

# Department of Psychology

## Honours Advising

**Note: these instructions may be found on-line on the U of W's Psychology Department's home page:**  
<http://www.uwinnipeg.ca/index/psychology-index>

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**STEP 1: REQUEST an appointment:** Prior to each registration period, it is mandatory that Psychology Honours students see an Advisor in order to be admitted or re-admitted into Honours and to receive permission to register for 4000-level PSYC courses. Contact the Honours Advisor (the members of the Honours Committee) by e-mail to schedule an appointment. Ideally, we recommend that you contact the Honours Advisor *at least five business days in advance of your WebAdvisor registration appointment. Advising meetings on a drop-in basis cannot be guaranteed.*

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### **STEP 2: PREPARE for Honours meeting:**

- **Find the "BA Honours Form" on the University of Winnipeg's website** (URL: <http://www.uwinnipeg.ca/index/student-services-forms>). Please note that you must have completed a *minimum* of 30 credit hours, have a minimum GPA of 3.0 in Psychology courses, and a minimum of 2.5 GPA in all other departments' courses in order to be eligible for the Honours program. Consult the Psychology Dept. website or the U of W 2011-2012 Course Calendar for other requirements to be admitted into Honours.

#### **In addition, bring the following documents to your meeting:**

- **Download, print, and complete the BA Honours Degree planning worksheet and bring it to the meeting** (URL: <http://www.uwinnipeg.ca/index/cms-filesystem-action?file=pdfs/student-services/dp/BAHonoursPsychology.pdf>)
- **Download, print, and calculate your GPA using the "GPA Calculator" spreadsheet:** (URL: <http://www.uwinnipeg.ca/index/psychology-index>). Bring this document to the advising appointment.
- **Print your most recent transcript from WebAdvisor and bring it to the meeting.**
- *If you require permission from a faculty member to take an Honours course, e-mail the faculty member and request that she/he completes a "Permission Form" for you* (URL: <http://www.uwinnipeg.ca/index/student-services-forms>). Inform the faculty member re: the name of your Honours Advisor, so that the faculty member will forward the "Permission Form" to the Honours Advisor. *This step should be performed at least four business days in advance of your Honours advising meeting.*
- **Review the Psychology Students' Handbook on the departmental website** to ensure that you understand the Honours program requirements (URL: <http://www.uwinnipeg.ca/index/cms-filesystem-action?file=pdfs/student-services/dp/BAHonoursPsychology.pdf>)

**STEP 3: Complete the "BA Honours Form"** as completely as you can using the aforementioned documents, and submit the "BA Honours Form" by e-mail attachment to the Honours Advisor *at least two business days in advance of your advising meeting.* If you do not have internet access, print a copy of the on-line "BA Honours Form," complete it, and bring the paper copy to your meeting, along with the other documents listed above.