COMPLETE ONLINE REGISTRATION AND OVERRIDE POLICY AND PROCEDURES
IN PSYCHOLOGICAL SCIENCE FOR WINTER INTERSESSION AND SPRING 2024

STATEMENT REGARDING REGISTRATION FOR WINTER INTERSESSION AND SPRING 2024
All courses currently listed for Psychological Science in Winter Intersession and Spring 2024 are expected to be implemented. Please plan your course schedule and registration going forward assuming that all classes listed will occur. The current plan is to offer ALMOST ALL courses in scheduled classrooms with an In-Person Live Lecture format. However, it is possible that an In-Person course with an assigned classroom may be changed to Hybrid or Remote Delivery (or vice versa) under special circumstances and with University approval. PLEASE BE SURE TO COMPLETE REGISTRATION ONLINE AS SOON AS YOUR PRIORITY DESIGNATION ALLOWS IT. PLEASE CONTACT AN ADVISOR IMMEDIATELY UPON YOUR PRIORITY REGISTRATION DATE IF ANY ISSUES OR CONCERNS ARISE. DO NOT DELAY CONTACT IF AT ALL POSSIBLE. Questions or concerns about registration and degree planning may be directed to your college advisor or to the Director of Undergraduate Studies for Psychological Science, Jeremy Holm (jholm@uark.edu). The Undergraduate Director will make every attempt to respond to time-sensitive requests within 24 hours on any business day. You may choose to include a phone number for contact in your email as it may be quicker to leave a voicemail response.

GENERAL REGISTRATION GUIDELINES
Do not email the instructor requesting an override into ANY classes except PSYC 207V and PSYC 399VH.
If you would like to register for 207V or 399VH credit in a research lab, this will require faculty permission. Each faculty and lab has unique screening procedures for students wishing to earn credit as a Research Assistant in 207V or Honors Research 399VH. Contact the faculty directly via email or contact the lab director through one of the links below via the Psychological Science department webpage. Follow procedures to obtain permission for the faculty/lab section of the course and discuss with the faculty how many credit hours you will be expected to take for the course section. Faculty will also require your student ID#. Once you obtain faculty/lab permission and agree upon the number credits to take for one of these sections, you do NOT need to contact the department office or Undergraduate Director. The faculty or lab director will forward your information to administrators so that you will be overridden into the proper section of 207V or 399VH after the end of priority registration. Special note: Students should ONLY be signing up for 399VH credits AFTER they and the faculty have discussed and agreed upon supervision and completion of an Honors thesis with that faculty as the primary thesis supervisor.

> Faculty emails https://fulbright.uark.edu/departments/psychological-science/people/index.php
> Lab webpages https://fulbright.uark.edu/departments/psychological-science/undergraduate-program/research-experience.php

If a course is listed for Psychology Majors ONLY, there is no exception to this policy, including for Psychology minors.
There is NO waitlist and there will be NO overrides into any psychology courses listed as online-only. Online courses are primarily designed for Global Campus students living outside of Fayetteville. The number of spots available for online courses is set and cannot be altered. A portion of these spots are available for on-campus students, but the remainder are reserved for Global Campus. If an online-only course is listed as open but an on-campus student cannot register, then all on-campus spots have been claimed. If any Global Campus spots remain open as the term approaches, they will be made available for general registration on the Friday before classes start.
Enrollment in most psychology courses is controlled by the use of the UAConnect waitlist function. If a class is full, but the waitlist is available, a yellow triangle will show. Put your name on the waitlist, and check the "enable waitlist box." If someone drops, or if we are able increase the size of the class, people on the waitlist will, **if possible**, be automatically enrolled when the process runs. The wait-list process runs every night for the entire registration period (priority registration through the first week of classes). The wait list is purged by the end of the first week of classes for a term. For the brief time remaining after the wait list is purged (1-2 days), spots opened by those who drop will be filled on a first-come, first-served basis. **THERE WILL BE NO OVERRIDES INTO WAITLISTED CLASSES.**

Students on **all** online waitlists and awaiting overrides from ONLINE requests will be evaluated and put in the following priority order: majors, minors, all others. Within each group, requests will be ordered by cumulative hours earned. This adjustment will be made after the end of priority registration. The UAConnect waitlists will be monitored and positions adjusted according to those priorities, but no adjustments will be made once classes start for a term.

