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# Professional & Continuing Education (PCE)

## **Am I a UW graduate student or a PCE graduate student?**

UW! Your degree is granted by the University of Washington and your diploma says University of Washington. Your graduate program is *administered* through University of Washington Professional & Continuing Education (PCE) but you are a *UW* graduate student.

## **What is UW Professional & Continuing Education (PCE)?**

University of Washington Professional & Continuing Education (PCE) was founded in 1912 as the branch of the university offering correspondence courses. PCE has since grown to cover continuing education programs, online learning and other educational opportunities for working adults.

The mission of PCE is to extend and expand the educational resources of the University of Washington to local, regional, national and international communities, and to provide quality educational opportunities that reflect the high academic standards of the University.

As part of its mission, PCE also administers a variety of professionally focused graduate degrees. Many of these programs are offered in flexible formats, including evening or online instruction, making them ideal for working professionals.

UW Professional & Continuing Education

Email: [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu)

Phone: 206-543-2310

## **Why is my degree program offered through PCE?**

Your degree is what is called a fee-based degree. This means that your degree program doesn't receive any funding from the state of Washington. Programs not funded by the state are primarily administered through UW Professional & Continuing Education for accounting purposes.

## **What is the collaborative relationship between my academic department, PCE, and the Graduate School?**

Degree programs are a partnership between PCE and the academic department. Student admissions and academic content are the primary responsibilities of the academic department. PCE is responsible for the logistics and administrative functions of operating the program. The Graduate School oversees all the graduate degree programs for the UW, including those offered through PCE. The Graduate School offers admission to graduate students, verifies successful completion of the program requirements, and confers the earned degree.

## **Is the academic status of my degree affected at all by the fact that it is administered by PCE?**

No, the curriculum is developed by the campus department that is offering the degree. The program is accredited and approved in the same way for all degree programs. The degree is conferred by the University of Washington and the appropriate academic unit. For example, Social Work students earn a Master of Social Work from the School of Social Work at the University of Washington.

## Tuition & Financial Aid

### **Is this program eligible for the tuition exemption benefit offered to state and UW employees?**

No, the tuition benefit exemption applies only to state-funded programs. Since fee based degree programs receive no state funds, they are not eligible for the tuition exemption benefit.

### **Is financial aid available for this program?**

Yes. To find out more about the options available, please check with the UW [Office of Student Financial Aid](#).

If you are using financial aid to pay for tuition, you will need to fill out and return a PCE Payment Agreement form when you register each quarter. This form will be emailed to your UW email account along with your registration materials each quarter. Disbursement of financial aid funds from the University Student Accounts Office to PCE occurs approximately two weeks before the quarter starts. If your total tuition and fees are greater than your financial aid award or if you register after disbursement occurs, you will be invoiced for any tuition and fees owed. When aid is disbursed, you are responsible for paying your tuition invoice with the PCE registration office.

If you are receiving aid from The Child Welfare Training and Advancement Program (CWTAP), you will fill out a PCE payment agreement form as mentioned above, but the CWTAP funds will be dispensed directly to you. You are then responsible for paying your tuition statement with us. If you have any questions about this program, you should contact Angela Rambo at (206) 616-3557 or by email at [acromer@u.washington.edu](mailto:acromer@u.washington.edu).

### **Is financial aid available for summer quarter as well?**

Yes, though students must fill out a separate summer aid application. Find more information about summer aid [here](#). EDP students will have required classes in the summer for the first two years of the program. Students needing financial aid must therefore remember to apply separately for summer aid.

## Student Services

### **Am I considered a regular student at the UW for the purposes of accessing student services and campus facilities?**

Yes, EDP students can access all campus facilities and student services (except for certain MyUW functions – see below).

### **Am I eligible for student health insurance?**

Yes. MSW Extended Degree Program students pay the Services and Activities fees and are therefore eligible to enroll in the UW insurance plan. After you register for classes, you can sign up for student health insurance on MyUW. The deadline to enroll in the insurance plan is the third Friday of the quarter. More information is available on the Student Health Insurance Plan website at <http://depts.washington.edu/ovpsl/insurance/index.shtml>.

### **What is a Husky Card and how do I get one?**

The Husky Card is the official identification card for members of the UW community and is available to students, faculty and permanent staff. Obtaining a Husky Card gives you access to a variety of services,

conveniences and opportunities including library services, transportation services, activities and entertainment, and building entry. Your Husky Card will also serve as your U-Pass.

