

## 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 waitlisted, 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 evening sections 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 9:30 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. It is important to be flexible and patient.
8. Students are to first attempt to enroll in available class sections. Permission number will be provided by Program Coordinators only on a case-by-case basis. **Please do not call or email instructors directly.**
9. If you are having a problem with registration
  - a. for **Undergraduate Social Work classes** and need assistance, please contact the Undergraduate Coordinator at [esaldiva@csufresno.edu](mailto:esaldiva@csufresno.edu)
  - b. for **MSW classes** and need assistance, please contact the Graduate Coordinator at [pa.xiong@csufresno.edu](mailto:pa.xiong@csufresno.edu)