

Psychology & Neuroscience Major's Manual

Table of Contents

Undergraduate Studies in Psychology	1-1
The Department of Psychology.....	1-1
The Psychology Major	1-2
Neuroscience.....	1-2
The Neuroscience Major	1-2
The Undergraduate Program	2-1
Students enrolled in the College of Arts and Sciences.....	2-1
Freshmen Students and FACT FORUM	2-2
Transfer Students and TUMS.....	2-2
Psychology as a Second Major.....	2-4
Advising	3-1
Undergraduate Academic Services for Psychology	3-2
Academic Advising.....	3-2
Policies and Procedures.....	3-5
Transfer Course Evaluations	3-8
Long Term Planning	3-8
Other Campus Resources	3-11
Graduation.....	3-12
Honors.....	4-1
Research Opportunities.....	5-1
Introduction to Research and Careers in Psychology (PSY 365).....	5-1
Introduction to Research Projects (PSY 367/368)	5-2
Summer Research Programs	5-2
Research Participation (PSY 110).....	5-3
Appendices (see next page)	6-1

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COLLEGE OF ARTS AND SCIENCES

Psychology & Neuroscience Major's Manual

Table of Contents (continued)

A	Sample ACE.....	6-1
B	Requirements for B.A. degree with a Psychology Major.....	6-2
C1	Requirements for B.S. degree with a Psychology Major	6-3
C2	Requirements for B.S. degree with a Neuroscience Major-Psychobiology Track	6-4
C3	Requirements for B.S. degree with a Neuroscience Major-Neurobiology Track.....	6-5
D1	Requirements for a Second Major in Psychology (School of Education).....	6-6
D2	Requirements for a Second Major in Psychology (School of Communication).....	6-7
E	Major and Minor Options/College of Arts and Sciences	6-8
F	Courses Not Accepted Towards Degree/CAS.....	6-9
G1	Typical Schedule of Course Offerings in Psychology.....	6-10
G2	Typical Schedule of Course Offerings in Biology	6-11
H	Writing Credit in a Psychology Course Section not designated as a “W”	6-12
I	Course Request Form (CRF) and Drop/Add Form (DAF).....	6-13
J	Study Abroad	6-14
K1	Transfer/Advanced Credit Evaluation (TCE).....	6-15
K2	Psychology Transfer Credit Policy.....	6-16
K3	Transfer Credit Approval Form/CAS.....	6-17
L1	How to Register for PSY 367 or PSY 368	6-18
L2	Permission to Register for PSY 367/8 Form	6-19
L3	Faculty with Primary Appointment in Psychology	6-20
M	PSY 365 Syllabus.....	6-21
N1	Senior Honors Thesis FAQs.....	6-22
N2	Honors Options, Department of Psychology.....	6-23
N3	How to Register for PSY 498/499 (Senior Honors in Psychology)	6-24
N4	Permission to Register for Senior Honors (PSY 498/499).....	6-25
O	Psychology and Neuroscience Peer Advisors	6-26
P	Psychology and Neuroscience Major Timetable	6-27
Q1	4 year Grid to Plan Graduation	6-28
Q2	Sample Graduation Plan for Neuroscience Major-Psychobiology Track.....	6-29
Q3	Sample Graduation Plan for Neuroscience Major-Neurobiology Track	6-30
R1	FACT FORUM Contact Form/FACT	6-31
R2	FACT FORUM Contact Form/FORUM	6-32
S	Freshman Repeat Rule Form/CAS	6-33
T	Section Time Grids	6-34
U1	Academic Calendar 2008-2009 (Fall 2008)	6-35
U2	Academic Calendar 2008-2009 (Spring 2009).....	6-36

Undergraduate Studies

The Department of Psychology

The UASP Mission Statement

Psychology

The Psychology Major

Faculty

Undergraduate Students

Neuroscience

The Neuroscience Major

Faculty

Undergraduate Students

Graduate Students

Alumni

Classes

Research

Welcome to the *Psychology and Neuroscience Major's Manual* for undergraduates at the University of Miami. The purpose of this Manual is to answer important questions relevant to Psychology and Neuroscience majors, outline general requirements and policies, and introduce you to available resources and opportunities.

Although useful, this Manual does not contain all of the information you will need throughout your undergraduate years at UM. The Undergraduate Studies Bulletin is another important resource and is available online at www.miami.edu/bulletin. Choose the Bulletin that corresponds to your year of matriculation. To determine your bulletin year, consider the year you began (or plan to begin) attending UM. For example, if your first semester at UM is Fall of 2006, your bulletin is 2006-2007 and your bulletin year is 07. If your first semester was Spring of 06, your bulletin year is still 06. Your bulletin year is printed on the upper left hand corner of your Academic Curriculum Evaluation (ACE). For details about how to read your ACE, see **Appendix A**.

Neither this Manual nor the Undergraduate Bulletin can substitute for the thorough and confidential advising you can receive from the advisors at the office of Undergraduate Academic Services for Psychology (UASP) located in Flipse 508. Professional and Peer Advisors are available to help you with your questions and concerns Monday through Friday from 8:30 a.m. to 5:00 p.m. Feel free to stop by at any time or contact us at (305) 284-3303 or email us at racosta@miami.edu, smkilpatrick@miami.edu, or vnoriega@miami.edu.

The Department of Psychology

The Department of Psychology is among the 18 departments within the College of Arts and Sciences (CAS), which is one of 12 schools and colleges that make up the University of Miami. The College of Arts and Sciences encompasses most of the disciplines associated with a liberal education, such as mathematics, natural sciences, humanities, and social sciences.

The UASP Mission Statement

The mission of Undergraduate Academic Services for Psychology is to support the scholarly community of faculty and students engaged in the study of the psychological and behavioral sciences in order to set the foundation for and facilitate undergraduate academic success, membership in the scholarly community, and personal development. Inherent in this mission is:

1. the transmission of information that will enable students to do thoughtful, proactive curriculum planning and understand the purpose of and make the most of their undergraduate liberal arts education at this research university;

2. the facilitation of a synergistic system of relationships that includes faculty and students at all levels in the Department;
3. assist in the development of critical thinking and other skills that will prepare undergraduate students for graduate study, careers, life long-learning, and civic responsibility;
4. and maintenance of a supportive environment that encourages and empowers students to pursue educational, psychological, and career development.

Psychology

The Psychology Major

Psychology is the study of how individuals think, behave, feel, and relate to one another. Because of its broad nature, coursework in psychology is useful not only if you are planning to pursue a career within the discipline, but also if you are planning to move into a wide variety of people-oriented professions such as medicine, law, and/or business. Psychology majors also find work in government, communications, human resource management, public relations, marketing, substance abuse counseling, research, and social services. The study of psychology will provide you with knowledge of human behavior as well as the analytical, writing, verbal, critical thinking, and organizational skills that many employers are seeking.

Psychology majors enrolled in the College of Arts and Sciences (CAS) may pursue a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.) degree and must comply with the requirements established by the College. Details about the B.A. and B.S. degrees are summarized in **Appendix B** and **Appendix C1**, respectively. For a discussion on the differences between the B.A. and B.S. see **Section 2-1**. Each student must also declare a minor (see **Appendix E**). A grade point average of 2.5 is necessary to declare and maintain a Psychology major. If you are enrolled in another college or school at UM, you must fulfill the specific degree requirements of that college or school. For information about options for PSY majors in other colleges and schools see **Section 2-4**.

Faculty

The Department of Psychology has over 40 faculty members representing diverse areas of expertise (clinical, developmental, health, social, quantitative, etc.). Most of our faculty teach and work with both undergraduate and graduate students. They are involved in research and training projects at the Coral Gables and Medical Campuses, and in the community at large. For more detailed information about each professor, visit his or her individual web site at www.psy.miami.edu.

Undergraduate Students

The Department of Psychology has approximately 800 psychology majors. The majority of psychology majors and all neuroscience majors are enrolled in the College of Arts and Sciences. With the help of advisors in Undergraduate Academic Services for Psychology (UASP) you can tailor your program to suit your individual interests, needs, and career plans. Special orientation programs are available for freshman students (see **Section 2-2**) and transfer students (see **Sections 2-2**). Psychology is also a popular second major for students in the School of Communication or the School of Education.

Neuroscience

The Neuroscience Major

Neuroscience is the study of the nervous system, how it functions, and how it produces behavior. The College of Arts and Sciences, Departments of Psychology and Biology, together with the School of Medicine and the Rosenstiel School of Marine and Atmospheric Sciences, offer an undergraduate interdisciplinary major in Neuroscience.

The Neuroscience major is intended for students interested in career paths in such fields as biology, psychology, neuroscience, medicine, and other health related areas. The study of neuroscience will provide you with

analytical, writing, verbal, critical thinking, and organizational skills that suit many professions. Neuroscience is an especially useful major if you are planning to pursue graduate study or a research career in fields such as biology, behavioral ecology, behavioral medicine, ethology, neurobiology, neuroscience, psychology, or psychobiology. Because of its broad nature, it is also suitable if you plan to move into such professions as law, medicine, or other health-related fields. The Neuroscience curriculum at UM meets the admissions requirements for most medical schools. You can choose one of two tracks (Neurobiology or Psychobiology) that best suit your interests and goals. The Neurobiology track will focus on the cellular and molecular aspects of neuroscience, while the Psychobiology track will concentrate on behavioral and cognitive neuroscience.

The Neuroscience major is a rigorous program designed for math and science oriented students who wish to be challenged and exposed to some of the best scientific training available at the University of Miami. The broad-based curriculum will provide students with preparation in basic sciences, critical thinking skills, and offers options for practical experience in research.

An SAT score of 1300 or a grade point average of 3.5 after having completed 24 credits at UM is necessary to declare a Neuroscience major. All Neuroscience majors pursue a Bachelor of Science degree from the College of Arts and Sciences and must comply with the requirements set forth by the College (see **Appendices C2** and **C3** for the Psychobiology and Neurobiology requirements). Neuroscience students must complete a minor in Biochemistry, Chemistry, Computer Science, Engineering, Mathematics, Microbiology and Immunology, or Physics. You will automatically complete a minor in Chemistry as part of the requirements for the major, as long as you take organic chemistry, and its accompanying labs (CHM 201/205 and CHM 202/206), at the University of Miami.

Faculty

Nearly 60 faculty participate in the Neuroscience program. A number of them teach courses in both the undergraduate and graduate divisions. Faculty are involved in research and training projects at the Coral Gables, Rosenstiel, and Medical Campuses. A listing of faculty and access to their individual web pages can be found at <http://chroma.med.miami.edu/neuro/people.htm>. You can access individual faculty web pages for the Psychology faculty at www.psy.miami.edu and for the Biology faculty at <http://fig.cox.miami.edu>.

Undergraduate Students

There are approximately 210 students currently enrolled in the Neuroscience major. Each student can tailor his or her program to suit individual interests, needs, and career plans. Special advising and orientation programs are available for first-year students and transfer students. Students have the opportunity to work on cutting-edge research with faculty members and their graduate students (see **Section 5**).

Graduate Students

Many graduate students work closely with undergraduate students as teaching assistants and assistants to research mentors. Some teach undergraduate classes as part of the requirement for the Ph.D. For information about individual graduate students visit our website at www.psy.miami.edu.

Alumni

Many of our undergraduate alumni have gained admission to prestigious graduate, law, medical, and business schools. Many have found work in the government, social services, business, teaching, the media, not-for-profit organizations, or research laboratories. Others have put their education to use to become involved, active members of their communities. Some have even used their knowledge of behavior and development to start or enhance their own families! For a glimpse of the post-baccalaureate activities of some of our students see the undergraduate newsletter, *Psychology News* and *Neuro Notes*, available in Undergraduate Academic Services

for Psychology Office (Flipse 508) or on our website at www.psy.miami.edu/undergraduate. There is also a summary of the postbaccalaureate activities of our graduates posted on our website.

Classes

Most undergraduate classes are taught by full-time faculty members. Some sections are taught by advanced graduate students, post-doctoral fellows, or psychologists from the community. Class sizes range from large (approximately 150 as in some Introductory Psychology classes) to small (as few as 10 for some upper division classes). In order to provide individualized attention, laboratory, writing, and statistics sections for these classes are limited to 35 or fewer.

Research

You are in a good position at the University of Miami to work with faculty on a variety of research projects. All students in good standing may have the opportunity to work on cutting-edge research with faculty members and their graduate students. Undergraduates with at least a 2.3 GPA are invited to explore research opportunities. Research is a valuable part of the undergraduate experience, especially if you are considering a career in psychology or related fields (see **Section 5**).

