

**BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK  
ONLINE PROGRAM**

**REGISTRATION GUIDE  
STUDENTS ENTERING SPRING 2020**

**Welcome to Boston University School of Social Work**

This registration guide contains a variety of information which will assist you in preparing for your first semester in the program.

**I. Important Resources for Incoming Students**

- [BUSSW Incoming Students Information](#) (all BUSSW Student Information)
- [Online Program Incoming Students Information](#) (Online Program only)
  - [Online Campus](#)
  - [BUSSW Online Information Central](#)
  - [Important Dates](#)
  - [Request for Transfer Credit Form](#)

**II. BU LOGIN ACCOUNT SETUP**

You will receive an email with information on how to set up your BU Login and Kerberos password. This will give you access to Student Link, the registration portal and the Online Campus. Should you need any additional assistance with this process please contact:

- **Shelby Harvey, Sr. Faculty & Student Support Administrator** [shelbylh@bu.edu](mailto:shelbylh@bu.edu)

**III. REVIEW YOUR PROGRAM PLAN**

Please be sure to review your program plan prior to registration and click on the appropriate link below according to your major and track to access your program plan:

- [Spring 2020 Cohort Program Plan – HSE Clinical](#)
- [Spring 2020 Cohort Program Plan – HSE Macro](#)
- [Spring 2020 Cohort Program Plan – Traditional Track Clinical](#)
- [Spring 2020 Cohort Program Plan – Traditional Track Macro](#)
- [Spring 2020 Cohort Program Plan – Advanced Standing -Clinical](#)
- [Spring 2020 Cohort Program Plan – Advanced Standing – Macro](#)

➤ **PROGRAM PLANS & ADJUSTMENTS**

Students follow a standard program plan to ensure the completion of the requirements for the MSW degree. Program plans will vary depending on your major (clinical or macro), your track: Traditional Track (TT), Human Service Experience (HSE) or Advance Standing (AS) and semester of entrance.

- ✓ **Program plans are** accessible via the OLP website on the [Information Central](#) page under *Curriculum and Program Plans* tab at <http://www.bu.edu/ssw/entering-cohort-program-plans/>  
Please be sure to retain a copy of your program plan for your records and use it as guide when registering for courses. Your First Semester Advisor will review your program plan with you.
  
- ✓ **Program Plans – Adjustments**  
Adjustments to program plans may be made as needed, for a number of reasons including when a student receives transfer credit, requests pre-approval to take a course outside of BU, drops a course, or takes a leave of absence (LOA). Any variation from the program plan requires written pre-approval from OLP Administration and this request can be made through the [Revised Program Plan Request Form](#).
  
- **Accessing Course Descriptions**  
Please go to <http://www.bu.edu/academics/ssw/courses>
  
- **Academic Semester**  
There are three semesters in an academic year (Fall, Spring and Summer). Each semester consists of two sessions (e.g. Fall 1 and Fall 2). Courses run for 7 weeks with the exceptions of CP770, CP771, and CP772, which run for 5 weeks.

#### IV. REGISTRATION

The [Student Link](#) gives access to a number of functions including registration, transcript information, update of personal information, and tuition payment. Please use your login and Kerberos password to access the Student Link.

Each semester, you will receive a registration memo which provides information on how to register for courses, add/drop courses, important dates, and important contact information. Please be sure to register for courses as soon as the registration portal is open to ensure enrollment in your preferred live classroom section times.

**To ensure that you are fully prepared for the upcoming semester, please register *for courses, including IS 100, by December 18, 2019.***

##### **How to Register**

- Log into the Student Link: [www.bu.edu/studentlink](http://www.bu.edu/studentlink)
- Click on 'Academics.' -> 'Registration.' -> Spring 2020 -> 'Reg Options' -> 'Register for Classes'
- Enter the course information: (college) SSW; (department) WP; (course number) 700; (section ie 01)
- Click 'Add Class to Schedule'

##### **PLEASE NOTE:**

When you register for a course you choose a specific section time for the Live Classroom and this information is listed on the Notes column on the far right of the registration screen. For example, when you select CP809 01 you will be enrolled in the CP809 course on Sunday 7-8 PM EST Live Classroom session.

