

Getting SONA SYSTEM credit for attending online talks

1. A SONA liaison will send info in the chat session near the start of the event. (for EvoS-related talks, that liaison will be Kaitlyn Longo <longok1@newpaltz.edu> . Note that WebEx records the time of entrance and departure for each attendee. So we will be referring to this information to confirm your attendance.
2. After the talk is complete, within 24 hours of the end of the event, to receive credit, you, the student, MUST do the following*:
 - a. Email Kaitlyn Longo <longok1@newpaltz.edu>
 - b. In that email, subject line should be SONA and your name (e.g., SONA GLENN GEHER)
 - c. The body of the email should simply say this information:
 - i. Your full name
 - ii. Your banner ID
 - iii. Your most accessible email address
 - iv. Confirm that you attended the full talk in a sentence.
 - v. Write your times of entrance and departure to the meeting.
 - vi. Write what you want the credits allocated toward (either the Psychology Major itself OR to a specific class connected with the SONA SYSTEM)
 - vii. If you select a specific class, you must include the full course name, number, and section number (e.g., Introductory Psychology, PSY 272, Section 3)

*unless there are documented extenuating circumstances