Step-by-Step Instructions for Selecting Courses

Department of Psychology

BEFORE YOUR ADVISING APPOINTMENT (Complete STEPS 1-9, if you can)

STEP 1: Get the materials you need
A. Begin by having the following materials in front of you (all can be downloaded from the Psychology Advising webpage):
   - A clean copy of an Course Selection Worksheet
   - A clean copy of a Schedule of Classes Worksheet
   - General Education and Other Graduation Requirements

STEP 2: Get your computer ready
A. Turn your computer on, log in to myCSUB.
B. Click on “browse schedule” for the quarter you want.

STEP 3: Update the clean copy of the Course Selection Worksheet
A. Refer to one of the following to update your copy:
   - the previous quarter’s Course Selection Worksheet, or
   - the Psychology Major and BA Advising Form (from your Psychology advising file), or
   - your myCSUB degree progress report (see the How to Use myCSUB Degree Progress Report document, found on the Psychology advising webpage, if you need help understanding the report)
B. Place check marks by all the satisfied requirements and satisfied priorities on the Course Selection Worksheet.

STEP 4: Pick a category of classes
A. Go to the lowest numbered priority that does not have a check mark next to it (e.g., if Priority 1, 2, 3 have checks, go to Priority 4).
B. Pick a category within that priority (e.g., GE Area A1) that has not been checked and for which you meet the prerequisites.
C. Write the priority number and the category on a line of the Schedule of Classes Worksheet.

STEP 5: Pick a course from the category
A. Look at the line of your Schedule of Classes Worksheet from STEP 4C.
   - If the category is a general education or other university requirement (e.g., GWAR), refer to the General Education and Other Graduation Requirements to see which courses satisfy the requirement
   - If the category is a major or minor requirement, refer to the Course Selection Worksheet to see which courses satisfy the requirement
B. Choose a course that satisfies the category requirement.
STEP 6: See if the desired course is offered

A. Get into myCSUB and browse the online course schedule

• If the desired course is offered, complete the rest of the line on the Schedule of Classes Worksheet (course, units, section, CRN, and time) for the section of the course you most desire. On the lower half of the Schedule of Classes Worksheet under “Alternate Courses,” complete two or three lines with alternate sections of the course, in case you are unable to get into the section you desire most. Go to STEP 8.

• If the course you desire is not offered, go to STEP 7

STEP 7: Select a different course

• If the course you desire is not offered, but there may be other course offered within the same category, go to STEP 5

• If the course you desire is not offered, and there are no other courses available within the same category, go to STEP 4

STEP 8: Record your selection

A. Go back to the Course Selection Worksheet and place a check mark next to the category you chose and if doing so satisfies the priority, place a check mark next to the priority as well.

STEP 9: Choose additional courses

• If you have chosen fewer courses than you want (generally, 15-19 units), go to STEP 4

• If you have chosen all the courses you want, STOP. You are finished.
DURING YOUR ADVISING APPOINTMENT (Complete STEPS 10-13)

STEP 10: Bring materials you need to your advising appointment

A. Bring your completed Course Selection Worksheet and Schedule of Classes Worksheet with you.

STEP 11: Receive advising materials from your file

A. Receive your Advising Plan by Quarter and your Psychology Major and BA Advising Form from your advisor (these are kept in your permanent advising file).

STEP 12: Obtain your advisor’s approval

A. Bring your Schedule of Classes Worksheet to your advisor for approval

- If your selections are approved, transfer the information from your Schedule of Classes Worksheet to your Advising Plan by Quarter and Psychology Major and BA Advising Form.

- If your selections are not approved, select additional courses using the the step-by-step procedures listed above and recommendations of your advisor (before starting, be sure to erase check marks on the Course Selection Worksheet for unapproved selections).

B. Update your Advising Plan by Quarter, filling in quarters that are missing (from your myCSUB transcript) and noting changes to last quarter’s selections.

C. Update your Psychology Major and BA Advising Form.

STEP 13: End your advising session

A. Ask your advisor any remaining questions you have.

B. Return your updated Advising Plan by Quarter and Psychology Major and BA Advising Form to your advisor.

C. Be sure your advisor initials your Advising Plan by Quarter.

D. Sign the advising session log before leaving.

WHEN IT IS TIME TO REGISTER FOR CLASSES

STEP 14: Register for classes in myCSUB

A. Log into myCSUB and attempt to register for the classes listed on your Schedule of Classes Worksheet.

- If a class on your schedule is closed or otherwise unavailable, select an alternate course as a replacement.

- If all of your alternate classes are closed or otherwise unavailable, go to STEP 4 to select new courses.

B. Call or email your advisor if additional questions arise.