You can obtain your Husky Card at any [Husky Card Account & ID Center](#) at any time during office hours. You will need to have your student ID number and a U.S. state or federally issued photo ID.

Find out more about the Husky card [here](#).

It is important to keep your Husky Card with you at all times while on campus. To enter the SSW building outside of regular business hours, students must have an active Husky card which can be swiped for access to the building.

### **What is a U-Pass?**

The U-Pass is a bus pass plus more. You will pay a quarterly U-Pass fee that will allow you access to all the benefits of [U-Pass](#) membership, including:

- Unlimited rides on King County Metro, Community Transit, Pierce Transit, Kitsap Transit, or Everett Transit bus services and on Sound Transit's buses, Link light rail and Sounder commuter trains.
- [Discounted carpool parking](#)
- Vanpool subsidies
- Low membership rate for Zipcar (now available for students 18-21)
- Discounts and special offers at more than 40 local merchants
- Discounts on helmets, lights, pedometers and more at Hall Health (Wellness Resource Center)

### **Where can I park on campus?**

For information on student parking options, please visit the [UW Commuter Services website](#).

### **What is MyUW?**

[MyUW](#) is your personal portal to University of Washington information. Through MyUW you can access your UW email account, retrieve your grade reports, order transcripts, check financial aid status, and remotely connect to UW library resources.

### **How do I set up my UW Net ID?**

UW Net ID stands for **U**niversity of **W**ashington **N**etwork **I**dentification. Your UW Net ID and password are your personal identification for accessing your UW personal information and other online services for which you are eligible. Please note that you are eligible for the same level of access as other graduate students in state-funded programs. You get only one UW Net ID. It is active whenever you are associated with the UW.

**To set up your UW NetID, go to: <https://uwnetid.washington.edu/newid/>**

## How do I change my address?

You need to send an email to PCE Registration Services at [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu).

## Registration

### How do I find out what classes are being offered and when?

About a week before registration begins each quarter, Student Services will email you a registration packet listing all courses offered in the School of Social Work. You should consult this registration packet for course scheduling information, including dates, times and instructors. Often times, you will also receive notices directly from the MSW Extended Degree Program with scheduling information specific to your cohort.

You may also consult the [UW Professional and Continuing Education Time Schedule](#), though it is important to note that the Time Schedule may not always be accurate. *Before the quarter begins*, the most accurate scheduling information will come directly from the School of Social Work, in emails to students, in the registration packets, and on your registration forms. *After the quarter begins*, however, the UW Time Schedule will have accurate and up-to-date information about class dates, times, instructors and locations.

### How do I register?

Like other fee-based students, MSW Extended Degree Program students register through UW Professional & Continuing Education (PCE). Before registration begins each quarter, your PCE registration forms will be posted on the [EDP registration information website](#).

Registration forms are specific to your cohort (by year and by scheduling option) and will list your required courses as well as EDP-sponsored electives when applicable. Please make sure you select the correct registration form. Please consult the [EDP Model Program of Study](#) to review your required courses quarter to quarter.

Students must submit payment at the time of registration. Those receiving financial aid may submit the PCE payment agreement form instead. Your registration form will list all course fees.

You may submit your payment and registration form through any of the following methods:

- **In person:** PCE Registration Services (4311 11th Ave NE, Seattle, WA 98105)
- **Phone:** (206) 543-2310 (payment with VISA or MasterCard required via phone)
- **Fax:** Fax your completed registration form and payment to (206-685-9359)
- **Mail:** Mail your completed registration form and payment to: UW Professional & Continuing Education Registration Services, PO Box 45010, Seattle, WA 98145-0010

MSW Extended Degree Program students may not register through MyUW or by going to the campus registration office in Schmitz Hall. UW Professional & Continuing Education has a separate registration system for all fee-based students, so non-PCE registration offices cannot assist you with the registration process.

For registration support, please contact PCE Registration Services directly at [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu).

### How do I know what classes to take?

Please reference the [EDP Model Program of Study](#) as you select your courses each quarter. The EDP Model Program of Study lists all required courses by quarter. Please bookmark this useful document, as it will help you track your progress through the program.

