

BOSTON COLLEGE
GRADUATE SCHOOL OF
SOCIAL WORK

NEW MSW STUDENTS
Course Planning & Registration
GUIDE



MAY 2009

New MSW Students Course Planning and Registration Guide

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The *MSW Course Planning and Registration Guide for New Students* has been developed to assist you with fall registration and planning ahead for the spring semester. In an effort to conserve energy and provide you with the essentials for success, the Graduate School of Social Work will rely increasingly on electronic media and the web as a repository of information frequently requested by students. Time-sensitive information will be included in the *GSSW Weekly Update*, an e-newsletter, usually sent on Monday afternoons to students' BC e-mail account.

Classes meet once a week for two hours and multiple sections of all required MSW courses allow you to build a flexible schedule meeting your individual needs. Students enrolled in the Off-Campus Program attend classes on Tuesdays in the late afternoon and early evening. As you anticipate the last year of study, keep in mind that additional elective courses are available through cross-registration in other graduate departments at Boston College as well as through the Consortium--Boston University, Brandeis University, and Tufts University.

Fall registration will open on Monday, June 1 at 9:00 a.m. and close on Friday, June 26 at 5 p.m. You are encouraged to register early. All sections of a course have a maximum enrollment of 20 students per class. Some sections close quickly; however, there are sufficient sections to accommodate all students.

As you begin your studies at Boston College, you will often be directed to the Agora Portal, which is a service-based intranet restricted to members of the Boston College community. Your BC user name and password are required for access. Among the services available on Agora are change of address, view financial aid status, course history, and more. After you have registered you will be able to view your schedule in Agora.

We welcome you to the Graduate School of Social Work, and look forward to assisting you in accomplishing your goals as you set forth on your professional journey.

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New Student FAQ

1. What is my Eagle One card and how do I obtain it?

The Eagle-One Card is a multipurpose identification and debit account card which serves as the official ID card of Boston College. It will be accepted and function at most University-run facilities throughout your stay at Boston College. Students must keep this card available at all times in order to obtain access to residence halls, computer labs, libraries and the Flynn Recreation Complex.

All University students, staff and faculty (and their spouses, if desired) are issued Eagle-One Cards through the Office of Student Services. Proof of identification such as a driver's license or passport must be presented in order to be issued an Eagle-One Card.

The initial fee for an Eagle-One Card is \$30 and will be automatically billed to your student account.

2. Do I have to purchase the Boston College health insurance coverage?

The Commonwealth of Massachusetts mandates that all students attending colleges and universities in the state be required to have medical insurance coverage. Students not covered through their own personal policy must be included in the plan offered by their college or university. Information regarding the University Medical Insurance Plan may be found at www.bc.edu/offices/stserv/financial/medinsurance.html.

The annual cost is \$1,741. Your student account will be charged \$766 for coverage from August 7, 2009 through January 14, 2010, and \$975 for coverage from January 15, 2010 through August 6, 2010.

If you have comparable health insurance of your own, please use <https://portal.bc.edu> to waive participation in the University plan.

3. When do I register for classes?

Fall registration for new students opens on June 1 at 9:00 a.m. and closes on Friday, June 26. You are encouraged to register early since all sections have a maximum of 20 students per class, and some sections close quickly. There are sufficient sections to accommodate demand.

4. What courses do I register for?

The curriculum plans are available in the MSW Course Planning and Registration Guide for New Students and online at:

<http://www.bc.edu/schools/gssw/current-students/current-students.html>.

5. Do I need to register for Field Education?

All students in the Two-Year program must register for SW92150 (Index # 8856) for the fall semester.

6. How do I register?

You can register by phone or online. Registration directions are available in the MSW Course Planning and Registration Guide for New Students and online at

U-Dial--< <http://www.bc.edu/offices/stserv/academic/students/udial.html> >

U-View--< <http://www.bc.edu/offices/stserv/academic/students/uviewplus.html> >.

7. In looking over the schedule of courses I noticed that there are only 10 minutes between classes. If I take two classes back to back, is that enough time to get from one class to another?

If taking two classes in a row is the best schedule for you, you will not encounter any difficulties. If the classes are not in the same building, it is only a very short walk between buildings.

8. How often do classes meet?

All classes are held once a week for two hours. Off-Campus classes meet on Tuesdays and classes held at Chestnut Hill meet on Wednesdays, Thursdays, or Fridays.

9. Who should register for courses listed as Worcester (section 07), SE Mass (section 08), and Maine (section 09)?

The GSSW has three off-campus locations designed for students in the Three-year Program. During the first two years of the Three-Year program, students in the Off-Campus Program enroll in courses that are geographically closer to their work or home.