The Undergraduate Program

For Students Enrolled in the College of Arts and Sciences

Bachelor of Sciences vs. Bachelor of Arts

Freshmen Students and FACT FORUM

Transfer Students and TUMS

Transfer Equivalency for a Psychology Course

Residency Requirement

Courses Taken by UM students at Another Campus

Study Abroad

Psychology as a Second Major

For Second Majors Enrolled in the College of Arts and Sciences

For Second Majors Enrolled in the School of Communication

For Second Majors Enrolled in the School of Education

For Students Enrolled in the College of Arts and Sciences

CAS students majoring in Psychology may pursue a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree. Neuroscience majors are limited to the Bachelor of Science degree. CAS core requirements are summarized in **Appendix B** for Bachelor of Arts, **Appendix C1** for Bachelor of Science, **Appendix C2** for Bachelor of Science (NEU-Psychobiology Track), and **Appendix C3** (NEU-Neurobiology Track).

Bachelor of Science vs. Bachelor of Arts

The Bachelor of Science degree is designed for students who are particularly interested in careers in areas such as Biology, Medicine, Neuroscience, and Psychology. The B.S. stresses Math, Science, and Experimental Psychology courses. If you are considering a B.S. degree, you should evaluate how well you perform in Math and science as a minor in math or science is required for the B.S. degree along with two semesters of calculus. If math and science are not one of your strengths this may not be the right degree for you, and you may want to consider a Bachelor of Arts degree instead.

The Bachelor of Arts degree, while somewhat less focused on math and science than the B.S. degree, will also provide you with a liberal arts education that can be used as a foundation for graduate school in psychology, law school, or medical school. The curriculum for the major is structured to offer maximum flexibility to accommodate individual interests and needs. The B.A. is also a common route for students wishing to pursue a career in areas such as, education, social services, and business.

All students pursuing a B.A. must choose a minor. The minor must be in a department other than the major. Students may select a minor from any discipline in the College of Arts and Sciences (see **Appendix E**), the College of Engineering or the Schools of Architecture, Business Administration, Communication, Education, or Music, which lists a minor. Courses taken for the minor may also be used to satisfy the Areas of Study requirements of the College up to the limit of each area.

Special tracks are available to students aspiring to graduate school in psychology (see **Section 3-8**), graduate school in neuroscience (see **Section 3-9**), medical school (see **Section 3-10**), and law school (see **Section 3-11**).

Research opportunities are available to all Bachelor of Arts and Bachelor of Science students, and can be a valuable augmentation to the undergraduate curriculum (see **Section 5**).

Freshmen Students and FACT FORUM

Freshmen students enrolled in the College of Arts and Sciences who are declared a Psychology or Neuroscience major at the time of matriculation participate in a year-long orientation and advising program known as FACT FORUM. This two-semester sequence is designed to ease the transition to college life, give you the information you will need to maximize your undergraduate experience, and foster community building and networking.

FACT stands for Freshman Advising Contact Term. Each week during the Fall semester, FACT students meet for an hour in groups of approximately 15 with the Director of Undergraduate Studies in Psychology, a Psychology Advisor, and a Psychology Peer Advisor. In addition to becoming aware of policies, procedures, resources, and opportunities available to them, students gain clarification about the goals of the liberal arts major and the rationale underlying the Psychology and Neuroscience curricula. A student-centered approach to advising is used to help you design the specifics of your curriculum to maximize both short and long term goals. The course is listed as UMX 104 and is worth one elective course credit.

FORUM stands for Faculty Overview of Research and Undergraduate Mentoring and is held during the Spring semester. Faculty members serve as Mentors to small groups of freshmen who gather weekly to discuss readings and research in the various fields of Psychology and Neuroscience. The Freshman Mentor is assisted by a Peer Advisor. The course is listed as PSY 120 and earns one elective course credit.

Transfer Students and TUMS

All students transferring to Psychology or Neuroscience register for a special workshop seminar created to ease the transition to the University, in general, and to Psychology and Neuroscience, specifically. TUMS stands for Transfer to UM; these workshops follow the basic philosophy underlying our unique freshman orientation seminar (FACT FORUM), but emphasize issues faced by transfer students. The 1 credit TUMS class is held once a week and is listed as PSY 365 on your schedule. Note: there is another PSY 365 for current students interested in learning more about research and graduate schools in psychology. Do not confuse these two courses.

Aspiring or current Psychology majors transferring from other institutions should be in contact with the Admissions Office and College of Arts and Sciences Transfer Advisor well before beginning class work. The Admissions Office evaluates all credits for transfer to UM and issues a *Transfer/Advanced Credit Evaluation* (see **Appendix K1**); TCE outlines which courses have been approved for transfer and how those courses correspond to UM courses. Any course on the TCE without a number (ex. PSY) must be evaluated by the corresponding department in order to have it apply to the major, minor, or core requirements. A course listed on the TCE that has a department and a number (ex. PSY 110) has already been evaluated and needs no further approval.

All Psychology courses [other than equivalents of Introduction to Psychology (PSY 110)] taken at other institutions prior to matriculation at UM must be evaluated in writing by the UASP office. This evaluation must be completed during the first semester in residence at UM. Completing this process as soon as possible facilitates appropriate course selection.

Transfer Equivalency for a Psychology Course

To have a course evaluated, bring the following to the office of Undergraduate Academic Services for Psychology (UASP):

- copies of the relevant bulletin pages from the previous institution showing the name of the school, course numbers, content, and prerequisites
- a transcript or report card showing the name of the school, course numbers, and grades
- a copy of the *Transfer/Advanced Credit Evaluation* issued by UM
- your ACE, if one has been issued (see **Appendix A**)

Further information about transferring Psychology courses can be found in **Appendix K2**.

Questions about transfer courses in areas other than Psychology should be directed to the Transfer Advisor for the College of Arts and Sciences, who can be found in the Student Academic Services area on the second floor of the Ashe Building or reached at (305) 284-4333.

Residency Requirement

To earn a degree from UM, your last 45 credits must be completed in residence (i.e., at the University). If you are transferring from a community college and come in with more than 64 credits, your last 56 credits must be completed in residence. In order to count toward the major, Psychology courses at the 300-level and above must be taken at UM.

Exceptions will be made for students who participate in a UM study abroad program with written approval from the UASP office prior to leaving the country (see **Appendix J**). Do not go and *then* ask for approval. A maximum of six upper-division credits taken abroad may be applied to the major. For more information about study abroad, contact International Education and Exchange Programs in the Division of Continuing Studies at (305) 284-3434 (see **Appendix K2**).

Courses Taken by UM students at Another Campus

While enrolled at the University of Miami, students at the University of Miami may take courses elsewhere (e.g., during the summer) as long as the student complies with the University's residency requirement (see Page 2-3). Before you leave to take classes during the summer, you must have them pre-approved PRIOR to registering for the course. If you neglect to do so, these courses may not transfer to UM in the way that you expect. To have a course approved, you need to bring a copy of the course description from the institution where you are planning to take the course to the respective department at the University of Miami (e.g., to have a psychology course approved, bring the course description to the Department of Psychology). The department will then evaluate the course to see if it corresponds to one at UM, either approve it or not, and then assign it a number. After the course has been approved, you and the department will complete a *College of Arts and Sciences: Equivalency Evaluation for Courses Taken at Another Institution* form to keep a record of this process (see **Appendix K3**). This form should be completed and returned to Ashe 200. You can obtain this form from the UASP office (Flipse 508) or the College of Arts and Sciences Academic Services, Ashe 200.

Although students are sometimes allowed to take psychology courses elsewhere, it is recommended that you take them at UM.

Note: students must earn at least a C or better in all courses taken outside of the University for them to transfer.

Study Abroad

Study Abroad is an excellent way to see the world and experience different cultures. This is a once in a lifetime experience where you are able to earn college credit while taking classes at a foreign university, meet new and interesting people from all over the globe, and travel another part of the world. Study Abroad may also help you network around the world and this experience may be listed on your resume when applying to graduate programs and/or jobs after graduation. While many students study abroad at some point during their college career, many others regret not doing so after leaving college. It is highly recommended that you take full advantage of this amazing opportunity.

When studying abroad, students typically enroll in 12 credits of coursework. If you are interested in Study Abroad, you must go through an application process. Start by determining when you would like to study abroad and researching the various programs on the Study Abroad website (<http://www6.miami.edu/cstudies/ieep/>). After you have determined which program is right for you, you will need to begin the application process. Keep in mind that applications for the Fall and Summer programs are typically due in March while applications for the Spring and Intersession programs are due in October. The application process may be lengthy and you must include your contact information, letters of recommendation, transcripts, and a list of tentative courses from your programs of interest. You should plan on beginning your application early so that you allow yourself enough time to complete it.

Students often do not study abroad because they think that it costs more than your regular tuition and their scholarships and/or financial aid will not cover it. This is not true. Because Study Abroad is a University of Miami program, the costs for studying abroad are the same as your tuition, and your scholarships, grants, and financial aid still apply; however, you are responsible for your own airfare and any extra expenses for traveling. You may also retain any financial aid that you receive to pay for housing. This may either be more or less expensive, depending on the country (e.g., housing in England is typically more expensive).

The Study Abroad office also offers several scholarships to cover expenses when studying abroad. For example, the Pascoe Scholarships provides money to cover travel expenses and is specifically for Miami-Dade residents. For a list of scholarships, visit the Study Abroad website (<http://www6.miami.edu/cstudies/ieep/>).

Keep in mind that you may study abroad for a maximum of two semesters, but you may participate in unlimited summer and intersession courses. Study abroad courses may either be taught by a professor from the country that you are visiting or by a UM professor that will accompany you. If you are planning on taking courses in another language, be sure to meet the foreign language requirements before applying. If you have any questions or you would like to learn more about Study Abroad, stop by their office in room 212 of Allen Hall, or call them at (305) 284-3434. Also check out the UASP Study Abroad Checklist, which is available outside of the UASP office.

Psychology as a Second Major

Psychology is a popular second major for students in the College of Arts and Sciences, as well as other schools, such as the School of Education (see **Appendix D1**) and the School of Communication (see **Appendix D2**), where a second major in another school is required.

Students enrolled in other colleges and schools and for whom Psychology is a second major earn degrees as designated by those schools. Requirements for psychology as a second major are those designated for the Psychology major pursuing a Bachelor of Arts degree. Double majors are encouraged to see an advisor from both major departments at least once a semester. Note: double majors receive only one degree with two majors.

For Second Majors in Psychology Enrolled in the College of Arts and Sciences

Second majors in the College of Arts and Sciences must follow major requirements commensurate with the degree of the primary major. That is, students pursuing a Bachelor of Science degree in Chemistry may double major in Psychology, but must fulfill Psychology major requirements for the B.S. degree. Note: students receive only one degree with two majors.

For Second Majors in Psychology Enrolled in the School of Communication

Students in the School of Communication may find that a background in Psychology can provide a better understanding of different patterns of behavior and interpersonal communication that can be crucial to individuals working in the media and related fields. A major in Psychology provides knowledge of human behavior and cognition that can help you to understand relationships in the workplace. It also provides background in the scientific method that can help individuals distinguish between fact and fiction, interpret advertising claims, and analyze effective campaigns. The information gained from Psychology coursework can help individuals working in the media to understand audiences and to produce quality materials.

For Second Majors in Psychology Enrolled in the School of Education

Students in the School of Education may find that a major in Psychology will expand their knowledge base in a wide variety of areas directly related to the field of education. From emotional growth to changes in the brain structure during development, Psychology can help future educators understand educational practice. General and special educators can also build a stronger foundation for understanding how developmental processes sometimes go awry, and what assessments and treatments are available.

Advising

Undergraduate Academic Services for Psychology (UASP)

Peer Advisors

Academic Advising

Academic Curriculum Evaluation (ACE) vs. Transcript

Curriculum Planning

Research

Advising For Registration

***MyUM* System**

Placement Exams

Adding or Dropping a Course

Course Syllabi

Policies and Procedures

Honor Code

Prerequisites

Writing Requirement

Residency Requirement

Course Load

Credit Only

Incompletes

Grade Point Average (GPA)

Academic Alert

Freshman Repeat Rule

General Repeat Rule

Academic Warning

Academic Probation

Academic Dismissal

Transfer Course Evaluations

Long Term Planning

Graduate School

GRE Information

General GRE

Subject GRE

Specialty Tracks

Pre-Med

Pre-Law

Career Information

Other Campus Resources

Graduation

Graduate Requirement

Senior Credit Check

Commencement

Undergraduate Academic Services for Psychology (UASP)

The staff of the Undergraduate Academic Services for Psychology (UASP) office provide confidential advising for all Psychology and Neuroscience majors. The Director of Undergraduate Studies in Psychology, Dr. Victoria Noriega, works closely with the Assistant Director of Advising, Sean Kilpatrick, and the Psychology Advisor, Rachel Acosta, to ensure quality services to students. Nineteen highly trained undergraduate students serve as Peer Advisors.

