

BOSTON COLLEGE
SCHOOL OF SOCIAL WORK

**New MSW Students
Registration Guide**

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Introduction

The ***New MSW Students Registration Guide*** has been developed to assist you with course registration.

Two Year and Three Year students starting in the Fall 2018

- Classes meet once a week for two hours
- Multiple sections of all required MSW courses allow you to build a flexible schedule
- **Registration: opens on Monday, June 4 at 9:00 a.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. Registration closes on Friday, June 22 at 5 p.m.

June Start Advanced Standing 2018 (Clinical only)

- Your three Clinical classes will meet once or twice a week for three hours during the summer semester on Tuesdays and Thursdays.
- **Summer Registration:** You will be registered for three Clinical classes and one section of Field Education by May 15 by the Director of Student Services and Advising. You do not need to register yourself for the summer semester 2018.
- However, you will register yourself for **Fall Registration on Monday night, April 30 at 7:00pm.** 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.

January Start Advanced Standing 2019 (Clinical or Macro)

- Classes will meet once a week for two hours
- Multiple sections of all required MSW courses allow you to build a flexible schedule
- **Spring Registration 2019:** will be held on a Monday night in November to be determined

All New Students

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.

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 in 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.

New Student Registration FAQ

1. When do I register for classes?

- Two and Three Year students starting in the Fall: June 4 at 9:00 a.m. and closes on Friday, June 22 at 5:00 p.m.
- June start Advanced Standing students will be registered for their summer classes by May 15 by the Director of Student Services and Advising.
- June start Advanced Standing students: Fall registration: Monday, April 30 at 7:00pm.
- January start Advanced Standing students: Spring registration in November on a Monday night to be determined.
- 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.

2. What courses do I register for?

The curriculum plans are available online at:

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

3. Do I need to register for Field Education?

All students in the Two-Year Program must register for SCWK 992150 for the fall semester.

June start Advanced Standing students will be registered for SCWK9932; January start Advanced Standing students will register for SCWK9932 (Clinical) or SCWK9942 (Macro).

4. How do I register?

You can register online. Registration directions are available online at:

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

5. 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.

6. How often do classes meet?

- Classes meet on Wednesdays, Thursdays or Fridays during the academic year.
- All classes are held once a week for two hours during the academic year.
- June start Advanced Standing students have classes on Tuesdays and Thursdays once or twice a week for three hours during the summer semester.
- January start Advanced Standing students will attend classes on Wednesdays, Thursdays or Fridays once per week for two hours.

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

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

8. If I encounter a problem with registration, whom do I contact?

Liz Cinquino, Director of Student Services and Advising mary.cinquino@bc.edu can assist you with any difficulties that you encounter.

10. Are the two sections of the required courses that will be taught in Spanish, SCWK 7721 04 Human Behavior and the Social Environment and SCWK 7723 04 Diversity and Cross-Cultural Issues, open to all new students?

Yes, both sections are open to all new students. However, students who enroll in these sections are expected to have a level of fluency whereby they can actively engage in class discussion.

11. How do I register for one or both of these sections?

Students register for these sections as they would for any other course.

12. How do I know if my level of fluency is sufficient?

Latino Leadership Initiative personnel will contact students prior to the start of classes to evaluate fluency.

13. What if I'm told that I do not meet the level of fluency required for this section of the course?

Students who have registered for one or both sections taught in Spanish will have their registration switched to an English section of the course taught at another time slot.

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TWO-YEAR CURRICULUM PLAN CLINICAL SOCIAL WORK

FIRST YEAR					
Fall	CR HRS	Spring	CR HRS	Summer (optional)	CR HRS
SCWK 7721 Human Behavior & the Social Environment	3	SCWK 7701 Social Welfare System	3	Elective	3
SCWK 7723 Diversity & Cross-Cultural Issues	3	SCWK 7722 Psychosocial Pathology	3	Elective	3
SCWK 7762 Basic Skills in Clinical Social Work	3	SCWK 8855 Clinical Practice with Children & Families: Assessment, Intervention & Evidence-Based Practice	3		
SCWK 8800 Basic Skills in Macro Social Work	3	SCWK 8856 Clinical Practice with Adults: Assessment, Intervention & Evidence-Based Practice	3		
SCWK 9921 Field Education I*	3	SCWK 9932 Field Education II-CSW*	3		
FINAL YEAR					
SCWK 7747 Research Methods in SW Practice	3	SCWK 8841 Program Evaluation	3		
Advanced Practice in Concentration***	3	Advanced Policy in Concentration***	3		
Elective	3	Elective	3		
Elective	3				
Elective (if not taken during summer)	3	Elective (if not taken during summer)	3		
SCWK 9933 Field Education III-CSW**	4	SCWK 9934 Field Education IV-CSW**	4		

* Field 2 days per week in first year.

