

CSSW REGISTRATION GUIDE SPRING 2017

Tips, hints, and quick hits to help you navigate the Spring registration process.

Table of Contents

SPRING 2017 REGISTRATION	3
INTRODUCTION	3
REGISTRATION RESOURCES	3
STUDENT SERVICES ONLINE	3
SPRING 2017 REGISTRATION: “QUICK HITS”	4
FIRST-YEAR STUDENTS (IN T6010 FIELD EDUCATION)	6
EXTENDED & REDUCED RESIDENCY STUDENTS (NOT IN T6010 FIELD EDUCATION OR T6011)	6
EXTENDED STUDENTS (IN T6010 FIELD EDUCATION).....	6
REDUCED RESIDENCY STUDENTS (IN T6011 FIELD SEMINAR)	6
5-TERM INTERNATIONAL STUDENTS (ENTERING T6010 FIELD EDUCATION).....	7
SEA MANAGEMENT FELLOWS.....	7
ACCELERATED POLICY (IN T6010 FIELD EDUCATION).....	7
DUAL DEGREE (SIPA, PUBLIC HEALTH, ARCHITECTURE, BUSINESS)	7
DUAL DEGREE (UTS, JTS, LAW SCHOOL, BANK STREET)	8
IMPORTANT HINTS, TIPS, AND WARNINGS	8
REGISTRATION WORKSHEET.....	10

Spring 2017 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 Spring 2017 courses must be conducted through SSOL, logging in using your UNI and 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 Spring 2017. 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

The University Registrar's Office randomly assigns appointment times to each student in one of three appointment time "groups": *morning, mid-afternoon, or late-afternoon*. Each term you

will be assigned an appointment time in one of the 3 groups, rotating between them, until you have had an assigned time in each group of appointments. For example, if you are assigned a morning (9:30am) appointment time this term, for the next two terms you will be placed in either the mid-afternoon group (12:30pm) or the late-afternoon group (3:30pm). To determine your registration appointment times, visit [Student Services Online \(SSOL\)](#).

Spring 2017 Registration: “Quick Hits”

- **SSOL registration dates:**
 - Thursday, December 1st:** Students with special field days; Online Campus students
 - Friday, December 2nd:** Students with special field days; Online Campus students

 - Monday, December 5th:** Second-year & all graduating students; PhD students

 - Tuesday, December 6th:** All other students

 - Wednesday, December 7th:** Registration open to ALL Students
 - Thursday, December 8th:** Registration open to ALL Students
 - Friday, December 9th:** Registration open to ALL Students

- **The Add/Drop periods will be:**
 - Initial period** – December 7th to December 9th
 - Final period** – January 9th to January 27th (M – F, excluding all holidays & weekends)

- **Field Education begins:**
 - Wednesday, January 4th Continuing students

- **Classes will begin:**
 - Tuesday, January 17th

- **The last day to drop courses without penalty (for full refund):**
 - Friday, January 27th

- **The Spring 2017 course schedule is available online at:**
 - http://www.columbia.edu/cu/bulletin/uwb/sel/SOCW_Spring2017.html

- **Registration information and links can be found at:**
 - <http://socialwork.columbia.edu/current-students/registration-information/>

- **To register online for courses, you will need to:**
 - 1). Login to [Student Services Online](#) using your UNI and network password, during your designated 2 hour appointment window.
 - 2). Have each preferred course’s 5-digit call number
 - 3). Click on “Registration”
 - 4). Beat the crowd!

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 online until the add/drop period begins the first week of classes. 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 2017 TERM:

You must complete **ALL** required background and “first-year” direct practice courses by the end of the Summer 2017 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 financial aid. Questions about financial aid should be directed to: swfinaid@columbia.edu.