Final year courses are only offered on the Chestnut Hill campus.

10. How do I know I've registered successfully?

Go to the Agora Portal <<https://portal.bc.edu>> and view Course History.

11. If I encounter a problem with registration, who do I contact?

Associate Dean Regina O'Grady-LeShane <regina.ogradyleshane.1@bc.edu> or Liz Cinquino, Director, GSSW Advising Center <mary.cinquino.1@bc.edu>, can assist you with any difficulties that you encounter.

12. Will I be assigned an Advisor?

Yes, all students are assigned an Advisor. You will be notified of your Advisor's name and contact information at Orientation.

In addition, you can seek academic advice from staff in the GSSW Advising Center, located in McGuinn 221B, or via e-mail at <swadvise@bc.edu>.

13. When can I expect to hear about my field placement?

The first step in the field placement process is completion of the Field Education Application. Once your application is received, it is assigned to a Field Education Specialist who will contact you by phone and review your background and potential placement opportunities. The website address for the Field Education Application is:

<<http://www.bc.edu/schools/gssw/programs/masters/field-placement.html>>.

You should expect to hear from one of the Field Education Specialists within two weeks of submitting your application. If you haven't been contacted within two weeks, you should contact Anne Marie Dolan <dolanab@bc.edu> and she will forward your message to the appropriate Field Education Specialist.

14. Will I have the opportunity to visit the field placement prior to the start of the semester?

All students are advised to have a face-to-face interview with their field supervisor prior to the confirmation of the field placement. Students who are living at a distance or out of the country usually have a phone or email interview.

15. Which days of the week do I go to my field placement?

Field placements for first year students generally are Mondays and Tuesdays during normal agency business hours.

16. When will I learn more about what's expected of me in field placement?

A half-day Field Education Orientation will be held on Monday, September 14. More detailed information on Field Education is available at
<<http://www.bc.edu/schools/gssw/programs/masters/field-education.html>>

18. When should I purchase my textbooks?

It's recommended that you wait until the first class when faculty will review required readings. Many readings are available through Blackboard Vista, an e-learning system that complements classroom instruction. Blackboard Vista needs no special tools or installation other than your normal internet browser. Students from last year's class will likely be offering used textbooks for sale at a lower price than the bookstore at a BBQ held the first week of the fall semester.

19. What is the tuition rate and can I expect to receive financial aid from the Graduate School of Social Work?

The tuition rate for 2009-10 is \$932 per credit hour. The GSSW provides many students with tuition remission in the form of scholarships.

In order to receive consideration by either the University and/or the Graduate School of Social Work, applicants must file Free Application for Federal Student Aid (FAFSA) and Boston College Graduate Financial Aid Application with the University's Student Services Financial Aid Office. Students eligible for merit scholarships will be notified directly by the Graduate School of Social Work. No additional application is required.

20. Can I pay my tuition bill by credit card?

Boston College does not accept credit cards for payment of tuition and fees. The University does offer a web-based option which allows you to make payments directly from your checking account. Please have a copy of your check available to obtain the necessary routing numbers for completing the transaction. There is no fee for the service unless your request is denied. In that case, normal return check fines apply. You may access this secure service 24 hours a day at the following link: <<https://portal.bc.edu>>.

21. If I am accepted as a student in the Three-Year Program and begin classes in September, can I switch to the Two-Year Program after a semester or more?

No. Once you are accepted and begin classes as a student in the Three-Year Program you must follow that curriculum. A four-year option is available.

22. If I am accepted into the Two-Year Program and begin classes in September, can I switch to the Three-Year Program after a semester or more?

Yes. You can modify your program of study by reducing your course load for future semesters. All fall course registrations must be finalized by the end of Drop/Add on September 16.

GSSW COURSES

SEMESTER I

fall 2009

WEDNESDAY

Schedule Subject To Change

Time	Index #	Course #	Title	Instructor	Room
9:00 - 10:50	8839	SW60001	Intro to Social Work (Undergraduates)	S. Ryan	
	6470	SW72301	Diversity & Cross-Cultural Issues	T. Schirmer	
	1208	SW76201	Basic Skills in Clinical Social Work	K. Mitchell	
11:00-12:50	8840	SW72101	Human Behavior & the Social Environment	C. Mann-Cohen	
	1223	SW80001	Basic Skills in Macro Practice	K. McInnis-Dittrich	
2:00 - 3:50	8841	SW72102	Human Behavior & the Social Environment	P. Kline	
	6471	SW72302	Diversity & Cross-Cultural Issues	H. McCoy	
	1209	SW76202	Basic Skills in Clinical Social Work	K. Mitchell	
	1224	SW80002	Basic Skills in Macro Practice	K. McInnis-Dittrich	
4:30 - 6:20	8842	SW72103	Human Behavior & the Social Environment	P. Kline	
	6472	SW72303	Diversity & Cross-Cultural Issues	H. McCoy	
	1210	SW76203	Basic Skills in Clinical Social Work	K. Mitchell	
	1225	SW80003	Basic Skills in Macro Practice	D. Neff	
7:00 - 8:50	5424	SW72104	Human Behavior & the Social Environment	S. Tisdale	
	6473	SW72304	Diversity & Cross-Cultural Issues	R. Zincavage	
	1211	SW76204	Basic Skills in Clinical Social Work	W. Keaney	
	2031	SW80004	Basic Skills in Macro Practice	D. Neff	
	2123	◆ SW84101	Program Evaluation	R. Olate	

