendations. Late applications will be considered only if there is space available.) Request forms are available in the PASS Center.

Meet with the supervising instructor during the last month of the semester to arrange the placement for the next semester. (You should not arrange your own placement; the faculty supervisor will work with you to find a placement that is compatible with your schedule and interests.)

Check outside the supervising instructor’s office the first day of Registration for a list of who has been admitted to the course. If you have permission to enroll, you will be automatically admitted when you register. Be ready to begin work during the first week of classes.

Withdrawing

Only apply for PSYC 3405 if you are seriously committed to completing the assignment. It is extremely disruptive to have students withdraw.
PSYC 3806, 3807, AND 3808

PSYC 3806 – Research Assistantship – Students become member of a research team completing assigned duties agreed upon with the supervising faculty member.

PSYC 3807 - Peer Advising – Applications for the following academic year are accepted during February. Candidates will be interviewed in a competitive process to select the 10-11 peer advisors. A minimum 2 semester commitment is required.

PSYC 3808 – Undergraduate Teaching Assistant - Eligibility varies by instructor, permission to enroll in at the instructor’s discretion.

The first step to enroll in these courses is to discuss your interests with the Psychology faculty member with whom you would like to work. **This should be done early in the semester preceding your anticipated enrollment in the course.**

A maximum of 6 hours of PSYC 3806, 3807, and/or 3808 may be included in the 39 hours for the Psychology major. Additional hours of PSYC 3806, 3807, and/or 3808 may be used as general elective credit and included in the 120 hours needed for a degree.
EARNING HONORS IN PSYCHOLOGY

Psychology students with a grade point average of 3.2 or higher, have junior standing, and at least a grade of B in PSYC 2101 & 2103 may attempt to earn their degree “with Honors” by completing an original research project and successfully defending it before a faculty committee.

During the junior year, a student interested in graduating with Honors should discuss their plans with the Psychology Honors program director. The director will assist the student in choosing an appropriate Thesis topic and in forming a Thesis Committee. Although PSYC 4690 will usually be taken in the first semester of the senior year, it could be taken earlier in that a student might wish to begin honors work in the second semester of the junior year, or during the summer.

While enrolled in PSYC 4690, the student will complete a formal proposal for Honors Thesis work. This proposal will be defended before the student’s Thesis Committee before the end of the semester. During the student’s final semester, the student will be enrolled in PSYC 4691 and will complete the actual Honors Thesis. The Thesis must be defended before the Thesis Committee and other interested students and faculty. The student must also earn at least 1 A and 1 B in PSYC 4690 and PSYC 4691.
SELECTING A MINOR

Who needs a minor?
All Psychology majors will need a minor or a 2nd major.

What minors, 2nd majors can I select from?
Psychology majors may select any major or minor offered at UNC Charlotte.
To find all minors offered check the web page http://advisingcenter.uncc.edu click on the Minor Planning Sheets link

How do I declare a minor?
Each department has its own procedures for declaring the major or minor. Students should check the online University catalog and the departments web page to review the requirements for the 2nd major or minor. Students should not expect their Psychology academic advisor to be completely familiar with other department’s major and minor requirements. The advisor may have general knowledge, but the details should be obtained from the department involved.
Most minors will not accept students who do not have a 2.00 GPA overall and a 2.00 GPA in the courses to be used for the minor or 2nd major being declared.
Getting Involved with Psychology
Getting Involved with Psychology

Psychology Student Coalition

The coalition’s purpose is to bring together students sharing a common interest in Psychology. The club is governed by elected student officers who organize the club’s activities in response to the interests and needs of its members. The club meets regularly (during fall and spring semesters), and features guest speakers on topics of relevance to Psychology majors, such as graduate school, practicum, and post-graduation jobs.

Psi Chi

Psi Chi is the National Honor Society in Psychology. The purpose of Psi Chi is to encourage, stimulate, and maintain excellence in scholarship, and advancing the science of Psychology.

