

*HUNTER COLLEGE SCHOOL OF SOCIAL WORK  
Spring 2010 Registration TIPS*

*Spring 2010 registration is scheduled to begin on December 1, 2009  
Check your Hunter Email in the Coming Weeks 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, the Student Help Desk can be reached [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu) or by phone (212) 650-EMAIL (3624). You can also find the following help documents at <http://www.hunter.cuny.edu/icit/help-support/on-line-help-overview-your-cuny-portal-account>
  - Your CUNY Portal Account**
    - About the CUNY Portal ID
    - NetID vs. Portal ID: Which ID for what service?
    - Walkthrough: Activating your CUNY Portal ID (students)
    - Walkthrough: If you've forgotten your CUNY Portal ID or password
    - Walkthrough: Changing your CUNY Primary College/Role
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 **by November 25**. 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. **Identify alternative choices for each course (other than field practicum) that you must take.** Everyone will have the course requirements they need to

progress in their degree but it is possible that particular sections or electives may be oversubscribed. Check at the brief biosketches of adjuncts (under Spring 2010 Registration) and the full time faculty webpages to become familiar with people you might not know. Review exemplar course syllabi on *Informed Registration* which you can access via the College's searchable schedule. Review the descriptions of Policy electives (under Spring 2010 Registration). Please plan ahead for alternate choices.

### *During Registration*

6. *If you are closed out of a course section or professor you hoped for MAKE ANOTHER SELECTION.*
7. *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)*
8. *Don't be fooled by the SIMS waitlist—it does NOT put you on line for the course.*
9. *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 you want to be on the list for. You will receive an email if space becomes available. The email will tell you to register and ask you to email back and confirm you intend to. We are not able to register for you.*
10. *All overtallies are done through the waitlist mechanism. Please note that professors are not able to overtally their courses. This is only done through the waitlist.*

### *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 on other bursar related how-tos check out*

*<http://www.hunter.cuny.edu/bursar/how-do-i>*

*AVOID HAVING YOUR REGISTRATION 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 212-452-7133.

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

## 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.

- Please remember to register for Field Instruction

Consult your faculty advisor if you need additional help.

### If you are in: **You should register for** **First Year-Two Year Program**

<b>Course 1-Field</b>	<b>SSW 762</b> <b>Field Instruction 2</b>
<b>Course 2-HBSE</b>	<b>SSW 712</b> <b>Human Behavior and the Social Environment 2.</b>
<b>Course 3-Practice Lab</b>	<b>SSW 718</b> <b>Practice Lab 2</b> <i>It is expected that students will register for the same Lab (morning, afternoon or evening)section and instructor as in the Fall. However, students do not need special permission to register for a section at the same time with a different instructor. Such movement may displace other students.</i>
<b>Course 4-Method</b>	<b>Major Method I</b> <b>Register for your choice of one major method.</b> (The one you were accepted and placed in.) These are offered on Tuesdays (Clinical Practice also has two sections on Thursdays): SSW 721 Casework 1 (Clinical Practice 1) SSW 731 Group Work 1 SSW 741 Community Organization 1 SSW 781 Organizational Management and Leadership 1
<b>Course 5-Policy 2</b>	<b>Choice of one→SSW 702 series (702.10, 702.11, etc. OFFERED ON TUESDAYS( or Wednesdays).</b>  PH 770.21, PH 770.16, of DSAB 626 can be used to fulfill this requirement. See Policy Descriptions for more information.
	<b><u>Second Year-Two Year Program</u></b>
<b>Course 1-Field</b>	<b>SSW 764</b> <b>Field Instruction 4</b>
<b>Course 2-Method</b>	<b>MAJOR METHOD 3:</b> SSW 723 Casework 3 (Clinical Practice 3) SSW 733 Group Work 3