UASP is open year-round and advisors are available to answer questions Monday through Friday from 8:30 a.m. to 5:00 p.m. Appointments are usually not needed except during the period just before registration i.e., academic advising for registration. All students are strongly encouraged to stop by the UASP office, which is located in Flipse 508, at least once each semester.

Even if you are eligible to register on-line (through *MyUM*) without an advisor's signature, it is a good idea to check with one of the advisors to ensure you are on the right track toward graduation. Keep in mind, you are ultimately responsible for your curricular choices.

Computers are available in the UASP office for you to access the internet and the *MyUM* system.

Peer Advisors

These students serve as the Department's liaisons to the undergraduate community and are a valuable resource to students and administrators alike. However, only Advisors can sign forms for registration, transfer courses, etc. Peer Advisors are not permitted to sign forms.

Peer Advisor positions are available every year. Applications are generally available in mid-January and the hiring process usually begins by late-February. Peer Advisors are expected to work a minimum of 5 hours a week in the advising office, as well as assist with the various events sponsored by UASP. Peer advising is a paid position; however, students sometimes volunteer their time to assist with various activities.

Peer Advisors should be outgoing, organized, meticulous, responsible, trustworthy, and able to have lots of fun! If you are interested in becoming a Peer Advisor, stop by UASP to speak with an advisor or current Peer Advisor for more information. Check out **Appendix O** for details on our Peer Advisors for the 2007-2008 academic year.

Academic Advising

Although each student is ultimately responsible for his or her own curricular choices, the advisors in Undergraduate Academic Services for Psychology are here to help. We hope to establish an advising alliance to help you make your undergraduate plans.

Academic Curriculum Evaluation (ACE) vs. Transcript

The most accurate report of progress toward graduation is the Degree Audit or Academic Curriculum Evaluation (ACE). This document is a summary of requirements and is crucial to the advising process. You can look at or print an up-to-date copy of your ACE from the *MyUM* system at <https://myum.miami.edu>. Log-on by entering your student number and pin (see instructions on the site if you do not have a pin number), then click on Student, Academic, and Degree Audit (ACE).

Note: The ACE is not the same thing as the transcript; the transcript is the official recording of all grades, but does not include remaining requirements. Official transcripts can be obtained from the Office of the Registrar.

Learning to read the ACE is essential. Your name, student ID, school or college, degree, major, minor, bulletin year, and date printed is displayed at the top of the ACE. The body of the ACE summarizes the courses you have taken, courses in which you are currently enrolled, and your remaining requirements. The last pages of the ACE consist of GPAs, academic standing, and credits attempted, earned, and transferred.

Although the ACE is an essential ingredient in the curriculum planning process, most students will benefit from checking with an advisor, especially if there seems to be inconsistencies or questions. If you need instructions on how to read your ACE see **Appendix A**, or stop by UASP.

Curriculum Planning

Planning a curriculum involves thinking about the short term *and* the long term. Short-term planning involves selecting courses for the next few semesters according to time, prerequisites, work schedule, etc. Long-term planning (see **Section 3-8**) involves thinking about career objectives and/or graduate school and making decisions about courses that will facilitate the timely progress toward those goals.

In making short-term plans, it will be necessary to consider sections in which the courses are offered. All courses taught during a given semester are published in the *Schedule of Classes* and on the *MyUM* system. Only the *MyUM* system can give updated information on enrollment, i.e., whether a class is still open. Another essential ingredient to short term planning is the Academic Calendar that lists important dates, including last day to add a class, last day to drop a class without a withdrawal notification on the transcript, and last day to withdraw from classes all together.

When planning for the short term, consider your personal needs, strengths, and weaknesses. Important questions to ask include:

- “Can I get up in time for a morning class?”
- “Can I plan my work schedule around required courses?”
- “Am I strong enough in math and science to take several of these classes in one semester?”
- “Can I handle several writing courses in the same semester?”
- “Have I completed the prerequisites necessary for the courses I want to take?”
- “If 15 credits is the average load, can I handle more or should I cut back to the minimum of 12 credits required to be a full-time student?”
- “Does my athletic schedule work with this schedule?”
- “Have I planned time for studying?”
- “Have I scheduled breaks to maintain a healthy eating, exercising, and socializing schedule?”
- “Would I rather have all my classes back-to-back or schedule time breaks to ensure that I get to class on time?”

Long-term planning involves planning the overall undergraduate curriculum in order to facilitate realization of career goals. Although most students will not have definite career plans, especially during the first three years of college, thinking about options can ensure that important requirements for a given path are not neglected.

Several undergraduate “tracks” are available to help students with preparation for graduate school (see **Section 3-8**), medical school (see **Section 3-10**), and law school (see **Section 3-11**). Grids to help with course planning for Psychology and Neuroscience majors have been prepared to assist with this process (see **Appendices P, Q1, Q2, Q3**).

Long-term planning involves a process of inclusion and exclusion. Taking courses in a given area helps students recognize their own strengths, weaknesses, interests, and aspirations. Changes in plans are inevitable, but gathering information before making decisions is essential in order to avoid making costly mistakes or setbacks. Some students will want to take PSY 365, a practicum course for Introduction to Careers and Research in Psychology to help with this process (see **Appendix M**).

How to determine your class (i.e., year in school)

The university classifies students as a freshman, sophomore, junior, or senior based on his or her number of completed credits (this includes transfer credits but does not include credits that are still in progress). Freshman have 0 to 29 completed credits, sophomores have 30 to 59 completed credits, juniors have 60 to 89 completed credits, and seniors have 90 or more completed credits.

Research

Undergraduates in a research university such as UM should be sure to take advantage of opportunities available to them to become involved in the various research studies being conducted. See **Section 5** for more information on how to become involved with research in the Department.

Advising For Registration

Official academic advising for course selection begins approximately two weeks before registration. UASP sees students by appointment only from that point through the second week of registration. Appointment times are posted on the Department of Psychology website (www.psy.miami.edu/undergrad) approximately three weeks before the start of registration. Appointments are usually fifteen to twenty minutes long.

When visiting our office for course registration, please remember to come prepared. Before coming to our office, pick up a copy of the Schedule of Classes or check out courses on *MyUM*. Select possible courses, sections, and alternates you may want to take. When you come to the office, Peer Advisors will help you fill out a *Course Request Form* (see **Appendix I**). Advisors will review your requirements to be sure you have selected appropriate courses.

If you are not sure which classes you should choose, stop by our office. We will review your ACE and ask you to return at a later time with your course selections. We cannot create a specific schedule or select specific sections for you during your advising appointment.

MyUM System

The *MyUM* system was developed by UM to provide you with up-to-date information about your student record, account information, faculty evaluations, housing, student employment, and much more. You can access *MyUM* from any computer with an Internet connection by visiting <https://myum.miami.edu>. You do not need a pin number to view course offerings. To view current courses and availability, click on the *Courses Offerings* tab.

College of Arts and Sciences students who have declared a major, and have completed 75 credits with a GPA of 2.5 or above are allowed to register for courses through the *MyUM* system. Although we encourage you to take advantage of *MyUM*, we caution you against registering for classes without proper advising from the UASP office. Remember, fulfilling your requirements for graduation is ultimately your responsibility. We strongly encourage you to stop by UASP to review the courses you will be registering for on *MyUM* and to verify that your choices will allow you to graduate on time.

Seniors, don't forget to get graduation approval from the Senior Coordinator, Marian Dahman! To make and appointment call (305) 284-4333 or go to Ashe 200.

Placement Exams

When you come to UM, you will be placed in a math course based on your SAT/AP scores or previous math experience from another school. If you have not been notified of, or if you disagree with your placement, you may take the math placement exam which is offered by the Math Department at the beginning of the Fall and Spring semesters. There is no placement exam for English Composition or Foreign Language courses.

Adding or Dropping Courses to an existing schedule

If you need to drop or add a course to an existing schedule, you will need to see an advisor. Stop by the UASP office and have an advisor sign your *Drop/Add Form* (see **Appendix I**). Deadlines for adding and dropping courses are posted on the Academic Calendar.

Course Syllabi

In order to help you decide what a given class entails, the UASP office keeps a collection of Psychology syllabi in the UASP lobby (Flipse 508) for your perusal.

Policies and Procedures

Honor Code

The Honor Code was established by the University to foster academic honesty among undergraduate students. According to the Undergraduate Bulletin the code “provides standards that prohibit all forms of scholastic dishonesty, including cheating, plagiarism, collusion, and falsification or misrepresentation of experimental data. The Code covers all written and oral examinations, term papers, creative works, assigned computer related work, and any other academic work done at the University by an undergraduate student.” Undergraduates are required to sign a pledge acknowledging that they uphold the standards set forth by the Honor Code.

Remember, your education at the University of Miami is valuable. Do not diminish your degree or the degree of your fellow students by breaking the Honor Code. Students in violation of the Honor Code will be referred to the Honor Council.

Prerequisites

A prerequisite is a course that must be completed or in progress before registering for another course. Prerequisites prepare you for material that is to be presented in advanced courses. You may register for any psychology course for which you have already met the prerequisite, or if the course is in progress (i.e., will be completed before the beginning of the other class). You must have a C- or better in all prerequisite courses. If you register for a course for which you do not have the necessary prerequisite course or grade for that course, you may be dropped from the course roll at the discretion of the instructor, Dr. Wellens, or Dr. Noriega. A listing of course prerequisites can be found in the Undergraduate Bulletin, the *Schedule of Classes*, or the *Typical Schedule of Course Offerings in Psychology and Biology* (see **Appendices G1 and G2**).

Writing Requirement

All students at the University of Miami are required to take at least 5 writing intensive courses (beyond English Composition). University policy states that writing courses are those that involve “a substantial amount of writing and the preparation of papers that are corrected for diction, syntax, style, and content.” Generally, at least 4000 words (i.e., about 20 pages) are involved in a writing course.

The *Schedule of Classes* and *MyUM* have a complete listing of courses designated as writing intensive. If you are registered for a course that has not been designated as writing intensive, you may earn writing credit if the instructor agrees to assign and evaluate the required amount of writing (see **Appendix H**). Psychology instructors may require you to sign an informal contract for writing credit. Check with the professor to be sure he or she requires this form. In Psychology, only faculty may give writing credit; graduate students are not allowed to give writing credit.

Residency Requirement

All students must complete their last 45 credits must be completed in residence (i.e., at the University) to earn a degree from UM. Students who transfer from or take classes over the summer at a two-year college must complete their last 56 credits in residence. In order to count toward the major, Psychology courses at the 300 and above level must be taken at UM. Exceptions will be made for students who participate in the UM Study Abroad Program with written approval from the UASP office prior to leaving the country. Don't go and *then* ask for approval! A maximum of six upper-division credits taken abroad may be applied toward the major.

Study abroad through the University of Miami does not violate the residency rule; however, students who wish to study abroad through another university will be held to this rule. In other words, students who study abroad

through another university must complete his or her last 45 credits at UM (this usually amounts to three semesters). For a list of frequently asked questions about study abroad see **Appendix J** or contact the office of International Education and Exchange Programs in the School of Continuing Studies at (305) 284-3434.

If you are a current UM student and want to take a course at another campus and have it apply to your UM graduation see **Section 2-3** and **Appendix K3**.

Course Load

Full-time students register for at least 12 credits during the Fall and Spring semesters. Students who register for less than 12 credits are considered part-time students. Registration for more than 17 credits in the Fall and Spring or 7 credits in the summer is considered a credit overload and requires a 3.0 cumulative GPA and permission of the Associate Dean of the College of Arts and Sciences in Ashe 200. Students on Academic Probation may not register for more than 13 credits in one semester.

Credit Only

Students have the option of taking a maximum of 9 “free” elective credits for credit only (maximum of one course in any one semester). Courses that count toward the core, major, and minor requirements cannot be taken for credit only. In order to take a course for credit only, a student must be at least a sophomore, and have a minimum 3.0 cumulative GPA. Transfer students must complete one semester in residence before taking a credit only course. Students taking a credit only course will receive a designation of “CR” (credit received) or “NC” (no credit) in their academic record. A student must earn at least a “C” in the course to receive credit. The credits earned under this option do not count in the GPA calculation.

Overrides in Psychology

In general, the Department of Psychology does not give overrides. The courses are set to accommodate a specific number of students for a reason. Graduate students cannot give overrides. If a course fills, UASP recommends you keep an eye on it and wait until it opens. Once the course opens you can either stop by UASP to add the course or call UASP if you are out of town to add the course over the phone.

