

Psychology Graduate Registration Information

Planning your schedule

Registration for the each semester usually opens up about halfway through the preceding semester (i.e. advance Spring 2012 registration takes place in Oct/Nov of Fall 2011). When planning your schedule, you have several resources at your disposal:

- 1) First and foremost is your mentor, who usually has a program of study in mind for you, or suggestions as to what you should take.
- 2) The Psychology Student Handbook (and, for Counseling area students, the Counseling Psychology Area Handbook) contains information about coursework you will need to complete for your degree: <http://www.psych.ufl.edu/files/graduate/regulationsS11.pdf>
- 3) The Registrar's Schedule of Courses is your go-to for information regarding important dates and deadlines for the registration process, as well as a full listing of all courses being offered by all departments. When viewing course listings, remember that Graduate-level courses are numbered 5000 and up. Pay special attention to the section on "Academic Dates and Deadlines by Term" to avoid late registration and other issues.
<http://registrar.ufl.edu/soc/index.html>

Clearing Holds

Holds on your record must be cleared before registration takes place. There is at least one new hold placed on your record each semester (the "registration prep" hold). Be aware that different holds are placed at different times during the semester, so just because you checked your holds once before registration began, that doesn't mean that a new hold didn't pop up the next day.

Please be aware that ALL holds must be cleared before registration can take place. Holds can be removed by following the instructions shown with the hold.

To check your holds, go to <http://www.isis.ufl.edu/>

There is a left-side menu called "Online Services" on the home screen. Open the last tab at the bottom, the one called "Registration".

This opens up another menu. Select "Registration Prep" to be taken to the screen showing your holds. Follow the instructions or contact the appropriate office to clear your hold.

Besides the registration prep hold, other common holds include "Financial Holds" (if you haven't paid your fees from the past semester) and the "Emergency Contact Information Hold" (if you haven't updated your emergency contact info in myUFL).

Once you have planned out your schedule, cleared your holds, and checked the Schedule of Courses so you know when registration begins, it's time to register. Registration happens in three possible ways:

- 1) Self-registration through ISIS
- 2) Course Registration paperwork turned in to the Graduate Secretary
- 3) Instructor Permission for department-controlled courses

You will likely use at least two methods to register each semester. Let's look at self-registration first.

Registration through ISIS

You will use ISIS to register for a majority of your classes. ISIS registration is used when the course you want to enroll in has a visible section number in the Schedule of Courses. See below for an illustration.

PSY 4905				DEPT	VAR	TBA				FE	INDIVIDUAL WORK	STAFF	
PSY 4930		Y		02E1	3	T	9-11	NEB	0202	2B	POSITIVE PSYCH	Duffy,Ryan Daniel	
PSY 4930		Y		2073	3	M W F	5	CSE	A101	4B	PSYCH EATING OBESITY	Rowland,Neil E	
PSY 4930		Y		3543	3	M W F	8	PSY	0130	3E	DRUG USE AND SOCIETY	Stehouwer,Donald J	
PSY 4930		Y		8374	3	M W F	3	PSY	0129	3A	PSYCHOLOGY OF LAW	Pye,Thomas	
PSY 4930		Y		9620	3	T	8-10	PSY	0129	2A	ANIMAL COGNITION	Dorey,Nicole Renee	
PSY 4940		Y		DEPT	VAR	TBA				NFE	INTRO TO TEACH IN PSY	STAFF	
PSY 4949		Y		DEPT	VAR	TBA				FE	COMMUNITY WORK	Abrams,Lise	
PSY 4970				DEPT	VAR	TBA				FE	SENIOR THESIS	Abrams,Lise	
PSY 6905				DEPT	VAR	TBA				NFE	INDIVIDUAL WORK	STAFF	
PSY 6910				DEPT	VAR	TBA				NFE	SUPERVISED RESEARCH	STAFF	
PSY 6930		Y		DEPT	VAR	M	9-11	BLK	0415	1A	GRANT WRITING	Lewis,Mark Henry	
PSY 6939		Y		02E5	VAR	TBA				FE	SEM TEACH PSYCHOL	Hill,Jessica C	
PSY 6971				DEPT	VAR	TBA				NFE	MASTERS RESEARCH	STAFF	
PSY 7979		Y		DEPT	VAR	TBA				NFE	ADVANCED RESEARCH	STAFF	
PSY 7980				DEPT	VAR	TBA				NFE	DOCTORAL RESEARCH	STAFF	
SOP 3004		Y	S	0636	3	M W F	6	LAR	0330	3C	SOCIAL PSYCHOLOGY	Cook,Corey L	
SOP 3004		Y	S	5048	3	M W F	7	NPB	1001	4C	SOCIAL PSYCHOLOGY	Shrira,Ilan H	
SOP 4214C	\$27.00	Y	6	S	02E6	4	T	4	PSY	0151	2D	RES METH SOCIAL PSYCH	Cottrell,Catherine A

To register, go to <http://www.isis.ufl.edu/>

Under "Registration" on the left-side Online Services menu, select the appropriate semester under "Register Now". Follow the prompts and enter the appropriate section number to find the course you want. Once you click the button that says "Register" next to the course you want, you will enter your GatorLink password for confirmation, and the course will appear on your schedule. You can also drop courses using the ISIS system, regardless of how you registered for them.