Membership is open to majors with junior standing, a overall and psychology GPA of 3.00 or higher, and have at least 9 hours of psychology at UNC Charlotte. Applications are accepted during specific times during the term. Check the Psi Chi bulletin board in the 3rd floor hallway of Colvard for deadlines.
Peer Advising (PSYC 3807)

Peer advisors are advanced undergraduate Psychology majors who have been trained in academic advising. Peer advisors assist students with course selection, supply information to prospective psychology majors/minors, assist the PASS Center staff with public information events, provide new major/minor orientation, and assist with Advising Clinics during pre-registration. Becoming a Peer Advisor is a competitive process. Applications for Peer advisor positions are accepted during the Spring term for the following year.
General Education Requirements
GENERAL EDUCATION REQUIREMENTS (PAGE 1)

Development of Fundamental Skills of Inquiry (3-4 Courses 9-12 Hours)
   English 1102 and 1102 or English 1103
   A Mathematics course (MATH 1100 is the lowest level pre-requisite for Statistics)
   A Statistics Course (STATS 1222 preferred)

Inquiry in the Sciences (2 courses, one with a lab 10 -11 Hours)
   **2 Physical/Life Science courses**, at least 1 with a Lab. These grades will be included in the Psychology major GPA and require a grade of C or better. PSYC 1101 and the lab may not be used by Psychology majors as science credit.
   - Astronomy (PHYS 1130)  
   - Biological Anthropology (ANTH2141)  
   - Biology (BIOL1110, 1115, 1273, 1274)  
   - Chemistry (CHEM 1111, 1112, 1203, 1204, 1251, 1252)  
   - Earth Sciences (ESCI1101)  
   - Geology (GEOL1200, 1210)  
   - Physics (PHYS 1101, 1102, 1201, 1202, 1203, 2101, 2102)  
   - Social Science course selected from:
     - Anthropology (ANTH1101)  
     - Political Science (POLS1110)  
     - Sociology (SOCY1101)  
     - Economics (ECON1101)  
     - Economics (ECON2101)  
     - Geography (GEOG1105)
GENERAL EDUCATION REQUIREMENTS (PAGE 2)

Themes of a Liberal Education (4 Courses  12 Hours)

1 LBST 11__ __  Arts and Society  
   (1101 Dance, 1102 Film, 1103 Music, 1104 Theater, or 1105 Visual Arts)
1 LBST 2101 Western Tradition
1 LBST 2102 Global Understanding
1 LBST 22 __ __ Ethical Issues and Cultural Critique
   LBST2211 – Ethical Issues in Personal, Professional, & Public Life
   LBST2212 – Literature and Culture
   LBST2213 – Science, Technology, and Society
   LBST2214 – Issues of Health and Quality of Life
   LBST2215 – Citizenship

Communications Skills ( 2-3 courses 6-9 hours)

2 Writing Intensive courses (1 in the major, 1 inside or outside the major)
   Most Psychology majors earn these credits with: Research Methods II (PSYC 2103), and a Senior Seminar
   as their Capstone course. Note: not all Capstone courses earn W credit.
1 Communications skills course
   Taking a Senior Seminar as the Capstone course will earn Oral Communication credit. Note: not all
   Capstone courses earn O credit.
**Foreign Language**

All Psychology majors are required to show proficiency in a **foreign language** at the 1202 level in one of three ways:

- Three years of the same language in high school with a grade of C or better.
- Sufficient score on the language proficiency test
- Two semesters of foreign language taken at UNC Charlotte
Graduation Requirements
GRADUATION REQUIREMENTS

A minimum of one hundred and twenty (120) earned hours of course work are required for a degree in Psychology. The coursework is completed in four areas: the major, a minor/double major, general education, and general electives.

Psychology Courses

Students desiring a degree in Psychology will need to earn 39 hours of Psychology credits

Other Courses/Requirements needed to graduate

Majors need to complete a minor or second major.

