

**From:** UW SOCIAL WORK STUDENT SERVICES  
**Sent:** Friday, February 02, 2018 2:35 PM  
**To:** sswmswday@uw.edu  
**Subject:** Spring 2018 Registration Information

Hello MSW Day and Advanced Standing Students,

**Priority registration starts on Friday, February 9 at 6:00am.** If you are required to take a course, we encourage you to register during your priority registration as soon as possible. Beginning February 26th, we are permitting students in other concentrations and first-year students to register for some courses.

**Please refer to the attached tables which indicate when students are eligible to register for required and elective courses based on their concentration and year.** In general, students closer to graduation get into courses first, followed by first year students on a space-available basis. This means that most first year students will need to waitlist for the classes in which they are interested, but please know that we have usually been able to get most students into courses that they want/need.

**Period 2 registration will open on February 26, 2018 at midnight (12:00am) and waitlists will open a minute past midnight (at 12:01 am) on that same day.** All waitlist requests must be submitted through our survey at the bottom of the [registration webpage](#). We are able to extend offers into courses for over 80% of waitlist requests that we receive. We maintain waitlists based on concentration, year and then followed by timestamp. Any requests for classes received by email will be deleted. If a class for which you were eligible to register closes, then you will need to submit a waitlist request at that time. Do NOT email instructors seeking space in a Soc W class.

[Visual Program Models of Study \(degree checklists\) can be found here](#)

You can also run a degree audit online through [MyPlan](#). If you see something that doesn't look right, please email Lin at [linm@uw.edu](mailto:linm@uw.edu).

**1<sup>st</sup> Year Day Students:**

- You will take Soc W 506, 513, 524 (4 credits), and an elective is recommended.
- You are required to continue with the same letter section of Soc W 506 in spring that you are registered for Soc W 505 this quarter. (i.e. If you are taking Soc W 505B in winter then you will register for Soc W 506B for spring). Soc W 512 and 513 are NOT a series, so you may select any section of 513 that has space.
- Although you have declared your intended concentrations for next year in [STAR](#), you will not be receiving priority registration based on concentrations until registration for Autumn 2018, which is when you start the advanced curriculum.

**2<sup>nd</sup> Year Day and Advanced Standing Students will take:**

- APP: Soc W 551 (Spring) if you are not in Soc W 561 this winter, 5-6 credits of 525, and 1-2 electives.

- CYF: Soc W 531 or 533 is required if you haven't taken Soc W 531 or 532 previously, 5-6 credits of 525, and you also may still need at least one elective.
- MG: Soc W 546, 525 for 5-6 credits, and 1-2 electives.
- MH, HP, CCIP: Soc W 525 for 5-6 credits and 1-2 electives.

\*\* 2<sup>nd</sup> Year Day students must complete 5 credits of advanced practicum while Advanced standing must complete 6 credit of advanced practicum.\*\*

**Office hours for Registration Q&A** with Kelly Hoeft, MSW Adviser. Kelly will be hosting a virtual drop-in session on [Wednesday, February 7, 2018 between 8-9pm \(click here to access the virtual session\)](#) to answer any questions that you may have regarding registration. For the virtual session, students are not required to have a webcam and/or microphone. Students will be able to post questions in a discussion box that is visible to all students who log in. If you have individual questions, please email Kelly ([hoefk05@uw.edu](mailto:hoefk05@uw.edu)) and she can address them. She's also available to discuss registration questions or other concerns next week (either in-person, phone, or video chat).

**Helpful tips to ensure a smooth registration:**

- Make sure you are compliant with immunizations.
- Check to make sure you don't have any registration holds and if you do, clear up holds a week prior to when registration begins.
- We recommend that students use the MyUW Registration tab as opposed to MyPlan for registering. From past students, we've heard that students tend to have a harder time registering with MyPlan.
- Complete "Insurance and Optional Charges" and "Change of Address" for the current quarter. Even if you don't have anything to change in the address section, you must hit the "Submit" button.
- Review and receive a refresher on the procedures, please visit [here](#).
- Class enrollments are only updated once per day on the Soc W page which lists all of the classes. You can check enrollments in real time by clicking on the link for "Enrollment Summary" (Box in the top right hand corner) or on the SLN link from the individual Soc W class listings.

**Tuition Exempt Students:** This applies to UW or state-employees who plan on using their employee benefit to register for classes. You **MUST** submit a waitlist request indicating your required classes and electives (as well as any preference in sections, if applicable) between February 26-March 14, 2018. You are guaranteed space in required coursework AND we need you to tell us which classes you plan on taking. We cannot guarantee space in preferred sections/electives but we will do what we are able to do to accommodate your requests.

**Other Registration Notes:**

- Soc W 598L is not recommended for first-year day students as there will be overlap in course content with the revised Soc W 511 offered in Winter 2018.
- The UW Time Schedule offers a “Subscribe to seat notification” feature, which simply notifies you when a class has a space available. Since we use the waitlists to manage Day sponsored advanced classes and electives, if a space does become available, we will offer those spots to students on the waitlist. The notifications do not guarantee space in a course.
- **Elective Credits:** Students are eligible to take 3 graduate credits (500-level) outside of the department as elective credits that count towards their MSW degree. After the first 3 credits, any additional credits outside the MSW program must be approved by the Program Director in order to satisfy MSW elective degree requirements. Please email Lin, [linm@uw.edu](mailto:linm@uw.edu), with those requests after you register. Additional practicum credits may not count toward your elective requirement. Although you should talk to your Field Faculty if you want to complete more hours. [UW Time Schedule](#) indicates the entire campus course offerings. For courses outside the department, you will need to work with that department to determine whether or not you’ll need an entry code and get it from them.
- **Independent Studies (Soc W 599, 600 and 700):**
  - Independent study (599) information and forms can be found and completed in [STAR](#). Students may complete up to 3 credits in Soc W 599 for their elective requirements.
  - For Soc W 600 and 700, please email [linm@uw.edu](mailto:linm@uw.edu) for further information.
- **Practicum credits:** During students’ first year in the Day program, they must complete a total of 10 credits over the course of 3 quarters for their foundation practicum (Soc W 524). Second Year students and Advanced Standing must complete 17 total credits of advanced practicum (Soc W 525) to graduate. You are responsible for making sure you register for the correct number of credits. If you change your plan for how many credits/quarter, you must discuss with your field faculty advisor and copy Cheryl Yates in the Field Education Office ([dancin1@uw.edu](mailto:dancin1@uw.edu).) Please run your degree audit in MyUW > My Plan to determine how many practicum credits you have completed and still need.
- **Immunization Holds:** It is possible, if you have something outstanding for your immunizations, that you will have a registration hold on your account. Please look in MyUW now, so you’ll have time to resolve it. If there is a hold, we cannot remove this hold. You must get the required form/test results and email them directly to [myshots@uw.edu](mailto:myshots@uw.edu), bypassing our office. If you believe you have turned in everything necessary, please email [myshots@uw.edu](mailto:myshots@uw.edu) with your name, student number, and program and year and ask them to see what they think you are missing.

If you have any other questions or concerns, please feel free to contact us.

Sincerely,  
Student Services Staff

*Disclaimer: The School of Social Work reserves the right to (1) add or delete courses; (2) change instructor, time, day or location of courses; (3) cancel any course for insufficient registration or academic/administrative decision without notice; (4) unregister students from courses for which they have mis-enrolled, have not received permission*

*to enroll, or enrolled for an excessive number of credits; or (5) move students into a different section of a multi-section course. Students will be notified of any changes.*