

ONLINE PROGRAM

REGISTRATION GUIDE  
CONTINUING STUDENTS – SUMMER 2020

**Registration for Summer 2020 opens February 20<sup>th</sup>**. This registration guide contains a variety of information which will assist you in preparing for the next semesters in the program.

**SUMMER 2020 REGISTRATION**

The [Student Link](#) is your portal to register for classes, review your transcript, update addresses, and pay tuition bills. It is advised to register for courses as early as possible to have the opportunity to enroll in your preferred live classroom section. **To ensure that you are fully prepared for the upcoming semester, please register by:**

➤ **04/28/20 and be sure to also enroll in IS100**

**Registration Assistance**

For registration assistance please contact:

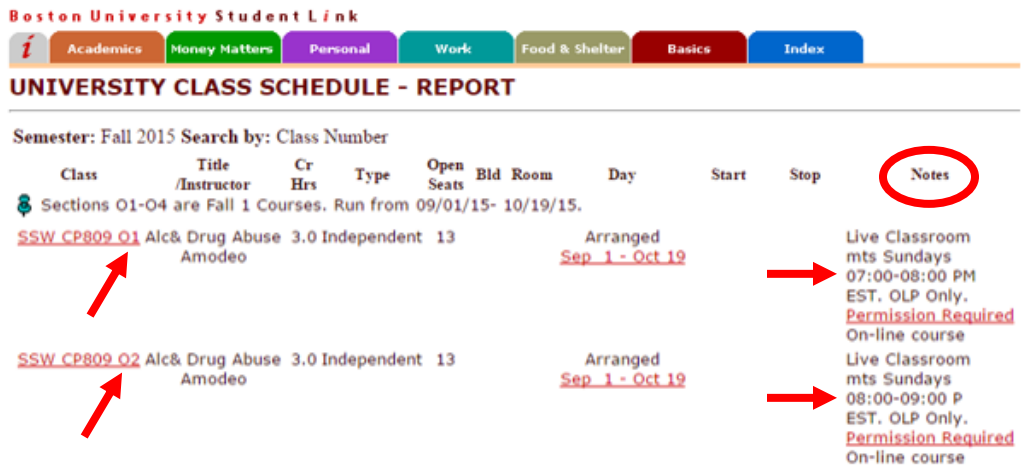
- **SSW Registrar** Email: [swreg@bu.edu](mailto:swreg@bu.edu) Phone: 617-353-2221

**How to Register**

Example

1. Log into the Student Link: [www.bu.edu/studentlink](http://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., Summer 2020)
6. Click on 'Reg Options'
7. Click on 'Register for Classes'
8. Enter the course information: (college) SSW; (department) WP; (course # 701; (section) O1
9. Click 'Add Class to Schedule'

**PLEASE NOTE:** when you register for a course you choose a specific section time for the Live Classroom session you want. In the example below, when you select CP809 O1 you will be enrolled in the CP809 course on Sunday 7-8 pm EST Live Classroom session time.



**Boston University Student Link**

Academics Money Matters Personal Work Food & Shelter Basics Index

**UNIVERSITY CLASS SCHEDULE - REPORT**

Semester: Fall 2015 Search by: Class Number

Class	Title /Instructor	Cr Hrs	Type	Open Seats	Bld Room	Day	Start	Stop	Notes
Sections O1-O4 are Fall 1 Courses. Run from 09/01/15- 10/19/15.									
<a href="#">SSW CP809 O1</a>	Alc& Drug Abuse Amodeo	3.0	Independent	13		Arranged <a href="#">Sep 1 - Oct 19</a>			Live Classroom mts Sundays 07:00-08:00 PM EST. OLP Only. <a href="#">Permission Required</a> On-line course
<a href="#">SSW CP809 O2</a>	Alc& Drug Abuse Amodeo	3.0	Independent	13		Arranged <a href="#">Sep 1 - Oct 19</a>			Live Classroom mts Sundays 08:00-09:00 P EST. OLP Only. <a href="#">Permission Required</a> On-line course

## PROGRAM PLANS & ADJUSTMENTS

Students follow a standard program plan to ensure completion of the requirements for the MSW degree. Program plans will vary depending on your major (Clinical or Macro), your track (HSE, TT, or AS) and your semester of entrance.

Program plans are accessible via the OLP website on the [Information Central](#) page under **Curriculum and Program Plans** tab at <http://www.bu.edu/ssw/entering-cohort-program-plans/>.

To ensure that you meet the requirements for graduation, any adjustments to your program plans must receive written pre-approval. To request a revised program plan, please use the [Revised Program Plan Request Form](#).

### ➤ **Accessing Course Descriptions**

Please go to <http://www.bu.edu/academics/ssw/courses>

## STUDENT ACCOUNTS & PAYMENT

After registering you will receive a tuition bill from [Student Accounts](#). Please contact the **Student Accounting Office** at 617-353-2264 if you have questions regarding your bill. You can 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 [sswfa@bu.edu](mailto:sswfa@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 2020 online program tuition is charged at the rate of **\$850 per credit**.
- **There is also a \$60 part time graduate student service fee.**
- 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.

## DROPPING OR WITHDRAWING FROM COURSES

Dropping or withdrawing may impact your status in the program and your eligibility for financial aid.

