Step-By-Step Guide in Applying to ELOPsy:

Before you apply, take some time to think about what you'd like to do for your ELOPsy experience. To learn more about each type of experience, read the course descriptions below and consult the subsequent chart on page 3. Once you've decided to apply, follow the steps outlined on page 3.

Course Descriptions:

390/492 -390/492 is Collaborative Research: Lab Learning. In Lab Learning, students are involved in the central core of activity in a psychological research laboratory. Students cannot register for this course on PAWS; instead, when accepted to a lab, the faculty member running the lab will request the student's registration.

391/393/493 – 391 is independent study less than one unit, 393 is independent research, and 493 is senior independent study. Individual students work with a faculty member on a discrete literature-based or empirical research project.

396/496 – 396 is the Senior Honors Thesis I and 496 is Senior Honors Thesis II. Students enrolled in Senior Honors Thesis must complete both components (PSY 396 and PSY 496) to have this count toward their Senior Experience and to graduate with honors in Psychology.

397 - 397 is the Learning Assistantship (LA). Learning Assistants learn about the teaching of psychology. NOTE: The application process later in this document is slightly different for PSY397. See asterisks for explanations.

399/487 – 399/487 are courses in which students enroll in internships. Students enrolled in Internship in Psychology engage in an extensive real-world learning experiences in an organizational context relevant to Psychology. 487 counts as a senior experience.

Experience Name	Course Number	Requires Application	Grade Level and GPA Requirement	Specialized Course	Senior Experience	Psychology Option	Can Enroll Multiple Times	Website
Collaborative Research: Lab Learning	390/492	Yes	Sophomore/ 2.5 GPA	390	492	390	Yes	[Click here](#)
Independent Research	393/493	Yes	Sophomore/ 2.5 GPA	393	493	393	Yes	[Click here](#)
Senior Honors Thesis	396/496	Yes	Junior (396)/Senior (496), 3.3 GPA, Minimum B in 299	396	496	396	No	[Click here](#)
Learning Assistant	397	Yes	Sophomore/ Minimum B in class for which student will intern	397	No	397	May be an LA twice, must be in 2 different classes	[Click here](#)
Internship	399/487	Yes	Sophomore/2.5 GPA For 487: completion of 299	399	487	399	Yes	[Click here](#)

Please note, 390/492 do not complete an application through the ELOPsy system. Students should apply through the Lab Common Application.

While you can retake ELOPsy experiences, only 3 can count toward the major (the remainder are electives). You can count 1 ELOPsy course as a specialized 300-level course, 1 ELOPsy as the Psychology Option, and 1 ELOPsy as the 400-level course

More information on each type of ELOPsy experience can be found by clicking the link provided. Sample documents and application information can be found on the websites

Application Procedure

1. The first step is to decide what exactly you'd like to do for your ELOPsy experience.
   a. For Collaborative Research (PSY390/492), complete the Lab Common Application on the Psychology Department website. The remainder of this guide pertains to the other ELOPsy options shown in the table above.
2. Identify and contact a faculty member about sponsorship. Once you discuss your project with your faculty sponsor, you are ready to fill out an application submitted through the ELOPsy portal. Since you will be submitting your application during registration period, it is recommended that you begin this process in advance – in October or February depending on semester.
3. Have your faculty sponsor review your documents and sign the R&R form* (click here for R&R form for independent study/research; click here for R&R form for internships). If you will need to overload, speak with Dr. Ruddy (ruddy@tcnj.edu) to request permission and obtain a signature on the overload form (click here for overload form).
4. Confirm in PAWS that you are registered for a maximum of 3.5 units. Otherwise, Records and Registration cannot register you for the class.
5. After your faculty sponsor signs your R&R form*, drop off the form in the main office so that the chair can also sign it. Stop by the main office a few business days later to pick up your signed form.
6. In the ELOPsy online application system, select which program you're applying for and upload your application and supporting documents (found online). When you submit the application and documents, your status should change to "submitted."
7. When an application is submitted, the ELOPsy system sends an email to your sponsor asking them to approve your project. Once the faculty sponsor approves your application, your status will change to "faculty sponsor approved." You will get an email notifying you when your faculty sponsor approves your project, and the appropriate ELOPsy chair will receive an email alerting her to your application.
8. After your faculty sponsor approves your project, your project will go through the ELOPsy committee approval process. The committee will review your application and make necessary comments and revisions to your application. At this time, the application is marked as "approved" or "requires revisions."
9. At this point, the student and faculty sponsor will both receive an email regarding the status of the application. You will also be able to see the chair's feedback.
10. **If your application requires revision, go back into the original application and edit it there. Do not create a new application.**
11. When your edited application is ready to be submitted, submit it online and the process will begin again.
12. When your application is approved, you and your faculty sponsor will receive an email notifying you that you can proceed to the next step in the process.**

13. Next you will upload your documents (again) to the HSS portal**. The portal is on the HSS website (https://hss.tcnj.edu/resources/current-students/forms/); scroll down and select the appropriate drop down option and click the link that says "HSS Independent Study/ Research or Internship Application System." If the Dean's office requests any revisions to your documents, you will receive a notification email from them with the required changes. Make these changes, and then you will complete the process.
14. After the Dean's office approves your application, an email will be sent to Records and Registration with your name, PAWS ID, course number, faculty sponsor, number of units, and semester. Records and Registration will register you for the class, so be sure to leave a spot open in your schedule.
    a. If you are registering for the fall or spring semester, you are allowed a maximum of 4.5 course units (without requesting permission to take additional units).
10. Confirm that you are registered for the correct ELOPsy course in PAWS. Check the course name, course number, and number of units. If any of this information is incorrect, contact your faculty sponsor immediately.

*You do not need an R&R form for PSY397.
**Students enrolling in PSY397 do not need to upload their materials to the HSS portal. Instead, the Psychology Department will register PSY397 students after their application has been approved in the ELOPsy system.