The people in the Department Office are great. **However, they are not responsible for granting overrides. If you have a concern or a problem or think you have a good reason to request an exception to the policy, contact the Director of Undergraduate Studies, Jeremy Holm, (jholm@uark.edu).** <u>**IMPORTANT NOTE: IF YOU ARE A SENIOR PSYCHOLOGY MAJOR OR MINOR PLANNING TO GRADUATE IN SPRING 2024 AND CANNOT GET INTO A NEEDED PSYCHOLOGY CLASS OR GET ONTO THE WAIT LIST, EMAIL JEREMY HOLM AS SOON AS YOU ARE DENIED REGISTRATION. GRADUATING SENIORS MAY BE AFFORDED PRIORITY ON WAIT-LISTS IF CONTACT IS MADE BEFORE THE END OF EARLY REGISTRATION.**</u>

ONLINE OVERRIDE FORMS ARE USED FOR THE CLASSES BELOW.
ONLINE override request forms are available through the following Google Forms link

https://forms.gle/LgV1TceRdVNBLYFN8

Complete all required fields on the ONLINE request form. Incomplete requests, or requests with missing information cannot be considered or processed.

Submitting a request DOES NOT guarantee admission to the class. <u>Online Override Requests will NOT BE ACCEPTED after Reading Day in the term prior to the semester or session you are registering for.</u> All Online Override Requests will be processed in the one-three weeks after Reading Day. Be prepared to respond to email contact about your override request in the one-three weeks AFTER Reading Day.

Research Literacy in Psychological Science (PSYC 2173)
Prerequisites for this class include: Psychology MINOR (this course does NOT count toward the major), PSYC 2003, and MATH 1203 (College Algebra) or Approved Fulbright College equivalent (such as MATH 1313), all with a grade of C or better. THE MINOR MUST BE DECLARED AND LISTED FOR THE STUDENT IN THE UACONNECT SYSTEM TO BE ENROLLED FOR THE COURSE. If you are a minor currently enrolled in the prerequisite course, UAConnect will allow you to register for the class. However, if you do not successfully complete the prerequisite by the start of the next semester, you will be dropped. If you enroll in the prerequisite class at another university, the class and grade will have to be on your transcript before UAConnect will recognize it and permit your enrollment.
If you are a Psychology minor and the course is full, fill out an ONLINE override request at the Google Forms link listed above. At the end of priority registration we will look at all requests and notify you of the decision about whether you are added to the course.

Statistics (PSYC 2013)
Prerequisites for this class include: Psychology major (minors are NOT permitted), PSYC 2003, and MATH 2043, 2053, or 2554, all with a grade of C or better. If you are a major currently enrolled in the prerequisite course, UAConnect will allow you to register for the class. However, if you do not successfully complete the prerequisite by the start of the next semester, you will be dropped. If you enroll in the prerequisite class at another university, the class and grade will have to be on your transcript before UAConnect will recognize it and permit YOUR enrollment.
If you are a Psychology major and the course is full, fill out an ONLINE override request at the Google Forms link listed above. At the end of priority registration we will look at all requests and notify you of the decision about whether you are added to the course.

Research Methods (PSYC 3073)
Prerequisites for this class include: Psychology major (minors are NOT permitted), PSYC 2003, MATH 2043, 2053, or 2554, and PSYC 2013, all with a grade of C or better. If you are a major currently enrolled in the prerequisite course, UAConnect will allow you to register for the class. However, if you do not successfully

complete the prerequisite by the start of the next semester, you will be dropped. If you are enrolled in the prerequisite class at another university, the class and grade will have to be on your transcript before UAConnect will recognize it and permit your enrollment.

If you are a Psychology major and the course is full, fill out an ONLINE override request at the Google Forms link listed above. At the end of priority registration we will look at all requests and notify you of the decision about whether you are added to the course.

Advanced Research (PSYC 4083) and Advanced Seminar (PSYC 4283)

We will be using the override process to control the enrollment in all sections of these courses, with the goal of ensuring that students who need the class to graduate at the end of the semester of enrollment will have an opportunity to enroll. Prerequisites for this class include: PSYC 2013, and PSYC 3073 both with a grade of C or better. However, if you don't successfully complete the prerequisite by the start of the semester you want one of these courses, you will be dropped. If you enroll in the prerequisite class at another university, the class and grade will have to be on your transcript before UAConnect will recognize it and permit YOUR enrollment.
BE ADVISED: THESE TWO COURSES ARE ONLY OFFERED DURING FALL AND SPRING TERMS, NEVER DURING SUMMER SESSIONS OR INTERSESSIONS. NEITHER OF THESE COURSES CAN BE TAKEN AT THE SAME TIME AS THE RESEARCH METHODS PREREQUISITE.

