

**College of Education Adding Health Minor to Counseling Psychology Ph.D.**

**Responsibility:** Associate Dean; College Coordinator

**Time Frame:** At least one semester prior to Graduation

**Policy:** For minors to appear on a student transcript, the additional information must appear in the student's myUH (PeopleSoft) account. The inclusion of the supplemental information (to the MyAdvisor degree plan) alerts OGS to the student's status.

**Procedures:**

**Step 1: Submit a Graduate and Professional Student Petition**

**Step 1a:** Fill in your personal information

**Step 1b:** In the "*Petition Effective*" box, add the effective/current semester (Term and Year)

**Step 1c:** In the "*Purpose of Petition*" check box # 12

**Step 1d:** In the "*Explanation Box*" include the following information

- (a) Add Health Minor to my Program

**Step 2: Taking Elective Courses not listed in the Catalog or populated in MyAdvisor**

**Step 2a:** Submit an additional Graduate and Professional Student Petition

**Step 2b:** List all the substitute courses (you are taking or plan to take) not listed in your Handbook as potential electives.

- (a) Use this format: Substitute (Elective Course ABCD\*\*\*\*) for (Elective on Degree Plan PHLS#####)

**Step 3: Log on to your MyAdvisor account**

**Step 3a:** You MUST update your degree plan to add the **important** information below,

**Step 3b:** Add the following information to the "*Student Comments*", box at the bottom of your degree plan

- (a) Pursuing Health minor and list PHLS 8306, PHLS 8307, PHLS 8393 (Practicum) PHLS 8393 (Practicum) and the specific elective course taken so it is clear which courses listed in MyAdvisor fulfill the minor's requirements.