**Guidelines for Enrollment in Closed and Restricted Classes.**  
**Psychology Department**  
**August 31, 2016**

**The Psychology Department** will provide the highest quality learning environment for all of our students. Therefore, our classes necessarily have enrollment limits and restrictions. Professors, advisors, and administrators must consider the needs of all of our students, taken both individually and as a group. Each student, when considering a request for a class, should understand that many other students likely have similar wishes. With a concern for fairness to all, we will do all that we can to accommodate each request.

**Students** should seek advice, plan ahead, know deadlines, and take actions as soon as possible.

**Guidelines:**

1) If a student needs a particular course to graduate at the end of the current term we will provide it.

2) All students are assured they can make good progress towards their degree every term. However, because a class may be restricted, or filled by students who were able to register earlier, preferred classes may not be possible.

3) Full time day students should be available for classes from 8:00 a.m. to 5:40 p.m. Monday through Friday.

4) Students should seek an override only after other alternatives have been exhausted. For example, often it’s possible to rearrange other courses to make room for another section that’s open, or to choose another course that will work toward your degree. Talking to an advisor is a good early step.

5) When in effect, the Registrar’s Time Ticket and Course Waitlist systems will determine which classes are available to which students at what time. Students are expected to be familiar with these procedures.* All Psych courses below the 4600 level use the waitlist system. The labs and seminars do not.

6) Many students change their schedules between the registration period and the first week of classes. Patience and persistence are often rewarded.

After careful consideration, students are encouraged to make their requests. Send them to Prof. Dawn Cisewski, the Head Advisor, d.cisewski@northeastern.edu. Use email (automatically stored and time stamped) and include all important information.

**Important information is available from:**

- **Your Husky email account,** to which information and reminders are regularly sent.

- **Your MyNEU page,** with access to announcements, your degree audit, and the registration system.

- **Psychology Department advising page:** [www.northeastern.edu/psychology/undergraduate/advising/](http://www.northeastern.edu/psychology/undergraduate/advising/)

- **College of Science advising page:** [www.northeastern.edu/cos/current-students/academic-support/college-of-science-academic-advisors/](http://www.northeastern.edu/cos/current-students/academic-support/college-of-science-academic-advisors/)

- **Psychology Dept. Faculty Advisors** (617-373-3076) and **College of Science Academic Advisors** (Your MyNEU self-service appointment calendar.)

- **The Registrar’s Office** page (NU catalog, Course Descriptions, Schedules): [www.northeastern.edu/registrar/](http://www.northeastern.edu/registrar/)
  
  *Time Ticket schedule:* [www.northeastern.edu/registrar/ref-udc-reg-ugd-timeticket.html](http://www.northeastern.edu/registrar/ref-udc-reg-ugd-timeticket.html)
  
  *Waitlist Description:* [www.northeastern.edu/registrar/ref-udc-reg-waitlist.html](http://www.northeastern.edu/registrar/ref-udc-reg-waitlist.html)