Registration Using Course Registration Form OR Instructor Permission – DEPT-Controlled Courses

What if you want to register for a course where the section number isn't showing up in the schedule of courses? Here's where things get a little tricky. There are two different ways to register for such a course: by filling out the course registration form, or by obtaining instructor permission via email.

Both methods are used when the section number in the Schedule of Courses reads “DEPT”, meaning the course is departmentally controlled. The difference is whether there is an instructor and a meeting time for the section.

- If an instructor AND meeting time/room is shown for a dept-controlled course, the course should be registered for via instructor permission. Email the instructor and cc the graduate secretary (ashleyvaldes@ufl.edu), and request permission from the instructor to enroll in the course. Once the instructor confirms that you may enroll, forward the email to the graduate secretary and include your UF ID. An example of a course that requires this registration model is outlined in green in the screenshot below.
- If the instructor for the course is “STAFF” and the meeting time is “TBA”, you should register for the course using the course registration form. The form can be found on the Psychology website. Here’s a link: <http://www.psych.ufl.edu/files/graduate/Registration.pdf> The form should be filled out, signed, and returned to the Graduate Secretary in PSY114. An example of a course that requires this registration is outlined in red in the screenshot below.

In both cases, you will receive an email from the graduate secretary confirming that you have been registered, and asking you to double-check your schedule to confirm that everything is correct.

PSY 4905				DEPT	VAR	TBA				FE	INDIVIDUAL WORK	STAFF	
PSY 4930	Y			02E1	3	T	9-11	NEB	0202	2B	POSITIVE PSYCH	Duffy,Ryan Daniel	
PSY 4930	Y			2073	3	M W F	5	CSE	A101	4B	PSYCH EATING OBESITY	Rowland,Neil E	
PSY 4930	Y			3543	3	M W F	8	PSY	0130	3E	DRUG USE AND SOCIETY	Stehouwer,Donald J	
PSY 4930	Y			8374	3	M W F	3	PSY	0129	3A	PSYCHOLOGY OF LAW	Pye,Thomas	
PSY 4930	Y			9620	3	T	8-10	PSY	0129	2A	ANIMAL COGNITION	Dorey,Nicole Renee	
PSY 4940	Y			DEPT	VAR	TBA				NFE	INTRO TO TEACH IN PSY	STAFF	
PSY 4949	Y			DEPT	VAR	TBA				FE	COMMUNITY WORK	Abrams,Lise	
PSY 4970				DEPT	VAR	TBA				FE	SENIOR THESIS	Abrams,Lise	
PSY 6905				DEPT	VAR	TBA				NFE	INDIVIDUAL WORK	STAFF	
PSY 6910				DEPT	VAR	TBA				NFE	SUPERVISED RESEARCH	STAFF	
PSY 6930	Y			DEPT	VAR	M	9-11	BLK	0415	1A	GRANT WRITING	Lewis,Mark Henry	
PSY 6939	Y			02E5	VAR	TBA				FE	SEM TEACH PSYCHOL	Hill,Jessica C	
PSY 6971				DEPT	VAR	TBA				NFE	MASTERS RESEARCH	STAFF	
PSY 7979	Y			DEPT	VAR	TBA				NFE	ADVANCED RESEARCH	STAFF	
PSY 7980				DEPT	VAR	TBA				NFE	DOCTORAL RESEARCH	STAFF	
SOP 3004	Y	S		0636	3	M W F	6	LAR	0330	3C	SOCIAL PSYCHOLOGY	Cook,Corey L	
SOP 3004	Y	S		5048	3	M W F	7	NPB	1001	4C	SOCIAL PSYCHOLOGY	Shrira,Ilan H	
SOP 4214C	\$27.00	Y	6	S	02E6	4	T	4	PSY	0151	2D	RES METH SOCIAL PSYCH	Cottrell,Catherine A

Helpful Notes

- Registration requirements vary by semester and by what appointment you have. You should always consult your Letter of Appointment (LOA) for details on how many credits to register for each semester. You’ll receive an email asking you to sign your Letter of Appointment near the end of the current semester for your appointment next semester, and will receive a copy of the letter after signing.
- Pay attention to the Dates and Deadlines by term on the Registrar’s SOC page. Make sure you have registered for at least one class before registration ends, or you’ll incur a \$100 late fee. If you need to make any changes to your schedule, you must do so before the Drop/Add period is over.

- Check your schedule very carefully before Drop/Add is over! If you register for fewer credits than it says in your LOA, your tuition waiver won't pay out. If you register for more credits than it says in the LOA, you will have to pay for the extra credits. We cannot drop credits or change courses for you because you forgot to register for the correct number of credits.
- If you plan on graduating with your Master's or Doctoral degree, you must be registered for a certain number of research credits in the semester in which you will receive the degree.
 - o Master's, thesis – PSY6971
 - Fall/Spring – 3 credits
 - Summer – 2 credits
 - o Doctorate – PSY7980
 - Fall/Spring – 3 credits
 - Summer – 2 credits
- Students who plan on completing their written and oral quals should be registered for at least one credit of PSY7979 to be admitted to candidacy.
- If you have any questions unanswered by this tutorial, please contact the Graduate Secretary at ashleyvaldes@ufl.edu