

Dr. Smiley's Advising & Registration Guide – October 2026

Hello Advisees!

I hope your semester is going well thus far. It's that time of the year again ... ADVISING! Classfinder is now live, and registration has begun! However, how early you can register is based on the number of credits you have, so students with less cumulative credits will register later. I don't personally know your registration date, you should receive an email at some point from the Registrar (I think). You can also see the by-credit registration timeline here: <https://www.belmont.edu/registrar/calendar-schedule/registration-schedules.html>

Please remember that **advising is MANDATORY** for all students. Each student must complete advising every semester (expedited advising or advising appointment, see details below). Otherwise, an advising hold will be maintained on your account, which means that you will **NOT** be able to sign up for classes. I must clear you for registration first!

In this document, I provide information on the following general topics (in this order):

1. How to do "expedited advising" (if you qualify).
2. How to sign up for a standard advising appointment.
3. How to officially change or add a major/minor.
4. The general progression of courses for a psychological science major.
5. How to find classes to take.
6. How to register for classes.
7. Interdisciplinary Learning Communities (ILCs).
8. How/when to apply for graduation.

Expedited Advising

Advising is MANDATORY for all students. You are **all** welcome to meet with me for advising – however, **I also offer expedited advising as an alternative option for students who meet ALL of the following criteria:**

1. You are NOT in your first year at Belmont.
2. You are NOT new to the Psychological Science major.
3. You are NOT on academic probation.
4. You feel comfortable navigating DegreeWorks, the registration process, and creating a schedule for yourself.
5. You have minimal questions for me this semester.

If you don't qualify for Expedited Advising (or would like to meet anyways) then read on to the next section, "Standard Advising Appointment".

If you qualify for email advising and would like to take advantage of this opportunity, **you must do so by October 27th at the latest.**

Here is how to complete Expedited advising:

1. **IF you have simple questions for me, send me an email with your question(s).** Simple questions would be things such as "When is this class usually offered?", "Does this new class count as a group 1 or group 2 lab?" etc. However, please try to answer the question yourself before asking me by looking at DegreeWorks, Classfinder, the PsychSci checklist, and other resources.
 - a. **If you have detailed questions** such as "What is the best minor for me?", "What do I need to do to go to graduate school?", "How do I use DegreeWorks?" etc. please book an appointment with me instead.

2. Complete the Advising Form in its entirety. You will need to provide information about your current progress and list your proposed schedule on this form. You must check the box for expedited advising. You can complete the form here: <https://forms.cloud.microsoft/r/3P1quuDteU>
 3. I will review your Advising Form and will notify you when your hold has been lifted (or reach out if I have questions). I plan on going through all of these forms in batches (rather than as they come in), so it may be a week or more before this process has been completed. However, this will be completed prior to registration beginning (that is why I set a due date for expedited advising).
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Standard Advising Appointment:

Here's how to sign-up for and show-up for a standard advising appointment:

1. Click this link on Bookings to see available timeslots:
https://bookings.cloud.microsoft/bookwithme/user/ff0679832b674f12ba85075bcb328037@belmont.edu/meetingtype/_Mpe7n-4EkKhNpTyvay76Q2?anonymous&ismsaljsauthenabled
 2. Review the options listed and sign up for the spot you like. If you think you will need more than 20 minutes (e.g., you have lots of questions, need help with transfer credits that aren't showing up, etc.), sign up for back-to-back timeslots so we can meet for longer.
 3. Plan out your schedule, looking at your requirements, class times, pre-requisites, etc. and complete the Online Advising Form to the best of your ability. You can complete the form here: <https://forms.cloud.microsoft/r/S1xMES2jdx>
 4. Write down any questions you have for me and bring them to the meeting.
 5. **Show up to your advising appointment, and be on time!!!** When you sign-up for an appointment and don't show up that means that someone else unnecessarily missed out on having a meeting at that time. Missing your meeting is also not respectful of my time. If you realize you can't make it, please cancel your appointment on Calendly (as early as possible). Showing up late means we might not be able to complete the advising process before my next meeting, in which case you would need to schedule a second advising appointment.
 6. Use Classfinder and DegreeWorks to ensure you are meeting all requirements, and that the classes you want to take are being offered that semester. You will likely have some questions and that is normal (and why you have an advisor!), but advising appointments are short and your advisor's time is limited, so **please come as prepared as possible and arrive on time (preferably a few minutes early).**
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Changing or adding a Major/Minor:

****Psychological Science majors are REQUIRED to have a minor (or a second major).**** You should decide on your minor by the end of your sophomore year at the very latest.