Majors need to complete the University General Education requirements and the equivalent of a Foreign Language at the 1202 level.

Most majors will need to complete 4 – 8 courses beyond the minimum in the major/ minor/general education to reach the 120 hours required for graduation (General Elective courses).

The University requires students to be in Good Standing (GPA 2.00 or higher) with their major, minor, and overall to graduate. Some majors and minors have a higher GPA to be considered in Good Standing with the major or minor.
Residency Requirements and Transfer Student Requirements

(These requirements apply to all students.)

* The last 30 semester hours of credit must be earned at UNC Charlotte
* The last 12 semester hours of credit in your major must be earned at UNC Charlotte
* No more than 64 hours can be transferred from two-year institutions

Double Majors/Dual Degrees

You may choose to complete two majors while earning a bachelors degree. You will be responsible for meeting the specific degree requirements of both of your major departments, as well as the General Education requirements of the University as listed in the UNC Charlotte catalog.

While at UNC Charlotte you can earn two degrees. However, you must choose two different degrees (e.g., a B.S. and a B.A.) and not two identical degrees (e.g., two B.S. degrees or two B.A. degrees)! To apply for two degrees, simply complete the “Declaration of Program” form and have it signed by the appropriate chairpersons. Make sure you indicate your intention to earn two degrees. Once the form is complete, submit it to the Registrar’s Office. If you have already received a degree from another institution and would like to work toward a second degree at UNC Charlotte, check the requirements in the catalog at http://www.provost.uncc.edu/Catalogs
Understanding Your Records
Your Academic records are available on Banner Self-Service. To access Banner:

Open Banner Self-Service from your 49er home page.

Click on Student Services/Student Accounts.

Click on Student Records

You will find resources for reviewing your academic records.
Understanding Your Records

Self-Service Banner provides you three ways to track your progress to a degree. Each will give you similar information grouped in different ways.

Academic Transcript
Shows coursework completed grouped by the term in which the course was taken. This transcript will show your UNCC grade point average for all UNC Charlotte coursework and transfer hours.

Advising Transcript
Shows coursework grouped by discipline. For example, all English courses taken at UNC Charlotte are grouped together. The transfer credit section will show details such as: school where course taken, course title, and how that course was applied to your degree at UNC Charlotte. The Advising transcript is best resource to calculate your GPA in your major, and minor.

CAPP Degree Evaluation (Curriculum Advising and Program Planning)
The CAPP Degree Evaluation will show coursework completed and in progress grouped by the requirements of your Major, Minor and General Education requirements.
ACADEMIC TRANSCRIPT

Your Academic transcript groups classes by the term taken.

The first screen shows your current program, major and minor.

This is followed by any transfer credit you have earned.

After the transfer credit you will see each term taken at UNC Charlotte.
**ACADEMIC TRANSCRIPT**

The last part of this transcript will show:

**Total institution:**
- Courses taken at UNC Charlotte

**Total Transfer:**
- Course hours transferred to UNC Charlotte

**Overall:**
- Course hours combined and current GPA.

The last portion of the transcript shows the courses in which you are currently enrolled.
ADVISING TRANSCRIPT

Your academic advisor will appear below your name

Student Attributes:
- General Education
- Foreign Language Exemptions
- Other Attributes

Test Scores:
- Math Placement other test scores

Current Program:
- Major
- Minor
- Catalog Term

Student Advising Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Date Printed: 01-Nov-2008 03:41:40 pm

Name:
UNCC ID:
Email:
Advisor(s):

Student Attributes: GE03/GenEd 2003
Student Test Scores: MATH/ Math Placement Test: 22/15-Jun-2004

Current Program: Psychology BS
Current Major: Psychology
Catalog Term: Fall 2004

Transfer Credit Accepted by UNC Charlotte - Top -
The PASS Center
Academic Advising for Psychology Majors
Psychology Major Tutorial

ADVISING TRANSCRIPT

The transfer credit portion of this transcript give more detailed information about the courses transferred and the General Education Requirements the course may be used to fulfill.

