School of Psychology
What you need to know about advisement
www.kean.edu/~psych
Start with the School of Psychology website

- PSYCHOLOGY WEBSITE
- KEAN PSYCH WEBSITE

Contains
- Faculty contact information
- Psychology course offerings (by category)
- Guide sheets
- FAQs
Mandatory advisement

- University policy requires that ALL students **MUST receive advising** from their official advisor.
  
  [How to find your advisor click here](#)

- After having received advising, advisor will remove advising **BLOCK**. It takes 24 hours.

- If you have more than one major or a second major, you will have **TWO BLOCKS**. You must see **BOTH advisors**.

- If you do not have an assigned adviser go to EC 234

- *Psychology minors* do not have an academic hold from the School of Psychology but must see Dr. Filardo for advisements.
REGISTRATION DATES

- Check the Registrar’s [website](#) for information on registration dates and times
- Search for course listings on KeanWise

✓ (Sometimes KeanWise course listings are not complete—keep checking back, especially for new courses!)

✓ Note that course sections with designation of “K,” as in K1, are Kean Ocean courses, "S" sections are taught in Spanish, and "A" sections are for nursing students only and taught at Raritan Valley Community College.
Guide sheets

- The guide sheet you follow is the one in use the semester you MATRICULATED into Kean University.
- Students who enrolled as freshmen in Fall 2011 or later and transfer students who enrolled in Spring 2012 or later use the new major guide sheet.
- Guide sheet are available in the following areas:
  - The School of Psychology office (EC 232 & EC 234)
  - On the School of Psychology website
  - On the Center for Academic Success Website
When picking courses

Pay attention to guidesheet details that describe distribution of courses.

- For example, General Education, Academic Major, and Free Elective requirements

- Note that 3 additional Psychology courses (9 s.h. credits) can be selected for Free Electives but the remaining should be selected from among a range of disciplines.
When picking courses

- PSY 3200 (Psychological Statistics) has to be taken before PSY 4200 (Tests and Measurements) or PSY 4230 (Experimental Psychology).
- PSY 4940 (Seminar: Contemporary Issues in Psychology) is a “capstone” course and should be taken either with or after PSY 4230. You must obtain a petition from your adviser to register for PSY 4940.
- PSY 4950 (Field Experience) you must first speak with Dr. O'Desky to register for this course.
- PSY 4970 (Independent Research) requires the student to develop a project before seeking a resident faculty member to support and work with the student.

Registrations are usually forfeited if tuition isn't paid by the appointed date.
Closed Sections

The overload policy of the School of Psychology is that an overload is only granted if all of the following apply:

1. The student is graduating at the end of the upcoming semester
2. The student needs that particular course to graduate
3. All the other sections of that particular course are closed
Degree Audit/Program Evaluation

🌟 Useful when use IN CONJUNCTION with your GUIDE SHEET and your Academic Advisor

🌟 If you find discrepancies, take the initiative and responsibility to find out why

🌟 Where to view the program evaluation
Record Keeping

- Keep guide sheet, an updated degree audit/program evaluation, and transfer equivalency documents in a folder
- BRING THAT FOLDER WHEN YOU MEET WITH YOUR ADVISOR.
- Important as you near graduation
- Bring your current program evaluation with you
In order to graduate

✓ You must have your guidesheet reviewed and signed by one of the following:

**Dr. Avioli (EC-234B)**

**Professor Mastrobuono (EC-234A)**

✓ Make an appointment and bring ALL your materials

✓ Before your appointment your graduation papers should be completed. [Click here for an example](#)

✓ For directions on completing your graduation papers
  
  ✤ see display outside the School of Psychology office (EC-234)
  
  ✤ [Psychology website](#)
If you need further advising

Come with ALL relevant materials

- Guide sheet
- Updated degree audit/program evaluation
- Transfer equivalency documents, etc.