You do NOT need my permission (or signature) to do any of these things, but I am happy to chat with you about it if you would like advice or have questions.

The following form will be used to change/add a major or minor:

https://www.belmont.edu/registrar/_files/June-2021-COM-Form.pdf

As noted at the bottom of the form, **you don't turn this in to me** – you can either drop it off at Belmont Central in the Gabhart Student Center or send it via email to: registrar@belmont.edu

To add a second major or to change your existing one, you will need to get a signature from a “departmental representative.” To get this signature, you can walk over to wherever that department lives on campus or email either the Department Chair or a departmental administrator. Search on the Belmont website to find that information. Make sure you also sign the form yourself before turning it in.

If you are changing your major, please do so as early in the advising process as possible so that you can get a new advisor assigned to you from your new major. You don't need my permission to drop your Psychological Science Major, but please let me know if you do so that I can cross you off of my list for people who need to complete advising with me.

To add or change a minor, you do NOT need a signature from a departmental representative, just fill out the form, sign it yourself, and turn it in.

Progression of the Psychological Science Major

Here are some *very general* guidelines to keep you on track with your [Psychological Science major](#) courses. Remember to also consider Bell Core classes and your minor when creating a schedule for the upcoming semester. You do not need to follow these exactly, but this is a common order for classes.

Year 1	
Fall	Spring
Introduction to Psychological Science (PSY 1200)	Elementary Statistics for the Sciences (MTH 1151)
	Elective (1 of 6)*
	Introductory Seminar in Psychology (PSY 1000)
Year 2	
Fall	Spring
Research Methods (PSY 2400)**	Elective (3 of 6)*
Scientific Communication in Psychological Science (PSY 1000)	Elective (4 of 6)*
Elective (2 of 6)*	
Year 3	
Fall	Spring
Upper Lab (1 of 3)***	Upper Lab (2 of 3)***
Professional Development (1 of 2)	Elective (5 of 6)*
Year 4	
Fall	Spring
Upper Lab (3 of 3)***	Elective (6 of 6)*
Professional Development (2 of 2)	

Registration Notes

- * *Students may begin taking electives after they have completed Introduction to Psychological Science.*
 - ** *Elementary Statistics must be taken before Research Methods.*
 - *** *Research Methods (and Elementary Statistics) must be taken before Upper-level lab courses.*
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Finding classes to take

DegreeWorks

DegreeWorks is an electronic system that will keep track of your progress towards your degree. When logged on to DegreeWorks, you can see all of the courses you have taken and those that you still need to take in order to satisfy the Bell Core requirements, as well as requirements for your major and minor.

Classfinder

Classfinder is where you will go to search for the classes as recommended by your college. This tool allows you to pick courses toward building a full schedule. Please refer to the text below to learn more about how to use Classfinder.

- **Prior** to your registration time search for classes by term and subject [HERE](#).
- You must log in to be able to see class locations and who the instructor is.
- You will find the First Year Seminar Course listed in the BELL Core Education (BEL).
- While in Classfinder, make note of the CRN (course reference number) in the first column. You will need this 5-digit number to register for the lecture or lab.
- Identify alternate course sections that will fit your schedule available should one of your chosen courses become unavailable.
- Please note the start and end times for a lecture or lab. Lectures will meet multiple times in a given week. Labs typically meet once a week for a longer period of time. Finally, please note that “Days” for lectures and labs are combinations of MTWRF where R = Thursday
- If the “MAX” and “ACT” numbers match and are in red, please know that this class is filled and is not available.

Classfinder Example:

CRN	CODE	SECT	TITLE	HRS	ROOM	BEGIN	END	DAYS	MAX	ACT	INSTR	FEES
12752	PSY	1155.05	Scientific Psychology Lab Full Term Must Co-Register w/ PSY 1150 Class	1.00	MCWH406	1100 AM	1250 PM	W	24	17	Michael Oliver	

So, this course meets on Wednesdays in McWhorter 406 from 11-12:50. Upon successful completion of this course, the student will earn one hour toward graduation. Currently, seven additional students can register for this course. This specific class requires you to also sign up with PSY 1150 at the same time.