THURSDAY

8:30 - 10:20	8843	SW72105	Human Behavior & the Social Environment	P. Kline	
	1226	SW80005	Basic Skills in Macro Practice	K. McInnis-Dittrich	
	2124	◆ SW84102	Program Evaluation	Q. Xu	
	2125	◆ SW84103	Program Evaluation	R. Olate	
	4913	◆ SW85501	Clinical Practice: Children & Families	S. Tohn	
	4923	◆ SW86501	Family Therapy	K. Kayser	
10:30-12:20	1696	◆ SW88001	Social Work Practice in Child Welfare	T. Crea	
	6474	SW72305	Diversity & Cross-Cultural Issues	R. Zincavage	
	1212	SW76205	Basic Skills in Clinical Social Work	R. Warsh	
	2126	◆ SW84104	Program Evaluation	M. Lombe	
	4914	◆ SW85502	Clinical Practice: Children & Families	S. Tohn	
	1695	◆ SW87301	Psychosocial Dimensions of Health & Medical Care Practice	J. O'Rourke	
	1697	◆ SW88002	Social Work Practice in Child Welfare	T. Crea	
	1698	◆ SW88003	Social Work Practice in Child Welfare	A. Scobie-Lloyd	

12:30 - 2:00 Reserved for Colloquia, Collective Meetings, etc.

2:00 - 3:50	2115	◆ SW81001	Financial Management for Human Services	C. Mick	
	2119	◆ SW82301	Practice in Health and MH Settings with Older Adults	K. McInnis-Dittrich	
	2127	◆ SW84105	Program Evaluation	T. Crea	
	2128	◆ SW84106	Program Evaluation	M. Lombe	
	4915	◆ SW85503	Clinical Practice: Children & Families	S. Tohn	
	4916	◆ SW85504	Clinical Practice: Children & Families	K. Bagley-Jones	
	4924	◆ SW86502	Family Therapy	C. Romano	
4:30 - 6:20	8844	SW72106	Human Behavior & the Social Environment	O. Lee	
	6475	SW72306	Diversity & Cross-Cultural Issues	R. Calvo	
	1213	SW76206	Basic Skills in Clinical Social Work	R. Warsh	
	1227	SW80006	Basic Skills in Macro Practice	W. Allen	
	2120	◆ SW82901	Sustainable Development & Responses in Global SW	E. Mone	
	2129	◆ SW84111	Program Evaluation	Q. Xu	
	2130	◆ SW84112	Program Evaluation	S. Smashnaya	
	4917	◆ SW85505	Clinical Practice: Children & Families	K. Bagley-Jones	
	4925	◆ SW86503	Family Therapy	J. Morrison	
	1701	◆ SW88801	Community Organizing & Political Strategies	R. Rowland	

THURSDAY (Continued)

THURSDAY (Continued)

Time	Index	Course #	Title	Instructor	Room
7:00 - 8:50	5775	SW72111	Human Behavior & the Social Environment	M. Magill	
	1204	SW72311	Diversity & Cross-Cultural Issues	Department	
	1216	SW76211	Basic Skills in Clinical Social Work	S. Coleman	
	1230	SW80011	Basic Skills in Macro Practice	M. Pitt-Catsoupes	
	2131	◆ SW84113	Program Evaluation	F. Perea	
	4918	◆ SW85506	Clinical Practice: Children & Families	J. Canfield	
	4919	◆ SW85511	Clinical Practice: Children & Families	G. Takahashi	
	1693	◆ SW86504	Family Therapy	J. Swantkowski	
	1699	◆ SW88004	Social Work Practice in Child Welfare	P. Rheame	

