

Hunter College School of Social Work
Fall 2008
Dual Degree Program Students
Registration Information

• ***When is registration?***

- Registration will begin on May 7 and continues through August 14. The Late registration period is August 27-29, 2008.
- You will receive an appointment for registration from the Registrar. Check the ESIMS system for your registration appointment time. The School of Social Work has no control over the scheduling of these appointments.

• ***How do I register?***

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

• ***Preparing for registration***

- Please be sure all previous Bursar's bills and balances have been paid. You will not be permitted to register with a stop against your record.
- If you find that you have a stop on your record, clarify the kind of stop and what it's for by May 7 by contacting the Registrar's office. A "B" stop means you owe money to the Bursar. If you need help with a stop please come to or e-mail the Dean's office. Include your name, id number, the nature of the stop and amount and any info you have on the matter.
- Review the Program Plans (Appendix A) in the Student Handbook which is also on line on the HCSSW website 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 the Handbook, consult your faculty advisor before registration ends.
- **Follow the course schedule distributed by the School of Social Work and on our Website.** (The computer schedule listed by Hunter College 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 before attempting to register.
- **Be prepared to make alternate choices if your first choice of courses is closed.**

• ***What courses should you take?***

Second Year Students Required Courses at Hunter

- **SSW 721** Casework I (Thursday)
- **SSW 751** Social Research I (Thursday)
- **SSW 767** Field Instruction I

Third Year Students Required Courses at Hunter

- **SSW 723** Casework III (Tuesday or Wednesday Evening or Friday)
- **SSW 713** Human Behavior and the Social Environment III (Tuesday or Wednesday)

YOUR FACULTY ADVISOR SHOULD APPROVE ANY DEVIATION FROM THE STANDARD FALL SEMESTER PROGRAM.

It is your responsibility to register for the appropriate classes on the appropriate days. If you have questions contact your faculty advisor or Andrea Savage, Associate Dean (asavage@hunter.cuny.edu).

What should I do if I have a disability for which I need an accommodation or priority registration?

You must contact the Office of AccessABILITY at the main campus. The office provides services to all students with permanent or temporary disabilities to ensure that all Hunter College programs and activities are accessible. It is necessary to register with the office in order to obtain reasonable accommodations. Check out their web site at <http://studentservices.hunter.cuny.edu/access.htm>

• ***Scheduling Problems?***

- If you have a special circumstance: child care responsibilities, unusually distant travel, work schedule which would affect your schedule please file a ***SPECIAL SCHEDULING REQUEST FORM with documentation*** as soon as possible and before the start of registration. This form alerts us to your scheduling needs so that we can assist you if you are unable to register for what is needed. This form is not intended to be used to select preferred faculty, only times and courses that are needed in order to manage your work and life schedule and meet degree requirements. This form is on our HCSSW website under Fall 08 Registration.

• ***Closed Out of Your Preferred Courses?***

- **DO NOT USE THE WAIT LIST ON ESIMS. It does not function so your request for a spot in the class will not be known to anyone who can assist you.**

- Email ssw.office@hunter.cuny.edu, our waitlist mailbox. Put the words "Waitlist Request" and the course number and code in the subject line. We assemble a waitlist for each class on a first come first serve basis. Please DO NOT email Andrea Savage with waitlist requests. This will only delay your request.
- **Neither the course instructor nor the faculty advisor can add additional students to a closed section.**
- If we are able to move you from the waitlist to the class we will enter a registration permit for you and then email you notifying you to register. Please be patient.

• ***Problems with Registration?***

- We have found in the past that the ESIMS system sometimes blocks Dual Degree students with a message about "problems with Major Code." The problem is a bit unpredictable. There is a quick fix however. We override this with a registration permit which will assure you a seat in the class and will do this quickly to permit you to register. So if you experience this difficulty please send a message immediately with your course choices to ssw.office@hunter.cuny.edu.

If you experience other difficulty with the mechanics of registration you can

- Check with OASIS.
- Email or call (email is preferable) Dean Savage, asavage@hunter.cuny.edu. It's really helpful to write down the error message or response of esims to help us track what is wrong.
- **Please do not call or email everyone:** Ray Montero, Anthony Grande, Mary Li Hsu or all of the above. **The multiple calls and emails only delay getting you a response as quickly as possible.**

• ***Securing your place?***

- Bursar's bills for these courses must be paid by the due date. If you register between May 7 and May 29, 2008 your payment must be received by July 10. Please consult the Registrar's website for more details.
- 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. **Do Not Use the DROP or ADD functions.**

•Arranging 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, must be submitted to the Office of the Dean.

•Tuition Refund & Withdrawal Deadlines

Please be mindful of the following deadline dates set by the College.

August 26, 2008	100% refund
September 2, 2008	75% refund
September 9, 2008	50% refund
September 16, 2008	25% refund

October 27, 2008 is the last day to withdraw with a grade of "W" (**No refund of tuition**).

Due to changes that occur inevitably between schedule planning and the start of the semester, 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.