Incomplete

If there is a non-academic reason for failure to complete work in a course, you may ask a professor for an “I” or incomplete. Incompletes are not granted to students who are failing a course due to poor performance. Students must have completed at least 50% of the coursework with a passing grade to be eligible. If an “I” is granted, you are responsible for completing all the work you missed with the same instructor. If the instructor is not teaching when you want to finish the course, you will need to make arrangements with another professor to complete the missing work.

DO NOT register again for the course. DO NOT repeat the entire course. You DO NOT have to complete any special forms/paperwork. All grades earned from the first class will be calculated in the final grade.

All coursework must be finished within one year of receiving the incomplete. Students who fail to complete the assigned work within a year will earn an “IF” for the course. An “IF” is calculated as an “F” in the GPA.

When you complete the work, the original instructor will file a *Change of Grade Form* and submit it to the Chairperson. You will want to plan your subsequent schedule carefully to ensure that you can successfully complete this work in addition to your other courses.

Grade Point Average (GPA)

When you look at your Academic Curriculum Evaluation (ACE), you will see many different types of grade point averages (GPA). Your semester GPA, UM only GPA, transfer GPA, and cumulative GPA may all be found at the bottom of your ACE. In addition, each section of your ACE will have its own GPA (e.g., your

psychology GPA that includes only those classes for your major). While these may seem confusing, they are all used for different things.

There are several steps involved when calculating your GPA. First, you must know your grade and the number of credits of each course. You will then need to assign the correct number of quality points to each of your courses. Quality points correspond to the letter grade that you received in a course, where an A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7, and an F = 0. For each course, you will then multiply the number of quality points times the number of credits for each course; add these numbers. This will yield the total number of quality points that you have earned, weighted by your number of credits. Finally, divide this number by the total number of credits that you have taken to determine your GPA. This process may be repeated to calculate your semester GPA, psychology GPA, or your science GPA.

Academic Alert

About six weeks into each semester, instructors send academic alerts (a.k.a. midterm deficiencies) to students who are performing poorly. The purpose of the alert is to notify students that specific problems (such as excessive absences, lack of preparation, or low test scores) may lower the grade received in the course.

Take this feedback seriously. Advising, tutoring, counseling, and other services are available to help you get back on track. If you receive an Academic Alert, be sure to stop by the UASP office and speak to an advisor.

If you choose to drop the course, keep in mind that some types of financial aid require completion of 24 credits per year. Contact the Office of Financial Assistance Services at (305) 284-5212 to see if your financial aid will be affected.

Freshman Repeat Rule

A student who receives a “D” or “F” in a course taken at the University of Miami during his or her first two semesters of college work has the option of retaking the course within one year of matriculation. A maximum of two courses may be retaken under the Freshman Repeat Rule. Once a course has been repeated, only the second grade earned will be used in the GPA calculation whether or not it is better than the first grade earned. For example, if you receive a “D” the first time you register for PHI 101 and receive an “F” the second time, the “F” will be used to calculate your GPA. Although the “D” will not count toward your total credit requirement or be calculated into your GPA, it will appear on your academic record and may be used by other schools when calculating your grade point average. If you are planning to retake a course under this rule, stop by the UASP office or Ashe 200 for a copy of the *Freshman Repeat Rule* form (see **Appendix S**). See the Undergraduate Bulletin for exact guidelines regarding the Freshman Repeat Rule.

General Repeat Rule

All Psychology and Biology courses must be passed with a “C-” or better in order to count toward the major and to serve as a prerequisite for other courses. If you receive a “D” or “F” in a Psychology or Biology course, you will be required to repeat the course if you want it to count toward your major requirements. You may also opt to take another course at the same or different level instead. Psychology and Biology courses in which a “D” is earned might count toward electives.

If you choose to repeat a course, the initial grade and the new grade will both be calculated into the GPA and the total credits for graduation will be increased by the number of credits repeated. A “D” is considered a passing grade for courses used to fulfill the core requirements of the College of Arts and Sciences.

Academic Warning

Students who earn a semester GPA of 2.0 or below receive an academic warning on the grade slip. If you receive an academic warning, be sure to see Dr. Victoria Noriega and take advantage of support services the University has to offer. You will probably want to reduce your credit load for the following semester.

Academic Probation

Students whose cumulative GPA falls below a certain level, based on the number of credits they have earned (see below), will be placed on Academic Probation. The University requires a cumulative GPA of 2.0 to graduate.

<u>Credits</u>	<u>CGPA</u>
33 or below	1.7
33-64	1.8
65-96	1.9
96 and above	2.0

(First semester freshman are placed on Probation only if their semester GPA is below a 1.3)

Academic Dismissal

If a student is on Probation for two consecutive semesters or is on Probation for one semester and has a cumulative GPA less than 1.0, that student may be dismissed. In this case the Academic Standing Committee will evaluate if the student should be dismissed. If the student is not dismissed, then the student will remain on academic probation. If the student is dismissed, the student may not reapply to the University for one year. Academic probation and dismissal are under the purview of Associate Dean, Rita Deutsch.

Transfer Course Evaluations

UASP handles all course work in Psychology from other institutions. See **Section 2-3**, as well as, **Appendix K1**, **Appendix K2**, and **Appendix K3** for more information on transfer course evaluations.

Long Term Planning

Graduate School in Psychology

If you aspire to a professional career in psychology, you should become aware of graduate school expectations early in your undergraduate program. Graduate school admission requirements vary, but generally include preparation courses in Introductory Biobehavioral Statistics (PSY 204) and Experimental Psychology (PSY 316). Other courses that may be required and are good to help you prepare for the rigors of graduate school include, Introduction to Research Projects (PSY 367/368), Tests and Measurements (PSY 332), Laboratory in Behavioral Medicine (PSY 403), Experimental Personality and Social Psychology (PSY 418), Intermediate Statistics (PSY 444), and History and Systems of Psychology (PSY 501). Other graduate school requirements can be explored in the *Graduate School Guide* provided by the UASP office.

Psychology is a multi-faceted discipline. Although we recommend that students take a broad range of courses to sample the different areas of psychology, students with special interests or those who plan to enter a specific area will want to take courses relevant to that area. Remember, it is important to have a well-rounded background in psychology.

PSY 365 (Introduction to Research and Careers in Psychology) is a one credit practicum course designed to help students get involved in research and explore the graduate school admissions process (see **Appendix M**). This elective course gives students an exposure to faculty research interests, helps clarify the graduate admissions process, adds structure to the search for an appropriate graduate program and mentor, and helps students prepare for the Graduate Record Exam (GRE)

The UASP office can assist you in making curriculum decisions to suit your individual needs. A *Psychology and Neuroscience Major Timetable* (see **Appendix P**) and *Graduation Plan* (see **Appendix Q1**) can help you map out your undergraduate career. You should also investigate opportunities through the Toppel Career Planning and Placement Center.

Below are two examples of psychology course work that may help students attain their desired career goals. Stop by UASP (5th floor Flipse) for help with your specific career goals.

Students considering a career working with children should especially consider taking Child and Adolescent Development (PSY 203), Psychology of Thinking and Learning in Children (PSY 340), Psychology of Social and Emotional Development (PSY 341), Psychology of Language Development (PSY 343), Psychology of Infancy (PSY 344), Abnormal Child Psychology (PSY 440), and/or Psychology of the Mentally Retarded (PSY 441).

Students interested in Industrial/Organizational Psychology (I/O) might benefit from taking Social Psychology (PSY 201), Industrial/Organizational Psychology (PSY 261), Personality (PSY 209), Tests and Measurements (PSY 332), Motivation (PSY 414), and/or Advanced Personality Theory (PSY 416). A good grounding in statistics (PSY 204 and PSY 444) and research methods (PSY 316 and PSY 418) will also help in this field.

Graduate School in Neuroscience

The Neuroscience curriculum at the University of Miami will prepare you for a variety of career paths including medicine, dentistry, health psychology, and neuroscience. If you desire a career as a neuroscientist, it is important to familiarize yourself with graduate school expectations. The core requirements of the Neurobiology track are designed to be preparatory for graduate school in neuroscience. Additionally, many graduate programs will require course work in physics, general chemistry, organic chemistry, and calculus. [Note: while College Physics is sufficient to earn the degree with a major in Neuroscience, University Physics (PHY 205, 206/7, and 208/9) is recommended and may be required by some programs]. Other preparatory courses may include those such as BIL 241 (Animal Behavior), BIL 261 (Comparative Vertebrate Anatomy), BIL 265 (General Physiology), BIL 341 (Behavioral Physiology), BIL 360 (Animal Physiology), BIL 361 (Cytology and Histology), BIL 365 (Endocrinology), BMB 401 (Biochemistry for the Medical Sciences), PSY 420 (Health and Medical Psychology), and PSY 444 (Intermediate Psychological Statistics). Specific graduate school requirements can be found on the websites of respective programs.

Graduate school admission requirements vary, but will most likely include research. To find out more about research opportunities, contact the Director of the Undergraduate Neuroscience Program, Phil McCabe.

A listing of 220+ graduate programs in neuroscience and related fields can be found at The Association of Neuroscience Departments and Programs' website: www.andp.org.

The staff at the UASP office can assist you in making curriculum decisions to suit your individual needs. A *Psychology and Neuroscience Major Timetable* (**Appendix P**) and *Graduation Plan* (**Appendices Q1, Q2, and Q3**) can help you map out your undergraduate career. You should also investigate employment opportunities through the Toppel Career Planning and Placement Center.

GRE Information

General GRE

Preparing for the Graduate Record Examination (GRE) takes time. Be sure to begin reviewing for the exam at least a couple of months before your test date. Picking up a couple of GRE study guides from the bookstore will help if you apply yourself and make the time to prepare. Some students opt to take a GRE prep course. These courses can be expensive, but provide structure to the preparation process. Consider investing in a prep course if you feel that you need more structure to your study.

The General GRE is now computer based; paper and pencil testing is no longer available.

Subject GRE

Some graduate schools will ask for Subject Exam scores in addition to general GRE scores. Check with each school to see if they require the GRE Subject Exam. Prepare for this exam as you would for the general GRE. If you are going to take the Subject Exam, consider reviewing an introductory book

in the subject to better prepare yourself. There are also books available with practice tests. The GRE Subject Exam is still administered through paper and pencil, contact Education Testing Services (ETS) at www.gre.com or call (609) 771-7670 for more information.

Specialty Tracks

Pre-med and Pre-law are tracks, not majors at UM. Students enrolled in the College of Arts and Sciences who are in the Pre-med and Pre-law tracks must still complete a major and a minor.

Pre-med

The study of Psychology and Neuroscience are based on empirical research that focuses on the scientific method and statistical analysis. Coursework in Psychology and Neuroscience can provide a strong foundation for students interested in medical related careers. Admission to medical school can be competitive and this track is designed to help students meet admission requirements. Coursework in this track includes biology, chemistry, biochemistry, physics, and calculus. This track also results in an automatic chemistry minor if organic chemistry is taken at UM. Students interested in the pre-med track should contact Eva Alonso, Pre-med Advisor for specific information. Her office is Ashe 205, and she can be reached at (305) 284-5176. Pre-med students should contact Eva Alonso to open a file and to obtain a *Pre-med Handbook*. If you plan to apply to medical school, be sure to allow time for MCAT (Medical College Admissions Test) preparation. The MCAT is usually taken in the Spring and Summer if you plan on applying to medical school in the Fall. You should have general biology (BIL 150/60), physics (101/2), and organic chemistry (CHM 201/2) completed before taking the exam in order to do well. Be sure to look over your long-term plan to ensure that you have completed all the necessary courses before taking the MCAT. Advisors in UASP are available to help you plan your schedule.

A B.S. in Psychology or Neuroscience or even a B.A. in Psychology (with a science minor) can prepare you for medical school. The B.A. does not, however, include calculus, which may be a requirement for some medical schools.

Additionally, students following the pre-med track may benefit from taking courses in Psychology such as: Introduction to Psychobiology (PSY 202), Psychology of Drugs and Behavior (PSY 305), Abnormal Psychology (PSY 352), Psychobiology (PSY 402), Laboratory in Behavioral Medicine (PSY 403), and/or Health and Medical Psychology (PSY 420).

Pre-law

The pre-law curriculum prepares students to meet law school application requirements including the Law School Admissions Test (LSAT). Students who are interested in the pre-law track should contact Margaret Hopkins, Pre-law Advisor, Ashe 200, (305) 284-4333, for specific information. Students may obtain a Pre-law Handbook from Ms. Alonso or on-line at www.as.miami.edu.