	SSW 743 Community Organization 3 SSW 783 Organizational Management and Leadership 3
<b>Course 3-Elective</b>	<b>Electives-Choose 1 from below</b> SSW 705.51 Latino Community and Social Work SSW 724 Casework 4-Cog/Beh SSW 724 Casework 4-Trauma SSW 724 Casework 4-Family Open to Clinical Practice Concentration Majors, others with permission of chair-Irene Chung SSW 734 Group Work 4 - The Purposeful Use of Activity in Social Group Work Practice Open to Group Work Concentration Majors, others with permission of chair-Dominique Steinberg SSW 748 Grantsmanship SSW 791.89 Perspectives on the Aging Process and Health SSW 792 SW Practice with Children & Adolescents 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 SSW 796.66 Political Advocacy and Social Work (CO 4) SSW 797.01 Clinical SW in Health Settings SSW 702.10-702.19 Policy Electives
<b>Course 4 Research</b>	<b>SSW 752 Social Research 2</b> (Be sure to register for the same section and instructor as in the Fall)
<b>Course 5 Prof. Seminar</b>	<b>SSW 790 Professional Seminar</b>

## One Year Residence Program Time Frame I

<b>Course 1-HBSE</b>	SSW 711 Human Behavior and the Social Environment 1. OFFERED ON TUESDAYS.
<b>Course 2-Practice Lab</b>	SSW 718 Practice Lab 2 It is expected that students will register for the same section and instructor as in the Fall. However, students do not need special permission to register for a section at the same time with a different instructor. Such movement may displace other students
<b>Course 3-Method</b>	<b>Major Method I</b> <b>Register for your choice of one major method. (The one you were accepted in.)</b> <u>One</u> of the following OFFERED ON TUESDAYS: SSW 721 Casework 1 SSW 731 Group Work 1 SSW 741 Community Organization 1 SSW 781 Administration 1

## One Year Residence Program Time Frame II

<b>Course 1-Field</b>	<b>SSW 768 One Year Residency Field Instruction</b>
<b>Course 2-Method</b>	<b>MAJOR METHOD 3:</b> SSW 723 Casework 3 (Clinical Practice 3) SSW 733 Group Work 3 SSW 743 Community Organization 3

	<i>SSW 783 Organizational Management and Leadership 3</i>
<b>Course 3-Research</b>	<b>SSW 752 Social Research 2</b> (Be sure to register for the same section and instructor as in the Fall)
<b>Course 4-Policy 2</b>	<p><b>Choice of one→SSW 702 series (702.10, 702.11, etc.</b> OFFERED ON TUESDAYS( or Wednesdays).</p> <p><b>PH 770.21, PH 770.16, of DSAB 626</b> can be used to fulfill this requirement. See Policy Descriptions for more information.</p>

	<p><b>Advanced Standing</b> Subject to variations depending on your personal path through the program.</p>
<b>Course 1-Field</b>	<b>SSW 764 Field Instruction 4</b>
<b>Course 2-Methods</b>	<p><b>MAJOR METHODS COURSE</b> SSW 723 Casework 3 SSW 743 Community Organization 3</p>
<b>Course 3-Elective</b>	<p><b>Electives-Choose 1 from below</b> SSW 705.51 Latino Community and Social Work SSW 724 Casework 4-Cog/Beh SSW 724 Casework 4-Trauma SSW 724 Casework 4-Family Open to Clinical Practice Concentration Majors, others with permission of chair-Irene Chung SSW 734 Group Work 4 - The Purposeful Use of Activity in Social Group Work Practice Open to Group Work Concentration Majors, others with permission of chair-Dominique Steinberg SSW 748 Grantsmanship SSW 791.89 Perspectives on the Aging Process and Health SSW 792 SW Practice with Children &amp; Adolescents 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 SSW 796.66 Political Advocacy and Social Work (CO 4) SSW 797.01 Clinical SW in Health Settings SSW 702.10-702.19 Policy Electives</p>
<b>Course 4-Research</b>	<b>SSW 752 Social Research 2</b> (Be sure to register for the same section and instructor as in the Fall)
<b>Course 5-Professional Seminar</b>	<b>SSW 790 Professional Seminar</b>

### 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.** Items with asterisks may have been taken previously or could be taken in summer.

