Frequently Asked Questions for Psychological Science Majors

1. **What questions do the staff in the Advising and Resource Center (NQ 120) answer?**
   a. The staff of the Advising and Resource Center can answer questions psychology majors have about general advising, course permissions, career, and graduate school. They can help with general course scheduling. They also have a resource library, including books on careers, graduate school, and the Graduate Record Exam.

2. **For what questions do I go to my faculty advisor?**
   a. Your advisor can check over your course plan, check your Degree Works, and answer questions about graduation requirements. Your advisor can also help with career or graduate school planning. Note: Your faculty advisor cannot make changes to your Degree Works or answer questions about transfer credit. See the staff in Upper Division (AC, 224) for those questions. They can be contacted at (765) 285-5490.

3. **How do I find out who my advisor is?**
   a. Your advisor’s name is listed at the top of the page on your Degree Works.

4. **How do I change advisors?**
   a. You can request to change your advisor at any time; to do so, go to the ARC (Advising and Resource Center for Psychology located in NQ 120) or to Upper Division Advising (AC 224) and they will make the change for you.

5. **How can I develop the best course plan?**
   a. All incoming first year students develop a course plan, which will be revised (or created if you are new to the major) when you take PSYS 295 (Career Planning in Psychology). You can also get help with your course plan from your faculty advisor or at the ARC (NQ 120). You should enroll in PSYS 295 early in your major (once you have reached sophomore status).

6. **What courses are offered what semester?**
   a. You can find this information through the banner system. Go to my.bsu.edu, click Self Service Banner⇒student⇒registration⇒look up classes. Select what term you would like to look, then select “Psychological Science” (PSYS) out of the list of subjects, click course search, and select individual classes. Also watch for information through the ARC Weekly Email.

7. **What courses are required for all psychology majors?**
   a. For students who became majors in or after the Fall of 2012, the required courses are PSYS 100 (Introduction to Psychological Science), PSYS 241 (Statistics), PSYS 295 (Career Planning in Psychology), PSYS 284 (Research Methods), PSYS 385 (Ethics in Psychology) and PSYS 492 (Research Seminar) or PSYS 499 (Departmental Honors in Psychology) or HONRS 499 (Senior Honors Project).
   b. For students who became majors prior to Fall 2012, the required courses are PSYS 100 (Introduction to Psychological Science), PSYS 241 (Statistics), PSYS 295 (Career Planning in Psychology), PSYS 284 (Research Methods), PSYS 492 (Research Seminar) or PSYS 499 (Departmental Honors in Psychology).
   c. Students who became majors prior to Fall 2012 but are completing the UCC-21 Core Curriculum (i.e., have Tier requirements) should take PSYS 492 (Research Seminar) or PSYS 499 (Departmental Honors in Psychology) or HONRS 499 (Senior Honors Project). They should request a Degree Works substitution for PSYS 491 from the department chair (see
8. Where do I find out about BSU's online courses?
   a. Click on current “step by step instructions” on this page:
      http://cms.bsu.edu/academics/collegesanddepartments/online/studentsfaculty/current

9. How do I register for classes?
   a. Register for classes online through Banner or by going to the following website:
      http://cms.bsu.edu/About/AdministrativeOffices/Registrar/ForEnrolledStudents/MainCampusRegistration.aspx

10. Which classes require permission before registration? How do I get permission?
    a. Classes that require permission are PSYS 478, PSYS 479, PSYS 496, PSYS 497, PSYS 498, & PSYS 499. For PSYS 478, PSYS 497, and PSYS 498, you need the permission of the instructor with whom you will be working. Enrollment for PSYS 479 needs the permission of the internship coordinator (see below). To obtain permission for PSYS 499 and HONRS 499, see the department chair in NQ 104. For the other courses listed above, usually you can obtain permission to enroll at the ARC (NQ 120).

11. How can I earn Departmental Honors?
    a. You can earn the Departmental Honors by meeting the requirements outlined on this page:
       http://cms.bsu.edu/academics/collegesanddepartments/psychology/currentundergrad
       (Click on Departmental Honors). Note: Your Overall GPA and PSYS GPA must be 3.5 or higher and you must complete 3 credit hours of PSYS 499 or HONRS 499. You do not have to be an Honors College student to earn Departmental Honors.

