

6. REGISTRATION PROCEDURES

REGISTRATION PROCEDURES FOR ALL SSW CAMPUSES

Registration information and other accompanying documents will be provided to students and will be available online. Students register for classes through the Boston University [Student Link](#).

Payment

Payment of the tuition bill, through the Student Link under Money Matters, constitutes official registration and enrollment for the semester. Students are responsible for settling their accounts as quickly as possible.

The University may administratively withdraw students who have not settled their accounts within five weeks of the beginning of each semester. If a student is administratively withdrawn, the advisor and all instructors will be notified. The student may not be allowed to continue in classes or to register for the next semester.

Enrolling in Courses at the other SSW Campuses

Students who wish to take courses on another campus (CRC, OCP or OLP) may do so provided there is space and they have received proper approval. Interested students should contact the Administrator of the program of interest to receive permission and expedite the processes. Please note that there are differential tuition rates based on each campus.

Grades

Students may view their grades through the BU Student Link under Academics. Printed copies of grades may be obtained by request through the Student Link or in person at the Office of the University Registrar. Students are responsible for checking their grade reports for accuracy and for contacting the SSW Registration Administrator if there are discrepancies.

Transfer Credits

Petitions for transfer credits for individual graduate social work or other graduate courses are to be submitted upon acceptance to the School. Up to nine credits may be received for courses taken at another accredited graduate school of social work. Up to six credits may be received for courses taken in another accredited graduate program other than social work. Credits that have been applied to a prior degree cannot be transferred. In all cases, a course grade of B or higher must have been received and the course must have been taken within the past five years to be eligible for consideration for transfer credit.

Please complete the [Transfer Credit Form](#) for approval of courses already taken and submit it to the Office of Academic Affairs.

Transfer courses taken at non-Consortium schools will be listed at the bottom of the transcript after the class is approved and recorded. Tuition for non-Consortium transfer courses is paid at the selected University or College where the course was taken.

Changes in Personal Information

In order to keep BUSSW records accurate, please update the Student Link with changes in address or telephone number. Name changes require completing a Name Change Form which you can request from the SSW Registrar (swreg@bu.edu) and once completed should be returned to the main University's Registrar's Office. Updates may be completed at any time during the academic year.

Student Files

BUSSW students may examine their School files. Students wishing to view their file should make their request to the Associate Dean of Academic Affairs (acadssw@bu.edu). The file must be examined in the presence of the Associate Dean or the Associate Dean's designee.

Leave of Absence or Withdrawal from School

A student who finds it necessary to withdraw completely from the University must file an official Withdrawal/Leave of Absence Form with the SSW Director of Student Services, Off-Campus Program Directors, or the Online Program Administrator within five days of withdrawal. Mere absence from classes does not reduce a student's financial obligation nor guarantee that a final grade will not be recorded.

CHARLES RIVER REGISTRATION PROCEEDURES

Course Adds, Drops and Section Changes

Before the University start day, students may make changes using the BU Student Link. After the University start day, students may add or change sections of classes (including classes that are full or closed with permission of the chair) by completing an Add/Drop Form and submitting it to the SSW Registration Administrator. The Department Chair of the course the student is wishing to add must approve "adds" during the first two weeks of the semester. A course may be "dropped" by using the BU Student Link within the first five weeks of the semester. Look for posted academic schedules each semester that indicate the dates for withdrawing "without a W on the student's record" or "with a W on the student's record".

Full Time versus Part Time Status

A student's status may change if the total number of registered credits changes in a given semester. Students are considered to be Part-time if they are taking below 12 credits per semester. (To change status from full-time to part-time or vice versa you must meet with and

obtain permission from the SSW Director of Student Services). Part-time students will receive a tuition refund for a dropped course as long as they are still enrolled in other class(es).

Students who plan to drop ALL courses in a semester must meet with the SSW Director of Student Services to complete the Withdrawal/Leave of Absence Form. There is a tuition refund schedule for each semester and it is based on the date of withdrawal.

Cross Registration within another BU Graduate School

SSW students are eligible for and encouraged to cross-register for graduate courses in other graduate schools and programs within Boston University. The student must obtain a course description and syllabus. If the student wishes to get credit for an elective she/he will need approval from the Associate Dean for Academic Affairs. Credit for a required course will need approval from the Department Chair of the equivalent course.

Approval letters must be filed by the Associate Dean for Academic Affairs with the SSW Registration Administrator. Although the number of credits per course varies from school-to-school, the student will receive credit for ONE SSW course, for each approved course taken elsewhere at Boston University. Once the course has been approved, students should use the Student Link to register if prior to the University start date. After the University start date, students should follow the regular registration procedures outlined above.

Cross Registrations among BUSSW Programs

Students may register for classes at the various BUSSW locations (Charles River, BU North, Cape Cod, Fall River or On-Line Programs), on a space available basis. Charles River students should contact the SSW Registrar to check availability.