The UNC Charlotte portion will show the coursework taken grouped by discipline. This grouping will assist you when calculating your Psychology GPA as all Psychology courses are grouped together.

The last portion of the Advising Transcript shows a recap of your history at UNC Charlotte.

[Return to Menu]
The PASS Center
Academic Advising for Psychology Majors
Psychology Minor Tutorial

CAPP Degree Evaluation

On Banner Self-Service

1. Click on degree evaluation.

2. If the correct major and minor appear click Generate New Evaluation. If you are a double major and the major you are verifying does not appear follow directions on the next page.

3. When the correct major appears click on Generate Request.
If the major you want doesn’t appear on the first screen follow the steps below. This is also helpful if you are exploring what courses you would need to complete another major.

Step 1
Click on the What-If Analysis button

Step 2
1. You can use whatever default term appears
2. Select the major from the drop down menu
3. Select the major from the First Major drop-down menu
4. Click Submit.

Step 3
The last step to generate a CAPP Evaluation is to click on the detail Requirements button, then the submit button.
Program Evaluation Screen

The top part of the screen shows your College, program, major, and minor. Note: the Expected graduation date is an arbitrary date established when you entered UNC Charlotte as 6 years. You may ignore this date, it is not used.

Notation in **Red** on CAPP means a requirement is lacking.

Notation in **Green** means in progress.

The second grouping of information reflects the number of earned credit hours you need to graduate (Required) and the number you have earned toward graduation, including current courses (Used).

Note: The GPA will not include any failed courses or most repeated courses. This may result in a GPA higher than your actual GPA. Refer to your Academic transcript for your current GPA.
Your Major requirements appear next. The first group indicates completion of General Psychology.

A summary group is next showing each of the areas you need to complete. Look for a red No, this designates a required area is incomplete.

The next area shows the Research Methods/Critical Thinking group.

Each group in the major follows showing whether the requirements are met or Not Met.

**Note:** The Psychology GPA on CAPP will not include the grades from the required science courses outside the major.
After the major, your minor usually appears followed by Foreign language. Keep looking for a red **Not Met**. If a **Not Met** appears for section you think should be met, contact your academic advisor.

Your General Education Requirements follow in the same format, grouped by the various area of General Education.
Registration Procedures and Tips
Registration Information and Tips

Registration for continuing students is held approximately four weeks before the end of each term; November for spring courses and April for summer and fall courses. Course registration is completed through 49er Express/Banner. To prepare for registration you should complete the following steps:

3 to 4 weeks before registration begins:

1. Determine your registration appointment time on 49er using the My Records tab. You will find your class rank and the number of credit hours you have earned. This information will allow you to look at a chart to determine the time you may begin registration.

2. Check for any holds on your registration in the My Records section. If you have a hold you will not be able to complete any registration procedures until the hold has been removed by the department/office placing the hold on your registration.

3. Make an appointment to meet with your academic advisor before your registration appointment time.

4. Check the Schedule of Courses on the Web.

5. Use the Schedule of Courses along with your Major, Minor, and General Education Requirements Worksheets to develop schedule options.

6. Bring a list of courses you plan to take the following term to your advising appointment.
Registro de sugerencias

- Registra lo antes posible para tener la mejor oportunidad de encontrar clases abiertas.
- Esté atento a cualquier requisito previo que necesites para los cursos – Sugerencia: Haga clic en el CRN# en el horario de clases para ver una descripción completa del curso, incluyendo cualquier requisito previo o restricción.
- Si necesita una excepción, intente obtenerla antes de la hora de inscripción con el departamento donde el curso se ofrece o el instructor. En algunos casos, las excepciones no están disponibles hasta después de la hora de inscripción; es el caso para los cursos PSYC2101, PSYC 2103, y los cursos de Capstone.
- Si necesita repetir un curso, necesitará obtener una excepción para la inscripción del coordinador de pregrado en el Departamento de Psicología antes de poder inscribirte en un curso.
- Si una clase deseada está cerrada, comunícate con el instructor para determinar si estarán dispuestos a sobreinscribir la sección. No te quedes a la espera del primer día de clases a menos que el instructor te lo indique.
# Holds on Your Account?