## UNIVERSITY CLASS SCHEDULE - REPORT

Semester: Fall 2015 Search by: Class Number

Class	Title /Instructor	Cr Hrs	Type	Open Seats	Bid Room	Day	Start	Stop	Notes
Sections O1-O4 are Fall 1 Courses. Run from 09/01/15- 10/19/15.									
<a href="#">SSW_CP809_01</a>	Alc& Drug Abuse Amodeo	3.0	Independent	13			Arranged <a href="#">Sep 1 - Oct 19</a>		Live Classroom mts Sundays 07:00-08:00 PM EST. OLP Only. <b>Permission Required</b> On-line course
<a href="#">SSW_CP809_02</a>	Alc& Drug Abuse Amodeo	3.0	Independent	13			Arranged <a href="#">Sep 1 - Oct 19</a>		Live Classroom mts Sundays 08:00-09:00 P EST. OLP Only. <b>Permission Required</b> On-line course

**Registration Assistance**

- SSW Registrar at [swreg@bu.edu](mailto:swreg@bu.edu) or by phone at (617) 353-2221

**V. STUDENT ACCOUNTS & PAYMENT**

After registering, you will receive a tuition bill from [Student Accounts](#). Please contact the **Student Accounting Office** at 617-353-2264 with any questions regarding your bill. For additional resources such as payment options, payment deadlines and late fees please go to the [Student Accounts](#) webpage.

Once you have a BU login and Kerberos password you can check the status on of your account and pay your bill via [Student Link](#).

**➤ TUITION & FINANCIAL AID**

Financial Aid questions should be directed to our Financial Aid Team at [sswfa@bu.edu](mailto:sswfa@bu.edu). The [SSW Financial Aid page](#) provides information on the financial aid process, forms, and deadlines.

- Tuition is **\$850 per credit**
- \$60 part-time graduate student service fee per semester

**PLEASE NOTE:**

- ✓ In order to be eligible for financial aid you must be registered for at least six credits per semester.
- ✓ Federal loans are finalized after registration and you will receive additional financial aid information after registration.

**VI. DROPPING OR WITHDRAWING FROM COURSES**

Dropping or withdrawing from courses may have an impact on your program status and on your eligibility for financial aid.

**Before dropping course(s)**

- ✓ Pay close attention to the Add/Drop deadlines to avoid fees and tuition obligations.
- ✓ Registration and other fees are non-refundable as of the first day of the semester.
- ✓ Students can drop a course by the drop deadlines for possible reversal of charges.
- ✓ After the drop course deadline, students can withdraw from a course. Withdrawing from a course means the course will remain on the student's transcript as a "W". Withdrawn students will not be eligible for a refund and will be required to pay for courses.

**PLEASE NOTE:**

Students taking a leave of absence or withdrawing from the program, must complete an official [Withdrawal/Leave of Absence Form](#). Please be sure to submit the appropriate paperwork by the withdrawal deadline to ensure that you are not charged or graded for a course that you did not take.

To view important deadlines including the **last day for 100% Tuition reimbursement** and **last day for withdrawing** from courses please view: <http://www.bu.edu/online/course-schedule/important-dates/index.html>.

- Prior to dropping a course, contact our **Financial Aid Team at [sswfa@bu.edu](mailto:sswfa@bu.edu)** to discuss Federal Stafford Loan obligations and any implications that may occur when dropping a course.
- Notify the OLP Team at [sswolp@bu.edu](mailto:sswolp@bu.edu) to discuss your intentions and to revise your program plan.
- Inform your course instructor, facilitator, and advisor about your plan.
- Log onto Student Link to drop or withdraw from the course(s).

### **How to drop a class**

- Go to [www.bu.edu/studentlink](http://www.bu.edu/studentlink)
- Go to "Academics" -> "Registration" -> "Reg Options" -> "Drop Class"
- Using the checkboxes, mark each class you wish to drop and then click on "Drop Marked Classes"

For additional assistance please contact [swreg@bu.edu](mailto:swreg@bu.edu)

## **VII. ONLINE PROGRAM CALENDAR**

### **ONLINE PROGRAM CALENDAR**

#### **Spring 2020 Semester**

January 21	First day of Spring 1 Classes
February 17	Holiday: Classes follow course schedule
March 9	Last day of Spring 1 Classes
March 17	First day of Spring 2 classes
April 20	Holiday: Classes follow course schedule
May 4	Last day of Spring 2 classes

#### **Summer 2020 Semester**

May 12	First day of Summer 1 classes
May 25	Holiday, Classes follow course schedule
June 29	Last day of Summer 1 classes
July 4	Holiday: Classes follow course schedule
July 7	First day of Summer 2 classes
August 24	Last day of Summer 2 classes

*The University, in scheduling classes on religious holidays, intends that students observing those holidays be given ample opportunity to make-up the work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet their classes or for canceled classes to be rescheduled. This calendar is subject to change.*