** Field 3 days per week in final year.

***See Final Year curriculum plans for concentration requirements

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TWO-YEAR CURRICULUM PLAN
MACRO SOCIAL WORK

FIRST YEAR					
Fall	CR HRS	Spring	CR HRS	Summer (optional)	CR HRS
SCWK 7721 Human Behavior & the Social Environment	3	SCWK 7701 Social Welfare System	3	Elective	3
SCWK 7723 Diversity & Cross-Cultural Issues	3	SCWK 8833 Leadership & Social Transformation	3	Elective	3
SCWK 7762 Basic Skills in Clinical Social Work	3	SCWK 8886 Financial Management and Resource Development	3		
SCWK 8800 Basic Skills in Macro Social Work	3	SCWK 8889 Social Innovation	3		
SCWK 9921 Field Education I*	3	SCWK 9942 Field Education II-Macro*	3		
FINAL YEAR					
SCWK 7747 Research Methods in SW Practice	3	SCWK 8841 Program Evaluation	3		
Advanced Practice in Concentration***	3	Advanced Policy in Concentration***	3		
Elective	3	Elective	3		
Elective	3				
Elective (if not taken during summer)	3	Elective (if not taken during summer)	3		
SCWK 9943 Field Education III-Macro**	4	SCWK 9944 Field Education IV-Macro**	4		

* Field 2 days per week in first year.

** Field 3 days per week in final year.

***See Final Year curriculum plans for concentration requirements

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THREE-YEAR CURRICULUM PLAN CLINICAL SOCIAL WORK

FIRST YEAR					
Fall	CR HRS	Spring	CR HRS	Summer (optional)	CR HRS
SCWK 7721 Human Behavior & the Social Environment	3	SCWK 7701 Social Welfare System	3		
SCWK 7723 Diversity & Cross-Cultural Issues	3	SCWK 7722 Psychosocial Pathology	3		
SECOND YEAR					
SCWK 7762 Basic Skills in Clinical Social Work	3	SCWK 8855 Clinical Practice with Children & Families: Assessment, Intervention & Evidence-Based Practice	3	Elective	3
SCWK 8800 Basic Skills in Macro Social Work	3	SCWK 8856 Clinical Practice with Adults: Assessment, Intervention & Evidence-Based Practice	3	Elective	3
SCWK 9921 Field Education I*	3	SCWK 9932 Field Education II-CSW*	3	**Option to do Field Education I & II as a summer block for students employed in an appropriate human service position with Field Dept. approval.	
FINAL YEAR					
SCWK 7747 Research Methods in SW Practice	3	SCWK 8841 Program Evaluation	3		
Advanced Practice in Concentration***	3	Advanced Policy in Concentration***	3		
Elective	3	Elective	3		
Elective	3				
Elective (if not taken during summer)	3	Elective (if not taken during summer)	3		
SCWK 9933 Field Education III-CSW+	4	SCWK 9934 Field Education IV-CSW+	4		

* Field 2 days per week in second year.

**Summer block field placement is 5 days a week for 12 weeks for eligible students.

***See Final Year curriculum plans for Concentration requirements

+ Field 3 days per week in final year.