FRIDAY

8:00 - 9:50	5776	SW72112	Human Behavior & the Social Environment	S. Tisdale	
	1205	SW72312	Diversity & Cross-Cultural Issues	M. Langlois	
	2110	SW80012	Basic Skills in Macro Practice	M. Boisvert	
	2114	◆ SW80601	Global Policy Issues & Implications	D. Iatridis	
	2132	◆ SW84114	Program Evaluation	Q. Xu	
	4920	◆ SW85512	Clinical Practice: Children & Families	J. Canfield	
10:00 - 11:50	5777	SW72113	Human Behavior & the Social Environment	O. Lee	
	1273	SW72313	Diversity & Cross-Cultural Issues	J. Moynihan	
	1217	SW76212	Basic Skills in Clinical Social Work	L. Bass	
	2111	SW80013	Basic Skills in Macro Practice	E. Marakovitz	
	2133	◆ SW84115	Program Evaluation	T. Crea	
	4921	◆ SW85513	Clinical Practice: Children & Families	C. Romano	
	2197	◆ SW88005	Social Work Practice in Child Welfare	P. Rheame	
1:00 - 2:50	1702	◆ SW88802	Community Organizing & Political Strategies	R. Rowland	
	5041	SW76213	Basic Skills in Clinical Social Work	L. Nestelbaum	
	8738	◆ SW84116	Program Evaluation	Q. Xu	
	7154	◆ SW85514	Clinical Practice: Children and Families	C. Romano	
	5810	◆ SW86401	Group Therapy	S. Emerson	
	8495	◆ SW86505	Family Therapy	K. Kayser	
1700	◆ SW88701	Urban Development Planning	D. Iatridis		

FIELD EDUCATION

8856	SW92150	Field Ed I (Clinical and Macro)	Department
2147	◆ SW93350	Field Ed III (Clinical)	Department
1711	◆ SW94350	Field Ed III (Macro)	Department

BY ARRANGEMENT

1703	SW89901	Macro Independent Study: Lesotho, Africa	P. Alexander L. Brennan
2116	SW81301	Comparative Policy Analysis & Field Experience: Cuba (Course offering is subject to approval by US Administration)	D. Iatridis

Key and Reminders

◆ Indicates Final Year, as opposed to First Year, courses.

Concentration Course Requirements for Semester I:

1. Children, Youth and Families: (Clinical and Macro) SW880
2. Global Practice: (Clinical and Macro) SW806, SW829
3. Health and Mental Health: Health: (Clinical) SW873
Health and Mental Health: Mental Health (Clinical) SW865
Health and Mental Health: (Macro) SW810
4. Older Adults and Families: (Clinical and Macro) SW823

Not Eligible for Pass/Fail Option Semester I:

First Year courses: SW762, SW800
Final Year courses: SW855 and SW888

All GSSW schedules and Clinical and Macro course requirements for Full- and Part-time students are available at <<http://www.bc.edu/socialwork>>

Revised 7.15.2009

GSSW COURSES

SEMESTER II

spring 2010

WEDNESDAY

Schedule Subject To Change

Time	Index#	Course #	Title	Instructor	Room
9:00-10:50	4187	SW70101	Social Welfare System	R. Olate	
	8700	SW72201	Psychosocial Pathology	P. Kline	
	4197	SW80901	Administration of Human Services Programs	C. Martinez	
	6734	SW85601	Clinical Practice with Adults	G. Geikie	
11:00-12:50	6730	SW72401	SW Perspectives on Organizations & Communities	E. Marakovitz	
	2937	SW74701	Research Methods	H. McCoy	
	6735	SW85602	Clinical Practice with Adults	T. Schirmer	
2:00-3:50	4188	SW70102	Social Welfare System	D. Iatridis	
	3968	SW72202	Psychosocial Pathology	P. Kline	
	2938	SW74702	Research Methods	T. O'Hare	
	6036	SW85603	Clinical Practice with Adults	G. Geikie	
4:30-6:20	4189	SW70103	Social Welfare System	R. Rowland	
	8701	SW72203	Psychosocial Pathology	R. Warsh	
	2939	SW74703	Research Methods	M. Magill	
	2943	SW85604	Clinical Practice with Adults	J. Swantkowski	
7:00-8:50	4190	SW70104	Social Welfare System	R. Rowland	
	8702	SW72204	Psychosocial Pathology	K. Casey	
	2940	SW74704	Research Methods	M. Magill	
	2944	SW85605	Clinical Practice with Adults	J. Swantkowski	

THURSDAY

8:30-10:20	8703	SW72205	Psychosocial Pathology	R. Warsh	
10:30-12:20	2945	SW85606	Clinical Practice with Adults	K. Mitchell	

12:30 - 2:00 Reserved for Colloquia, Collective Meetings, etc.

