

## Psychological Methods and Analysis Certificate

### PROGRAM FORM INSTRUCTIONS

#### Instructions for Completing “ENROLLED STUDENTS: CHANGE OR ADD PROGRAM” Form:

1. R Number: Provided by TTU
2. Indicate whether you are a US Citizen or Non-resident Alien (check only one)
3. Full Legal Name: As it is listed in legal documents or on your birth certificate
4. Email Address: e.g., andrew.littlefield@ttu.edu

#### **What is your current major?**

- A large majority of students are currently enrolled in a doctoral degree program. Unless you were accepted into your department as a “terminal master’s student,” please indicate that you are pursuing your doctoral degree. Your “major” would be the program within the department from which you expect to receive a degree (e.g., Experimental Psychology, Clinical Psychology, Counseling Psychology).

#### **Do you plan to complete your current program?**

- Always select “YES” (unless you are ejecting yourself from the doctoral program) and indicate the semester that you anticipate completing your coursework for the certificate. Typically, students will complete the “Intent to Graduate” form for the Certificate in the same semester that they complete the “Intent to Graduate” form for their doctoral program. Thus, the most straightforward semester to list is the one that you anticipate receiving your doctoral degree. Alternatively, you may list the semester that you intend to complete your final course in service of the Methods Certificate.

#### **Which program do you wish to ADD to or use to REPLACE your current program?**

- Select Option “B. Non-degree GCRT”
- In the space marked “Concentration:” please write: Psychological Methods and Analysis

#### **When do you wish to begin your program?**

- Never indicate a past semester. This should be the current semester in which you are submitting the enrollment form. Typically, this program enrollment form will be submitted in the semester after you have completed the two prerequisite courses. Because this certificate only began being offered in Fall 2015, that is the earliest date that someone could begin the program.

**STUDENT SIGNATURE:** Please do not forget to sign and date the form.

**Instructions for Completing “GRADUATE CERTIFICATE PROGRAM PLAN” Form:**

**\*\*\*MUST BE SUBMITTED BEFORE THE SECOND SEMESTER OF ENROLLMENT IN THE CERTIFICATE PROGRAM\*\*\***

**CIP Code:** Do not worry about filling this number in. It will be provided by the graduate school.

**Date:** Date you are completing the form

**Full Legal Name:** As it is listed in legal documents or on your birth certificate

**Student ID #:** Your R number

**Current Mailing Address:** A place to send letters, as in the olden days

**Certificate sought:** Indicate “Psychological Methods and Analysis”

**Expected completion date:** Indicate the semester that you anticipate completing your coursework for the certificate. Typically, students will complete the “Intent to Graduate” form for the Certificate in the same semester that they complete the “Intent to Graduate” form for their doctoral program (life’s just easier that way). Thus, the most straightforward semester to list is the one that you anticipate receiving your doctoral degree. Alternatively, you may list the semester that you intend to complete your final course in service of the Methods Certificate.

**Previous Degree(s):** List any previous degrees that you have received (e.g., B.A., M.S.), along with the corresponding institution that conferred the degree and the year it was awarded. Do not complete with information on degrees that you do not currently have (e.g., Ph.D.)

**Coursework:** List the 5 courses that you intend to complete in service of receiving this certificate. If you intend to take more than 5 courses, that is GRRREAT, BUT there is no need to list more than the five that will suffice to receive the certificate.

If you had one or more previous courses from other institutions or departments count toward your prerequisites (i.e., Experimental Design [PSY 5480] OR Advanced Correlational Methods [PSY 5447]), please indicate these courses in the “Substitution columns.” If you did not transfer in prerequisites, these columns will be blank.

**SIGNATURE OF GRADUATE ADVISOR:** This form will be signed by the Graduate Advisor for the Certificate Program, who is currently Andrew Littlefield ([andrew.littlefield@ttu.edu](mailto:andrew.littlefield@ttu.edu)).