

Hunter College School of Social Work
Incoming Students
Fall Registration 2009

How should I register?

All registration is done online via ESIMS. You must access this through the CUNY Portal: www.cuny.edu Portal Log in (left hand side towards bottom of the page)

Test your access to the CUNY Portal immediately. Make sure that you can get into SIMS from the Portal as a **student**.

If you have difficulty, first check

<http://ww4.hunter.cuny.edu/icit/services/first-year-registration-help> for troubleshooting information. You can check the Hunter Student Helpdesk <http://ww4.hunter.cuny.edu/icit/services/the-student-help-desk> or email the help desk if you are still having difficulty at snet@hunter.cuny.edu.

If the helpdesk raises questions about the activation of your record as a "student", please email: Yvonne Purnomo, ypurnomo@hunter.cuny.edu

What should I register for?

Directions below are based on the standard course of study for each pathway. If you have non-matriculate credits or have deviated from the standard pathway you'll need to make adjustments. Please consult either the Director of Student Affairs: Lauren Mazer (lmazer@hunter.cuny.edu) or Associate Dean Andrea Savage (asavage@hunter.cuny.edu) for assistance during the summer. Your advisor should assist you during the year.

When should I register & pay?

We recommend that you try to register during the next available registration period: June 9 - June 21 Tuition payment would then be due on July 9. The next opportunity to register is July 28 - August 20, payment due on August 24. It is generally in your interest to register as soon as possible. If you are planning to apply for a student loan be mindful that you must be registered for your loan application to be fully processed.

You can pay online at the time of registration. Alternatively, you can pay before the due date. You should print out your bill when you register. Bills will not be mailed to your home. Bills for courses must be paid by the due date associated with the dates you registered. If the bill has not been paid, your registration will be voided and you will lose your spot in the sections for which you registered. Unfortunately the School cannot guarantee re-registration for a particular section if you have been dropped for non-payment.

If you are applying for a loan you must first register and then complete the final steps for the loan. Please check the Office of Financial Aid materials we distributed and the financial aid web site for further information:

<http://www.hunter.cuny.edu/finaid/>

What should I register for:

IF YOU ARE IN:	YOU TAKE
TYP	SSW 761 Field Practicum SSW 701 Social Welfare Policy and Services 1 SSW 711 Human Behavior 1 SSW 717 Social Work Practice Learning Lab SSW 775 Social Work Ways of Knowing- Choose one from the list on the schedule
OYR	SSW 717 Social Work Practice Learning Lab SSW 775 Social Work Ways of Knowing- Choose one from the list on the schedule

Please note that Field Practicum courses are sequential. You should register for the course number for your cohort only. You should never register for the same course number twice (unless told by an advisor to repeat a course).

What if I have special circumstances?

File a Special Scheduling Request form if you have special circumstances (other than disability) that affect your schedule. The form is included in the fall

registration information on our Website. Return this form with accompanying documentation c/o Irene Vargas, ssw.office@hunter.cuny.edu, or by fax 212-452-7150-immediately. This form is intended for documented special circumstances. It should not be used to choose specific instructors. Once the form is filed please go ahead and register at your appointment. If you run into difficulty be in touch with Ms. Vargas who will assist you.

Learning Accommodations?

Be in contact with the Office of AccessABILITY, http://studentservices.hunter.cuny.edu/access/access_center.htm, 1124 Hunter East Building, 212-772-4857, TTY 212-650-3230. You must register with them to receive accommodations

Course Changes?

All drop/add should be done via ESims. Please use the "Replace" function when making changes. DO NOT USE DROP/ADD because it generates a steep change fee.

Waiting Lists?

Should you experience difficulty or wish to be put on the queue for a course send an email with WAITLIST in the subject line to ssw.office@hunter.cuny.edu. Please include your contact info and the course name and code want to be on the list for. If space becomes available you will receive an email that will tell you to register and ask you to email back and confirm your intention to do so. **Please note that professors are not able to overtally their courses. This is only done through the waitlist.**

Don't be fooled by the SIMS waitlist—it does not put you on line for the course.

If you need help during registration call Student Affairs at 212-452-7170 or Ms. Vargas at 212-452-7031.

If you have questions that cannot be answered using the handbook and other material on line, along with this handout, consult your advisor or Student Affairs 212-452-7170