4:30-6:20	8625	SW70105	Social Welfare System	R. Rowland	
	6731	SW72402	SW Perspectives on Organizations & Communities	W. Keaney	
	2941	SW74705	Research Methods	C. Shen	
4:30-6:20	2948	SW85611	Clinical Practice with Adults	K. Mitchell	
7:00-8:50	4191	SW70106	Social Welfare System	S. Tisdale	
	4462	SW72206	Psychosocial Pathology	K. Casey	
	2942	SW74706	Research Methods	K. Ashbrenner	
	4198	SW80902	Administration of Human Services Programs	R. Rowland	

FRIDAY

8:00-9:50	4459	SW70111	Social Welfare System	D. Iatridis	
	3328	SW74711	Research Methods	C. Shen	
	2949	SW85612	Clinical Practice with Adults	R. Warsh	
10:00-11:50	4460	SW70112	Social Welfare System	S. Tisdale	
	4465	SW72211	Psychosocial Pathology	L. Bass	
	7556	SW74712	Research Methods	T. Tran	
1:00-2:50	4461	SW70113	Social Welfare System	D. Iatridis	
	4466	SW72212	Psychosocial Pathology	L. Bass	
	7557	SW74713	Research Methods	B. Blythe	

Not Eligible for Pass/Fail Option Semester II:

Revised 5.21.2009

First Year courses: SW809, SW856

All GSSW schedules and Clinical and Macro course requirements for Two and Three-Year Programs are available at <<http://www.bc.edu/socialwork>>.

BCGSSW OFF-CAMPUS COURSES

academic year 2009-2010

Fall Semester I: All classes are held on Tuesdays.

Schedule subject to change.

	<i>Worcester, MA</i> All classes in the Sullivan Bldg. Worcester State College Site Coordinator Marilyn Carey	<i>Easton, MA</i> All classes in the Martin Center Stonehill College Site Coordinator Sheila Platt	<i>Portland, Maine</i> All classes in Computer Electronics Center Southern Maine Community College Site Coordinator Krista Haapala
1ST YEAR OF 3 YEARS	4:00 – 6:00 Human Behavior & Soc Environment SW72107 (Index # 8845) A. Donatelle	4:00 – 6:00 Human Behavior & Soc Environment SW72108 (index # 8846) K. Branco	4:00 - 6:00 Human Behavior & Soc Environment SW72109 (index # 5774) T. Adams
1ST YEAR OF 3 YEARS	6:30 – 8:30 Diversity & Cross-Cultural Issues SW72307 (index # 1201) C. Zeller	6:30 – 8:30 Diversity & Cross-Cultural Issues SW72308 (index # 1202) Department	6:30 - 8:30 Diversity & Cross-Cultural Issues SW72309 (index # 1203) D. Butterfield
2ND YEAR OF 3 YEARS	4:00 - 6:00 Basic Skills: Clinical SW76207 (index # 1214) M. Brainerd	4:00 - 6:00 Basic Skills: Macro SW80008 (index # 1842) W. Allen	4:00 - 6:00 Basic Skills: Macro SW80009 (index # 1229) K. Haapala
2ND YEAR OF 3 YEARS	6:30 - 8:30 Basic Skills: Macro SW80007 (index # 1228) M. Boisvert	6:30 - 8:30 Basic Skills: Clinical SW76208 (index # 6084) S. Piening	6:30 - 8:30 Basic Skills: Clinical SW76209 (index # 1215) F. Brooks

Spring Semester II: All classes are held on Tuesdays.

	<i>Worcester, MA</i> All classes in the Sullivan Bldg. Worcester State College	<i>Easton, MA</i> All Classes in the Martin Center Stonehill College	<i>Portland, Maine</i> All classes in Computer Electronics Center Southern Maine Community College
1ST YEAR OF 3 YEARS	4:00 – 6:00 Research Methods SW74707 (index # 3181) M. Brown	4:00 – 6:00 Social Welfare System SW70108 (index # 4457) F. Ollivierre	4:00 - 6:00 Research Methods SW74709 (index # 3182) T. Adams
1ST YEAR OF 3 YEARS	6:30 - 8:30 Social Welfare System SW70107 (index # 4192) S. Tisdale	6:30 - 8:30 Research Methods SW74708 (index # 3182) K. Branco	6:30 - 8:30 Social Welfare System SW70109 (index # 4458) F. Brooks
2ND YEAR OF 3 YEARS	4:00 – 6:00 Psychosocial Pathology SW72207 (index #4463) A. Donatelle	4:00 – 6:00 Psychosocial Pathology SW72208 (index # 0629) K. Casey	4:00 – 6:00 Psychosocial Pathology SW72209 (index # 4464) K. Raffel
2ND YEAR OF 3 YEARS	6:30 - 8:30 Clinical Practice: Adults SW85607 (index # 2946) M. Brainerd	6:30 - 8:30 Clinical Practice: Adults SW85608 (index # 6576) S. Piening	6:30 - 8:30 Clinical Practice: Adults SW85609 (index # 2947) E. Graham

Your Security Credentials

Your **security credentials** are your key to many electronic services at Boston College and are highly confidential. Please protect them as you would your bank account. Failure to keep this information confidential will compromise the integrity of your records.