<table>
<thead>
<tr>
<th>Types of holds</th>
<th>What to do about the hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit Dept for advising</td>
<td>Make an appointment with the department listed to discuss problem.</td>
</tr>
<tr>
<td>Advising Needed</td>
<td>Make an appointment to see your major advisor, or register for an advising clinic, or a peer advisor (if eligible).</td>
</tr>
<tr>
<td>Balance Due</td>
<td>You usually have a financial services hold – Check with Student Accounts (2nd floor Reese). Some Financial holds are advisory only, check the Processes Affected column:</td>
</tr>
</tbody>
</table>

### Processes Affected:

- **Registration**: you will not be allowed to register until the hold is cleared.
- **Transcripts**: you will not be able to order transcripts until the hold is cleared, but you will be allowed to register for classes.
University Policies
CALCULATING YOUR GPA

From the Advising Transcript on Banner Self-Service a student can easily compute their discipline specific GPA because all courses within a discipline are grouped together.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC1101 Lab</td>
<td>1</td>
<td>A</td>
<td>04</td>
</tr>
<tr>
<td>PSYC2102</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>PSYC2121</td>
<td>3</td>
<td>B</td>
<td>09</td>
</tr>
<tr>
<td>PSYC3001</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>PSYC3001</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>PSYC3103</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>PSYC3111</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>PSYC3113</td>
<td>3</td>
<td>F</td>
<td>00</td>
</tr>
<tr>
<td>Totals</td>
<td>23</td>
<td></td>
<td>73</td>
</tr>
</tbody>
</table>

Grade Values:  A = 4   B = 3   C = 2   D = 1   F = 0

Multiply hours by grade value.

Divide the Quality Points by the Hours  73/23 = 3.173 Psychology GPA
Course Repeat Policies

To repeat a course in which you earned a grade of A, B, C, or D a Repeat Override is needed. The Repeat Override may be obtained from the Undergraduate Coordinator in the Psychology Department for any course being repeated by a Psychology Major. A grade of F or W does not require a repeat override.

A Repeat Override will not:

- allow a student to register for a closed course
- override pre-requisites
- allow the student to earn additional hours toward graduation
- create a grade replacement. If a grade replacement is desired that is an additional process after registering for the course. (See Grade Replacement policies on the next slide)
GRADE REPLACEMENT POLICY

You may use the University grade replacement policy for any course originally taken Fall 2007 or later. You should not use the grade replacement policy without consulting with your academic advisor. A grade replacement request must be submitted by the end of the Drop/Add period of the term in which you are repeating the course. Two courses or eight hours of coursework may be replaced.

For example: You make a D in General Psychology and a D in the General Psychology lab. If you wanted to replace your General Psychology Lecture and lab you have used all of your grade replacements. The replacement policy can be used for 2 courses (with a maximum of 8 hours). You could replace two 4 hour courses, but if the two courses are graded separately each counts as 1 course (General Psychology lecture and lab would be two courses even though it is only 4 credit hours.)

CAUTION: Once you have submitted a grade replacement request your replacement has been used even if you drop or withdraw from the course.

REPEATING A CLASS WITHOUT GRADE REPLACEMENT

You may repeat a course if you earned a D or F. However, both courses will be included in your GPA hours, but only one will be included in your earned hours. This calculation will affect your GPA.
Progression Policies (page 1 of 2)

The University hopes all students perform well and are aware of their progress to a degree. However, life interferes and anyone can hit a stumbling block or two that prevents good performance. The university has several notification measures and procedures in place to keep students informed of any problems with their academic progress: Midterm Grades, Semester Warning, Probation, and Suspension.