12. How do I apply for Academic Honors in Writing?
    a. To earn Academic Honors in Writing, you must be a senior who will graduate that academic year. Applications for Academic Honors in Writing are due Fall semester, regardless of which term you graduate. Students with excellent writing skills can apply for this honor by submitting a portfolio. Watch the ARC newsletter and your email for announcements.

13. How do I join Psi Chi?
    a. Information about Psi Chi is available in the ARC (NQ 120) and on the psychology department webpage:
       http://cms.bsu.edu/Academics/CollegesandDepartments/Psychology/AcademicPrograms/ActivitiesOpportunities/PsiChi.aspx

14. How do I get transfer credit for courses taken at another university?
    a. To transfer credits, first obtain an official transcript from the university where the course was taken and take it to Office of Admissions in Lucina Hall. If you have done this but your credits are not on your Degree Works, check with the staff in Upper Division Advising (AC, 224). Note: Your faculty advisor cannot help with this.

15. Who approves course substitutions for my major? How do I get approved substitutions placed on my Degree Works?
    a. The chair of the Department of Psychological Science (in NQ 104), approves course substitutions for all psychology courses. Make an appointment with the chair to get your exception form signed. For course substitutions in another department, contact that department's main office.
16. Which minors are good for psychology majors?
   a. Any minor can go with a psychology major. Depending what you want to do, specific ones may be beneficial. You can speak with your faculty advisor or the ARC staff for more ideas. Think about possible minors that will complement your major (and add new expertise), such as Spanish or Business. Other common minors for psychology majors are Criminal Justice and Criminology, Interpersonal Relations, Psychology of Human Development, Social Work and Women and Gender Studies.
   b. The university’s website also has a list of minors that BSU offers at: http://cms.bsu.edu/Academics/UndergraduateStudy/Minors.aspx.

17. Who do I talk to about a minor in a particular department?
   a. You need to contact the appropriate person in that specific department. The department administrative coordinator can tell you who to contact. For example, for the Psychology of Human Development minor, contact the Education Psychology Department. Check your Degree Works or search the BSU website for the minor requirements in the course catalog.

18. How do I find out more about internships?
   a. The ARC (NQ 120) can answer most questions about internships and the prerequisites required and then interested students need to contact the undergraduate internship coordinator for further information.

19. How do I become a teaching assistant?
   a. To become a teaching assistant, speak with the professor who is teaching that course; ask if they are looking for an assistant or would be interested in having you. If you are enrolling for course credit, you then need to get permission to be an assistant from the Advising Resource Center (ARC). You also must have already completed the class you wish to TA for with a grade of B+ or higher and have Junior/Senior standing.

20. How do I get involved in a faculty member’s research?
   a. The ARC has a list of faculty research interests. This list is also available here: http://cms.bsu.edu/Academics/CollegesandDepartments/Psychology/AcademicPrograms/MastersDeg/FacResearch.aspx.
   b. Once you identify an area of interest, ask the faculty member what research they are currently working on and whether they need an assistant. Be ready to tell them why you are qualified for this role. Most faculty members prefer students who have already completed PSYS 284 (Research Methods).

21. Where can I find information on graduate programs in psychology?
   a. A reference book with programs is located in the ARC (NQ 120). The website gradschools.com also has information about graduate programs. The Career Center also has information about graduate school.

22. Where can I find information on careers in psychology?
   a. The ARC, NQ 120, has information on careers in psychology as does the Career Center (www.bsu.edu/careers).
23. What is the ETS Exam?
   a. The Psychological Science ETS Major Field Exam, is a requirement for graduation for all Psychological Science majors and must be taken during the last semester of study in psychology at Ball State. The exam allows the department to evaluate how it is doing in comparison to other undergraduate psychology programs. The ETS exam is administered as part of PSYS 492 (Fall/Spring) or PSYS 499 (Spring) beginning in the Fall Semester 2016.