First-Year Students (in T6010 Field Education)

YOU WILL BE REGISTERED FOR:

- T6010 Field Education (2nd term)

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:

- T660B Human Behavior and the Social Environment B (you must register for only one section in each 7 week period)
- T6501 Social Work Research (if not waived nor taken in the Fall)
- T7102 Direct Practice with Individuals, Families, & Groups
- T7103 Advocacy in Social Work Practice
- T7902 Legal Foundations II (Law Minors only)

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

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:

- T660B Human Behavior and the Social Environment B (you must register for only one section in each 7 week period)
- Any background courses that you have not yet taken: T6501*, T6801**, T660B***

Extended Students (in T6010 Field Education)

YOU WILL BE REGISTERED FOR:

- T6010 Field Education

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:

- T7102 Direct Practice with Individuals, Families, & Groups
- T7103 Advocacy in Social Work Practice
- Any background courses that you have not yet taken: T6501*, T6801**, T660B***

Reduced Residency Students (in T6011 Field Seminar)

YOU WILL BE REGISTERED FOR:

- T6011 Field Instruction Seminar (2nd term)

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:

- T7102 Direct Practice with Individuals, Families, & Groups
- T7103 Advocacy in Social Work Practice (may also be taken in Summer 2017 term)
- Any background courses that you have not yet taken: T6501*, T6801**, T660B***

* Students who've waived **T6501** must take an elective in lieu of the course.

Students who've waived **T6801 must take a higher-level policy elective in lieu of that course

***Students taking **T660B** must register for only one section in each 7 week period

5-Term International Students (entering T6010 Field Education)

YOU WILL BE REGISTERED FOR:

- T6010 Field Education (1st term)
- T6007 Immersion Seminar
- T7100 Foundation of Social Work Practice

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:

- T660B Human Behavior and the Social Environment B (you must register for [only one section in each 7 week period](#))
- T6501 Social Work Research* (if not taken in the Fall 2015)

SEA Management Fellows

YOU SHOULD REGISTER FOR:

- T6009 Advanced Research Methods & Statistics for SEA (and corresponding Lab section)
- T7126 Community Organizing (mini-course, section 009 OR section 013)

YOU MAY REGISTER FOR THE FOLLOWING COURSE:

- T6416 Program Evaluation in Social Services

Accelerated Policy (in T6010 Field Education)

YOU WILL BE REGISTERED FOR:

- T6010 Field Education (2nd term)
- T6009 Advanced Research Methods & Statistics (and corresponding Lab section)
- T7812 Macroeconomics and Policy Analysis II (and corresponding Lab section)

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:

- T7102 Direct Practice with Individuals, Families, & Groups (3-hour course)
- T7103 Advocacy in Social Work Practice

Dual Degree (SIPA, Public Health, Architecture, Business)

YOU WILL BE REGISTERED FOR:

- T6010 Field Education (2nd term)

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:

- T660B Human Behavior and the Social Environment B (you must register for [only one section in each 7 week period](#))
- T7102 Direct Practice with Individuals, Families, & Groups (3-hour course)
- T7103 Advocacy in Social Work Practice
- Any required background courses that you have not yet taken: T6801**

***Students who've waived T6801 must take a higher-level policy elective in lieu of that course*

Dual Degree (UTS, JTS, Law School, Bank Street)

YOU WILL BE REGISTERED FOR:

- T6010 Field Education (2nd term)

YOU SHOULD REGISTER FOR THE FOLLOWING COURSES:

- T7102 Direct Practice with Individuals, Families, & Groups (3-hour course)
- T7103 Advocacy in Social Work Practice
- Any background courses that you have not yet taken: T6501*, T6801**

** Students who've waived T6501 must take an elective in lieu of the course.*

***Students who've waived T6801 must take a higher-level policy elective in lieu of that course*

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 Spring 2017. Via SSOL, you will be able to view the following:
 - Holds
 - Local and permanent address
 - Grades and Registration Status
 - Registration
 - Academic Profile
 - Degree Audit Report
 - Registration Appointments and PIN
 - Schedule
- 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 2017 term if you have not completed all first-year required background and practice courses.
- You must register for a **minimum of six (6) credits** per term in order to qualify for financial aid.
- If you’ve waived out of a course (by exam **ONLY**):
 - **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.)

- **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**. You will not have an opportunity to make changes to your schedule online until add/drop in mid-January. 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 Spring 2017 Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9-10 A.M.				
10-11 A.M.				
11 A.M. -12 P.M.				
12-1 P.M.				
1-2 P.M.				
2-3 P.M.				
3-4 P.M.				
4-5 P.M.				
5-6 P.M.				
6-7 P.M.				
7-8 P.M.				
8-9 P.M.				