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REGISTRATION
Register for courses on the Student Link
The Student Link is where you can register for classes, review your transcript, update your address, and pay your tuition bill. You will use your login name and Kerberos password to access the Student Link.

How to Register

Example
1. Log into the Student Link: www.bu.edu/studentlink
2. Click on 'Academics.'
3. Next click on 'Registration.'
4. Login using BU user name and Kerberos password.
5. Go to the semester (e.g., Spring 2017; Fall 2017, Summer 1 2017, Summer 2 2017)
6. Click on 'Reg Options'
7. Click on 'Register for Classes'
8. Enter the course information: (college) SSW; (department) WP; (course number) 701; (section) OL
9. Click ‘Add Class to Schedule’
10. NOTE: Registering for a course means registering for a specific section time, which is detailed in the Notes column on the far right. In the example below, selecting CP809O1 means selecting Sun, 7-8 pm EST. Choosing for CP809O2, in this example, means registering for Sun, 8-9pm EST.

By selecting SSW CP809 O1, a student is registering for both the online course and the Live Classroom section taking place Sun 7 – 8 p.m. By selecting SSW CP809 O2, a student is registering for both the online course and the Live Classroom section taking place Sun 8 – 9 pm. Please follow the instructions above to register for each course listed above excluding the integrative seminar. The integrative seminar only has 1 section – OL.

Registration Tutorial Video
We are pleased to be able to provide you with this 5 minute video which outlines each step of registration and also addresses a few registration FAQ. Please click here to view the video.

Registration Assistance
We can assist you when you have difficulty registering for classes, need to add or drop a class, and help fix any registration errors you may have made (i.e. register for wrong class, adjust FE credits). Should you need assistance with the registration process, please contact Jen Warner, SSW Registrar:
Phone: 617-353-2221   Email: jarose@bu.edu
STUDENT ACCOUNTS & PAYMENT
After registering you should expect a tuition bill from Student Accounts. Please contact the Student Accounting Office at 617-353-2264 should you have questions regarding your bill. Once you have a BU login and password you may check the status of your account and pay your bill via the BU Student Link.

You may also review your bill, learn about payment options, and monitor the payment deadlines and late fees on the Student Accounts webpage.

TUITION & FINANCIAL AID
Financial Aid questions should be directed to Sandra Butler, SSW Financial Aid Manager, sebutler@bu.edu. Please visit the SSW Financial Aid page for information on the financial aid process, forms, and deadlines.

Tuition and Financial Aid Reminders
- The Summer 2017 online program tuition is charged at the rate of $750 per credit.
- There is also a $60 part time graduate student service fee and $60 technology fee per credit per semester.
- Please remember that in order to be eligible for financial aid students must be registered for at least six credits per semester.
- Federal loans will not be finalized until after you are registered for courses. You will receive more information about your financial aid status after you register.

ADDING COURSES TO YOUR SCHEDULE
If you need to add a course to your schedule due to a program plan adjustment or registration error you should follow the process outlined below. Remember, students may not add courses outside the prescripts of their program plans. Students interested in taking a course not currently on their program plans for the current semester must have written permission from Online Program Administrator, Jen Grahek or Online Program Student Services Coordinator, Cynthia Bramble-Daley.

Before adding course(s)
1. Consult with Sandra Butler, Financial Aid Manager, sebutler@bu.edu to discuss any financial implications that may occur when adding a course.
2. Add course by logging onto the Student Link: www.bu.edu/studentlink. Follow the same steps outlined in the How to Register section.
3. If it is past the deadline to register via the Student Link, contact Jen Warner, SSW Registrar at jarose@bu.edu and include the following information:
   a. Full Name
   b. BU ID
   c. Program: Online MSW
   d. Courses needed to add (i.e. HB720 OL)
DROPPING COURSES ON YOUR SCHEDULE
Students must discuss plans of dropping or withdrawing from courses with Jennifer Grahek, Online Program Administrator or Online Program Student Sevices Coordinator, Cynthia Bramble-Daley prior to making changes to their schedule. Dropping or withdrawing from courses will impact program plans, status in program, financial aid, and students may need to file a leave of absence.