24. How do I apply for graduation? When should I apply?
   a. To apply for graduation, submit an application to graduate early in the semester before the semester in which you would like to finish your studies but after you register for your final term of classes. So, spring term graduates should apply during the fall semester after registering for spring classes. You may also apply to graduate in your final semester of classes in the first few weeks of the term. Note that applying to graduate puts a Graduation Fee HOLD on your Bursar account as well as upgrades your priority status for registration. You must pay the Graduation Fee prior to registering for the next semester's classes. This application can be found by visiting the “Current Students” page on the Ball State website and scrolling down to the section titled “For Juniors and Seniors.” Then, click the “Application for Graduation” link, http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/PreparingforGraduation/ApplyforGraduation.aspx and sign in with your Ball State username and password. Information about Commencement, cap and gowns, etc., can be found at this link: http://cms.bsu.edu/about/administrativeoffices/registrar/commencement

25. What is the Writing Proficiency Exam?
   a. The Writing Proficiency Exam is a requirement for graduation for all students at Ball State; the purpose of the exam is to evaluate students' writing skills. Students who completed ENG 104 and who have COMPLETED between 60 and 89 credit hours should take the exam. Students will be given two attempts to pass the exam; after that, a separate course will be required in order to graduate. It is assumed that after earning 60 credit hours, students will have the skills necessary to demonstrate competent writing abilities. The exam schedule and other information can be found on this website: http://cms.bsu.edu/academics/collegesanddepartments/universitycollege/writingproficiency/exam/schedule.
   b. To register for the Writing Proficiency Exam, go to my.bsu.edu, select banner, select student, select course add/drop/withdrawal, class search, select WPP, select WPP 392, and choose the section that corresponds with the section you want to take. You will also find the article for your exam date at the URL listed above.
   c. Students will register for the WPP Section just like registering for classes each semester when their time tickets open.
   d. Students may also opt to take WPP 393, the WPP COURSE.
   e. If students do not pass WPP 392 after two attempts, they will have to complete WPP 393.
   f. If students are beyond the 89 completed credit hours they must take WPP 393.
26. **What is the Graduate Record Exam? Where is it administered? How can I prepare for that exam?**
   a. The Graduate Record Exam (commonly known as the GRE) is a standardized examination almost always required by graduate programs. If you choose to apply to graduate school, this test is probably necessary. There are many books to prepare for this; the ARC (NQ 120) has several in its collection, as well as a handout with GRE information. You also can go to [gre.org](http://www.gre.org) for ideas about how to prepare. It is **very** important that you prepare thoroughly for this exam, including taking the timed practice tests. Even if you retake the exam, your previous scores are included in the report sent to graduate schools. The GRE is administered at most universities; for more detailed information, see [http://www.gre.org](http://www.gre.org) or the Ball State website: [http://sitecorecms.bsu.edu/en/About/AdministrativeOffices/TestingCenter/NationalTestingPrograms/GRESubject.aspx](http://sitecorecms.bsu.edu/en/About/AdministrativeOffices/TestingCenter/NationalTestingPrograms/GRESubject.aspx).

27. **Who on campus can answer my questions about tuition and financial aid?**
   a. Questions about tuition can be answered at the office of Tuition and Financial Aid or in the Welcome Center. The Financial Aid Office is located in Lucina Hall, LU 245. Information about tuition can be found at: [http://cms.bsu.edu/admissions/tuitionandfees/undergraduate](http://cms.bsu.edu/admissions/tuitionandfees/undergraduate)
   b. Information about financial aid can be found at: [http://cms.bsu.edu/academics/collegesanddepartments/cap/masters/masterofurbandesign/finaid](http://cms.bsu.edu/academics/collegesanddepartments/cap/masters/masterofurbandesign/finaid).

28. **Who approves study abroad courses? What about non-BSU study abroad courses?**
   a. Information on studying abroad and transferring non-BSU study abroad courses is available at the Rinker Center in L.A. Pittenger Student Center, Room 102. If a student is studying abroad sometimes they can get course credit in the PSYS major. Please see the department chair, regarding opportunities for PSYS credit.