## How do I find and register for electives?

### 1. Types of SSW Electives

There are two types of electives offered through the School of Social Work:

- a. EDP-sponsored electives (fee-based)
- b. Day-sponsored electives

EDP students have priority for EDP-sponsored electives and Day students have priority for day-sponsored electives. EDP-sponsored electives will be listed on your PCE registration form and you may register for those in the same manner that you register for all your EDP courses. You may also register for Day-sponsored electives (many of which are offered in evening and weekend formats) but please note that ***the registration process for Day-sponsored electives is DIFFERENT.***

### 2. Finding Day-sponsored Electives

To see all of the School of Social Work courses offered in a given quarter, you must consult the Registration Packet which will be available [online](#). The Registration Packet is sent from Student Services to all graduate students at the School of Social Work.

- Soc Wf 495, Soc W 516-521, and courses numbered higher than Soc W 525 can be used as electives
- Any course that is NOT designated as fee-based is sponsored through the Day program
- If you find a Day-sponsored course that interests you, please look at the "Priority to" and "Will admit" fields to see if you can register on a "space available" basis
- If you see "space available" in that field, please proceed as described in #3

### 3. Requesting Day-sponsored Electives

To register for a "space available" day-sponsored course, you must submit a request through the online [Waitlist Survey](#). The Waitlist Survey opens a few days after registration begins. The exact date will be announced by Student Services in the quarterly registration email. You will be put on a waiting list and Student Services will contact you with an entry code if space becomes available.

- DO NOT email the course instructor
- The sooner you submit your request on the Waitlist Survey, the higher you will be on the waiting list
- Priority on the waiting list will be given to Third Year EDP students
- You must receive an entry code BEFORE you can register for the course with PCE

### 4. Requesting non-SSW Electives

In addition to SSW electives, EDP students can take up to three credits of elective coursework outside the School of Social Work. You may find these courses on the [UW Time Schedule](#); EDP students may also be interested in [online classes offered through UW Professional & Continuing Education](#). For courses outside the School of Social Work, please check the UW Time Schedule for any registration restrictions. If there are any restrictions, there will be a link to the left of the schedule line number (SLN).

- If NO restrictions are listed OR if it says GRAD STUDENTS ONLY with NO departmental codes listed, you may write the course in on your registration form noting that there are no registration restrictions. Then you may submit your registration form to PCE.
- For those classes that DO have registration restrictions, you MUST contact the department, office, instructor, or contact person listed with the course information in the Time Schedule, to

get permission AND obtain an entry code. Permission and/or entry codes must be obtained BEFORE registering for the course with PCE.

**5. Registering for Electives**

If you are registering for electives that require an entry code, you may submit your registration form to PCE to register for your OTHER courses while you wait to obtain your entry code. This ensures that you are registered for your required courses. Then once you have your entry code(s), you may contact PCE (206-543-2310) to register for your non-EDP electives(s).

If you are registering for an EDP-sponsored elective, it will be listed on your registration form and you may follow the normal PCE registration procedure.

**6. Submitting the PCE Payment Agreement Form (while awaiting an entry code)**

If you are submitting a PCE Payment Agreement Form with your registration form, please list any elective course(s) that you are requesting an entry code for on your registration form and indicate on the form that you have requested an entry code. The payment agreement serves as a promissory note to PCE, so you will be asked to submit another payment form if you do not include ALL the courses you intend to take (whether you have an entry code yet or not) on the initial form.

**How many elective credits do I need and when can I take them?**

EDP students must complete 9 credits of electives.

The [EDP Model Program of Study](#) shows one suggested plan for taking electives: a 3 credit foundation elective in the autumn of the second year, a 3 credit advanced elective in the spring of the second year, and a final 3 credit elective in winter of the third year. In each of those quarters, students only have one required course, so taking an elective in those quarters may be optimal.

That said, however, students can take electives at any time.

**Why can't I use MyUW to register or pay for classes?**

Because the PCE database, wherein you are registered, is not connected to MyUW. PCE has a separate and distinct database and accounting infrastructure from that of the University of Washington. Consequently, EDP students are required to register through UW Professional & Continuing Education.

**How then can I utilize MyUW?**

The University of Washington electronic infrastructure allows students with a UW Net ID to access a great deal of information and a variety of resources via the MyUW Icon on the UW home page. Students in the MSW Extended Degree Program can use MyUW resources in much the same way as students in other degree programs do, with a few exceptions.