Your credentials	What they are:	When you use them:
BC Eagle ID	First 8 digit number found on your BC Eagle One Card	Financial aid forms, pass / fail forms and override forms
Username	Combination of your last and/or first name	Agora, webmail, online course registration, Blackboard Vista, GSSW computers in the library and computer lab
Financial Aid Key	Access code	View financial aid data that will be available beginning March 24, 2009
Password	Your temporary password is your BC Eagle ID number until you sign into Agora and change it	Agora, webmail, online course registration, Blackboard Vista, GSSW computers in the library and computer lab
PIN (Personal Identification Number)	Your temporary password is your BC Eagle ID number until you sign into Agora and change it	Course registration by phone

U-View Register for Classes

To register for classes on the University's Information Systems (UIS) run [BC UIS](#) from your program menu or desktop.

Students are only able to register once registration is open on June 1 at 9:00am.

It has been configured to open automatically to BC's University Information System (UIS) screen. If a login window does not open up when you start the application, try "Choose Options" from the Setup menu. Type bcvmcms.bc.edu in the Default Host box and click on the OK button. The UIS Login screen will appear. Follow instructions below.

- Enter your username and password.
- To register for courses, type in the number for Administrative Systems. Type in the number for U-View Your BC Records. Type in the number 2 for Student Information and then "R."
- Enter the 4-digit index number at the left of the course (for example, 9749) or the 5-digit course code (for example, RL21504). Press enter. If the course is available, you will be given the following options:
 - **Done:** To update your schedule and exit
 - **Save:** To update your schedule and continue
 - **Back:** To retrieve your schedule thus far
- Choose one of these options and type it on the line underneath your last course. If you have not finished registering for courses, be sure to "Save" often, so you do not lose your seat in any of your course selections.
- To log off from the registration screen, type "Done" and then follow the instructions on each subsequent screen. Exit the registration transaction completely and then re-enter to ensure that you have registered successfully for all your courses.

Search Features for Courses

Use the "Browse Courses" screen to search for all (a) or open (o) sections of a course or to search by course title. From the registration screen, type "?" over the course to find open or all sections of that course or type "?" on a blank line and then the department abbreviation (ex: SW for Social Work). Check course status to determine if it is open or restricted.

If you want a particular section, enter the number on the upper left-hand side of the Browse Courses screen and then press enter. Type "R" to return to the registration screen without making a selection.

Problems/Error Messages

If any of the error messages listed below appear next to a course, then it is not available:

- **Course Closed:** There may be no seats left in the course or the department may be holding seats or sections of courses so they are unavailable during certain periods of registration.
- **Department Permission:** Some courses in other departments may need department permission. If you received this message for a Social Work course on the opening day

of registration, it means that that course has not yet been opened. Try again in a few minutes.

- **Duplicate Course:** You may have listed two sections of the same course.
- **Invalid Index:** You have entered an incorrect index number. Search "Browse Courses" online or the printed *Schedule of Courses* for the correct number.
- **Time Conflict:** You have listed two courses that are scheduled at the same time or overlap a period of time.

U-Dial Register for Classes

Call the Boston College Voice Response Unit:
617-552-8800

If you are calling outside the 617 area code, be sure to dial 1 + 617 before 552-8800.

Enter your **Eagle ID number** upon request.

Enter the digits of your **Password** or your 5-digit **Personal Identification Number (PIN)**.

Once you have accessed the voice response unit, the tape will list the main menu of transactions. (Review the selections below to be sure you understand the differences between transactions.) The system will then request that you choose a transaction by pressing one of the following:

To add a course: If you wish to **add** a course, press **1** when prompted to do so. Then follow the instructions at each prompt until the add transaction is completed.

To drop a course: If you wish to **drop** a course, press **2** when prompted to do so. Then follow the instructions at each prompt until the drop transaction is completed.

To add and drop a course: If you wish to **drop** one course and then **add** one course, press **3** when prompted to do so and follow the instructions at each prompt until the drop/add transaction is completed. This transaction will not complete the drop unless you successfully add one course in its place; therefore, you shouldn't worry when the drop transaction appears not to have gone through.

To check the status of a course: If you wish to check quickly to see if a particular course is **open**, press **4** when prompted to do so. Then follow the instructions to check the status of the course.

