

Psychology courses for visiting students - The enrolment procedure

To enrol in psychology classes you need to:

1. Find the courses that might interest you, and when they run (to detect timetabling clashes). The courses available to visiting students generally involve only lectures, no tutorials or practical work.
 - See the online GU course catalogue which provides info on which semester they run in, and brief descriptions
 - Detailed course contents are described in the relevant handbooks available on the Psychology website - <http://www.psy.gla.ac.uk/students/>
 - Days and times of lectures are in the handbooks (see above) and on MyCampus.
2. See the Psychology visiting students coordinator, Lorna Morrow (Lorna.Morrow@glasgow.ac.uk), and clear with her the level of the courses you are considering (obviously we don't want to enrol students in advanced courses if they have little introductory psychology, nor to bore students in introductory courses if they have a lot of psychology already). Dr Morrow will be available to discuss this with you on Wednesday 12th September, between 2 and 4 pm. Her office is room 451, School of Psychology, 58 Hillhead Street.
3. Once the level of courses is agreed, Dr Morrow will sign your form, which you can then take to Ms Colette McGowan in the Recruitment and International Office (while this should be done ASAP, you can attend classes anyway for the first week or so).
4. Register the agreed courses on the University database - "MyCampus". If you have trouble doing this (e.g. it complains about unsatisfied pre-requisites), please contact Colette McGowan (Colette.McGowan@glasgow.ac.uk), who will probably be able to fix it. There is normally no need to see the lecturers running the courses, nor to see Dr Morrow again.
5. Provided Dr Morrow has OK-ed you for doing psychology level 3 and level 4 courses, you can change them by asking Colette to change your database entry. Please do let Dr Morrow know about this (she will take the database entries as definitive).

Further points

- All lecture courses in level 3 and level 4 are now 10 credits each. Level 3 courses generally run for one semester; but level 4 courses run for half a semester only. Bear that in mind when looking at the times/days they run.
- **Course descriptions/catalogue** The catalogues give only very brief descriptions of courses. Full details, with aims and objectives for each lecture, are in the course handbooks. These are available as PDF files on the web (<http://www.psy.gla.ac.uk/students/>).
- **Room/time changes** It is best to check the times and especially the places (rooms) of lectures online just before the first lecture of the course on the timetable on MyCampus. The handbook goes to press before courses start, and room changes do sometimes occur after this.
- Two warnings about our course timetables.
 - Level 3 timetable: may be hard for you to understand: lectures do not follow a regular weekly pattern, unlike other courses. The printed timetable shows calendar weeks vs. day/time slots: and to follow a course, you need to scan to find all 13 slots (e.g. "COG1 .. COG13") for a course, spread across 11 weeks or so.
 - Level 4 timetable: our level 4 courses run for only half a semester each (5 weeks of 2 hour sessions), so that each course runs either in the first or second half of the semester.
- **Psychology portal (VLE)** You are likely to find useful downloads such as slides from lectures, and other material, on the department/school "portal" (effectively, a Virtual Learning Environment). This is at: portal.psy.gla.ac.uk. You will need a password that works on it, and this will be emailed to you (Your login name on the portal is your GUID). This should be arranged automatically for you, but if not don't hesitate to follow the instructions on its home page to send an email to get someone to fix it for you.
- **Visiting students section of the portal** There is a section on the portal specifically for visiting students, so you should be sure to have a look at this (see the *visiting students* menu bar across the top of the home page).
- **Emails and other announcements to the class** e.g. about the reading party, registration classes, etc., frequently do not apply to visiting students, only to those majoring exclusively in psychology. Staff making such announcements do not remember that there are a few other students to consider.
- **Information about exams, coursework and alternative assessments** is provided on the portal in the *visiting students* section. Dr Morrow is also available for you to consult about all Psychology coursework.