If you are a senior-level Psychology major planning to graduate next term, fill out an ONLINE override request for all sections of these courses that you are available at the Google Forms link listed above. Non-majors will not be allowed into these courses, and it is unlikely that majors will earn a spot before their graduation term. At the end of priority registration we will look at all requests and notify you of the decision about which section you have been added to or any registration problems.

IMPORTANT NOTE TO ALL PSYCHOLOGY MAJORS: PSYC 2013, PSYC 3073, AND PSYC 4083/4283 ARE ALL PART OF THE SCIENCE CORE FOR PSYCHOLOGY. THESE COURSES MUST BE TAKEN CONSECUTIVELY (ONE AFTER THE OTHER) AND CANNOT BE TAKEN CONCURRENTLY (AT THE SAME TIME). ALTHOUGH STUDENTS ARE PERMITTED TO REGISTER FOR ONE COURSE OVER WINTER INTERSESSION AND THE CONSECUTIVE COURSE FOR THE SPRING, THERE MAY BE ISSUES TRYING TO REGISTER FOR CONSECUTIVE COURSES IN AN INTERSESSION AND THE ENSUING TERM. IF SUCH REGISTRATION IS NOT PERMITTED IN UACONNECT, IMMEDIATELY CONTACT JEREMY HOLM ON THE DAY THE ISSUE OCCURS. IF YOU DELAY BEYOND THE DATE OF YOUR REGISTRATION RELEASE, YOU MAY NOT BE PERMITTED ENROLLMENT INTO A NEEDED COURSE AND MAY BE DELAYED IN COMPLETION OF THE DEGREE.

Approved Requests will be notified in the one-three weeks after Reading Day
1   You will be notified that the request was approved, and if it was possible, you were added to the class. If you do not want the class, please quickly respond to the email so your position can be offered to the next person in order. If you are asked to respond first before you are enrolled, please do so as quickly as possible to avoid losing your spot.
2   If there was a problem enrolling you in the class, (time conflict, too many hours, registration hold, etc.) you will be notified about the problem and given a short time window in which to respond and fix the problem. Not responding in time will lead to forfeiture of your approval.

Not Approved Requests will be notified after Reading Day
If your request was not approved, it is probably because of your position in the priority order. The information about available seats and the number of requests should answer most of your questions about why we were not able to approve your request. If you were initially denied an override spot, please be aware that students drop in the week or two leading up to the term. You may still hear from our office if a spot opens for you. If so, respond quickly to avoid losing your place. But most students will know by the end of the previous term whether they are added to the class. If you still have questions, you can email Jeremy Holm (jholm@uark.edu).

A Final Note About the Registration Process

As a department it is our goal to provide for our majors and minors, not only a high-quality education, but also to share the faculty's enthusiasm for Psychological Science. It is our belief that an important part of that experience is having students interact with faculty in small classes, especially in the core scientific classes (Research Methods, Advanced Research, and Advanced Seminar). To make this experience possible requires relatively small classes, taught

by faculty. However, the steadily increasing number of majors and minors has put a strain on our resources that has made it difficult to register all students into a desired section of a course. We empathize with your frustration because we also are frustrated that we can't always accommodate all of our majors and minors

We have been working on solutions to help remedy the problem. Some great news is that we have added several new faculty to the Department over the last several years. We have been able to expand availability or offer more sections for all of our science core courses. We have also added two new course offerings for majors and minors with PSYC 3063 Psychology of Diversity and PSYC 3173 Biopsychology. Both of these courses have been designated a Group B status. Either can be taken to satisfy Group B requirements for the major or as electives for the major or minor.

Despite these additions, students may still experience frustration in registering for some courses in the department. Please be patient and flexible, and do not constantly contact faculty or staff looking for your case to be an exception. Our procedures are designed to treat all students fairly, and we will follow them. We continue to work on expanding our offerings for you, and we will notify you as these changes occur, especially as they concern students whose override requests were not granted (and laying out options for them).