While there are no specific requirements for pre-law, psychology majors interested in the pre-law track generally follow B.A. requirements. Psychology majors working toward a career in law may find knowledge of the scientific method and psychological principles beneficial. Psychology coursework in this track could include Social Psychology (PSY 201), Introduction to Personality (PSY 209), Tests and Measurements (PSY 332), Abnormal Psychology (PSY 352), Personality Theory (PSY 416), Emotion (PSY 417), Social Interaction Processes (PSY 475), and/or Experimental Personality and Social Psychology (PSY 418).

Career Information

The Toppel Career Planning and Placement Center offers a variety of career assistance programs. Toppel offers help with resume writing, career information, graduate school information, seminars, and workshops. Be sure to stop by their offices and take advantage of all the resources they have to offer. For more information, check out

Toppel's website at www.miami.edu/toppel or call (305) 284-5451. You will find most of the information that you need on the website. Be sure to have everything they ask for in order before you make an appointment. UASP also has information regarding graduate school in psychology and career options for students not immediately interested in graduate school. We have a number of books and publications for your perusal, come by and check them out.

For those students that are not entirely sure as to what career may best suit them, the Counseling Center offers career guidance and testing. To make an appointment call (305) 284-5511 or visit the Counseling Center at Building 21R.

UASP has also created several lists of post-baccalaureate activities for psychology and neuroscience majors. These lists were developed based on information obtained from UM psychology and neuroscience alumni. To see what our alums are doing, please visit <http://www.psy.miami.edu/undergraduate/whatcani.html>.

Other Campus Resources

The University of Miami offers many resources to help you adapt to university life. If you are having academic or personal problems, you are not alone. Help is available! We encourage you to take advantage of the following on-campus resources:

- The **Academic Resource Center** manages a variety of student services. The center is located on the second floor of the University Center, room 201.
- The **Academic Support Program** provides counseling services to students having academic difficulties. It is intended to help students become aware of resources available to them and to help those considering leaving the University. Call (305) 284-2800 for more information.
- **Accessibility Resources (AR)** provides academic services and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at UM. Services may include providing note takers, testing accommodations, and informing instructors of special needs. To register, schedule an appointment by calling the AR at (305) 284-2374.
- The **Peer Tutor Program** offers free tutoring to UM students. Peer Tutors are upperclassmen or graduate students who have demonstrated academic success. If you need a tutor or are interested in becoming a tutor, call (305) 284-2356.
- The **Reading and Study Skills Center** helps strengthen important study skills needed for academic success (i.e., test taking skills, note taking skills, time management skills). Call (305) 284-2402 for more information.
- The **Chemistry Resource Center** assists students who are taking 100 and 200 level chemistry courses through individual and small group tutoring. Call (305) 284-2174 for more information.
- The **Math Lab** assists students in Math and Computer Science courses. Students can receive tutoring by appointment or on a walk-in basis. Call (305) 284-2575 for more information.
- The **Physics Academy** provides tutoring for students in Physics, particularly in introductory courses. For more information call (305) 284-2323, ext 0.
- The **Writing Center** staff offers individual help to students in the process of writing a paper. For more information call (305) 284-2956.
- The **Counseling Center** extends free confidential and professional counseling to students having personal and emotional problems. The center also administers personality inventories and career testing to help students define their interests. Call (305) 284-5511 for more information.

Graduation

Graduation Requirements

Upon completion of the University, College/School, and Departmental requirements, students are awarded a baccalaureate (bachelor's) degree. The term baccalaureate degree comes from the medieval practice of crowning the recipient of a first degree in arts with a garland of barberries. Hence the terms "baccalaureate" and "bachelor."

Graduation is not automatic. Students must apply for graduation on *MyUM* at the beginning of the semester that they intend to graduate. Application deadlines for each semester are posted on the Academic Calendar. Every application for graduation will be reviewed by the Senior Advisor in the College of Arts and Sciences and the Director of Undergraduate Studies in Psychology. The Biology advisor will check the Biology courses for Neuroscience majors. Students enrolled in other schools or colleges within the University should consult those areas for graduation details.

Senior Credit Check

Students who have not completed all requirements will not be approved for graduation. It is important to check with the UASP at least once each semester, even if you are registering on *MyUM* to be sure you are on the right track toward graduation. At the end of your junior year or at the beginning of your senior year, be sure to check with the College of Arts & Sciences Senior Advisor, Marian Dahman, for a senior credit check. Ms. Dahman is in Ashe 200. Call for an appointment with her at (305) 284-4333.

The minimum number of credits necessary for the B.A. and B.S. degrees from the College of Arts and Sciences with a major in Psychology is 120; for Neuroscience it is 130. Repeating courses and taking courses listed on **Appendix F** may increase the total number of credits required.

The minimum cumulative GPA to graduate is 2.0. The minimum Psychology GPA to graduate with a Psychology major is 2.3. The minimum number of psychology credits for the B.A. with a Psychology major is 30; for the B.S. it is 33. The Neuroscience major Psychobiology track requires 24 credits in Psychology and 25 credits in Biology, and the Neurobiology track requires 15 credits in Psychology and 34 credits in Biology.

Commencement

Commencement, i.e., the graduation ceremony, is held in December and May in the Convocation Center. Students graduating in December may choose to attend the May graduation ("walk in May"). Students who will not complete requirements until August may also apply to "walk in May" if they choose. Diplomas will not be issued until all requirements have been met.

During the Commencement Ceremonies, students and faculty wear traditional gowns that have been associated with universities since the middle ages. Every University's regalia is different. Faculty wear "hoods" associated with the particular school and degree they have earned. When you go to graduation you will notice that the regalia gets more elaborate as the educational level increases. For example, the hood for the UM Doctor of Philosophy (Ph.D.) is orange, green, and blue and is four feet long. The hood for the Master's degree (M.S.) earned in Psychology at UM is orange and green and three and a half feet long. The master's degree originally licensed an individual to teach, hence the term "master." All UM graduates wear black gowns, but look at the sleeves for subtle differences indicating the degree earned. Doctoral gowns have velvet on a full sleeve. Master's gowns have long pointed sleeves. Graduate mortarboards (caps) are tasseled in gold.

Students graduating with a baccalaureate degree (B.A. or B.S.) from the College of Arts and Sciences wear black gowns with regular sleeves. Mortarboards are tasseled in white for B.A. and yellow for B.S. Prior to the graduation ceremony, students wear the tassel on the right. Once the degree has been confirmed (at the commencement ceremony), the tassel is changed to the left. Caps and gowns are issued by the Toppel Center a few weeks before graduation.

Special cords and pins are worn by members of various organizations like Psi Chi. Students graduating *cum laude* (with praise), *magna cum laude* (with high praise), or *summa cum laude* (with highest praise) have met certain formal scholarly demands described in the Undergraduate Studies Bulletin and in handouts from the Honors Department. Special graduation accoutrements may be issued to these individuals as well. Awards such as these are also noted on the diploma and the official transcript. To recognize these individuals, a special Honors Convocation is held on the day before graduation.

Once you have graduated, you are an alumnus of the University of Miami. Be sure to respond to correspondence and stay in touch with your alma mater!

Honors

Beta Beta Beta

Psi Chi

The Undergraduate Neuroscience Society (TUNS)

General Honors Program

Graduating with University Honors

Graduating with Departmental Honors

Departmental Honors in Psychology

Senior Honors Thesis (PSY 498/499)

Beta Beta Beta (a.k.a. TriBeta)

Beta Beta Beta is the National Honor Society in Biology. It is a society for students dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research. Active membership requires completion of three semesters of university work, a major in the biological sciences, at least three biology courses, with one at the 200-level, and a cumulative and biology grade point average of at least 3.0. For more details contact Dr. Dana Krempels, the faculty coordinator of the society.

Psi Chi

Psi Chi is the National Honor Society in Psychology. Its purpose is to encourage, stimulate, and maintain excellence in advancing the science of psychology. Eligible students must have a Psychology or Neuroscience major or minor, have completed 9 Psychology credits, have a cumulative grade point average of 3.3, and be in the top 35% of the class. Psi Chi membership is through invitation only; however, regardless of membership status, all students are encouraged to attend meetings. Invitations for membership are usually sent during the Spring semester. Psi Chi also publishes a page in the Undergraduate Newsletter that is published in August, October, January, March, and May. For more details, contact the Psi Chi Officers via email below, or phone (305) 284-3303. All members are automatically added to the Psi Chi listserv that disseminates information about the organization, scholarships and opportunities. To get on the Psi Chi e-mail listserv, contact the organization at PsiChiMiami@hotmail.com.

The Undergraduate Neuroscience Society (TUNS)

Becoming involved with The Undergraduate Neuroscience Society (TUNS) is a great way to find out about neuroscience in general, in addition to the research being conducted right here at the University of Miami. All Neuroscience, Biology, Psychology, and other interested students are encouraged to join TUNS. Interacting with other students will help you to establish a network of resources and friendships. Phillip McCabe, Ph.D., Professor, Psychology, is the TUNS faculty advisor. For more information, contact TUNS President Marshall Holland m.holland2@umiami.edu.

General Honors Program

Usually, students are admitted into the General Honors Programs as they enter the University of Miami from high school. The Honors Department makes it their initiative to invite all students in the top 10% of the entering class to join the General Honors Program. To be invited, entering freshman must have a minimum SAT score of 1360 or ACT score of 31 and be ranked in the top 5% of their high school class.

After being enrolled at the University of Miami, freshman and sophomores with at least a 3.500 GPA after their first semester at UM may request entrance into the General Honors Program if they have not yet completed 60 credits toward their degree. To join, these students must submit a resume and a letter explaining why they should be accepted into the honors program, along with any required forms, to the Honors Department.

Admission is highly selective and at the discretion of the Director of the Honors Program. Check the Honors webpage at www.miami.edu/honors for updates.

Transfer students may also enroll in the Honors Program by having at least a 3.500 GPA and have not already completed 60 or more credits toward their degree. Similar to enrolled students, transfer students must also submit a resume and a letter explaining why they should be accepted in the General Honors Program; however, the Honors Department also requires that they receive a copy of their application to the University of Miami. If you have any questions, stop by the Honors Department in room Y of Building 21, or call them at (305) 284-5384.

To graduate with General Honors, at least 24 credits must be taken as Honors courses; the GPA of those courses must be a 3.5 or higher. Twelve credits must be done at the 200 level or higher. No more than 12 credits in the major may count toward the 24 required for General Honors. Students must maintain an overall GPA of 3.5 to stay in the Honors Program.

Graduating with University Honors

Beginning academic year 2008-2009, students will be awarded *cum laude*, *magna cum laude*, or *summa cum laude* based on a minimum GPA unique to the college/school of the student. The minimum GPA required to graduate with one of these honors will be set during the fall of each academic year and will be determined based on the cumulative GPA of the graduating class from the previous academic year. Students in the top 5% of their graduating class will receive *summa cum laude* while the next 10% will receive *magna cum laude* and the next 10% will receive *cum laude*. The minimum GPAs to receive *summa cum laude*, *magna cum laude*, or *cum laude* are 3.9, 3.75, and 3.6, respectively. To receive any of these designations, students must meet the GPA requirements by the completion of their final semester.

Students that meet these requirements will be able to graduate without the completion of a Senior Honors Thesis. Only students that enroll prior to Fall 2009 will have the option to complete a Senior Honors Thesis if they do not meet the specific GPA cutoffs but meet the minimum GPA requirements. Students that enter the University during or after Fall 2009 will not have the option to write a thesis.

If you have questions about graduation honors, please ask one of the UASP advisors or contact the Honors Program in Building 21-Y.

Graduating with Departmental Honors

In addition to University Honors, students have the opportunity to graduate with Departmental Honors. Students need not be in the General Honors Program to receive Departmental Honors. Any Psychology or Neuroscience major may graduate with Departmental Honors by ...

- earning an overall cumulative GPA ≥ 3.3
- earning a psychology GPA ≥ 3.5 ,
- completing PSY 204 and PSY 316, and
- completing PSY 498/9 (Senior Honors Thesis)

Senior Honors Thesis (PSY 498/499)

A Senior Honors Thesis is the culmination of an empirical research project that has been conducted by an advanced student under the direction of a faculty member. It is a two-semester course sequence: PSY 498 and PSY 499. Both courses are mandatory. In order to be eligible you must:

- have completed 18 credits in psychology, including PSY 204 and PSY 316
- have an overall cumulative GPA ≥ 3.3
- have a Psychology GPA ≥ 3.5
- have obtained the prior agreement of a faculty member to supervise the Thesis

Note: Faculty usually consider serving as a Thesis Advisor for students who have had prior research involvement relevant to the planned Thesis. For this

reason, a student attempting to graduate with Departmental Honors must obtain research experience *prior to the senior year*—typically by taking PSY 367/8 with the faculty member who will eventually be Faculty Thesis Advisor (For more information see **Appendix L1**, **Appendix L3**, and **Sections 5-2** and **5-3**).