### **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 or withdraw from a course**

- 1) Prior to dropping a course, contact **our Financial Aid Office at [sswfa@bu.edu](mailto:sswfa@bu.edu)** to discuss Federal Stafford Loan obligations and any implications that may occur when dropping a course.
- 2) Notify the Online Program Team at [sswolp@bu.edu](mailto:sswolp@bu.edu) to discuss intentions in the Online MSW program and revising a program plan.
- 3) Inform the instructor, facilitator, and advisor that about the plans to drop the course.
- 4) Log onto Student Link to drop or withdraw from the course(s).
  - a) Go to [www.bu.edu/studentlink](http://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"

**NOTE:** Students taking a leave of absence or withdrawing from the program must submit an official [Withdrawal/Leave of Absence Form](#). Students who do not submit the appropriate paperwork by the withdraw deadline, will not be officially withdrawn and will be required to pay the course/semester's tuition, and be graded in any active courses.

**PLEASE NOTE:** To view important deadlines including the **last day for 100% Tuition reimbursement** and **last day for withdrawing** from courses please go to <http://www.bu.edu/online/course-schedule/important-dates/index.html>.

### 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 listed on their program plan for the current semester must have written permission from **Online Program Team**.

#### **Before adding course(s)**

1. Consult with our **Financial Aid Office**, [sswfa@bu.edu](mailto:sswfa@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](http://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 the **SSW Registrar** at [swreg@bu.edu](mailto:swreg@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)

### IMPORTANT CONTACTS

#### **MSW Online Program (OLP)**

Website: <http://www.bu.edu/ssw/students/current/olp/>

- **Nisa Thompson, Senior Staff Coordinator, School of Social Work**

Email: [sswolp@bu.edu](mailto:sswolp@bu.edu) Phone: 617-353-1746

Please be sure to keep [sswolp@bu.edu](mailto:sswolp@bu.edu) as a safe contact, as many communications will be sent from this address. Registration guides, program information, news, and events will be sent via email. For general inquiries please contact Nisa and be sure to inform her of any changes including change of name, address, or if you have any general inquiries.

#### **School of Social Work Registrar**

- **Registrar, School of Social Work**

Email: [swreg@bu.edu](mailto:swreg@bu.edu) Phone: 617-353-2221 Fax: 617- 353-5612

Please contact the SSW Registrar for assistance with adding, dropping, or withdrawing from classes.

#### **Office of Distance Education (ODE)**

- **Shelby Harvey, Sr. Faculty & Student Support Administrator**  
➤ **Dana Zareski, Faculty & Student Support Administrator**

Email: [shelbylh@bu.edu](mailto:shelbylh@bu.edu) Phone: 617-358-1979

Email: [dzareski@bu.edu](mailto:dzareski@bu.edu) Phone: 617-358-1979

Shelby and Dana are available to support you with navigating the Online Campus and with technical issues within your courses; connect you to BU resource; provide textbook information and Live Classroom technology.

#### **School of Social Work Financial Aid Office**

For question about the financial aid process, sources of aid and eligibility please contact the Financial Aid Office

Email: [sswfa@bu.edu](mailto:sswfa@bu.edu) Phone: 617-353-0489 Fax: 617- 353-5612

Website: <http://www.bu.edu/ssw/students/current/financial-aid/>

### **OLP Field Education**

For assistance with field education, regional advisors, integrative seminar, or E-Portfolio please contact Field Education:

➤ **Eva Aslani OLP Field Education Administrative Coordinator**

Email: [sswolpFE@bu.edu](mailto:sswolpFE@bu.edu) Phone: 617-353-3750 Fax: 617-353-8348

Primary contact for students with general inquiries related to Field Education and to submit documents related to Field Education.

### **Student Accounting Office**

For assistance with billing, payment deadlines, account inquiries please contact Student Accounting:

Email: [studenta@bu.edu](mailto:studenta@bu.edu) Phone: 617-353-2264 Website: <http://www.bu.edu/studentaccountingservices/>

### **Technology Support**

For desktop support, including issues with the Online Campus (Blackboard Learning Management System) and Zoom please contact Information Services and Technology and be sure to identify yourself as a distance education student.

Email: [ithelp@bu.edu](mailto:ithelp@bu.edu) Phone: 617-353-HELP (4357) Website: <http://www.bu.edu/tech/>

### **Academic Accommodations and Support**

To request a disability accommodation please contact the Office of Disability & Access and review the Policies and Procedures for requesting academic accommodations.

Email: [access@bu.edu](mailto:access@bu.edu) Phone: 617-353-3658 Website: <http://www.bu.edu/disability/>

### **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:

Email: [veterans@bu.edu](mailto:veterans@bu.edu) Phone: 617-353-3678

Website: <http://www.bu.edu/reg/general-information/veterans-services/>

## ONLINE PROGRAM CALENDAR

### **Summer 2020 Semester**

May 12	First day of Summer 1 classes
May 25	Holiday, Classes follow course schedule
June 29	Last day of Summer 1 classes
July 4	Holiday: Classes follow course schedule
July 7	First day of Summer 2 classes
August 24	Last day of Summer 2 classes

### **Fall 2020 Semester**

September 8	First day of Fall 1 classes
October 12	Holiday, Classes follow course schedule
October 26	Last day of Fall 1 classes
November 3	First day of Fall 2 classes
November 26	Holiday, Classes follow course schedule
December 21	Last day of Fall 2 classes

*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.*