CSSW REGISTRATION GUIDE SUMMER 2016

Tips, hints, and quick hits to help you navigate the Summer registration process.
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Summer 2016 Registration
The following information will help you navigate the CSSW registration process.

INTRODUCTION
The CSSW Registration Handbook provides information about appointment times, registration dates and protocol, and required courses for which students must register.

While this Handbook is meant to aid you as you register for classes, we encourage you to speak to your academic advisor and the Office of Student Services about course requirements and your anticipated course schedule.

REGISTRATION RESOURCES
The Registration Information webpage provides students with a variety of registration information and resources, including links to:

- Directory of Classes
- Box Schedule
- Course Descriptions (page 135)

STUDENT SERVICES ONLINE
Student Services Online (SSOL) is the internet portal to your student account, registration, and billing. Via SSOL, you are able to access personal and academic information, including your account balance, Degree Audit Report, course schedules, academic profile and registration appointment times.

All self-registration for Summer 2016 courses must be conducted through SSOL, logging in using your UNI and network password.

Along with reviewing your program’s Study Plan (click here for Dual Degree Study Plans) and consulting with your Academic Advisor, you should review the available information on your academic record prior to planning your course schedule for Summer 2016. Using SSOL, you will be able to view the following:

- Academic Profile
- Degree Audit Report
- Grades and Registration Status
- Holds
- Registration
- Student Schedule
- Registration Appointments

REGISTRATION APPOINTMENT TIMES
Registration for the Summer semester opens at the same time for all students, 9:30am
Summer 2016 Registration: “Quick Hits”

- **Registration for ALL students via SSOL begins:**
  Monday, March 21st

- **The Add/Drop periods will be held:**
  Monday, March 21st to Friday, March 25th and Monday, May 23rd to Friday, May 27th

- **Classes & Field Education begin:**
  Monday, May 23rd

- **The last day to withdraw from classes with a full refund:**
  Friday, May 27th

- **Six-week classes (held two days per week) end:**
  Wednesday, June 29th (for M/W classes) and Thursday, June 30th (for T/R classes)

- **Ten-week classes (held one day per week) end by:**
  Friday, July 29th

- **Field Instruction ends:**
  Friday, July 29th

- **The Summer 2016 course schedule is available online at:**

- **Registration information and links can be found at:**
  [http://socialwork.columbia.edu/current-students/registration-information/](http://socialwork.columbia.edu/current-students/registration-information/)

- **To register online for courses, you will need to:**
  1. Login to [Student Services Online](http://www.columbia.edu/cu/bulletin/uwb/sel/) using your UNI and network password, during your designated appointment times (the first appointment time for all students is 9:30 a.m. Monday, 5/23).
  2. Obtain the 5-digit call number for each course.
  3. Click “Registration”
  4. Jump in
Please carefully review the information and resources provided on these pages prior to registering for classes!

You are responsible for enrolling into the correct course(s) and ensuring that you have met any and all pre-requisites prior to enrollment.

**FAILURE TO REGISTER PROPERLY**, based on program requirements, will result in the **Office of Student Services** correcting your registration by dropping and/or adding required courses based on available seats. You will not have an opportunity to make changes to your schedule after your final registration appointment. Please note that these schedule corrections may happen at any time during registration or even after the add/drop period has ended.

Students plan their programs in accordance with the policies and requirements described in the **CSSW Student Handbook** and the **Field Education Manual**. The first year of study is prescribed by required practice and background courses that form the foundation for advanced study in the second year. All students are encouraged to plan their program with their advisor.

Students also are encouraged to consult with their academic advisor about issues or questions relating to any and all requirement(s), including the selection of method area concentration and field of practice. **Students are responsible for tracking and meeting all degree requirements.**

**STUDENTS ANTICIPATING ENTERING T6020 2nd YEAR FIELD EDUCATION IN THE FALL 2016 TERM:**

You must complete **ALL** required background and “first-year” direct practice courses by the end of the Summer 2016 term. You will not be permitted to begin T6020 2nd Year Field Education until these courses have been completed.

**FINANCIAL AID NOTE:** You must register for a **minimum of six (6) credits per term** in order to qualify for federal financial aid. Questions about financial aid should be directed to: **swfinaid@columbia.edu**.
16 Month Program Students (in T6010 Field Education)

YOU WILL BE REGISTERED FOR:
- T6010 Field Education (2nd semester) – 4.5 Credits

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:
- T660B Human Behavior and the Social Environment B – 1.5 Credits (1st 5-Week Session)
- T660B Human Behavior and the Social Environment B – 1.5 Credits (2nd 5-Week Session)
  (You must register for ONLY ONE section in EACH 5 week period: 5/23 – 6/24 & 6/27 – 7/29)
- T7102 Direct Practice with Individuals, Families, & Groups - 3.0 credits
- T7103 Advocacy in Social Work Practice - 3.0 credits

Note: The Summer term is the final opportunity to take these classes. You will not be permitted to begin your final year in the Fall if you have not taken T6801, T6501, T660A, T660B, T7100, T7102, AND T7103.