Before dropping course(s)
1. Pay close attention to the Add/Drop deadlines to avoid fees and tuition obligations.
2. Registration and other fees are non-refundable as of the first day of the semester.
3. Students can drop a course by the drop deadlines for possible reversal of charges.
4. After the drop course deadline, students can withdraw from a course. Withdrawing from a course means the course will remain on the student’s transcript as a “W”. Withdrawn students will not be eligible for a refund and will be required to pay for courses.
   a. To view important deadlines including the last day for 100% Tuition reimbursement and last day for withdrawing from courses please view: http://www.bu.edu/online/course-schedule/important-dates/index.html.

How to drop a class
1) Prior to dropping a course, contact Sandra Butler, Financial Aid Manager, sebutler@bu.edu to discuss Federal Stafford Loan obligations and any implications that may occur when dropping a course.
2) Notify Jennifer Grahek, Online Program Administrator or Online Program Student Services Coordinator, Cynthia Bramble-Daley.
3) to discuss your intentions in the Online MSW program and revising your program plan.
4) Inform your instructor, facilitator, and advisor that you will be dropping a course.
5) Log onto Student Link to drop or withdraw from the course(s).
   a) Go to www.bu.edu/studentlink
   b) Sign in using your BU login name & Kerberos Password
   c) Select the tab titled “Academics”
   d) Click on “Registration”
   e) Click on “Reg Options”
   f) Click on “Drop Class”
   g) Using the checkboxes, mark each class you wish to drop and then click on “Drop Marked Classes”
6) If you need help with dropping from a course, please Jen Warner, SSW Registrar at jarose@bu.edu and include the following information:
   a) Full Name
   b) BU ID
   c) Program: Online
   d) Courses needed to add/drop (i.e. HB720 03)
7) NOTE: Students taking a leave of absence or withdrawing from the program, you will be required to complete an official Withdrawal/Leave of Absence Form.
8) NOTE: Students who need to drop all courses and decrease enrollment to zero credits will be required to complete an official Withdrawal/Leave of Absence Form.
9) NOTE: If you do not submit the appropriate paperwork by the withdraw deadline, you will not be officially withdrawn and will be required to pay the course/semester’s tuition, and be graded in any active courses.
WITHDRAWING FROM COURSES
Students who wish to drop a course after the drop deadline have the option of withdrawing from the course. Withdrawing from a course will result in a W on your transcript. This will disrupt your program plan and most likely require you to take a leave of absence. Students should consult with Online Program Administrator, Jen Grahek or Online Program Student Services Coordinator, Cynthia Bramble-Daley about withdrawing prior to doing so.

Notes when withdrawing from a course
- Registration and other fees are non-refundable as of the first day of the semester.
- Last Day to Drop with a “W” grade means the course will remain on your transcript with “W” grade
- Students will not be eligible for a refund and will be required to enroll and pay for the course again.
- Students who fail to submit the appropriate paperwork by the withdraw deadline will not be officially withdrawn, will be required to pay the course/semester’s tuition, and be graded in any active courses.

How to withdraw from a course
1. Notify Online Program Administrator, Jen Grahek or Online Program Student Services Coordinator, Cynthia Bramble-Daley to discuss your intentions in the Online MSW program and revising your program plan.
2. Notify your instructor, facilitator, and advisor.
3. If you are in a field internship or planning to start one next semester, contact your advisor to review field placement policies and implications.
4. Notify Sandra Butler, Financial Aid Manager, sebutler@bu.edu prior to withdrawing from courses to review financial implications. Students must be registered for at least 6 credits per semester to be eligible for the Federal Stafford Loan.
5. Students who need to drop all courses and drop down to zero credits will be required to fill out a Withdrawal/Leave of Absence Form.
6. NOTE: If you need help with withdrawing, Jen Warner, SSW Registrar at jarose@bu.edu and include the following information:
   a. Full Name
   b. BU ID
   c. Program: Online
   d. Course(s) to withdraw from (i.e. HB720 03)

IMPORTANT CONTACTS
We are committed to helping students succeed in the program by offering a variety of resources and virtual supports.

