

COMPLETE OVERRIDE POLICY AND PROCEDURES FOR PSYCHOLOGICAL SCIENCE

GENERAL GUIDELINES

Do not email the instructor requesting an override into any classes except PSYC 207V and PSYC 399VH.

Enrollment in most classes is controlled by the use of the UAConnect waitlist function. If a class is full, but the waitlist is available, a yellow triangle will show. Put your name on the waitlist, and check the "enable waitlist box." If someone drops, or if we are able to increase the size of the class, people on the waitlist will, **if possible**, be automatically enrolled when the process runs. The wait-list process runs every night for the entire registration period (priority registration through the first week of classes). The wait list is purged by the end of the first week of classes for a term. For the brief time remaining after the wait list is purged, spots opened by those who drop will be filled on a first-come, first-served basis.

Students on **all** waitlists (paper and electronic) will be evaluated and put in the following priority order: majors, minors, all others. Within each group, requests will be ordered by cumulative hours earned. This adjustment will be made after the end of priority registration. The UAConnect waitlists will be monitored and positions adjusted according to those priorities, but no adjustments will be made once classes start for a term.

The people in the Department Office are great. **However, they are not responsible for granting overrides. If you have a concern or a problem, think you have a good reason to request an exception to the policy, or just want to complain, contact the Director of Undergraduate Studies, Jeremy Holm, (jholm@uark.edu)**

PAPER OVERRIDE FORMS ARE USED FOR THE CLASSES BELOW.

Paper override request forms are available in the Department Office. Complete all required fields on the request form. Incomplete requests, or requests with missing information may not be considered.

Submitting a request DOES NOT guarantee admission to the class. Requests will NOT BE ACCEPTED after Dead Day in the term prior to the semester or session you are registering for.

Statistics (PSYC 2013)

Prerequisites for this class include: Psychology major, PSYC 2003, and MATH 2043, 2053, or 2554, all with a grade of C or better. If you are a major currently enrolled in the prerequisite course, UAConnect will allow you to register for the class. However, if you do not successfully complete the prerequisite by the start of the next semester, you will be dropped. If you enroll in the prerequisite class at another university, the class and grade will have to be on your transcript before UAConnect will permit enrollment.

If you are a Psychology minor or if you are a major and the course is full, fill out an override request. At the end of priority registration we will look at all requests and notify you of the decision about whether you are added to the course.

Research Methods (PSYC 3073)

Prerequisites for this class include: Psychology major, PSYC 2003, MATH 2043, 2053, or 2554, and PSYC 2013, all with a grade of C or better. If you are a major currently enrolled in the prerequisite course, UAConnect will allow you to register for the class. However, if you do not successfully complete the prerequisite by the start of the next semester, you will be dropped. If you are enrolled in the prerequisite class at another university, the class and grade will have to be on your transcript before UAConnect will recognize it and allow you to enroll.

If you are a Psychology minor or if you are a major and the course is full, fill out an override request. At the end of priority registration we will look at all requests and notify you of the decision about whether you are added to the course.

Advanced Research (PSYC 328V) and Advanced Seminar (PSYC 4283)

We will be using the override process to control the enrollment in all sections of these courses, with the goal of ensuring that students who need the class to graduate at the end of the semester of enrollment will have an opportunity to enroll. Prerequisites for this class include: PSYC 2013, and PSYC 3073 both with a grade of C or better. However, if you don't successfully complete the prerequisite by the start of the semester you want one of these courses, you will be dropped. If you enroll in the prerequisite class at another university, the class and grade

will have to be on your transcript before UAConnect will permit enrollment. **BE ADVISED: THESE TWO COURSES ARE ONLY OFFERED DURING FALL AND SPRING TERMS, NEVER DURING SUMMER SESSIONS OR INTERSESSIONS.**

If you are a senior-level Psychology major, fill out an override request for all options of this course you are available. Non-majors will not be allowed into these courses, and it is unlikely that majors will earn a spot before their graduation year. At the end of priority registration we will look at all requests and notify you of the decision about which section you have been added to or any registration problems.

Approved Requests will be notified after Dead Day

1 You will be notified that the request was approved, and if it was possible, you were added to the class. If you do not want the class, please quickly respond to the email so your position can be offered to the next person in order. If you are asked to respond first before you are enrolled, please do so as quickly as possible to avoid losing your spot.

2 If there was a problem enrolling you in the class, (time conflict, too many hours, registration hold, etc.) you will be notified about the problem and given a short time window in which to respond and fix the problem. Not responding in time will lead to forfeiture of your approval.

Not Approved Requests will be notified after Dead Day

If your request was not approved, it is probably because of your position in the priority order. The information about available seats and the number of requests should answer most of your questions about why we were not able to approve your request. If you were initially denied an override spot, please be aware that students drop in the week or two leading up to the term. You may still hear from our office if a spot opens for you. If so, respond quickly to avoid losing your place. But most students will know by the end of the previous term whether they are added to the class. If you still have questions, you can email Jeremy Holm (jholm@uark.edu).

As a department it is our goal to provide for our majors and minors, not only a high-quality education, but also to share the faculty's enthusiasm for Psychological Science. It is our belief that an important part of that experience is having students interact with faculty in small classes, especially in the core scientific classes (Research Methods, Advanced Research, and Advanced Seminar). To make this experience possible requires relatively small classes, taught by faculty. However, the steadily increasing number of majors and minors has put a strain on our resources. We simply do not have the faculty to accommodate the growing need. We empathize with your frustration because we also are frustrated that we cannot accommodate the growing need.

We have been, and continue to discuss options which might help remedy the problem. Some examples include requests for additional tenure-track faculty, revamping curriculum, and possibly changing requirements. However, these long-term solutions cannot solve the immediate and future problem of too many students, not enough seats or faculty.

Please be patient and flexible, and do not constantly contact faculty or staff looking for your case to be an exception. Our procedure is designed to treat all students fairly, and we will follow them. We are working on some short-term solutions among which include trying to add an additional course sections. If, and it is a big if, any of our possible short-term solutions can be implemented, we will notify all students whose override requests were not granted, laying out any options.

If you are a minor trying to graduate, you may consider dropping the minor. While that option is not what either you or our department would like, a minor is an elective, and is not required for graduation. It is a simple matter to drop the minor to be able to graduate.