

THE UNIVERSITY OF MICHIGAN
School of Social Work

**Student Registration
Winter 2010**

Welcome to the School of Social Work (SSW) registration site. You should be able to find all the information you will need here to help you prepare for registration.

Registration will take place on November 23 by appointment. All MSW students will have a registration appointment on November 23.

You can register later than your appointed time but not earlier though it is to your advantage to register as scheduled. You do not have to be on campus to register but if you encounter technical or registration problems a trip to campus may be necessary.

REGISTRATION SCHEDULE WINTER TERM

NOVEMBER 23

May Grads 8:15 a.m.

August Grads/Advanced Standing 8:45 a.m.

Dual Degree 9:30 a.m.

December Grads/16 month 12:00 p.m.

All Others 4:00 p.m.

In preparation for registration, the **backpacking** feature begins **November 16**. Registration appointment times for Social Work students are expected to be entered by November 16. Although you can backpack without an appointment time you cannot register without one. Please contact the SSW Registrar's office if you do not have an appointment time in Wolverine Access by the 16th. Students are expected to begin making appointments with their advisors now, in order to arrange their academic programs. Faculty are asked to post extended office hours indicating when they will be available for such appointments. **ONLY STUDENTS CURRENTLY ENROLLED IN THE MSW DEGREE PROGRAM ARE PERMITTED TO EARLY REGISTER.**

Students are responsible for meeting their M.S.W. degree requirements and to register in a manner that will accomplish this goal. Therefore it will be important for students and faculty advisors to consult the appropriate Student Guide and Course Planning Worksheet to determine expected course registrations and degree requirements. We also recommend you access your Degree Progress Report through Wolverine Access (note this is not a suggested tool for dual degree students).

We recommend you print a copy of your schedule after you complete registration so you can review for accuracy and determine if you need to make any changes. **You can make changes on Wolverine Access through January 26, 2010.**

NCFD Students – you must submit a request in writing to the Office of Student Services for approval to continue in NCFD status for each subsequent term you would like to enroll.

Encountering closed or restricted classes – If you encounter a closed Social Work class the only way to potentially gain entry to the course is via the Closed Course Petition form (see link on this site). There are deadlines for doing this so be sure to open the form and note the relevant deadlines. No wait-listing is maintained in the School of Social Work. Encountering a Social Work class that is restricted in some way and as a result is preventing your enrollment will also require you to submit a closed course petition if you wish to be considered for possible admission to the class.

Mini Topic Courses – Mini courses are intensive courses designed to address advanced practice skills. These courses focus on best practices. The SW 790 course sections focus on clinical skills and the SW 799 sections focus on macro skills. The course sections are 1 credit hour for elective credit only. These are offered at various dates and times throughout the semesters and are noted in the Schedule of Classes on the SW web site and on Wolverine Access.

Additional notes - It is essential for students to keep their address information up to date. Address changes should be done via Wolverine Access. Any name or residency changes may be handled in the University Registrar's Office at 1207 LSA building. Financial holds on a student's University account will prevent registration. Students can check the status of their account via Wolverine Access or with the Student Financial Operations Office, 764-7447.

The School Registrar's top list of items to ensure a successful registration:

- Review and understand the Course Planning Worksheet
- Review the term Class Schedules
- Review the Student Guide/Understand your degree requirements
- Know your registration appointment time
- Backpack
- Register at or very soon after your registration appointment time
- Know the Closed Course Petition Priority Deadline and submit petitions by that date
- Check the MSW Student Blog and MSW Official CTools sites regularly for relevant updates

The remainder of this registration site will provide you with additional necessary information to prepare for registration.