Extended & Reduced Residency Program Students (NOT in T6010 Field Education or T6011 Field Seminar)

YOU SHOULD REGISTER FOR:
- T660B Human Behavior and the Social Environment B – 1.5 Credits (1st 5-Week Session)
- T660B Human Behavior and the Social Environment B – 1.5 Credits (2nd 5-Week Session)
  (You must register for ONLY ONE section in EACH 5 week period: 5/23 – 6/24 & 6/27 – 7/29)
- T6501 – 3.0 Credits (if not already completed)

Extended Program Students (in T6010 Field Education)

YOU WILL BE REGISTERED FOR:
- T6010 Field Education (2nd semester) – 4.5 Credits

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:
- T7102 Social Work Direct Practice II - 3.0 credits
- T7103 Advocacy in Social Work Practice - 3.0 credits
- Any background courses that you have not yet taken: T6501 – 3.0 Credits, (2) T660B – 3.0 Credits

Note: The Summer term is the final opportunity to take these classes. You will not be permitted to begin your final year in the Fall if you have not taken T6501, T660B, T7102, AND T7103.

Reduced Residency Program Students (in T6011 Field Seminar)

YOU SHOULD REGISTER FOR THE FOLLOWING COURSE (if you have not already taken this course):
- T7103 Advocacy in Social Work Practice - 3.0 credits
Any background courses that you have not yet taken: T6501 – 3.0 Credits, (2) T660B – 3.0 Credits

Note: The Summer term is the final opportunity to take these classes. You will not be permitted to begin your final year in the Fall if you have not taken T6801, T6501, T660A, T660B, T7100, T7102, AND T7103.

5-Term International Program Students (in T6010 Field Education)

YOU WILL BE REGISTERED FOR:
- T6010 Field Education (2nd semester) – 4.5 Credits

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:
- T7102 Social Work Direct Practice II - 3.0 credits
- T7103 Advocacy in Social Work Practice - 3.0 credits
- Any background courses that you have not yet taken: T6501 – 3.0 Credits, (2) T660B – 3.0 Credits

Note: The Summer term is the final opportunity to take these classes. You will not be permitted to begin your final year in the Fall if you have not taken T6801, T6501, T660A, T660B, T7100, T7102, AND T7103.

Reduced Residency Program (in T6020 Field for 4 credits)

YOU WILL BE REGISTERED FOR:
- T6020 Field Education - 4.0 credits

Note: You need a minimum of 60 cumulative credits to graduate. You should register for any remaining electives.

Important Hints, Tips, and Warnings

- INSTRUCTORS DO NOT HAVE THE AUTHORITY TO ADD YOU INTO A FULL COURSE.
- You may only register during your SSOL “Registration Start Time” (your appointment window).
- HOLDs: If ANY type of hold exists on your student account, you will be BLOCKED from any online course registration until ALL holds are cleared. You may sign into SSOL to identify any holds in order to take the appropriate steps to clear them.
- You can access your student information online via SSOL. You should review the available information on your academic records prior to planning your course schedule for Summer 2015. Via SSOL, you will be able to view the following:
  - Holds
  - Local and permanent address
  - Academic Profile
  - Degree Audit Report
If you are unsure what courses are required or what courses you must take, please review your program’s Study Plan (click here for Dual Degree Study Plans). You may also consult your advisor, as one of their primary responsibilities is to assist you with course planning.

All first-year requirements MUST BE COMPLETED IN THE FIRST YEAR. You will not be permitted to begin your final year of Field Education (T6020) in the Fall 2016 term if you have not completed all first-year required background and practice courses.

You must register for a minimum of six (6) credits of eligible coursework per term in order to qualify for federal financial aid.

If you’ve waived out of a course (by exam ONLY):
  o T6501: Students who have waived T6501 Social Work Research must take an elective course either in the summer session or during your second year. (This does NOT have to be a research-related course.)
  o T6801: Students who have waived T6801 Social Welfare Policy must take a policy-related elective course either at the School of Social Work, or one of the other Columbia graduate-school programs.

Failure to register properly based on your program requirements will result in the Office of Student Services correcting your registration by dropping and/or adding required courses based on available seats. Please note that these schedule corrections may happen at any time during registration or even after the add/drop period has ended.
## Registration Worksheet

*Use the following table to plan your Summer 2016 Schedule*

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<td>9-10 A.M.</td>
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<td>10-11 A.M.</td>
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<td>11 A.M. - 12 P.M.</td>
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<td>8-9 P.M.</td>
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