Midterm Grades

Midterm grades notify students if they are not working at a C or better level 6-7 weeks into the semester. Instructors inform the registrar of any student who, if the term ended on that day would earn a grade of D or F in the course. The student is notified of Unsatisfactory Progress via email. Usually the poor performance can be turned around with more attention by the student. This is the time to discuss your performance with your instructor, get some help from the many resources on campus, and/or discuss the viability of a Withdrawal with your advisor. **Don’t ignore this warning**

Semester Warning

A Semester Warning is sent to a student when their term GPA is below a 2.00 but their overall GPA is still above a 2.00. Many student have a bad term now and then. However, the slippery slope to probation begins with a poor term. This is the time to take action. Think about why you performed poorly and what you can do to turn the situation around. Ask for assistance, see your advisor, consider your obligations in school and outside, etc.
Progression Policies (page 2 of 2)

Probation

Students are placed on probation when their overall GPA fall below a 2.00. At this time they are not considered as in Good standing with the university. Psychology majors on probation will be required to see the Undergraduate Coordinator prior to conducting any registration activity. Student on probation will need to earn a term GPA of at least 2.3 to avoid suspension at the end of the term.

Suspension

Students who have been placed on probation and do not earn the 2.3 minimum term GPA will be suspended from the university. Suspended students will be notified by the registrar’s office approximately 7-8 days after finals are complete for the term. Suspended students will be removed from the courses in which they enrolled for the following term. The email notification will include information to appeal the suspension. The Psychology Department suspension appeals are handled by the Associate Chairperson of the department. If a student is re-instated from suspension they may enroll in courses that are open at that time, previous enrollment will not be reinstated.

Students on suspension who are not reinstated may follow one of three tracks to return to good standing:

1. attend Summer school at UNC Charlotte to raise their GPA
2. transfer to a North Carolina Community college and earn an Associates degree
3. stay out of all colleges for 24 consecutive months and apply for re-admission to UNC Charlotte
PROBLEMS AND EXTENDED ABSENCES

If you encounter a problem, beyond your control, that will interfere with your current semester’s progress or cause you to be absent for an extended period you should contact the Dean of Students office. Such problems include family emergencies, major illness, or accidents.

The Dean of Students office is located in the King building,
The web address is http://dso.uncc.edu/

Should you be unable, due to circumstances beyond your control to complete the work in single course you may contact your instructor about an incomplete in the course. Specific rules apply to an incomplete:

Grade of I (Incomplete). The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, but no later than 12 months. If the I is not removed during the specified time, a grade of F, U, or N, as appropriate is automatically assigned. The grade of I cannot be removed by enrolling again in the same course, and students should not re-enroll in a course in which they have been assigned the grade of I. (UCC Charlotte, Course Catalog 2009-2010, Degree Requirements and Academic Regulations)
Congratulations!! You have reached the end of the Online Major Tutorial.

To declare the Psychology major you will need to complete the following steps.

1. If you do not already have access to the New Major/Minor Moodle Course – Apply online on the Psychology Advising web page
   http://psych.uncc.edu/undergraduate-programs/5-academic-advising
   This link will only be available during the semi-annual application period.

2. The New Psychology Students course and Quiz is located in the training folder on Moodle.

3. If you do not earn a score of 85% (28 of 35 correct) on the Quiz by your 2nd attempt or complete the declaration process by the closing date found in your notification of enrollment in the New Psychology Student Course on Moodle, you will need to begin the process again the following application period.

4. If you pass the quiz by the deadline you will be notified of your acceptance into the Psychology major. An electronic Change of Major/Minor form will be submitted to the Registrar’s office to add a BS in Psychology to your program of study. Please be aware no other changes will be made to your program of study, if you want to drop another major or minor or add another major or minor you will need to complete that process with the other department involved.