Registering for classes

1. Log into your [MyBelmont](#) account.
2. Please look for any holds on your account. Common holds are “Advisor Hold” and “Policy Hold.” We will lift your advisor hold. Please follow the instructions on this page to lift your “Policy Hold.”
3. Select 'Registration and Drop-Add' under the Registration folder on the left side of the screen.



4. **Select the Spring 2027 term** in the drop-down menu. Click Submit.

Select Term

Select the term for which you wish to register or obtain information.

Select a Term: Fall 2018 ▼

Submit

5. Enter a course reference number (CRN) for each course in each box at the bottom of the screen under the “Add Classes Worksheet”.

Add Classes Worksheet

CRNs

6. Click the submit changes button to register for the classes.

Submit Changes

7. Use the **class search** feature at the bottom of the registration page to search for available/open sections by subject should you need to find an alternate course section. This search feature will only list course that are still open.

Class Search

8. Once you have identified an available section in the class search, click the check box next to the course and simply click “register” next to that section and submit.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
☒	11332	ART	2000	01G	M	3.000	The Art Experience

Register

9. When finished with registration, log out of [MyBelmont](#).
10. You may get an error/ notification message if certain classes you tried to register for are not available. A common reason you might not get a specific course is if the course is full and closed. Another reason is sometimes courses have a pre-requisite to be in the course that you don't have.

If this occurs simple search for another course in ClassFinder or the Class Search feature (while you are still in the Registration screen).

Interdisciplinary Learning Communities (ILCs)

NOTE: ILC's are planned to be phased out as part of the new Bell Core Foundations curriculum, so you do not need to take one unless you're graduating in 2027!

Although not a Psychology class, I have provided information about ILCs here as they can be confusing. Honors students and some transfers (with lots of credits before transferring to Belmont) do not need to take an ILC – but the majority of students do. If you are required to take one (look on DegreeWorks) and haven't yet, please read on.

Here is a description of what an ILC is, from Belmont's website:

Interdisciplinary Learning Communities (ILC) are one of the critical ways the BELL Core helps you see that all the various academic disciplines are interconnected. In your Interdisciplinary Learning Community Courses, you will be enrolled in two different courses that each have the same group of students. The instructors in the two courses work deliberately to explore a connection between the two disciplines. For instance, your link might be between a political science class and a chemistry class. In both classes, from two different points of view, you might examine the relationship that does or should exist between science and public policy. Or you might link a computer science course and a literature course focusing on science fiction and examine the relationship between humans and machines. Note that the classes you link are not requirements above and beyond the other requirements. Presumably, both of the courses you link will also help meet other graduation requirements. In the first example above, the student would also be receiving science credit for the chemistry course and social science credit for the political science class.

You are strongly encouraged to take an ILC as early as possible in your time at Belmont. This is because ILCs are usually BELL Core classes, and because your ILC classes check the box on your degreeworks for your ILC and they count towards your other course requirements as well, if you wait until your junior/senior year to take an ILC you might not have any BELL Core classes you could get credit for that also count as an ILC. At that point, you would just need to take an ILC that would just count as free electives... not the end of the world, but not ideal (and could make it harder to graduate on time depending on your situation).

To look at ILCs, click on the far right tab on classfinder labeled "Interdisciplinary Learning Communities" to see what options are offered (see screenshot below). All courses on this list are ILCs, and they all have another course they are linked with. You can find out what course it is linked with by looking at the red text below the course name. You can then go and find that course on the same list to see information about that course. Ideally, you will want to select an ILC pairing that satisfies two open requirements on your DegreeWorks. So if you need both a social science and a fine arts class, a sociology class paired with an art history class would satisfy both requirements at once (and simultaneously satisfy your ILC requirement). The course that each course is paired with is referenced in red directly below it ("Must register for ..."). You should be able to also find that course on the list of ILC courses to learn more information about it. To sign up for ILC courses, you must register for both classes simultaneously.

>> Classfinder should be used for planning purposes only <<

Once in MyBelmont, in registration, use the "class search" feature to find open sections by subject.