To list courses: Press **5** to hear the courses you are currently registered for or to confirm your transaction(s).

To end call: Press **9** to disconnect from the Voice Response Unit. Be sure to listen carefully to instructions as you proceed with any transaction. **If you make a mistake at any time, press * to start over.**

Once you are familiar with the system, you can bypass the recorded message by entering the information requested at the beginning of the prompt.

Check Course History in Agora Portal to make sure you have successfully registered for classes.

Problems/Error Messages

You may encounter a problem or receive an error message while using the voice response unit. The most probable messages/problems and solutions are listed as follows.

Problem/Message	Probable Solution
1. Can't access system	Use a touch-tone phone not a rotary phone, or try from another phone. Your phone may be malfunctioning.
2. System not available	You are calling outside the hours 8:00 a.m. to 11:00 p.m. seven days a week. Please call during <i>U-Dia</i> /hours. Another possibility is the system is experiencing unscheduled downtime. Please call back in 15 minutes.
3. Busy Signal	The system's incoming telephone lines are all in use. Try again later.
4. System does not answer	The Voice Response Unit is not functioning. Try again later.
5. Wrong ID	Check to make sure that you are inputting your Eagle ID number correctly.
6. Wrong PIN	Check to make sure that you are inputting your PIN correctly.
7. Wrong index numbers	Check to make sure that you are inputting the correct 4-digit index number, not the course number (e.g., 9999 rather than EN999.09). Refer to the <i>Schedule of Courses</i> for index numbers.
8. Time conflict message	Check the <i>Schedule of Courses</i> or the Course Status List available on U-View . If there is still a problem, there may have been a time change. What is on the computer is correct since it is the most up-to-date.
9. Course you want is closed	Submit a Waitlist Request Form .
10. Course you want requires department permission	If you receive this message on the opening day of registration, it means that that course has not been opened yet. Try again in a few minutes.

BCGSSW CALENDAR

SEMESTER I

fall 2009

» Additional events or changes will be posted on the web at <<http://bc.edu.socialwork/>>.

AUGUST		
31	Monday	Proficiency Exams
SEPTEMBER		
2	Wednesday	MSW Orientation for students beginning Three-Year Program (Chestnut Hill and Off-Campus), 100 Gasson Hall, 4:30-7:00
7	Monday	Labor Day - Holiday
8	Tuesday	MSW New Full-time Student Orientation – Heights Room, Corcoran Commons, 8:00-2:30 Doctoral classes begin; Doctoral Student Luncheon, McGuinn 3 rd Floor Lounge, 12:30
9	Wednesday	MSW classes begin - Chestnut Hill
10	Thursday	GSSW Convocation Student Collective Barbecue, 5:00-7:00, location To Be Announced (TBA).
14	Monday	Field Education III begins Field Orientation for all students beginning Field Education I (SW921)—Heights Room, Corcoran Commons, 9:30-12:30
15	Tuesday	Worcester, Easton, MA & Portland, ME classes begin
16	Wednesday	Last Date to Drop/Add courses
17	Thursday	Mass of the Holy Spirit
21	Monday	Field Education I begins - Chestnut Hill Off-Campus students start field on site-appointed days
25	Friday	Last date for Pass/Fail option
28	Monday	Students observing Yom Kippur are excused from field
OCTOBER		
12	Monday	Columbus Day – Holiday - Field holiday only where observed by agency
22	Thursday	Introduction to Concentrations, 12:30-2:00, Yawkey Center, Murray Room & 6:00-7:00, McGuinn 5 th Floor Lounge
29	Thursday	Health/Mental Health Concentration Info Session, McGuinn 5 th Floor Lounge and Global Concentration Info Session, McGuinn 223, 12:30-2:00
NOVEMBER		
5	Thursday	Children, Youth & Families Concentration Info Session, McGuinn 5 th Floor Lounge and Older Adults & Families Concentration Info Session, McGuinn 223, 12:30-2:00
	TBA	Registration for spring semester begins at 7:00 p.m.
25-27	Wed-Fri	Thanksgiving Holiday (excused from classes AND field placement)
30	Monday	Last date for official withdrawal from a course or from the University
DECEMBER		
8	Tuesday	Worcester, Easton, MA & Portland, Maine classes end
10	Thursday	Doctoral classes end
11	Friday	MSW classes end - Chestnut Hill; Last date for Doctoral Candidates to turn in signed and approved copies of dissertations for December graduation; 2010-2011 Field Placement Application forms due online
15-17	Tues-Thurs.	Semester Examinations - Chestnut Hill, Worcester, Easton, MA & Portland, Maine
15	Tuesday	Field Education I ends—Chestnut Hill (Off-Campus ends on site-appointed days)
16	Wednesday	Field Education III ends