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THREE-YEAR CURRICULUM PLAN
MACRO SOCIAL WORK

FIRST YEAR					
Fall	CR HRS	Spring	CR HRS	Summer (optional)	CR HRS
SCWK 7721 Human Behavior & the Social Environment	3	SCWK 7701 Social Welfare System	3		
SCWK 7723 Diversity & Cross-Cultural Issues	3	SCWK 8833 Leadership & Social Transformation	3		
SECOND YEAR					
SCWK 7762 Basic Skills in Clinical Social Work	3	SCWK 8886 Financial Management & Resource Development	3	Elective	3
SCWK 8800 Basic Skills in Macro Social Work	3	SCWK 8889 Social Innovation	3	Elective	3
SCWK 9921 Field Education I*	3	SCWK 9942 Field Education II-Macro*	3	**Option to do Field Education I & II as a summer block for students employed in an appropriate human service position with Field Dept. approval.	
FINAL YEAR					
SCWK 7747 Research Methods in SW Practice	3	SCWK 841 Program Evaluation	3		
Advanced Practice in Concentration***	3	Advanced Policy in Concentration***	3		
Elective	3	Elective	3		
Elective					
Elective (if not taken during summer)	3	Elective (if not taken during summer)	3		
SCWK 9943 Field Education III-Macro+	4	SCWK 9944 Field Education IV-Macro+	4		

* Field 2 days per week in second year.

**Summer block field placement is 5 days a week for 12 weeks for eligible students.

***See Final Year curriculum plans for concentration requirements

+ Field 3 days per week in final year.

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ADVANCED STANDING CURRICULUM PLAN
CLINICAL SOCIAL WORK

STUDENTS STARTING JUNE

FIRST YEAR		FINAL YEAR			
Summer	CR HRS	Fall	CR HRS	Spring	CR HRS
SCWK 7722 Psychosocial Pathology	3	Advanced Practice in Concentration***	3	Advanced Policy in Concentration ***	3
SCWK 8855 Clinical Practice with Children & Families: Assessment, Intervention & Evaluation Research	3	Elective	3	SCWK 8841 Program Evaluation	3
SCWK 8856 Clinical Practice with Adults: Assessment, Intervention & Evaluation Research	3	Elective	3	Elective	3
SCWK 9932 Field Education II-CSW*	3	Elective	3	Elective	3
		SCWK 9933 Field Education III-CSW**	4	SCWK 9934 Field Education IV-CSW**	4

* Field 24 hours per week from June to August

** Field 3 days per week in final year.

***See Final Year curriculum plans for Concentration requirements

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ADVANCED STANDING CURRICULUM PLAN CLINICAL OR MACRO SOCIAL WORK STUDENTS STARTING JANUARY

FIRST YEAR					
Fall	CR HRS	Spring	CR HRS	Summer (optional)***	CR HRS
		SCWK 7722 Psychosocial Pathology (Clinical) OR SCWK 8833 Leadership & Social Transformation (Macro)	3	Elective	3
		SCWK 8855 Clinical Practice with Children & Families: Assessment, Intervention & Evidence-Based Practice (Clinical) OR SCWK 8886 Financial Management and Resource Development (Macro)	3	Elective	3
		SCWK 8856 Clinical Practice with Adults: Assessment, Intervention & Evidence-Based Practice (Clinical) OR SCWK 8889 Social Innovation (Macro)	3		
		SCWK 9932 Field Education II-CSW* OR SCWK 9942 Field Education II-Macro*	3		
FINAL YEAR					
Elective	3	SCWK 8841 Program Evaluation	3		
Advanced Practice in Concentration	3	Advanced Policy in Concentration	3		
Elective	3	Elective	3		
Elective (if not taken during summer)	3	Elective (if not taken during summer)	3		
SCWK 9933 Field Education III-CSW** OR SCWK 9943 Field Education III-Macro**	4	SCWK 9934 Field Education IV-CSW** OR SCWK 9944 Field Education IV-Macro**	4		

* Field 2 days per week in first year.

** Field 3 days per week in final year.

*** If accepted into Global Practice, see Global Practice Curriculum Plan

Please note: all students must have 5 electives to meet degree requirements.

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 credit card number or passwords for online banking. 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, SSW computers in the library and computer lab
Financial Aid Key	Access code	View financial aid data
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

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. 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 `bcmcms.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. Press the enter/return key.
- To register for courses, type in the number for Administrative Systems. Press the enter/return key. Type in the number for U-View Your BC Records. Press the enter/return key. Type in the number 2 for Student Information and then "R." Press the enter/return key.
- Enter the 4-digit index number at the left of the course (for example, 9749) or the 7-digit course code (for example, SW72104). 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. Press the enter/return key.

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.

You will not be able to add this course or save your schedule unless you resolve the problem or remove the course from your schedule.