



PSYCHOLOGY DEPARTMENT
JACKSONVILLE STATE UNIVERSITY

Spring 2025 Academic Advising* open October 21 - November 8, 2024

Priority Pre-Registration November 5th-8th (8:00 am CST)

Seniors (96+ hours earned) Nov 5; Juniors (64+ hours) Nov 6

Sophomores (32+ hours) Nov 7; Freshmen (Nov 8)

Open Registration (Nov 8)

Note: All returning students considering enrolling in courses this coming Spring 2025 Term should complete the advising process before November 8th—once advised, you can register for classes during Pre-registration or anytime during open registration after November 8th.

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) and those with **more than 64 hours earned will be advised by Mrs. Conroy** (rconroy@jsu.edu).
3. Review your advisor's feedback (*allow 48 hours response time during business days between October 21 to November 8*).
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 Spring 2025 (*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.