- have obtained topic approval from the Director of Undergraduate Studies

All Psychology Theses must conform to the American Psychological Association style and must adhere to guidelines set for by the University's Honors Program Office. For more information about the Senior Honors Thesis, see **Appendix N1**. Note: PSY 498 does not count toward the Psychology major. PSY 499 is a writing designated course.

Neuroscience Honors Theses, as those for Psychology, follow the same basic guidelines. Neuroscience students may opt to write a thesis either through the Department of Psychology or Biology. If you are interested in an Honor Thesis in Biology, contact the Director of the Neuroscience Program, Dr. Phil McCabe at pmmcabe@miami.edu.

Research Opportunities for Undergraduates

Introduction to Research and Careers in Psychology (PSY 365)

Introduction to Research Projects (PSY 367/8)

Summer Research Programs

PRIME

PRIME II

Summer Honors Research Program

Dean's Minority and Women's Research Program

Volunteering for Research

University Research Opportunities

Inquiry: The Research Connection

Research Participation (PSY 110)

The University of Miami is classified by the Carnegie Foundation for the Advancement of Teaching as a Doctoral/Research Extensive University. Less than 150 schools (out of the nation's 4,200 institutions of higher education) are classified as Research I Universities and are described as "offer[ing] a wide range of baccalaureate programs ... [and being] committed to graduate education through the doctorate."

The Department of Psychology recognizes the importance of undergraduate involvement in research and is committed to providing opportunities for students to develop research skills. Psychology faculty members are currently recruiting students and volunteers to assist on research being conducted on the Coral Gables and Medical School campuses. Many of these faculty members are principal investigators on projects funded by organizations such as the National Cancer Institute, the Department of Education, the American Psychological Association, and the National Institutes of Health. Research opportunities are available in the three divisions that make up the Department: Adult, Child, and Health.

Participation on a research project can be invaluable for students who wish to pursue an advanced degree in psychology or health related areas. In particular, many graduate schools in psychology consider research experience a "must" for prospective students. Undergraduates who participate in a research project have the opportunity to work closely with faculty members and graduate students and build meaningful mentoring relationships. Additionally, a successful interaction with faculty members is a great way to secure letters of recommendation for graduate study or employment.

As research assistants, undergraduate students work with Psychology faculty and graduate students on a number of tasks. The duties associated with research assistantships vary according to the type of study being conducted, student interest, and skill. Students may perform activities such as library research, subject recruitment, data collection, data scoring, and data entry. Advanced students who participate in opportunities like the Psychology Research Initiatives Mentorship Experience (PRIME), the Summer Honors Research program, or who are working toward an Honors Thesis (see **Appendices N1-N4** and **Section 4-3**) or other senior level project may become involved with project development, statistical analysis, and poster presentations. All students preparing advanced projects such as these will be expected to participate in events such as the Research and Creativity Forum. Some students may be invited to present their findings at national conferences.

For more information about opportunities for research experience contact Undergraduate Academic Services for Psychology (UASP) at (305) 284-3303 or stop by Flipse 508. A listing of current research projects can be found at the bottom of our website, <http://www.psy.miami.edu/undergraduate/overview.html>.

Introduction to Research and Graduate School in Psychology PSY 365

PSY 365 is a one-credit practicum course intended to prepare students to enter careers in Psychology, to give information regarding graduate school in the field, and to prepare students for the PRIME summer program and other research projects. See **Appendix M** for the course syllabus.

Introduction to Research Projects (PSY 367/368)

Students with more than six credits in psychology and a 2.3 GPA who wish to gain experience in research may enroll in Introduction to Research Projects (PSY 367/368). In these courses, students earn course credit while working in a research laboratory. This can be especially valuable for students planning to attend graduate school in psychology following graduation.

Deciding which project you would like to work on takes some time. Faculty who wish to recruit students for a research project complete *Project Description Forms* that summarize project goals, tasks, scheduling constraints, and prerequisites. These forms are posted in the *Project Description Binder* in the UASP and can also be found at the bottom of website, <http://www.psy.miami.edu/undergraduate/overview.html>. Students who wish to learn more about this process, and prepare for graduate school and the GRE at the same time, are encouraged to take PSY 365 (see above).

The actual activities for PSY 367/8 vary depending on the faculty member and the research project, but may include collecting data, administering tests, recruiting subjects, interviewing subjects, library research, statistical analysis, and attending research team meetings. To get the most out of the research experience, students are encouraged to take Introduction to Biobehavioral Statistics (PSY 204) prior to enrolling in PSY 367/8.

Students who are interested in a career in Psychobiology or Neuroscience should also meet with Dr. Phillip McCabe to discuss research projects being conducted on the Coral Gables and Medical School campuses. The Undergraduate Neuroscience Society (TUNS) also provides opportunities to learn more about this area. Although PSY 367/8 does not count toward the Neuroscience major, the credits can count toward upper and general electives.

You may register for 1-6 credits of PSY 367/368 per semester (i.e. between 1-3 credits for PSY 367, and/or 1-3 credits of PSY 368). During the school year, you will be required to work for a total of 3 hours a week per credit earned (i.e., 3 credits is equivalent to 9 hours per week). During the abbreviated summer sessions, one credit may be earned for eight hours of work per week. No more than six credits in research may count toward the Psychology major, including PSY 499 for the Honors Thesis (PSY 498 does not count toward the major).

Once you have identified several faculty members with whom you may be interested in working, contact those individuals and schedule a meeting time. If, during your meeting, you and the faculty member agree that you would make a good addition to the research team, have him or her sign a *Permission to Register for PSY 367/8 Form* (see **Appendix L2**). This form is essential. To ensure that only eligible students enroll for the course, the course cap has been set at 1. You will need a signature and an override from the Director of Undergraduate Studies or the Psychology Advisor in order to register for the course. (For more on how to sign-up for PSY 367/8 see **Appendix L1-L3**).

Summer Research Programs

PRIME

The University of Miami and the Department of Psychology are committed to providing all students in our diverse student population with valuable research experiences. When the American Psychological Association's Commission on Ethnic Minority Recruitment, Retention, and Training noted that the representation of minorities decreases at each succeeding echelon of psychology's educational pipeline, especially psychology with a biological focus, UM began to participate in a nationwide project to help reverse these trends.

The American Psychological Association has developed a nationwide program intended to increase minority biomedical research talent in psychology and implemented the program in five regions around the country. Black, Hispanic, Pacific Islander, and American Indian students are currently being mentored in biopsychological research in centers located in Illinois, California, South Dakota, Maryland, and Florida. This program is funded by the National Institute of General Medical Sciences and is administered by the American Psychological Association.

The University of Miami is part of the Southeast region where the program has been named PRIME, Psychology Research Initiatives Mentorship Experience. A unique aspect of this program is that it is held in collaboration with Florida International University and Miami-Dade College. Although the specifics of the program on each campus are different, the three schools are working together to reach the maximum number of minority students involved in the project.

At UM, PRIME students work with a faculty member assisting with research in laboratories and/or out in the community. Students are expected to work a minimum of 20 hours per week over a 10 week period during the summer on a research project and receive a stipend of approximately \$1,500. At the end of the summer program, students prepare a poster of their research for presentation. Students successfully completing the summer program also receive a stipend of approximately \$500 which may be used to cover books, GRE preparation, and/or graduate school application fees.

To be eligible to participate in PRIME students must have at least sophomore standing (minimum 30 credits), a minimum 2.75 GPA, and an Introductory Psychology course. Priority for full PRIME membership is given to students who have completed Introductory Biobehavioral Statistics (PSY 204), Experimental Psychology (PSY 316), and Seminar in Research and Careers in Psychology (PSY 365) before participating in the program. Priority is also given to students who have worked with the mentor as a volunteer or as part of PSY 367/8. Students who are interested in research, but who have not yet taken PSY 204 and/or 316 may apply to PRIME as Associate members via JUMP START (Just for UM Psychology Students to Accelerate Research Training). JUMP START students receive a smaller stipend and are required to produce a research proposal rather than a research project. JUMP START students receive a book stipend of approximately \$250 upon successful completion of the summer program.

PRIME II

Beginning in 2001, the Provost of the University of Miami and the Dean of the College of Arts and Sciences have designated funds for additional students to become involved with summer research following the PRIME model. Prime II is open to all Psychology and Neuroscience students regardless of ethnicity and is available for all research in psychology, i.e., it is not limited to biomedical research. All other guidelines correspond to those for PRIME.

In addition, students who receive funding from other on-campus sources (see below) can participate in PRIME as Adjunct members. Adjunct members participate in the same activities as PRIME students; however, they are funded from a different source. Be sure to check requirements of other funding sources, as there may be additional obligations.

Summer Honors Research Program

The Honors Program offers summer stipends to students interested in pursuing research. The Honors Program matches undergraduate honors students with faculty members conducting research on the Coral Gables, Medical, and RSMAS campuses. Further details about this program and application materials can be obtained from the Honors Program office, Building 21Y, (305) 284-5384. Students in this program are usually eligible to participate in PRIME as an Associate member (depending on the status of PSY 204 and 316). Please contact the Director of Undergraduate Studies in Psychology or the Psychology Advisor for details about combining these opportunities.

Dean's Minority and Women's Research Program

The Dean of the College of Arts and Sciences provides funds for students to conduct research who may not otherwise have the resources to do so. The Dean's Program for Minority and Women's Research provides funds for summer housing on-campus and meals, as well as a monetary stipend. Applicants should have completed their sophomore or junior year and have an overall GPA of 3.0 and a 3.2 in their major. Students are expected to be involved in research 30 hours per week during the eight-week period. Applications can be acquired in the Office of the Dean, Ashe 249.

Volunteering for Research

Students who do not wish to participate or are not eligible for the above-mentioned programs may volunteer to work on a project. You do not need to receive special permission from UASP to volunteer, but you will need to make arrangements with the faculty member supervising the project. If you do not have a particular project in mind *a priori*, and need to know your options, go to Undergraduate Academic Services for Psychology (UASP) in Flipse 508 or visit our website at <http://www.psy.miami.edu/undergraduate/overview.html>.

University Research Opportunities

If you are interested in doing research in an area other than Psychology or Neuroscience, the Office of Undergraduate Research matches students with faculty mentors who share the same research interests. The experiences provided are usually preliminary, are not funded, and do not count for course credit. For more information contact (305) 284-5784.

Inquiry: The Research Connection

This student organization works closely with the Office of Undergraduate Research and is designed to encourage research at the undergraduate level. Inquiry is one of the sponsors of the Research and Creativity Forum (RCF). Students who participate in the RCF present their findings in a poster session that is judged by UM professors. Prizes are awarded to outstanding presentations. All students receiving funding for their research from the Department of Psychology are required to participate in RCF. Students not receiving funding are also encouraged to submit their research poster.

Research Participation (PSY 110)

The Department requires that all students in Introductory Psychology (PSY 110) become familiar with the nature of psychological research and how it is conducted. This is a requirement that does not influence what grade you get in the course; rather, it's a requirement you have to satisfy in order to *get* a grade. This experience gives you the opportunity to be a participant or subject in a research study and provides first-hand experience with some of the experimental laboratory methods used in psychology. The standard requirement is six research points (one point typically equals half an hour of participation).

If you do not wish to take part in these studies, you must complete an alternate assignment. Check with your PSY 110 instructor or go to the Office of Undergraduate Academic Services for Psychology (UASP), Flipse 508.

For more information on Research Participation points contact Sean Kilpatrick, Assistant Director of Advising at (305) 284-3303, or stop by her office in Flipse 504.

Report Date

Degree Major Minor Bulletin Year

01. COMPOSITION

a. Courses taken in this area (HRS 6.0) (GPA 4.00)

01 ENG 105 A+ 3.0 03/1
 ENG 106 A 3.0 03/2

Courses Completed

02. HUMANITIES

a. Courses taken in this area (HRS 6.0) (GPA 4.00)

01 ART 101 H 3.0 05/1
 02 ENG 213 W A 3.0 04/1
 03 PHI 130 A 3.0 TRANS 00/4

Course in Progress

Transfer Course

b. Remaining requirements in area:

- 01 TAKE 3 CREDITS FROM ANY COURSE IN ART OR ART HISTORY, DAN 250, THA 101, MCY 131 OR MCY 132, MCY 325, MCY 361, MCY 362, MTC 125
- 02 TAKE 3 CREDITS IN LITERATURE FROM EITHER THE DEPARTMENT OF ENGLISH OR THE DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES.
- 03 TAKE 3 CREDITS IN PHILOSOPHY OR RELIGIOUS STUDIES
 12 CREDITS REQUIRED, NO MORE THAN 6 CREDITS IN ANY ONE AREA.