All Courses

Open Courses Only

BELL Core/Study Abroad/Alt. Locations

Interdisciplinary Learning Communities

TERM

- ☐ Spring 2025
☐ Summer 2025
☒ Fall 2025

INTERDISCIPLINARY LEARNING COMMUNITIES

Please select a term then click the button to find Interdisciplinary Learning Communities courses.

Find Courses

Unless otherwise noted, 'In Person' class attendance is required.

In Person Required: Standard class meeting mode - Class meets **in person only** at times noted on schedule - in person attendance is required (not available online)

Synch:Online: Class meets **online only** at times noted in schedule - attendance is required at scheduled times

Asynch:Online: Class is available to students **online only**; may or may not have scheduled meetings

Hybrid: Course adds to and/or replaces a portion of traditional classroom face-to-face instruction with web-based online learning. **In person required** for all face-to-face class meetings.

REMEMBER: Check the [catalog](#) for course descriptions (Opens in new window/tab).

Your Results for: Term: **Fall 2025** Presort: **Interdisciplinary Learning Communities**

The white boxes below allow you to filter your results. Use an asterisk (*) to find content within the string. An exclamation point (!) may be used to filter out text.

CRN	CODE	SECT	TITLE	HRS	ROOM	BEGIN	END	DAYS	MAX	ACT	INSTR	FEES
12131	BIO	1023.53L	Topics in Biology Full Term "All About Plants"; Must register for COM 2015.01L; CRN 13199	3.00	AYR53106	0900 AM	0950 AM	MWF	24	0	Darlene Panvini	
14123	CEM	1010.02L	Chemistry of Ordinary Things Full Term	4.00	AYR54098 MCWH230	0800 AM 1230 PM	0915 AM 0220 PM	TR R	15	0	Kim Entsminger	\$100.00
14267	COM	1100.26L	Fund of Speech Communication Full Term Must register for SET 2100.51L; CRN 10712	3.00	AYR52091	0500 PM	0615 PM	TR	24	0	Amanda Tossberg	
13199	COM	3015.01L	Environmental Advocacy Full Term Must register for BIO 1023.53L; CRN 12131	3.00	AYR52095	0200 PM	0315 PM	TR	24	0	Jimmy Davis	
10282	ECO	2210.51L	Principles of Macroeconomics Full Term Must register for MTH 1150.02L; CRN 11821	3.00	BMRC209B	1200 PM	1250 PM	MWF	24	0	Adam Fulton	
14319	ECO	2210.52L	Principles of Macroeconomics Full Term Must register for MTH 1150.04L; CRN 10991	3.00	BMRC209B	0100 PM	0150 PM	MWF	24	0	Adam Fulton	
14377	ENL	2015.01L	True Lies: Music Autobiography Full Term Must register for PRL 1180.04L; CRN 14380	3.00	TBA	1100 AM	1215 PM	TR	25	0	Eric Hobson	
14381	ENL	2015.02L	True Lies: Music Autobiography Full Term Must register for PRL 1180.05L; CRN 14384	3.00	AYR5G104	1230 PM	0145 PM	TR	25	0	Eric Hobson	
14386	ENL	2015.03L	Science Fiction, Science Fact Full Term Must register for PHY 1010.50L; CRN 11580	3.00	AYR53058	0100 PM	0150 PM	MWF	24	0	Maggie Monteverde	
14390	ENL	2015.06L	Stories: Text and Screen Full Term Must register for MDS 2200.01L; CRN 12747	3.00	TBA	0100 PM	0150 PM	MWF	25	0	Kacie Hittel	
14391	ENL	2015.07L	Stories: Text and Screen Full Term Must register for MDS 2200.03L; CRN 12930	3.00	TBA	1200 PM	1250 PM	MWF	25	0	Kacie Hittel	
14408	ENL	2015.08L	Death, Grief, and Memory Full Term	3.00	TBA	1100 AM	1150 AM	MWF	25	0	Blake Remington	

Graduating soon?

If you are graduating soon, please check out Belmont's website for information on the deadline to apply for graduation and other details: <https://www.belmont.edu/commencement/grad-info/requirements-apply.html>

I hope this answers many of your questions, but I'm sure there are things that I didn't answer. In that case, please reach out and I'm happy to help!

Best wishes,
Dr. Smiley