

Hunter College School of Social Work
Fall 2008
One Year Residency Program, Time Frame II and III
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.
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• ***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.**

• ***If you are planning to graduate in January***

- You will need to file a Degree Audit form early in the Fall. Check the Degree Audit instructions which are on line on the Registrar's website at: <http://registrar.hunter.cuny.edu/forms/Degreeaudt/Graduate%20Instructions%202006.pdf>
- It is wise to download the appropriate Degree Audit Form from the Hunter College website: <http://registrar.hunter.cuny.edu/forms/Degreeaudt/sswpdf.html> and check your completion of course requirements before you register.

• ***What courses should you take?***

OYR Time Frame II

Case Work Majors

- SSW 722 Case Work II
- SSW 751 Research I
- SSW 713 Human Behavior and the Social Environment III
- SSW 767 Field Practicum I (for OYR)

Courses are on Tuesday or Wednesday Please consult the One-Year Residency Program Office for your assigned day.

Group Work and Community Organization Majors

- SSW 731 or 741 Major Method I
- SSW 751 Research I
- SSW 713 Human Behavior and the Social Environment III
- SSW 767 Field Practicum I (for OYR)

Courses are on Thursdays

Administration Majors

- SSW 781 Major Method I
- SSW 721 or 731 or 741 Second Method I
- SSW 751 Research I
- SSW 713 Human Behavior and the Social Environment III
- SSW 767 Field Practicum I (for OYR)

Courses are on Thursdays

Please note that 713 has two variations: Child/Adolescent focus and Adult focus—check the Schedule on the School's website to be sure you are registering for the variation you wish. The numbers are identical.

OYR Time Frame III

Case Work Majors

- SSW 724 Case Work IV
- SSW 790 Professional Seminar

Group Work, Community Organization and Administration Majors

- SSW 733, 743 or 783 Major Method III
- SSW 790 Professional Seminar

Most Required Courses are on Wednesday Evenings

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

Please note: It is your responsibility to register for the appropriate classes on the appropriate days. If you have questions contact your faculty advisor, Maria Hodges, Coordinator of the OYR Program, mhodges@hunter.cuny.edu or Andrea Savage, Associate Dean (asavage@hunter.cuny.edu).

•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 which are needed in order to manage your work and life schedule. 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.**
- **Email ssw.office@hunter.cuny.edu, our waitlist mailbox.** 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?**

If you experience 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, 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.