Cross Registration with Consortium Colleges and Universities

The cross-registration privilege applies for the following Consortium members: Boston College, Hebrew College, Tufts University, and Brandeis University. Students will be charged the BUSSW tuition. Students wishing to cross-register at a consortium school must complete a [Cross-Registration Form](#).

SSW students are allowed to take ONE Consortium class per semester. A Consortium class will automatically appear on the BU transcript and no additional tuition charges will be added for full time students.

It may be possible to obtain permission to take a graduate level course at a college or university that is not part of the Consortium. The same process for approval is used for these courses as for those taken within Boston University. Please complete [the Pre-Approval of Transfer Credit Form](#) to apply for transfer courses outside of the [Consortium](#).

After completion of an approved course taken at a Consortium School, grades will be submitted by the Consortium School. If taking an approved course at a non-Consortium School, the student

must submit an official transcript to the SSW Registration Administrator in order to receive transfer credit. The grade for a transfer course will not be factored in to determine a student's grade point average.

Graduation Review

During the month of October, Charles River students scheduled to graduate the subsequent January, May, or September will be required to attend a graduation review at which a check sheet must be completed and returned to the SSW Registration Administrator. Students will be considered potential graduates only after they have met with the SSW Registration Administrator or Director of Student Services to review and approve the graduation review check sheet. Other information that students provide to the University pertaining to graduation (name for diploma, etc.) is completed through the Student Link under Academics.

Auditing Courses

An auditor is a student who attends a class to acquire knowledge, but who does not earn credits or a grade. Audited courses do not count toward completing degree requirements. An auditor may not change his or her status after the fifth week of classes. Auditors must attend classes regularly, complete assigned reading, and participate in discussions but they are excused from handing in paper assignments. Auditors are admitted to a course on a space-available basis and in accordance with the rules of the School of Social Work. Auditors are subject to the full tuition and fees for the course. An auditor must fill out the audit class section of an [add drop form](#) and obtain instructor's signature and return the form to the SW Registrar.

OFF-CAMPUS PROGRAMS' (OCP) REGISTRATION PROCEDURE

Dropping Courses

Due to the structure of OCP programs, dropping a course may delay a student's progress and continuation in the program or the student may have to enroll in that course at the Charles River Campus in Boston. Please note that the tuition rate at the Charles River Campus is higher than the OCP rate.

A student may drop a course before the University start date* for the semester using the BU Student Link under Academics. After the University start day, students must contact the SSW Registration Administrator at (617) 353-2221. Students should consult with the Director of their Program before dropping a course.

Off-Campus students will receive a tuition refund for a dropped course if it is dropped before the start date of the course. Keep in mind that a student must be registered for six credits per semester to be eligible for financial aid. Look for posted academic schedules each semester that indicate the dates for withdrawing "without a W on the student's record" or "with a W on the student's record". There is a tuition refund schedule for each semester and it is based on the date of withdrawal.

*The University start date is the first day of classes in the University's undergraduate program. Consult the Office of the University Registrar for the exact date.

Graduation Review

During the fall semester, Off-Campus students who are in their last year of the program will be required to complete a graduation review. Students will be considered potential graduates only after they have met with the Director of their program and after approval of their graduation review check sheet. Other information that students provide to the University pertaining to graduation (name for diploma, etc.) is completed through the Student Link under Academics.

Cross Registration Among BUSSW Programs

Off-Campus students who wish to cross-register must have written permission from their campus director.

Class Cancellations

On rare occasions an Off-Campus classes may be canceled such as if the instructor is unable to attend (e.g. illness, emergency) or weather makes travel unsafe. Students will be notified via email if a class is cancelled or delayed.

ONLINE REGISTRATION PROCEDURES

Registration Review

Students wishing to make changes from the standard program plans should review any changes with the OLP Administrator prior to registration. Students need to follow their Program Plan to ensure that requirements are being met and that classes are taken in an appropriate order.

Dropping Courses

Due to the structure of the Online Programs, dropping a course may delay a student's progress and continuation in the program.

A student may drop a course before the University start-date for the course using the Student Link. Students should consult with the OLP Administrator prior to dropping a course. OLP students will receive a tuition refund for a course if it is dropped before the start date of the course. Keep in mind that a student must be registered for six credits per semester to be eligible for financial aid.

Grades

Students may view their grades through the Student Link under Academics. Printed copies of grades may be obtained by request through the Student Link through the University Registrar's webpage or in person at the Office of the University Registrar. Students are responsible for

checking their grade reports for accuracy and for contacting the SSW Registration Administrator if there are discrepancies.

Graduation Review

One semester before graduation, Online Campus students will be required to complete a graduation review with the OLP Administrator. Students will be considered potential graduates only after the graduation review has been completed and approved. Other information that students provide to the University pertaining to graduation (name for diploma, etc.) can be done through the Student Link.

Cross Registration among BUSSW Programs

Online Program students are not eligible for cross-registration.