This registration guide contains a variety of information which will assist you in preparing for the next semester in the program.

SUMMER 2019 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:

➤ 04/2019 and be sure to also enroll in IS100

Registration Assistance
For registration assistance please contact:
➤ Jen Warner, SSW Registrar  Email: swreg@bu.edu  Phone: 617-353-2221

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 #) 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.
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 with 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. Please visit the SSW Financial Aid page for information on the financial aid process, forms, and deadlines.

Tuition and Financial Aid Reminders
• The Summer 2019 online program tuition is charged at the rate of $825 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.

DROPPING OR WITHDRAWING FROM COURSES
Dropping or withdrawing may impact your status in program and you 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 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 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
   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 view: [http://www.bu.edu/online/course-schedule/important-dates/index.html](http://www.bu.edu/online/course-schedule/important-dates/index.html).

- Prior to dropping a course, contact our Financial Aid Team at sswfa@bu.edu to discuss Federal Stafford Loan obligations and any implications that may occur when dropping a course.
- Notify the OLP Team at sswolp@bu.edu to discuss your intentions and to revise your program plan.
- Inform your course instructor, facilitator, and advisor about your plan.
- Log onto Student Link to drop or withdraw from the course(s).

**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 Team.

**Before adding course(s)**

1. Consult with our Financial Aid Office, 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. 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 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**

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

**MSW Online Program (OLP)**

Website: [http://www.bu.edu/ssw/students/current/olp/](http://www.bu.edu/ssw/students/current/olp/)

- **Nisa Thompson**, Senior Staff Coordinator, School of Social Work
  - Email: sswolp@bu.edu  
  - Phone: 617-353-1746

Please be sure to keep 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**

- **Jen Warner**, Registrar, School of Social Work
  - Email: 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
- **Lawson Daves**, Faculty & Student Support Administrator
  - Email: shelbyh@bu.edu, ldaves@bu.edu  
  - Phone: 617-358-1979

Shelby and Lawson 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 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 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 inquires please contact Student Accounting:
Email: 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 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 Services and review the Policies and Procedures for requesting academic accommodations at www.bu.edu/disability/policies-procedures/
Email: 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 Phone: 617-353-3678 Website: http://www.bu.edu/reg/general-information/veterans-services/

ONLINE PROGRAM CALENDAR

Summer 2019 Semester
May 14 First day of Summer 1 classes
May 27 Holiday, Classes follow course schedule
July 1 Last day of Summer 1 classes
July 4 Holiday: Classes follow course schedule
July 8 First day of Summer 2 classes
August 30 Last day of Summer 2 classes

Fall 2019 Semester
September 3 First day of Fall 1 classes
October 14 Holiday, Classes follow course schedule
October 21 Last day of Fall 1 classes
October 29 First day of Fall 2 classes
November 27 Holiday, Classes follow course schedule
December 16 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.