

*HUNTER COLLEGE SCHOOL OF SOCIAL WORK  
Spring 2009 Registration TIPS*

*Registration begins December 1, 2008  
Check your Hunter Email for Your Appointment Time*

***Plan Ahead***

1. ***Test your access to the CUNY Portal immediately.*** Make sure that you can get into SIMS from the Portal. 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](mailto:snet@hunter.cuny.edu).
2. ***Check your SIMS account for STOPS.*** Make sure that your account is clear and that you have no stops which would prevent you from registering. Settle all Bursar accounts before registration so your registration is not delayed.
3. ***File a Special Scheduling Request form if you have special circumstances (other than disability) that affect your schedule.*** The form is included in the registration information on our Website. Return this form with accompanying documentation c/o Irene Vargas, [ssw.office@hunter.cuny.edu](mailto:ssw.office@hunter.cuny.edu), or by fax 212-452-7150-before the first official start of registration posted on the Registrar's Web Site. 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.
4. ***Review the Curriculum Plans*** in Appendix A in the Student Handbook (available on the HCSSW web site) and listed in this document to clarify the courses you are required to take in order to fulfill your degree requirements.
5. ***If you are closed out of a course section or professor you hoped for MAKE ANOTHER SELECTION.***
6. ***If you are closed out of a course that is required for you and can't find an alternative be in touch with [ssw.office@hunter.cuny.edu](mailto:ssw.office@hunter.cuny.edu)***
7. ***To get on the REAL Waitlist***→send an email with WAITLIST in the subject line to [ssw.office@hunter.cuny.edu](mailto: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 which will tell you to register and ask you to email back and confirm you intend to. Please note that professors are not able to overtake their courses. This is only done through the waitlist.

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

**9. Once you are registered, MAKE SURE TO PAY. YOU WILL NOT BE MAILED A BILL. Tuition payment can be made online at CUNY ESIMS. For payment options and information**

**<<http://www.hunter.cuny.edu/bursar>>[www.hunter.cuny.edu/bursa](http://www.hunter.cuny.edu/bursa).**

**AVOID BEING DROPPED BY PAYING ON TIME. If you are dropped you may not be able to get back into the same courses.**

If you need help during registration call Student Affairs at 212-452-7170 or 212-452-7065.

If you have questions that cannot be answered using the Handbook and course catalogue on line, along with this handout, consult your advisor or Associate Dean Andrea Savage, ([asavage@hunter.cuny.edu](mailto:asavage@hunter.cuny.edu))

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## ***WHAT COURSES SHOULD YOU REGISTER FOR?***

***FIND YOUR PROGRAM AND COHORT BELOW FOR THE ANSWER.***

It's a good idea to consult the Curriculum Plans in the Student Handbook.

What follows below is the standard plan. If you have taken some non-matriculate courses, or followed an atypical program, your program will need to be modified.

Consult your faculty advisor if you need additional help.

### **Two Year Program**

#### **First Year**

**(1) SSW 762     *Field Instruction 2***

**(2) SSW 712     *Human Behavior and the Social Environment 2. OFFERED ON TUESDAYS.***

**(3) SSW 718     *Practice Lab 2 It is expected that students will register for the same section and instructor as in the Fall.***

- (4) **Major Method I** Register for your choice of one major method. (The one you were accepted and placed in.) These are offered on Tuesdays (for Casework also Thursdays):  
SSW 721 Casework 1  
SSW 731 Group Work 1  
SSW 741 Community Organization 1  
SSW 781 Administration 1
- (5) **Policy 2 Requirement MOST OFFERED ON TUESDAYS.**  
Choose any one of the SSW 702-Policy 2 Electives available EX: 702.10, 702.11, ETC.
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## Two Year Program

### Second Year

- (1) **SSW 764** Field Instruction 4
- (2) **PRACTICE COURSE: CHOSE A MAJOR METHOD, PRACTICE ELECTIVE OR A METHOD ELECTIVE**  
**Major Method IV**  
SSW 724 Casework 4 (Each section has a different focus. Be sure to check the Schedule on the HCSSW website to be sure you are registering for the emphasis of interest to you.)  
SSW 734 Group Work 4  
SSW 796.66 Political Advocacy and Social Work (Community Organization only)
- Practice Electives**  
SSW 748 Grantsmanship  
SSW 796.58 Psychosocial Approaches to Chronic Mental Illness  
SSW 796.60 Clinical Issues in SW Practice with Aged  
SSW 796.61 Social Work Practice in Schools
- Second Method Electives (Be sure to take one you have not already taken in the past)**  
SSW 725 Casework 1 Elective for non-majors  
SSW 735 Group Work 1 Elective for non-majors  
SSW 747 Community Organization 1 Elective for non-majors  
SSW 787 Supervision (Administration Elective for non-majors)
- (3) **SSW 752 Social Research 2** (Be sure to register for the same section and instructor as in the Fall)
- (4) **SSW 780 Administration for Non-Majors**
- (5) **SSW 790 Professional Seminar**
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## One Year Residence Program

### Time Frame I

- (1) **SSW 711 Human Behavior and the Social Environment 1.** OFFERED ON TUESDAYS.