Courses That Meet Core Requirements

Your ACE will include sections 3 to 7 here.

Tips on Reading an ACE

•The ACE is divided into 10-11 required areas of study. Check each area to verify which courses you have completed, your grades, courses in which you are currently enrolled, and remaining requirements.

•Your ACE will reflect the requirements for your bulletin year. For each area of study, take only courses that are listed on your ACE.

•If you have completed a course from the list of core courses, that course will continue to appear under the "Remaining requirements in area" section.

•Prerequisites to required courses may appear under the Electives section. For example, only a 200 level Spanish course will appear under the Foreign Language section. If you took SPA 101 and 102 as prerequisites to SPA 211, you will find SPA 101 and 102 in the Electives section of your ACE.

•Honors courses are designated by an "H" just to the right of the course number and will again appear under the Honors Requirements section.

•Writing courses are designated by a "W" and appear again under the Writing Requirement section.

•Learning Community courses are designated by an "L."

08. PSYCHOLOGY MAJOR

a. Courses taken in this area (HRS 6.0) (GPA 4.00)

01 PSY 110 CR 3.0 EXAM
 04 PSY 352 3.0 05/1
 05 PSY 209 A 3.0 02/2

AP or IB Credit

b. Remaining requirements in area:

- 02 PSY 204 OR SOC 210 OR MAS 201 MAY BE TAKEN UNDER THE RESEARCH DESIGN/STATISTIC REQUIREMENT. SOC 210 AND MAS 201 DO NOT COUNT TOWARDS THE 30 REQUIRED CREDITS FOR THE PSYCHOLOGY MAJOR, NOR DO THEY EQUAL PSY 204 AS A PREREQUISITE.
- 03 SELECT 2 COURSES (COURSE LEVEL 400 OR 500) FROM DEPT OF PSY EXCEPT CRS PSY 498. EACH COURSE MUST BE 3 CREDITS.
- 04 SELECT 3 COURSES (COURSE LEVEL 300, 400, 500) FROM DEPT OF PSY EXCEPT CRS PSY 365, PSY 498.
- ONLY 6 CREDITS IN RESEARCH CAN BE COUNTED.
- 05 TAKE 4 COURSES FROM DEPT OF PSY AT THE 200 LEVEL OR HIGHER, EXCEPT PSY 104, PSY 365, AND PSY 498. IF PSY 204 IS TAKEN FOR RESEARCH DESIGN/STATISTICS, THEN ONLY 3 COURSES ARE REQUIRED HERE.
- 06 ALL TRANSFER PSYCHOLOGY COURSES MUST HAVE WRITTEN APPROVAL BY THE DEPARTMENT FOR THE MAJOR. NO MORE THAN 6 CREDITS OF RESEARCH--PSY 367, PSY 368, PSY 499--MAY BE COUNTED TOWARDS THE MAJOR.
- WITHIN THE PSYCHOLOGY MAJOR A CUMULATIVE G.P.A. OF 2.3 OR HIGHER IS REQUIRED. THE MINIMUM NUMBER OF CREDITS REQUIRED FOR THE MAJOR IS 30.

The numbers displayed before the course title (i.e., 05) refer to a corresponding section of the "Remaining requirements in area" (i.e. 05).

Your ACE will include remaining sections here.

OTHER COURSES TAKEN - INCLUDING TRANSFERRED COURSEWORK

BIL 101 W 3.0 03/2 HIS 101 I 3.0 04/2 MTH 101 F 3.0 04/2 PSY A 3.0 03/4

Withdrawal

Incomplete

Failed Course

Transfer course with no UM equivalent

SUMMARY GPAS: PREVIOUS SEMESTER - 2.667 UM ONLY - 3.500 TRANSFER ONLY - 4.000 COMBINED - 3.600
 DATA HRS EARNED: PREVIOUS SEMESTER - 6.0 UM ONLY - 21.0 TRANSFER ONLY - 6.0 COMBINED - 27.0

Summary of transfer work

Summary of UM and transfer work combined

	--CREDITS ATTEMPTED--		--CREDITS EARND--		--QUALITY POINTS--		--GPA--	
	SEMESTER	CUMULATIVE	SEMESTER	CUMULATIVE	SEMESTER	CUMULATIVE	SEMESTER	CUMULATIVE
98/1 PRESIDENT'S	15.0	15.0	15.0	15.0	60.00	60.00	4.000	4.000
98/2	9.0	24.0	6.0	21.0	24.00	84.00	2.667	3.500
99/1 CURRENTLY ENROLLED	15.0	24.0	0.0	21.0	0.00	84.00	0.000	3.500

Academic Standing

CAS Areas of Required Study

English Composition (6 Credits)

ENG 105 (may be placed out depending on SAT/V or ACT/V) and ENG 106 (3) _____
 AP/IB credits may also be used to fulfill the 105—106 requirement. (3) _____
Transfer students who have credit for ENG 105 or 106 may take ENG 208.

Arts and Humanities (12 Credits)

All Humanities credits must be earned in three categories: Fine Arts, Literature, and Philosophy/ Religious Studies. (3) _____
 At least 3 credits must be earned in each area, with no more than 6 credits from any one area. (3) _____
Fine Arts—any course in ART, ARH, DAN (except DAN 101-104), MCY, MTC, or THA 101. (3) _____
Literature—any literature courses in ENG (200+), Modern Languages and Literature (300+), or CLA 220, 310, 311, and 370. (3) _____
Philosophy /Religious Studies—any course in PHI or REL. (3) _____
 Note: One approved First Year Seminar course may be taken for the Arts and Humanities requirement by permission.

Mathematics (3 Credits)

Unless exempted by placement (SAT/M, ACT or UM placement test), all students must take MTH 101 or MTH 107 and one of the following: MTH 103, 108, 109, 111, 131. (3) _____

Natural Sciences (9 Credits)

Nine credits must be earned from at least 2 of the following disciplines: Biology, Chemistry, Ecosystem Science and Policy, Geological Sciences, Marine Sciences, Physical Science, and Physics. APY 203 and GEG 120 may also fulfill this requirement. (3) _____
 Note: B.A. students usually take science courses which do not require a lab and do not count for the major or minor. (3) _____

People and Society (Social Sciences) (12 Credits)

Twelve credits must be earned in the following disciplines with no more than 6 credits in any one area: Africana Studies, American Studies (AMS only), Anthropology (except APY 203), Classics (CLA 301, 302, 303, and 304 only), Economics, Geography and Regional Studies (except GEG 120), History, International Studies, Judaic Studies (JUS), Political Science, Psychology, Sociology, Urban Studies, or Women’s & Gender Studies (WGS only). (3) _____
 Note: One approved First Year Seminar course may be taken for the People and Society (Social Sciences) requirement. (3) _____

Language (3–9 Credits)

The requirement is three credits at the 200+ level. Non-native speakers will take 101 and 102 as prerequisites to the intermediate 200-level requirement; students with 3 or more years of high school language instruction, may take 105. Heritage Spanish speakers (those who grew up speaking Spanish at home, but have little or no formal training) should take 143 and/or 243. Native speakers will not receive foreign language credit for any 200-level course and should check with the language department to determine the appropriate 300-level course needed to meet the language requirement. (3) _____

Writing Requirement

All students must complete 5 writing intensive courses (designated “W”) beyond ENG 105, 106, or 208. Writing courses will be so designated in the class schedule each semester. Literature courses taken at UM automatically earn writing course credit. *Transfer students must take 3 of the 5 writing courses at UM.*

_____ _____ _____ _____ _____

Minor

All students must also complete requirements for minor (usually 12-18 credits). See the list of minors approved by the College of Arts and Sciences (CAS).

_____ _____ _____ _____ _____

Electives & Prerequisites

A minimum of 120 credits are needed to graduate. See list of courses that *do not* count toward the CAS degree. All course prerequisites must be met prior to enrollment in that course. See bulletin or *myUM* for course prerequisites.

_____ _____ _____ _____ _____
 _____ _____ _____ _____ _____

Departmental Requirements for the Psychology (PSY) Major for the B.A. degree

Credit Hours – 30 credit hours in Psychology (as distributed below)

Grade Point Average – To declare: 2.5 CGPA. Declaration after 75 credits may delay graduation. Any PSY major who, having completed 15 credits in PSY, has a PSY GPA of 2.3 or less may not continue as a PSY major.

To graduate: 2.3 PSY GPA.

Minor Students seeking a BA in the College of Arts and Sciences may minor in any subject approved by the College.

Residency Requirements – 15 credit hours in Psychology at the 300+ level including 6 hours at the 400+ level.

Required Psychology Courses

PSY 110* _____	PSY 204 ** _____	PSY 300+ _____	PSY 400+ _____
	PSY 200+ _____	PSY 300+ _____	PSY 400+ _____
	PSY 200+ _____	PSY 300+ _____	
	PSY 200+ _____		

*Only one course the 100 level (i.e., courses not having a prerequisite) or introductory level can count toward the major.

**BIL 311; SOC 211 and 212; or MTH 224 are B.A. alternates for PSY 204; however, none of these courses count toward the 30 PSY credits for graduation.

+Designates course at this level or higher (through 500 level). 500 level courses can serve as Honors courses. Undergraduates may not enroll in 600+ level courses.

Note: Only 6 hours of research may count towards the major (PSY 367/8 & 499). PSY 498 does not count toward the major, but will count as an elective.

Note: PSY 365 does not count toward the major.

CAS Areas of Required Study

English Composition (6 Credits)

ENG 105 (may be placed out depending on SAT/V or ACT/V) and ENG 106 AP/IB credits may also be used to fulfill the 105—106 requirement. Transfer students who have credit for ENG 105 or 106 may take ENG 208.

(3) _____
(3) _____

Arts and Humanities (12 Credits)

All Humanities credits must be earned in three categories: Fine Arts, Literature, and Philosophy/ Religious Studies. At least 3 credits must be earned in each area, with no more than 6 credits from any one area.

(3) _____
(3) _____

Fine Arts—any course in ART, ARH, DAN (except DAN 101-104), MCY, MTC, or THA.

(3) _____

Literature—any literature courses in ENG (200+), Modern Languages and Literature (300+), or CLA 220, 310, 311, and 370.

(3) _____

Philosophy /Religious Studies—any course in PHI or REL.

Note: One approved First Year Seminar course may be taken for the Arts and Humanities requirement by permission.

Mathematics (11-12 Credits)

This requirement must be met by taking 2 semesters of calculus MTH 111 & 112 (Note: MTH 131 & 132 also count here) and either one semester of a Computer Science course or one semester of a Statistics course (with approval of the major department).

(4)MTH _____
(4)MTH _____

Note: Students who do not place into MTH 111/112 must begin with Pre-cal, MTH 107/108.

Check with the Math Department about appropriate placement.

(4) _____

Natural Sciences (4-8 Credits)

Students with a science minor are required to complete 4 credits. With a non-Science minor 8 credits.

(4) _____
(4) _____

Courses may be selected from one of the basic sciences (Biology, Chemistry, Geological Sciences, and Physics)

other than the major or minor. Credits must be earned in courses that count towards a major in the department offering the course.

People and Society (Social Sciences) (12 Credits)

Twelve credits must be earned in the following disciplines with no more than 6 credits in any one area: Africana Studies, American Studies (AMS only), Anthropology (except APY 203), Classics (CLA 301, 302, 303, and 304 only), Economics, Geography and Regional Studies (except GEG 120), History, International Studies, Judaic Studies (JUS), Political Science, Psychology, Sociology, Urban Studies, or Women’s & Gender Studies (WGS only).

(3) _____
(3) _____
(3) _____
(3) _____

Note: One approved First Year Seminar course may be taken for the People and Society (Social Sciences) requirement.

Language (3–9 Credits)

The requirement is three credits at the 200+ level. Non-native speakers will take 101 and 102 as prerequisites to the intermediate 200-level requirement; students with 3 or more years of high school language instruction, may take 105. Heritage Spanish speakers (those who grew up speaking Spanish at home, but have little or no formal training) should take 143 and/or 243. Native speakers will not receive foreign language credit for any 200-level course and should check with the language department to determine the appropriate 300-level course needed to meet the language requirement.

(3) _____

Writing Requirement

All students must complete 5 writing intensive courses (designated “W”) beyond ENG 105, 106, or 208. Writing courses will be so designated in the class schedule each semester. Literature courses taken at UM automatically earn writing course credit. Transfer students must take 3 of the 5 writing courses at UM.

_____ _____ _____ _____ _____

Minor

All students must complete a minor in BIL, BCH, CHM, CSC, ECS, GSC, MTH, MIC, MSC, PHY.

