



**Summer/Fall 2024 Academic Advising\*** open February 26 - March 15, 2024

**Priority Pre-Registration March 12-15 (8:00 am CST)**

**Seniors (96+ hours earned) Mar 12; Juniors (64+ hours) Mar 13**

**Sophomores (32+ hours) Mar 14; Freshmen (Mar 15)**

**Open Registration (Mar 15)**

**Note:** All returning students considering enrolling in courses this coming Summer/Fall 2024 Terms should complete the advising process before March 15th—once advised, you can register for classes during Pre-registration or anytime during open registration after March 15th.

**General Procedure:**

1. Complete the *Psychology Major Advising Checklist* and *Psychology Trial schedule* using Adobe Reader XI (a free download at <https://get.adobe.com/reader/>).
2. Email both documents to your assigned advisor. Search Google for instructions if you do not know how to attach a file to an email. Students with **less than 64 hours earned will be advised by Mrs. Reed** ([msreed@jsu.edu](mailto:msreed@jsu.edu)) and those with **more than 64 hours earned will be advised by Mrs. Conroy** ([rconroy@jsu.edu](mailto:rconroy@jsu.edu)).
3. Review your advisor's feedback (*allow 48 hours response time during business days between February 26 to March 15*).
4. If necessary, respond to your advisor's feedback and repeat steps 2-4 as needed.
5. You will be cleared to register within 24 business hours of completion of your **final, approved checklist and schedule**.
6. Once cleared, you will need to register for the approved courses via your MyJSU account.

**How to complete the Psychology Major Advisement Checklist**

1. Open your transcript, Degree Evaluation (CAPP), or [Degree Works](#) on your MyJSU account.
2. Open your **Psychology Major Advisement Checklist** from the email you received from your advisor or from <http://www.jsu.edu/psychology/advising.html>. Save this file into documents as (Your name\_term\_checklist).
3. Open the file from your documents to type on it and save it correctly. **Opening the file directly from the browser may result in improper saving of information.**
4. Enter your information directly into the boxes provided.
5. When finished, click, "File" => "Save As" and the name of the document (Your name\_Checklist\_Term).

**How to complete the Psychology Trial Schedule**

\*\* You must complete the **Psychology Major Advisement Checklist** first

1. Open the Psychology Trial Schedule and save it in your documents under (Your name\_term\_trialschedule).
2. Open the file from your documents and then begin to type in your information.
3. List the classes that you need to take for Summer or Fall 2024 (*this information should be easily attained from the checklist*). **It is important that you check your Academic Transcript, Degree Evaluation (CAPP), or Degree Works to make sure you are not registering for classes that you have already successfully completed.**
4. When finished, click "File" => "Save As" => Your name\_TrialSchedule\_Term.

\*Academic advising is designed to approve your proposed trial schedule for enrollment purposes. For career advising, please make an appointment with a faculty member with experience in your area of interest.