

***WELCOME TO HUNTER COLLEGE SCHOOL OF SOCIAL WORK:
Advanced Standing Students, Class of 2009***

This sheet contains information that you need to register for classes.

When is registration?

• **Registration for the Fall 2008** will begin as soon as you July 24 and continues with some interruptions through August 14. Please complete your ***Schedule Preference Sheet*** so that we can permit you to classes and then we'll send you the confirmation of your choices via e-mail so you can register. The Late registration period is August 27-29, 2008._

How do I register?

- You must register on line at <http://registrar.hunter.cuny.edu/>

Preparing for registration

- Review the list of courses for this semester below and the program plans in (Appendix A) in the Student Handbook (online) to clarify the courses you are required to take in order to fulfill your degree requirements. If you have questions that cannot be answered using this material consult Andrea Savage, Associate Dean, (asavage@hunter.cuny.edu) before registration ends.
- **Follow the course schedule for Advanced Standing students which is attached. It is also on our Website.** (The computer schedule listed by the registrar is not always as up to date as the schedule we post on our web site.) **Days & times are those listed in the School's schedule.** Disregard any notices of "HTBA" on your Bursar's receipt and follow the days/times listed in the HCSSW schedule.
- Familiarize yourself with the course schedule. Advanced Standing students who are majoring in **casework** will be in **classes Wednesdays and Fridays.** Those majoring in **Group Work or Community Organization** will be in **classes on Wednesdays and Thursdays throughout the year.**
- Identify your preferred choices and make alternate choices if your first choice of courses or time is oversubscribed.
- You'll note that your methods courses may be the most fixed time slot in your schedule.
- Please note the recommended days on the schedule for your classes noted below

Casework Majors: SSW 722, Casework (Wednesday 11-1)
SSW 713.50, Human Behavior 3 (Wednesday)
Elective (Wednesday or Friday)
SSW 751 Research (Friday has most space)
SSW 763 Field Practicum (Mondays, Tuesdays & Thursdays)

Groupwork Majors: SSW 731 Group Work 1 (Thursday, 11-1)
SSW 733 Group Work 3 (Wednesday Evening, 6-8)
SSW 713.50 Human Behavior 3 (Wednesday or Thursday)
SSW 751 Research (Wednesday or Thursday)
SSW 763 Field Practicum (Mondays, Tuesdays & Fridays)

Community Organization Majors:
SSW 741 Community Organization 1 (Thursday, 11-1)
SSW 743 Community Organization 3 (Wednesday 6-8 pm),
SSW 713.50 Human Behavior 3 (Wednesday or Thursday)
SSW 751 Research (Wednesday or Thursday)
SSW 763 Field Practicum (Mondays, Tuesdays & Fridays)

Complete the Schedule Preference Sheet

- The ***Schedule Preference Sheet*** asks you to identify three choices of section and/or time for each course that you must register for. We will strive to give you your first choices if we can.
- Return the form to Andrea Savage, via fax-212-452-7150 or the substance of the form, via e-mail to asavage@hunter.cuny.edu
- Once the ***Schedule Preference Sheet*** is processed we will send you back a ***Confirmation of Course Schedule*** that will confirm the courses you should register for. This procedure permits us to save seats for you alone in courses, regardless of exactly how quickly you register on line.
- Once you receive the ***Confirmation of Course Schedule*** you are ready to go on ESIMS to register as soon as registration is open.
- You may put yourself on the waiting list for courses that are filled by emailing to ssw.office@hunter.cuny.edu. **DO NOT USE THE WAIT LIST ON ESIMS. It does not work!!!!**
- Neither the course instructor nor the faculty advisor can add additional students to a closed section. **Requests to register for a closed section should go to ssw.office@hunter.cuny.edu only.** If you have special scheduling needs please contact Andrea Savage, Associate Dean, asavage@hunter.cuny.edu

Securing your place.

- If you register between July 24 and August 14 your payment must be received by August 18. Please consult the Registrar's website for more detail.
- If the bill is not paid, your registration will be voided and you will lose your spot in the sections for which you registered.
- **The School of Social Work cannot guarantee re-registration for a particular section if you have been dropped for non-payment.**

Changing Courses

- All course changes must be done via the online system.
- You should use the **REPLACE** function, not the ADD functions.
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Please note that for *Casework II* and *Group Work I* you will remain in the same section, with the same instructor throughout the year.

Tutorials

Students who wish to do an independent study should consult a faculty member, prepare a course outline and a substantial bibliography. These materials, as well as a tutorial approval form, should be submitted to the Office of the Dean.

Questions and Cautionary Notes

Please note:

- It is your responsibility to register for the appropriate classes on the appropriate days.
- Any deviations from the listed schedule should be discussed and okayed by Andrea Savage or Ashley Cruce, acruce@hunter.cuny.edu.
- If you have any other questions contact Andrea Savage (asavage@hunter.cuny.edu).
- **Due to changes that occur, the Hunter College School of Social Work cannot guarantee that professors will be teaching at the times/days indicated. The School reserves the right to make changes to the schedule as necessary.**