(2) SSW 718 Practice Lab 2 It is expected that students will register for the same section and instructor as in the Fall.

(3) Major Method I

*Register for your choice of one major method. (The one you were accepted in.)* One of the following offered on Tuesdays (for Casework also Thursdays):

*SSW 721 Casework 1*

*SSW 731 Group Work 1*

*SSW 741 Community Organization 1*

*SSW 781 Administration 1*

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## **One Year Residence Program**

### **Time Frame II**

(1) *SSW 768 One Year Residency Field Instruction*

(2) Major Method One of the following:

*SSW 723 Casework 3*

*SSW 732 Group Work 2*

*SSW 742 Community Organization 2*

*SSW 782 Administration 2*

(3) *Second Method*

*For Casework, Group Work and Community Organization Majors one of the following:*

*SSW 725 Casework 1 Elective for non-majors*

*SSW 735 Group Work 1 Elective for non-majors*

*SSW 747 Community Organization 1 Elective for non-majors*

*SSW 787 Supervision (Administration Elective for non-majors)*

a. *For Administration Majors. One of the following:*

i. *SSW 722 Casework 2*

*SSW 732 Group Work 2*

*SSW 742 Community Organization*

(4) *SSW 752 Social Research 2 (Be sure to register for the same section and instructor as in the Fall)*

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## **Advanced Standing**

(1) *SSW 764 Field Instruction 4*

(2) *MAJOR METHODS COURSE*

*SSW 723 Casework 3*

*SSW 732 Group Work 2*

*SSW 742 Community Organization 2*

(3) *PRACTICE OR SECOND METHOD ELECTIVE IN MAJOR METHOD, PRACTICE ELECTIVE OR ANOTHER METHOD ELECTIVE*

*Major Method IV*

*SSW 724 Casework 4 (Each section has a different focus. Be sure to check the Schedule on the HCSSW website to be sure you are registering for the emphasis of interest to you.)*

*SSW 734 Group Work 4*

*SSW 796.66 Political Advocacy and Social Work (Community Organization only)*

***Practice Electives***

*SSW 748 Grantsmanship*

*SSW 796.58 Psychosocial Approaches to Chronic Mental Illness*

*SSW 796.60 Clinical Issues in SW Practice with Aged*

*SSW 796.61 Social Work Practice in Schools*

***Second Method Electives***

*SSW 725 Casework 1 Elective for non-majors*

*SSW 735 Group Work 1 Elective for non-majors*

*SSW 747 Community Organization 1 Elective for non-majors*

*SSW 787 Supervision (Administration Elective for non-majors)*

***(4) SSW 752 Social Research 2 (Be sure to register for the same section and instructor as in the Fall)***

***(5) SSW 790 Professional Seminar***

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## Accelerated Program

Your registration choices may need to be individualized depending on what courses you took in the summer, fall and Wintersession and whether you plan to try to finish in May or in August or in December. **Please be sure to review the curriculum grid and your transcript to make sure you are on the track you wish to be on.**

## Full Time Accelerated Program

***(1) SSW 764 Field Instruction 4***

***(2) PRACTICE COURSE: CHOSE A MAJOR METHOD, PRACTICE ELECTIVE OR A METHOD ELECTIVE***

***Major Method IV***

***SSW 724 Casework 4 (Each section has a different focus. Be sure to check the Schedule on the HCSSW website to be sure you are registering for the emphasis of interest to you.)***

***Practice Electives***

*SSW 748 Grantsmanship*

*SSW 796.58 Psychosocial Approaches to Chronic Mental Illness*

*SSW 796.60 Clinical Issues in SW Practice with Aged*

*SSW 796.61 Social Work Practice in Schools*

***(3) Second Method Electives (Be sure to take one you have not already taken in the past or for the requirement above)***

*SSW 735 Group Work 1 Elective for non-majors*

*SSW 747 Community Organization 1 Elective for non-majors*

*SSW 787 Supervision (Administration Elective for non-majors)*

**(4) SSW 752 Social Research 2** (Be sure to register for the same section and instructor as in the Fall)

**(5) SSW 780 Administration for Non-Majors**

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### **Work Study/OYR Accelerated Program**

**(1) SSW 768 One Year Residency Field Instruction**

**(2) Major Method SSW 723 Casework 3**

**(3) Second Method**

*SSW 735 Group Work 1 Elective for non-majors*

*SSW 747 Community Organization 1 Elective for non-majors*

*SSW 787 Supervision (Administration Elective for non-majors)*

**(4) SSW 752 Social Research 2** (Be sure to register for the same section and instructor as in the Fall)

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### **Bank Street Dual Degree**

**First year students**

Please consult your advisor

#### **Year 2 Students**

**(1) SSW 768 Field Practicum**

**(2) SSW 722 Social Casework II Course.**

**(3) SSW 712 Human Behavior and the Social Environment**

#### **Year 3 Students**

**(1) SSW 790-Professional Seminar on Tuesday, Wednesday and Friday**