_____ _____ _____ _____ _____

Electives & Prerequisites

A minimum of 120 credits are needed to graduate. See list of courses that do not count toward the CAS degree. All course prerequisites must be met prior to enrollment in that course. See bulletin or myUM for course prerequisites.

_____ _____ _____ _____ _____
 _____ _____ _____ _____ _____

Departmental Requirements for the Psychology (PSY) Major for the B.S. degree

Credit hours – 33 credit hours in Psychology (as distributed below)

Grade Point Average – To declare: 2.5 CGPA. Declaration after 75 credits may delay graduation. Any PSY major who, having completed 15 credits in PSY, has a PSY GPA of less than 2.3 may not continue as a PSY major.

To graduate: 2.3 PSY GPA.

Minor – Biology, Biochemistry, Chemistry, Computer Science, Ecosystems Science and Policy, Engineering, Geological Sciences, Marine Science, Mathematics, Microbiology and Immunology, or Physics.

Residency Requirements – 17 credit hours in Psychology at the 300+ level including 10 hours at the 400+ level.

Required Psychology Courses

PSY 110*	PSY 204**	PSY 316	PSY 400+
_____	_____	_____	_____
	PSY 200+	PSY 300+	PSY 400+
	_____	_____	_____
	PSY 200+		PSY 418
	_____		_____
	PSY 200+		

* Only one course the 100 level (i.e., courses not having a prerequisite) or introductory level can count toward the major.

**BIL 311; SOC 211 and 212; or MTH 224 are B.S. alternates for PSY 204; however, none of these courses count toward the 33 PSY credits for graduation.

+ Designates course at this level or higher (through 500 level). 500 level courses can serve as Honors courses. Undergraduates may not enroll in 600+ level courses.

Note: Only 6 hours of research may count towards the major (PSY 367/8 & 499). PSY 498 does not count toward the major, but will count as an elective.

Note: PSY 365 does not count toward the major.

CAS Areas of Required Study

English Composition (6 Credits)

ENG 105 (may be placed out depending on SAT/V or ACT/V) and ENG 106
 AP/IB credits may also be used to fulfill the 105—106 requirement.
 Transfer students who have credit for ENG 105 or 106 may take ENG 208.

(3) _____
 (3) _____

Arts and Humanities (12 Credits)

All Humanities credits must be earned in three categories: Fine Arts, Literature, and Philosophy/ Religious Studies.
 At least 3 credits must be earned in each area, with no more than 6 credits from any one area.

(3) _____
 (3) _____

Fine Arts—any course in ART, ARH, DAN (except DAN 101-104), MCY, MTC, or THA.

(3) _____

Literature—any literature courses in ENG (200+), Modern Languages and Literature (300+), or CLA 220, 310, 311, and 370.

(3) _____

Philosophy /Religious Studies—any course in PHI or REL.

Note: One approved First Year Seminar course may be taken for the Arts and Humanities requirement by permission.

Mathematics (11-12 Credits)

This requirement must be met by taking 2 semesters of calculus MTH 111 & 112 (Note: MTH 131 & 132 also count here) and **either** one semester of a Computer Science course **or** one semester of a Statistics course (with approval of the major department).

(4)MTH _____
 (4)MTH _____

Note: Students who do not place into MTH 111/112 must begin with Pre-cal, MTH 107/108.

(4) _____

Check with the Math Department about appropriate placement.

Natural Sciences (4-8 Credits)

Students with a science minor are required to complete 4 credits. With a non-Science minor 8 credits.

(4) _____
 (4) _____

Courses may be selected from one of the basic sciences (Biology, Chemistry, Geological Sciences, and Physics)

other than the major or minor. Credits must be earned in courses that count towards a major in the department offering the course.

People and Society (Social Sciences) (12 Credits)

Twelve credits must be earned in the following disciplines with no more than 6 credits in any one area: Africana Studies, American Studies (AMS only), Anthropology (except APY 203), Classics (CLA 301, 302, 303, and 304 only), Economics, Geography and Regional Studies (except GEG 120), History, International Studies, Judaic Studies (JUS), Political Science, Psychology, Sociology, Urban Studies, or Women’s & Gender Studies (WGS only).

(3) _____
 (3) _____
 (3) _____
 (3) _____

Note: One approved First Year Seminar course may be taken for the People and Society (Social Sciences) requirement.

Language (3–9 Credits)

The requirement is three credits at the 200+ level. Non-native speakers will take 101 and 102 as prerequisites to the intermediate 200-level requirement; students with 3 or more years of high school language instruction, may take 105. Heritage Spanish speakers (those who grew up speaking Spanish at home, but have little or no formal training) should take 143 and/or 243. Native speakers will not receive foreign language credit for any 200-level course and should check with the language department to determine the appropriate 300-level course needed to meet the language requirement.

(3) _____

Writing Requirement

All students must complete 5 writing intensive courses (designated “W”) beyond ENG 105, 106, or 208. Writing courses will be so designated in the class schedule each semester. Literature courses taken at UM automatically earn writing course credit. *Transfer students must take 3 of the 5 writing courses at UM.*

_____ _____ _____ _____ _____

Minor

All students must also complete requirements for minor (usually 12-18 credits). See the list of minors approved by the College of Arts and Sciences (CAS).

_____ _____ _____ _____ _____

Electives & Prerequisites

A minimum of 120 credits are needed to graduate. See list of courses that *do not* count toward the CAS degree. All course prerequisites must be met prior to enrollment in that course. See bulletin or *myUM* for course prerequisites.

_____ _____ _____ _____ _____
 _____ _____ _____ _____ _____

Department of Psychology and Biology Requirements for the Neuroscience (NEUP) Major for the B.S. degree

Credit hours — Arts and Sciences requires 130 credits to graduate.

Grade Point Average — **To declare:** Freshman with a combined SAT score of at least 1300. 3.5 CGPA to declare. Any NEU major who, having completed 15 credits in NEU, has a NEU GPA of less than 2.3 may not continue as a NEU major. Exceptions must be by petition to the Director of Undergraduate Studies.

Minor — Biology, Biochemistry, Chemistry, Computer Science, Ecosystems Science and Policy, Engineering, Geological Sciences, Marine Science, Mathematics, Microbiology and Immunology, or Physics.

Residency Requirements — All upper division courses in PSY and one half of the BIL credits.

Required Courses for Neuroscience Major (Psychobiology Track)

BIL 150	BIL 250	PSY 110	PSY* elective
BIL 151	BIL 255	PSY 202	PSY 402
BIL 160	BIL** elective	PSY 204***	PSY 403
BIL 161	BIL** elective	PSY 316 (W)	
	BIL** elective		

Required Chemistry Courses

CHM 111/113	CHM 201/205
CHM 112/114	CHM 202/206

Required Physics Courses (choose one option)

Option 1	Option 2
PHY 101/106	PHY 205
PHY 102/108	PHY 206/208
	PHY 207/209

*PSY 300+ course must be chosen from the following: PSY 305, 332, 352, 420, 440, and 444.

**BIL 200+ course must be chosen from the following: BIL 235, 241, 261, 265, 268, 341, 342, 355, 360, 361, 365, 368, 369, 468, 511, 530, and 540. Also BMB 401 or 506.

*** BIL 311; SOC 211 and 212; or MTH 224 are B.S. alternates for PSY 204; however, none of these courses count toward the NEUP major.

CAS Areas of Required Study

English Composition (6 Credits)

ENG 105 (may be placed out depending on SAT/V or ACT/V) and ENG 106 (3) _____
 AP/IB credits may also be used to fulfill the 105—106 requirement. (3) _____
Transfer students who have credit for ENG 105 or 106 may take ENG 208.

Arts and Humanities (12 Credits)

All Humanities credits must be earned in three categories: Fine Arts, Literature, and Philosophy/ Religious Studies. (3) _____
 At least 3 credits must be earned in each area, with no more than 6 credits from any one area. (3) _____
Fine Arts—any course in ART, ARH, DAN (except DAN 101-104), MCY, MTC, or THA. (3) _____
Literature—any literature courses in ENG (200+), Modern Languages and Literature (300+), or CLA 220, 310, 311, and 370. (3) _____
Philosophy/Religious Studies—any course in PHI or REL.
 Note: One approved First Year Seminar course may be taken for the Arts and Humanities requirement by permission.

Mathematics (11-12 Credits)

This requirement must be met by taking 2 semesters of calculus MTH 111 & 112 (Note: MTH 131 & 132 also count here) (4)MTH _____
 and **either** one semester of a Computer Science course **or** one semester of a Statistics course (with approval of the major department). (4)MTH _____
Note: Students who do not place into MTH 111/112 must begin with Pre-cal, MTH 107/108. (4) _____
 Check with the Math Department about appropriate placement.

Natural Sciences (4-8 Credits)

Students with a science minor are required to complete 4 credits. With a non-Science minor 8 credits. (4) _____
 Courses may be selected from one of the basic sciences (Biology, Chemistry, Geological Sciences, and Physics) (4) _____
 other than the major or minor. Credits must be earned in courses that count towards a major in the department offering the course.

People and Society (Social Sciences) (12 Credits)

Twelve credits must be earned in the following disciplines with no more than 6 credits in any one area: Africana Studies, (3) _____
 American Studies (AMS only), Anthropology (except APY 203), Classics (CLA 301, 302, 303, and 304 only), Economics, (3) _____
 Geography and Regional Studies (except GEG 120), History, International Studies, Judaic Studies (JUS), Political Science, (3) _____
 Psychology, Sociology, Urban Studies, or Women's & Gender Studies (WGS only). (3) _____
 Note: One approved First Year Seminar course may be taken for the People and Society (Social Sciences) requirement.

Language (3–9 Credits)

The requirement is three credits at the 200+ level. Non-native speakers will take 101 and 102 as prerequisites to the intermediate (3) _____
 200-level requirement; students with 3 or more years of high school language instruction, may take 105. Heritage Spanish speakers (those who grew up speaking Spanish at home, but have little or no formal training) should take 143 and/or 243. Native speakers will not receive foreign language credit for any 200-level course and should check with the language department to determine the appropriate 300-level course needed to meet the language requirement.

Writing Requirement

All students must complete 5 writing intensive courses (designated “W”) beyond ENG 105, 106, or 208. Writing courses will be so designated in the class schedule each semester. Literature courses taken at UM automatically earn writing course credit. *Transfer students must take 3 of the 5 writing courses at UM.*

_____ _____ _____ _____ _____

Minor

All students must also complete requirements for minor (usually 12-18 credits). See the list of minors approved by the College of Arts and Sciences (CAS).

_____ _____ _____ _____ _____

Electives & Prerequisites

A minimum of 120 credits are needed to graduate. See list of courses that *do not* count toward the CAS degree. All course prerequisites must be met prior to enrollment in that course. See bulletin or *myUM* for course prerequisites.

_____ _____ _____ _____ _____
 _____ _____ _____ _____ _____

Department of Psychology and Biology Requirements for the Neuroscience (NEUB) Major for the B.S. degree

Credit hours — Arts and Sciences requires 130 credits to graduate.

Grade Point Average — **To declare:** Freshman with a combined SAT score of at least 1300. 3.5 CGPA to declare. Any NEU major who, having completed 15 credits in NEU, has a NEU GPA of less than 2.3 may not continue as a NEU major. Exceptions must be by petition to the Director of Undergraduate Studies.

Minor — Biology, Biochemistry, Chemistry, Computer Science, Ecosystems Science and Policy, Engineering, Geological Sciences, Marine Science, Mathematics, Microbiology and Immunology, or Physics.

Residency Requirements — All upper division courses in PSY and one half of the BIL credits.

Required Courses for Neuroscience Major (Neurobiology Track)

BIL 150	BIL 250	PSY 110	BIL** elective
BIL 151	BIL 255	BIL 268	BIL** or PSY* elective
BIL 160	BIL 342	PSY 204***	BIL 403
BIL 161	BIL 368	PSY 316 (W)	
	BIL 468 (or 355)		

Required Chemistry Courses

CHM 111/113	CHM 201/205
CHM 112/114	CHM 202/206

Required Physics Courses (choose one option)

Option 1	Option 2
PHY 101/106	PHY 205
PHY 102/108	PHY 206/208 PHY 207/209

*PSY 300+ course must be chosen from the following: PSY 305, 332, 352, 420, 440, and 444.

**BIL 200+ course must be chosen from the following: BIL 235, 241, 261, 265, 341, 355, 360, 361, 365, 369, 511, 530, and 540. Also BMB 401 or 506.

*** BIL 311; SOC 211 and 212; or MTH 224 are B.S. alternates for PSY 204; however, none of these courses count toward the NEUB major.