

## How to Schedule an Advising Appointment – Fall 2022

This “how to” sheet explains who the key players are in the advising process, and who to see about what. This information should reduce the number of people you must meet with in order to get answers to your questions.

For questions about the Psychology BA as your major or psychology as your minor:  
Sign up for a meeting with Dr. Masnick at: <https://calendly.com/amasnick>

For questions about the Psychology BS major, a Neuroscience Major, or a neuroscience minor: Email Dr. Keith Shafritz ([keith.shafritz@hofstra.edu](mailto:keith.shafritz@hofstra.edu))

### The key players in advisement

\*\*\*It's in your best interest to read all of the descriptions below before deciding whom to contact\*\*\*

#### **Advisement dean (your advisement dean's name appears at the top of your Degree Audit):**

- Questions about non-psychology requirements: Distribution, Foreign language, Writing Studies and Composition.
- Questions about transfer credits (for major courses & non-major courses). If you transferred credits from somewhere else, “TR” should appear in Degreeworks in the spot where a letter grade appears for Hofstra courses. If something other than “TR” appears, your first stop should be your dean.
- You can find your advisement dean's name at the top of Degreeworks.

#### **Psychology (major) advisor (this person should be listed on Degreeworks):**

- Questions about Psychology requirements (e.g., You need help deciding between two classes, or you want to make sure you have satisfied all of your psych requirements for graduation). To make the most out of this meeting, first review Degreeworks and the appropriate Psych Major Advisement Worksheet, which you can access from the advising blog: <http://hofstrapsychadvising.wordpress.com/>.
- Questions about graduate school and careers (e.g., What is the difference between a masters, PhD, & PsyD? What types of jobs can I get with these degrees? How do I apply?). Note we have a lot of information on our blog, which I will be continuing to update in the coming weeks: <https://hofstrapsychadvising.wordpress.com/>  
**You can also meet with other faculty members who know the nitty-gritty details of getting into grad school for specific areas of psychology (e.g., Clinical, Social, Cognition, I/O, etc.).** Schedule an appointment with one or more faculty members who has degree in the area of psychology that you are considering. To learn more about our faculty (and for their contact info) visit the Psychology department website. You can also always set up an appointment with Dr. Masnick to discuss grad school issues as well.  
<https://calendly.com/amasnick>

#### **Program director and Assistant chair for advisement (Dr. Amy Masnick)**

- Errors on your audit (e.g., transfer credits not appearing correctly, other items not appearing where you expect).
- Problems graduating on time (e.g., you need to take a research methods seminar in the Spring but can't find one that you are eligible for).
- Adding a course that is closed
- Requesting a D waiver  
E-mail Dr. Masnick at [amy.m.masnick@hofstra.edu](mailto:amy.m.masnick@hofstra.edu) or schedule an appointment by going to <https://calendly.com/amasnick>
- Internship questions, how to earn credit for internships. To make the most out of this meeting, first visit the Psychology tab of the Psych Advising blog: <https://hofstrapsychadvising.wordpress.com/internship-basics/>

#### **Chair (Dr. Elisabeth Ploran)**

- Transferring credits from “semester abroad” programs
- Grade appeals
- Email Dr. Ploran at [elisabeth.j.ploran@hofstra.edu](mailto:elisabeth.j.ploran@hofstra.edu)