MSW Online Program
Jennifer Grahek, Online Program Administrator, School of Social Work
Jen serves as the primary contact for newly admitted students to the School of Social Work. She is your resource for academic advising, program planning, academic policies/procedures, and graduation requirements. You should notify her if you are dropping courses.
Phone: 617-358-2466
Email: jpace@bu.edu
Fax: 617-353-5612

Cynthia Bramble-Daley, Online Program Student Services Coordinator, School of Social Work
Cynthia can assist you with questions regarding academic advising, program planning, academic policies/procedures, and graduation requirements.
Phone: 617-353-4769
Email: cbdaley1@bu.edu
Fax: 617-353-5612

School of Social Work Program Website and Email
Registration guides, program information, news, and events will be communicated via email. Please be sure to keep sswolp@bu.edu as a contact, as many communications will be sent from this address. You
should notify this email address if you have changed your name, address, or if you have any general
inquiries.
Website: http://www.bu.edu/ssw/students/current/currentstudents/

School of Social Work Registrar
Jen Warner, Registrar, School of Social Work
Students who need assistance with adding, dropping, or withdrawing from classes should contact the
SSW Registrar, Jennifer Warner.
Phone: 617-353-2221
Email: jarose@bu.edu
Fax: 617-353-5612

Office of Distance Education
Shannon Rose McAuliffe, Sr. Faculty & Student Support Administrator
Lawson Daves, Faculty & Student Support Administrator
Shannon Rose and Lawson c assist you with setting up your BU login account and navigating you
through Online Campus. Throughout the program they are available to support you with technical issues
within your course, to connect you to BU resources, and to provide you with textbook, course dates, and
registration information. Shannon Rose and Lawson provides Live Classroom technology updates and
assists in coordination of support.
Phone: 617-358-1979
Email: shanrose@bu.edu
ldaves@bu.edu

School of Social Work Financial Aid Office
Sandra Butler, OLP Financial Aid Manager, School of Social Work Financial Aid Office
Students who have questions about the financial aid process, sources of aid and eligibility should contact
Sandra.
Phone: 617-353-0489
Email: sswfa@bu.edu
Fax: 617-353-5612
Website: http://www.bu.edu/ssw/admissions/msw_adm/cost/

OLP Field Education
Students who need assistance with field education plans, regional advisors, integrative seminar, and E-Portfolio
should contact the Office of Field Education.

Denise Osei-Mensah, OLP Field Education Administrative Coordinator
Denise is a resource and primary contact for students with general inquiries related to Field Education.
Students submitting documents related to Field Education should contact her.
Phone: 617-353-3750
Email: sswolpFE@bu.edu
Fax: 617-353-8348

Kristina Whiton-O’Brien, Assistant Director of Advising & Field Education
Phone: 617-872-8995
Email: whitonob@bu.edu

Diane Crowley, Online Advising and Field Education Coordinator
Phone: 617.699.8299
Email: crowleyd@bu.edu

Student Accounting Office
Students who have questions about billing, payment deadlines, account inquires, and health insurance should
contact the Boston University Student Accounting Office:
Phone: 617-353-2264
Email: studenta@bu.edu
Website: http://www.bu.edu/studentaccountingservices/
Technology Support
Students who need desktop support, including issues with the Online Campus (Blackboard Learning Management System) and Adobe Connect should contact the BU Information Services and Technology. Please make sure to identify yourself as a distance education student.
Phone: 617-353-HELP (4357)
Email: ithelp@bu.edu
Website: http://www.bu.edu/tech/

Accommodations and Support
Students with disabilities looking for additional academic support and requesting accommodations should contact the BU Office of Disability Services. Students should plan on contacting disability services as soon as possible so that accommodations can be made in a timely manner.
Phone: 617-353-3658
Email: access@bu.edu
Website: http://www.bu.edu/disability/
Policies and Procedures for requesting academic accommodations: www.bu.edu/disability/policies-procedures/

Veteran Services
Support for Veterans can be found through the BU Office of the Registrar (OUR). Students should contact OUR for more information regarding educational benefits and programs.
Phone: 617-353-3678
Email: veterans@bu.edu
Website: http://www.bu.edu/reg/general-information/veterans-services/
The University, in scheduling classes on religious holidays, intends that students observing those holidays be given ample opportunity to make-up the work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet their classes or for canceled classes to be rescheduled. This calendar is subject to change.