

Registration Tips for Social Work Students

1. Prior to registration, check your student portal to determine if you have any holds (i.e. mandatory advising, mandatory training, financial aid, etc.). Clear any holds in advance to avoid being blocked from registering at your scheduled time.
2. Meet with your academic advisor to plan your course enrollment prior to your registration date. It is important to plan to see your advisor well ahead of your registration time.
3. Plan out your wish list in advance, but be sure to also plan for other classes and/or times so you are prepared with options if your first choices are not available. Before you actually enroll, be sure that the classes on your wish list are still open.
4. Both BA and MSW social work classes have to be bundled together to be sure that students enroll for all required classes. Be sure to place all co-requisite classes (taken together) into your enrollment basket, then complete the registration. You CANNOT enroll in the classes individually. ***Most error messages are due to not bundling the co-requisite classes together.*** The registration system recognizes your current enrollment in *prerequisite* classes, so if you get an error message regarding prerequisites only, see your advisor.
5. Be aware that being on a wait list for any co-requisite class will prevent completion of enrollment for the entire bundle of classes. The registration system does not recognize a class that is wait listed, so it thinks you are missing a class in the bundle and will block completion of the enrollment. ***This situation is also a major cause of error messages.***
6. The Department of Social Work Education places a hold on one evening section of each required class in the MSW program for the first 24 hours of registration. This hold is to allow part-time MSW students who can only attend in the evening to register. The hold is lifted at 8:00 AM the next day. If you are not part-time and want to enroll in a class that has a hold, try to register for the class the next morning.
7. Remember that the registration process involves constant adding and dropping. If you can't register for a class, keep checking for seats available. Most faculty will not issue permission numbers until the enrollment process has settled down and scheduling problems can be clearly identified. It is important to be flexible and patient.
8. If you are having a problem with registration and need assistance, please contact Christi Smith in the department office at 278-3992.