

## WHAT TO DO AFTER SUBMITTING A REQUEST TO DECLARE THE PSYCHOLOGY MAJOR

BELOW IS THE EMAIL SENT BY THE REGISTRAR'S OFFICE ONCE A MAJOR REQUEST IS SUBMITTED.

WITHIN 1 WEEK OF APPLYING THROUGH WESPORTAL, YOU MUST EMAIL THE DEPARTMENT'S ADMINISTRATIVE ASSISTANT, CATHY RACE, THE REQUIRED 2 DOCUMENTS, OR YOUR REQUEST WILL BE DENIED AND YOU WILL NEED TO REAPPLY.

Dear Student,

Thank you for your interest in pursuing a major in Psychology.

### BASIC REQUIREMENTS TO DECLARE PSYCHOLOGY MAJOR:

Students wishing to declare a major in psychology should prepare as early as possible. Declaration *must* be done in the second semester during the sophomore year. Thus, by the end of the first semester in the sophomore year, you should have completed all requirements for entry into the major. At the time of application, a student must demonstrate that he or she:

(1) has taken two full-credit courses in the field of psychology at Wesleyan and received a B or higher in each course;

(2) has completed the introductory psychology (or a replacement breadth course that will allow you to use an AP or IB credit in place of introductory psychology), research methods, and introductory statistics (these same courses may be used to fulfill the first requirement as well); and

(3) has fulfilled the University's Stage I General Education Expectations (please carefully review Addendum D of the Psychology Majors manual).

### NOT YET FINISHED WITH THE BASIC REQUIREMENTS TO DECLARE THE MAJOR?

For those who cannot fulfill major requirements until the end of their sophomore year (last day of classes), we will designate a **limited** number of students as "pending" major enrollment, based on academic records. If the requirements are not fulfilled, you may continue to enroll in psychology courses as a non-major. ***Psychology does not admit students to the major after the last day of classes at the end of the sophomore year.***

If we cannot formally admit you due to needing requirements in the semester of declaring the major, the Dean's Office requires you to either declare an alternate major or submit their Major Deferral Petition form (see Student Affairs website, Addendum E) so that you are covered in the event that you are unable to successfully complete the declaration requirements for Psychology.

### ADVISOR ASSIGNMENT

Cathy Race will assign an advisor. Your advisor will be entered in your WesPortal AFTER the Major Declaration period has ended, over spring break. If you have made a special arrangement with a faculty member, please let her know and ask the faculty member to send her an email. Please let her know if you have a preference for an advisor. She will try to accommodate requests, but she has to equally divide majors among faculty.

Remember all faculty advise equally to guide students with course selections and course approvals. Regarding psychology interests and questions, students are always welcome to meet with any faculty member during their office hours or at an arranged time.

If your advisor is on a sabbatical or leave, you will be temporarily reassigned during that period. The faculty's advising loads are periodically reviewed and at times some students may be permanently reassigned to equally divide majors among faculty.

#### DOCUMENTS TO EMAIL CATHY RACE:

##### #1) Psychology Major Admission Worksheet

(Worksheet can be found at: [http://www.wesleyan.edu/psyc/about/major\\_guides.html](http://www.wesleyan.edu/psyc/about/major_guides.html))

(Fill in General Education courses, completed Psychology courses, and any courses currently enrolled).

##### #2) General Education Report (in WesPortal)

Transfer Students: a copy of transcript from previous institution (can get from either your dean or your previous institution).

DOCUMENTS NOT TO EMAIL CATHY RACE: Academic History or Credit Analysis Report

E-MAIL CORRESPONDENCE TO CATHY needs to be done through your Wesleyan email, not Google.

#### QUESTIONS ABOUT THE MAJOR?

- Find the answers in the Psychology Majors Manual ([http://www.wesleyan.edu/psyc/about/major\\_guides.html](http://www.wesleyan.edu/psyc/about/major_guides.html)).
- Contact one of the faculty advising experts, Sarah Carney, [scarney@](mailto:scarney@wesleyan.edu), or Kyungmi Kim, [kkim01@](mailto:kkim01@wesleyan.edu).
- Questions about transfer courses, contact Sarah Carney, [scarney@](mailto:scarney@wesleyan.edu).

NO APPOINTMENT IS NECESSARY, just email documents or call Cathy.

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