May 21, 2009

BCGSSW CALENDAR

SEMESTER II

spring 2010

JANUARY		
4	Monday	Field Placement resumes
8	Friday	Global Practice Concentration applications due: McGuinn 126
14	Thursday	Career Day 2010
18	Monday	Martin Luther King Day - Holiday
19	Tuesday	Worcester, Easton, MA and Portland, Maine classes begin; Doctoral classes begin
20	Wednesday	MSW classes begin – Chestnut Hill
22	Friday	Declaration of Concentration due for Class of 2011; Last date for Pass/Fail option
27	Wednesday	Last date to Drop/Add courses; Last day for conversion of Incompletes from fall classes Last date for all students who plan to graduate in May 2010 to confirm online (Go to Agora)
MARCH		
2-5	Tues-Fri	Spring vacation from classes only; Field Placement continues
30	Tuesday	Easter recess (no classes)
31	Wednesday	Easter recess (no classes AND no Field Placement)
APRIL		
1-2	Thurs-Fri	Easter recess (no classes AND no Field Placement)
1	Thursday	Last date for Doctoral Candidates to turn in signed & approved copies of dissertation to be eligible for May graduation
	TBA	Registration for summer semester begins at 7:00 p.m.
19	Monday	Patriots Day - No classes; Field holiday only where observed by agency
	TBA	Registration for fall semester begins at 7:00 p.m.
27	Tuesday	Worcester, Easton, MA & Portland, Maine classes end ; Last date for official withdrawal from a course or the University
29	Thursday	Doctoral classes end; Student Collective Barbecue, 12:30-2:00 and 6:00-7:00, TBA
30	Friday	MSW classes end - Chestnut Hill
MAY		
4	Tuesday	Field Education II ends (Off-Campus ends on site-appointed days)
4-6	Tues-Thurs	Final Exams
	Wednesday	Field Education IV ends
10-11	Mon-Tues	Final Exams
18	Tuesday	Summer classes begin at Chestnut Hill
24	Monday	Commencement
31	Monday	Memorial Day Holiday – University closed
JUNE		
1	Tuesday	Summer Field Session I begins
7	Monday	Fall 2010 Registration for Incoming Class opens at 9:00 a.m.
21/23	Mon/Wed	Written Comprehensive Exams for Doctoral students
JULY		
9	Friday	Summer Field Session I ends
12	Monday	Summer Field Session II begins
		Summer classes end week of July 12
AUGUST		
20	Friday	Summer Field Session II ends

USEFUL INFORMATION

Important Dates

New Student Course Registration

- **June 1 @ 9:00 am – June 26 @ 5:00 pm**

Billing Date

- **July 15** – First billing
- **September 18** – Fall semester bills due

Immunization Forms Due to BC Health Services

- **August 14**

Orientation and Opening Week Events

- **Orientation for Three-Year Program, Chestnut Hill and Off-Campus Students**
September 2, 4:30pm to 7:00pm, 100 Gasson Hall, Chestnut Hill Campus
- **Orientation for Two-Year Program, Chestnut Hill Students**
September 8, 8:00am to 2:30pm, Heights Room, Corcoran Commons, Chestnut Hill Campus

Students at the Worcester, Easton and Portland, ME sites will be notified about a "get to know the campus" tour at their respective campuses.

- **Field Education Orientation for all students beginning SW921 Field Education I**
September 14, 9:30am to 12:30pm, Heights Room, Corcoran Commons, Chestnut Hill Campus

Classes Begin

- **September 9** – Chestnut Hill campus
- **September 15** – Off-campus sites

Before You Begin at Boston College

- Full-time students only: complete your Field Placement form online.
- Return Immunization forms to Health Services (Three-Year students must complete prior to spring semester 2010)
- If you already have medical insurance for 2009-2010 and are declining the Boston College medical insurance, complete the waiver on the Agora Portal.
- Review the medical insurance plan at
<<http://www.bc.edu/offices/stserv/financial/medinsurance>>.

Questions?

No username and password?

Sally Gillen
617-552-4024
(berrysd@bc.edu)

Questions about financial aid/bill payment

1-800-294-0294

Questions on transfer credit/GSSW financial aid

Bill Howard
617-552-4025
(howard@bc.edu)

Questions about academic accommodations

Regina O'Grady-LeShane
617-552-4762
(ogrady@bc.edu)

Questions about course registration

Liz Cinquino
617-552-2610
(cinquino@bc.edu)

Questions for Health Services

617-552-3225

Questions about field placements

Anne Marie Dolan
617-552-4027
(dolanab@bc.edu)