

## Kelly A. Hoeft

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**From:** UW SOCIAL WORK STUDENT SERVICES <sswstsr@uw.edu>  
**Sent:** Monday, June 11, 2018 6:19 PM  
**To:** Lin Murdock; Kelly A. Hoeft; UW SOCIAL WORK STUDENT SERVICES  
**Subject:** Autumn Registration begins June 18th - Newly DAY students

Greetings New MSW Day Students!

We are excited to meet you in person at your upcoming orientation. Please mark your calendars for the **mandatory** two-day orientation on **September 18 (required) and either September 20 (required for students with last names A-Le) or September 21, 2018 (required for students with last names Li-Z)**. We will be sending you more details at a later date, so please continue to check your email.

In the meantime, we'd like to help you register for your autumn quarter classes. Registration will begin at **midnight on Sunday, June 18<sup>th</sup>**, (Sunday going into Monday).

Please register for the following classes:

- Soc W 500 (sections A, B, C, D, or E; NOT sections E, G, H)
- Soc W 501 (sections A, B, C, D, or E)
- Soc W 504 (sections A, B, C, D, E, or F; NOT sections G, H, I)
- Soc W 510 (any section)
- Soc W 524 (choose section D or E at 8:30 OR section F or G at 2:30pm)\*see note below.

**IMPORTANT:** Please note that if you are registering **for Soc W 501D or 501E**, you must register for Soc W 500B, C, D, or E. Otherwise, your registration will not be accepted because you'll have a time conflict. Also, we are in the process of moving sections of 500, 501, and 510 to different days/times (staying on Monday and Wednesdays). These changes should be made by Thursday, June 14<sup>th</sup>, but if you want to see them earlier, you can click on the SLN's and read the notes. All sections moving will have a note saying when they'll be.

Refer to the [Time Schedule](#) to determine the instructors, times, dates, and SLNs. For a tutorial on how to register for classes online through MyUW, please visit [Student Systems Help Center](#). MSW Day students should NOT register for any sections of courses that meet either in the evenings at 6pm or all day on Fridays.

### **Additional helpful tips to ensure a smooth registration:**

- We recommend that students use the Registration tab in [MyUW](#) 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.
- 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.

**Please note:** There are still some shifts occurring for instructor assignments. SSW administration is working on finalizing the instructors and thus you may see some changes. You'll want to use the refresh button to make sure you have the most up to date information.

As a general guideline, you will be enrolling in 10-15 credits per quarter. You will have required courses your first

year, although you'll have space to take an elective in Spring Quarter.

Full-time enrollment (to receive financial aid): 10-18 credits

Half-time enrollment (to receive financial aid): 5-9 credits

Students who register for more than 18 credits will incur additional tuition charges.

### **\*Soc W 524: Foundation Practicum Timeline**

All incoming students will enroll in 2 credits of Soc W 524. These credits will be earned by meeting on Tuesdays (starting either 8:30 or 2:30, depending in which section you're registered) in October AND then beginning on site at your practicum agency starting in early November two full days/week (Tuesdays plus EITHER Thursdays or Fridays) through the end of the Fall quarter, with the exception of a final, on-campus meeting on Tuesday, Dec. 4th. There may be minor changes in this schedule, but please plan to have your Tuesdays available for practicum and other activities all Autumn quarter. In Winter and Spring, most students will do two full days of practicum on Mondays and Tuesdays.

### **Summer Reading**

We want to give you a heads up that we'll be posting some summer reading for you to start before classes begin on Sept 26<sup>th</sup> and will send you an email once those readings are posted.

### **Immunization and Screening Requirements**

All admitted students should have received an email about setting up a Castlebranch immunization account. That should be done asap and all documentation uploaded by 7/31/2018 in order to be ready to start practicum in Autumn quarter. More info about how to do so at: <http://socialwork.uw.edu/required-immunizations-newly-admitted-students>

If you do not take care of these requirements, a registration hold will be put on your account and you won't be allowed to start your practicum in Autumn quarter. Just to clarify, the rest of the UW has a measles-only requirement. Some students just do the measles immunization only and don't realize that they need much more. If you've only turned in measles verification, that is not enough. Please read information in the website above.

### **Tuition-Exemption**

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.

Add code/waitlist requests are submitted beginning at 12:01am on June 18<sup>th</sup> at the link towards the bottom of

the SSW registration page at: <http://socialwork.uw.edu/students/registration-information>

### **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), please email us at [sswstsr@uw.edu](mailto:sswstsr@uw.edu) 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.

### **Social Work Statistics Requirement**

As you should be aware, all students need to submit a statistics review form in order for Student Services to review proof of completion of an introductory statistics course. Student Services does not review transcripts until students submit this form to [sswstsr@uw.edu](mailto:sswstsr@uw.edu). A list of suggested courses as well as the review form can be found online at our [Statistics Prerequisite webpage](#). Students must complete this requirement before they are able to take Soc W 505 in winter quarter. We encourage students to complete this requirement before you enter Autumn 2018, as you will have a very full course load your first quarter.

### **Email**

Be sure to check your UW email account often as the University and the department sends important, and often time sensitive, information to this account. If you prefer to use a non-UW email account primarily (e.g., Gmail or Yahoo), you can forward all of your UW email by updating your preferences on [MyUW](#). However, you should ensure that your forwarded UW email is not filtered into your junk-mail/SPAM folder (e.g., add your UW email address to your contact list on your non-UW account).

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

Best,  
Student Services

Phone: 206-616-3646

*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.*

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