### **Accelerated Full Time**

<b>Course 1-Field</b>	<b>SSW 764 Field Instruction 4</b>
<b>Course 2-Method</b>	<b>SSW 723 Casework 3 (Clinical Practice 3)</b>
<b>Course 3-Policy 2*</b>	<p><b>Choice of one→SSW 702 series (702.10, 702.11, etc. OFFERED ON TUESDAYS( or Wednesdays).</b></p> <p>PH 770.21, PH 770.16, of DSAB 626 can be used to fulfill this requirement. See Policy Descriptions for more information.</p>
<b>Course 4-Elective*opt</b>	<p><b>Electives-Choose 1 from below</b></p> <p>SSW 705.51 <i>Latino Community and Social Work</i></p> <p>SSW 724 <i>Casework 4-Cog/Beh</i></p> <p>SSW 724 <i>Casework 4-Trauma</i></p> <p>SSW 724 <i>Casework 4-Family</i></p> <p><i>Open to Clinical Practice Concentration Majors, others with permission of chair-Irene Chung</i></p> <p>SSW 734 <i>Group Work 4 - The Purposeful Use of Activity in Social Group Work Practice</i></p> <p><i>Open to Group Work Concentration Majors, others with permission of chair-Dominique Steinberg</i></p> <p>SSW 748 <i>Grantsmanship</i></p> <p>SSW 791.89 <i>Perspectives on the Aging Process and Health</i></p> <p>SSW 792 <i>SW Practice with Children &amp; Adolescents</i></p> <p>SSW 796.58 <i>Psychosocial Approaches to Chronic Mental Illness</i></p> <p>SSW 796.60 <i>Clinical Issues in SW Practice with Aged</i></p> <p>SSW 796.61 <i>Social Work Practice in Schools</i></p> <p>SSW 796.66 <i>Political Advocacy and Social Work (CO 4)</i></p> <p>SSW 797.01 <i>Clinical SW in Health Settings</i></p> <p>SSW 702.10-702.19 <i>Policy Electives</i></p>
<b>Course 5-Research</b>	<b>SSW 752 Social Research 2 (Be sure to register for the same section and instructor as in the Fall)</b>

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

<b>Course 1-Field</b>	<b>SSW 768 One Year Residency Field Instruction</b>
<b>Course 2-Method</b>	<b>SSW 723 Casework 3</b>
<b>Course 3- Policy 1 or Policy 2 for those who have already taken Policy 1*</b>	<p><b>SSW 701 <u>or</u> for those who have already taken 701</b></p> <p><b>Choice of one→SSW 702 series (702.10, 702.11, etc. OFFERED ON TUESDAYS or WEDNESDAYS).</b></p> <p>PH 770.21, PH 770.16, of DSAB 626 can be used to fulfill this requirement. See Policy Descriptions for more information.</p>

**Course 4-Research**

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

**Bank Street Dual Degree  
Year 1 students**

**Course 1 Policy 1**

**SSW 701-Social Policy 1**

**Year 2 Students**

**Course 1-Field**

SSW 768 Field Practicum

**Course 2-Method**

SSW 723 Social Casework 3

**Course 3-Policy 701 or 702**

SSW 701 Social Policy 1 or if 701 is already complete→**Choice of one→SSW 702 series (702.10, 702.11, etc.** OFFERED ON TUESDAYS( or Wednesdays).

PH 770.21, PH 770.16, of DSAB 626 can be used to fulfill this requirement. See Policy Descriptions for more information.

**Course 4-Elective****Electives-Choose 1 from below**

SSW 705.51 *Latino Community and Social Work*

SSW 724 *Casework 4-Cog/Beh*

SSW 724 *Casework 4-Trauma*

SSW 724 *Casework 4-Family*

*Open to Clinical Practice Concentration Majors, others with permission of chair-Irene Chung*

SSW 734 *Group Work 4 - The Purposeful Use of Activity in Social Group Work Practice*

*Open to Group Work Concentration Majors, others with permission of chair-Dominique Steinberg*

SSW 748 *Grantsmanship*

SSW 791.89 *Perspectives on the Aging Process and Health*

SSW 792 *SW Practice with Children & Adolescents*

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*

SSW 796.66 *Political Advocacy and Social Work (CO 4)*

SSW 797.01 *Clinical SW in Health Settings*

SSW 702.10-702.19 *Policy Electives*

**Year 3 Students**

**Course 1-Prof Sem**

SSW 790-Professional Seminar on Tuesday, Wednesday and Friday

**Course 2**

Review your grid and transcript and identify any missing course (SSW 702 is most likely).  
**Consult your advisor.**