The following table summarizes some of the common reasons why MSW EDP students might go to MyUW to find information, indicating which of these will actually get you what you're looking for.

| <i>Can I use MyUW to find the following?</i> |                             |
|--|-----------------------------|
| <b>YES<br/>absolutely</b>                    | <b>NO<br/>unfortunately</b> |

|   |                         |
|---|-------------------------|
| Find out what courses I'm registered for                        | Register for courses*   |
| Find out what my financial aid status is (e.g. account balance) | See my tuition bill*    |
| Access my UW email account                                      | Pay my tuition bill*    |
| Find out what my grades are                                     | Withdraw from a course* |
| Obtain an unofficial transcript or order an official transcript | Change my address*      |
| Find out where and when my courses meet                         |                         |
| Access UW library resources                                     |                         |
| Find out what EDP courses are being offered now or next quarter |                         |
| See the names of books being used in my courses                 |                         |

\* Please contact the UW Professional & Continuing Education (PCE) for these services: (206) 543-2310.

**How do I change my grading option?**

To request a class be taken as S/NS (satisfactory/non satisfactory), you must either

- 1) indicate this request when filling out your registration form, OR
- 2) send an email to [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu).

Please note that after the first week of class there is a \$20 fee to complete this request and after the seventh week of instruction, no changes in the grading option are permitted. Be sure to check the UW Academic Calendar (<http://www.washington.edu/students/reg/calendar.html> ) for specific cutoff dates each quarter.

**How do I drop a class?**

All requests to drop or withdraw from courses must be submitted in writing and must include your full name, your student ID number, the course name (department), the number and section, and the quarter of enrollment.

You may submit written requests to PCE Registration Services in person, via email, or fax to:

UW Professional & Continuing Education Registration Services  
 4311 11<sup>th</sup> Ave NE  
 Seattle, WA 98105-4608  
 Email: [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu)  
 Fax: (206) 685-9359

The easiest way to drop a course is to send an email to [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu). Please note refund deadlines and other important dates in the registration explanation letter sent out each quarter as some requests may not be processed after a certain date or you may be charged additional fees.

A couple of things to keep in mind:

- 1) The date of the postmark, fax receipt, or email time stamp will determine the date of withdrawal for drop requests. Please keep your fax receipt or a copy of your email until you receive a confirmation of your request.
- 2) Failing to attend class or notifying the instructor that you wish to drop a class does not constitute an official withdrawal from the course. A grade of 0.0 will be entered on your official transcript unless you officially withdraw by submitting a written request to UW PCE Registration Services.

### **Where can I find information on deadlines and other important dates?**

Please refer to the [UW Academic Calendar](http://www.washington.edu/students/reg/calendar.html) available online at <http://www.washington.edu/students/reg/calendar.html>. Bookmark this calendar on your browser and you will be able to easily access information on dates of instruction, registration deadlines, grade deadlines, etc. The PCE registration form you receive each quarter will also have important quarterly deadlines listed.

### **I have a hold on my student account. What is it and what do I do to clear it?**

A hold on your account can be placed by any office within the University system (UW Medical Center, Harborview, the library, Office of Financial Aid, Transportation, etc.) for various reasons, but most commonly for fees owed. Students have holds placed on their account because, for example, they owe a fine at the library, they didn't pay for the UPass, didn't submit their immunization records, didn't submit their transcripts to the Graduate School, didn't pay for a transcript ordered through MyUW, or didn't pay for their student insurance. In addition, any medical facility associated with UW can also place a hold on your student records.

If you have a hold on your records that was not placed there by the PCE office, you will receive an email from the PCE registration office alerting you to this fact and directing you to contact Student Fiscal Services. Please be advised that PCE can not remove this hold for you and are prevented from registering you in courses until it is resolved.

### **How do I find out where my class is being held?**

All class information should be listed in your course schedule on MyUW. On occasion, an instructor or a classroom location will be listed as TBA. When this happens, please check the [UW Time Schedule](#) for the latest scheduling information. Once the quarter begins, the UW Time Schedule will have the most accurate and up-to-date information about class dates, times, instructors and locations.

Please note: For skill labs (1 credit electives), classroom locations will be listed in the comments field for the course in the UW Time Schedule.

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