

## Kelly A. Hoeft

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**From:** UW SOCIAL WORK STUDENT SERVICES <sswstsr@uw.edu>  
**Sent:** Monday, June 11, 2018 6:25 PM  
**To:** Kelly A. Hoeft; Lin Murdock; UW SOCIAL WORK STUDENT SERVICES  
**Subject:** Autumn Registration starts June 18th - Continuing DAY students

Hello Advanced Standing Students and 2<sup>nd</sup> year Day students,

Thank you for your patience as we get Autumn 2018 registration up and running. **Registration will begin on Monday, June 18, 2018 at midnight. (Sunday night going into Monday morning).** You are guaranteed a space in each of your required classes as long as you register in a timely manner.

### [Visual Program Model of Study \(degree checklists\)](#)

**Please note:** There are still some shifts occurring for instructor assignments. SSW administration is working on finalizing the instructors and thus you will see some changes on the [Time Schedule](#).

If you are interested in registering for a class that's required for another concentration, you need to [submit an add code/waitlist request](#) (at the bottom of the page). The add code request list will be available starting at 12:01am on June 18<sup>th</sup>. **IMPORTANT: Please double check and make sure you are registered for required classes by Friday, July 6 as we plan on beginning to give away spaces to students who submitted add code requests on that date.**

### **REQUIRED COURSES BY CONCENTRATION:**

- **APP** - Soc W 550A, Soc W 560A, and Soc W 525A (6 credits unless you have made other arrangements with the Practicum Office)
- **CYF** - Soc W 521A or 521B, Soc W 530A or 530B, and Soc W 525A (6 credits unless you have made other arrangements with the Practicum Office)
- **CCIP** - Soc W 598E (which will become Soc W 569A shortly), Soc W 534A, and Soc W 525A (6 credits unless you have made other arrangements with the Practicum Office)
- **HP** - Soc W 528A, Soc W 540A, Soc W 571A or 571B (may take 571 in Winter; class will be offered online or Thursday evenings, but you should check with your practicum site – most H students should take in Autumn), and Soc W 525A (6 credits unless you have made other arrangements with the Practicum Office)
- **MH** - Soc W 529A or Soc W 529B, Soc W 544A or 544B, Soc W 571A or 571B (may take 571 in winter, but you should check with practicum site – most MH students should take in Autumn; class will be offered online or on Thursday evenings), and Soc W 525A (6 credits unless you have made other arrangements with the Practicum Office)
- **MG** - Soc W 526A, Soc W 547, and Soc W 525A (6 credits unless you have made other arrangements with the Practicum Office), and an elective if you like.

### **ELECTIVES:**

- Soc W 558A (Gender, Gender Identity, and Sexuality) - DAY section (section A) meets jointly with EDP section (section B)
- Soc W 571A and Soc W 571B (Assessment of Mental Disorders) Priority is given to HP, MH in Autumn quarter. An additional section will be offered Winter 2017.
- Soc W 586A (Policy Advocacy, 1 cr) – topic is Local Government.
- Soc W 593A (Chemical Dependency) – DAY section (section A) meets jointly with EDP section (B) on 4 Saturdays (9/29, 10/20, 11/10, and 12/1).
- MSW students may also take 3 graduate credits out of department for their elective requirement.

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

- For continuing Day students, make sure you are compliant with immunizations.
- For continuing Day students, check to make sure you don't have any registration holds and if you do, clear up holds a week prior to registration begins.
- We recommend that students use the Registration tab in [MyUW](#) and SLN numbers, 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 Soc W class listings.
- During registration, if you run into a problem, please either email [sswstsr@uw.edu](mailto:sswstsr@uw.edu) or post on your cohort facebook page. Those are the two places we're monitoring in real time.

#### **Independent Studies (Soc W 599:)**

Independent study information and forms can be found and completed in [STAR](#).

#### **Outside Department Electives:**

Students are eligible to take 3 graduate (500 level) credits 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 MSW Program Director in order to satisfy MSW elective degree requirements (email Lin at [linm@uw.edu](mailto:linm@uw.edu) for approval). 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 registration eligibility. If add codes are required, they will need to provide any necessary entry codes.

#### **Immunization and Screening Requirements –**

All students, new and continuing, need to set up a Castlebranch Immunization account by June 15<sup>th</sup>.

For New Advanced Standing students, go here for directions:

<http://socialwork.uw.edu/required-immunizations-newly-admitted-students>

For Continuing DAY students, you received an email on Thursday, 6/7 asking you to create your Castlebranch account by June 15<sup>th</sup> if you want Myshots to be able to transfer over all of your documentation (otherwise, you'll need to resubmit it). Let us know if you can't find that email.

In addition to setting up your Castlebranch account, all continuing students will need to get their annual flu shot and TB screening done by September 15, 2018 and upload them to their Castlebranch account. The flu shot should become available in late August.

**No student will be allowed to begin practicum unless they are fully compliant.**

#### **Disability Accommodations**

If you have a disability recognized by the [Disability Resources for Students office](#) and you receive priority registration as an accommodation (please email us a copy of your accommodation letter or have DRS email us if we don't have a copy yet), please email us by **Thursday, June 14, 2018** indicating your student ID number and which sections you would like to take so we can get you situated before registration opens for all other MSW students.

**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/add code request indicating your required classes and electives (as well as any preference in sections, if applicable) **by July 6, 2018**. You are guaranteed space in required coursework; however, we cannot guarantee space in preferred sections/electives but we will do what we are able to do to accommodate your requests.

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

Best,  
Student Services

Phone: 206-616-3646

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*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 or have not received permission to enroll; or (5) move students into a different section of a multi-section course. Students will be notified of any changes.*