Outline of Session:

- Review Key Registration Details
- Reading Your Course Planning Worksheet
- How to search using the Course Catalog
- The Registration Process
- Course Enrollment Petition Process: Why and How
- FAQ’s about Class Registration
Review of Key Registration Details
Things to keep in mind:

● Your registration date and time will be listed on Wolverine Access under Student Business\Student Center

  ○ The date and time of your registration is very important! Please consider setting a reminder on your phone or calendar to register at your assigned time

● Please use the Course Registration Guide document as a resource!
Online MSW Course Registration Guide

How to register for your courses:

- A few weeks prior to when course registration opens, all students will receive an email from the SSW Registrar with information about Backpacking and course registration dates.
  - Please review your Course Planning Worksheet AND the Course Catalog to see the courses that you are scheduled to take AND when they are available. Please make sure you are using the filters on each respective website to pull up the correct planning worksheet and relevant list of courses (i.e. program type, semester, etc.)

- When Backpacking opens, you are able to reserve your courses by going to: Wolverine Access/Student Business /Student Center.
  - Backpacking is how you reserve your desired courses for the semester you are registering for prior to your registration date/time.
  - When Backpacking opens, you can also see your registration date and time on the Student Center main page on Wolverine Access. Please set a reminder for yourself of your registration date and time so that you do not forget.

- At your registration date and time, go back into Wolverine Access, where you Backpacked your courses, and "add" your selected courses to your semester schedule.
  - The closer you register to your scheduled date and time, the stronger the likelihood you are able to get into the course section and time of your choice.

- If the course(s) you tried to register for are closed, you will need to complete a Course Enrollment Petition Form for each course you would like to enroll in.
  - Each semester there is a priority deadline for submission of your course enrollment petition(s). This is communicated to all MSW students via email from the SSW Registrar. Please make note of this date.
  - After the priority deadline date, you will be alerted via email whether or not your petition will be approved or denied.
  - If your petition is approved, you will receive instructions regarding how to register for the course and the new deadline date for registration (typically 48 hours).
  - Petitions are not a guarantee. Typically, petitions are denied if the course is full AND: is an elective/ is also offered at a different time where there are spaces available and/or if you are not close to graduating from the program and would have time to take the course in a future semester.

Questions?

- If you have any questions regarding what classes to take based on your professional interests/goals, please reach out to your faculty advisor.
- If you have any questions regarding the schedule of courses for future semesters, how courses are classified (required vs. electives), residential courses and which courses satisfy program requirements, please reach out to your technical advisor, Antuan Featherstone at adfeath@umich.edu.

Keep in mind....

- Please follow the course planning worksheet to ensure that you are taking the right required courses you are scheduled for in any given semester.
- As a part time student, you must take 8 credits or less per term. You are welcome to take more credits than your course planning worksheet outlines (if less than 8 credits), however, please keep in mind that as a part time student, you pay per credit hour.
- Students register for courses twice a year. Once in March for Spring/Summer AND Fall classes and in November for Winter classes.
Course Planning Worksheet
# Course Schedule/ Course Planning Worksheet

## Master Track Schedule

**First Term**
- **Essentials**
  - SW599 Introduction to Social Work Practice
    - Cr. 1

**Essentials Lab**
- SW718 MasterTrack Skills Lab
  - Cr. 3

**Pathway Requirement**
- SW600 Biological, Psychosocial and Ecological Aspects of Health, Mental Health and Disease
  - Cr. 3

**Second Term**
- **Pathway Requirement**
  - SW601 Applied Assessment Skills in Integrated Health, Mental Health and Substance Abuse
    - Cr. 3

**Electives**
- SW600 Elective Course
  - Cr. 3

**Third Term**
- **Pathway Requirement**
  - SW602 Interpersonal Practice Interventions in Integrated Health, Mental Health, and Substance Abuse (Adults)
    - Cr. 3
  - SW603 Interpersonal Practice Interventions in Integrated Health, Mental Health, and Substance Abuse (Children, Youth, Transitional Youth, and Families)
    - Cr. 3

**Pathway Policy Requirement**
- SW649 Practicing Policy with Current Events
  - Cr. 1

**Electives**
- SW600 Elective Course
  - Cr. 3

## Advanced Standing Schedule

**First Term**
- **Essentials**
  - SW599 Engaging Social Justice, Diversity, and Oppression in Social Work
    - Cr. 3
  - SW599 Introduction to Social Work Practice
    - Cr. 1

**Pathway Requirement**
- SW600 Biological, Psychosocial and Ecological Aspects of Health, Mental Health and Disease
  - Cr. 3

**Second Term**
- **Pathway Requirement**
  - SW601 Applied Assessment Skills in Integrated Health, Mental Health and Substance Abuse
    - Cr. 3

**Electives**
- SW600 Elective Course
  - Cr. 3

**Third Term**
- **Pathway Requirement**
  - SW602 Interpersonal Practice Interventions in Integrated Health, Mental Health, and Substance Abuse (Adults)
    - Cr. 3
  - SW603 Interpersonal Practice Interventions in Integrated Health, Mental Health, and Substance Abuse (Children, Youth, Transitional Youth, and Families)
    - Cr. 3

**Pathway Policy Requirement**
- SW649 Practicing Policy with Current Events
  - Cr. 1

**Electives**
- SW600 Elective Course
  - Cr. 3
Determining elective credits:

Electives are:
- Any classes that are not listed as required on your CPW
  - Although you can take a required class as an elective as long as it is taken during or after the term it is scheduled for
  - Some electives are worth 3 credits, and there are a few 1 credit options

Taking 1 Credit Electives:
- Allows you to take multiple courses on a variety of topics
- One credit classes are scheduled to run for 5 weeks, meeting once a week for 2 hour live sessions
- Usually these classes will be scheduled concurrently so that they do not overlap
Elective Classes:

WN23 Electives

● SW659 (1)
● SW711 (1)
● SW614 (3)
● SW663 (3)
● SW606 (3)
● SW612 (3)
● SW602/603 (3) (if you are scheduled to or already have taken one as a requirement, you can take the other as an elective)
● SW604/605 (3) (if you are scheduled to or already have taken one as a requirement, you can take the other as an elective)

FA22 Electives

● SW762 (1)
● SW659 (1)
● SW614 (3)
● SW620 (3)
● SW618 (3)
● SW606 (3)
● SW612 (3)
● SW602/603 (3) (if you are scheduled to or already have taken one as a requirement, you can take the other as an elective)
● SW604/605 (3) (if you are scheduled to or already have taken one as a requirement, you can take the other as an elective)
Using the Course Catalog
The Registration Process
Registering for Classes:

- After determining the classes you need and would like to take, you can backpack them on Wolverine Access
  - Backpacking opens on Monday, November 7th
  - Registration begins on Monday, November 14th
    - New online MSW students register on Thursday, November 17th
- Backpacking allows you register quickly for classes when your appointment time arrives
Course Enrollment Petitions
Course Enrollment Petition Process:

WHAT:

- If the course(s) you tried to register for are closed, you will need to complete a Course Enrollment Petition Form for each course you would like to enroll in.
  - Each semester there is a priority deadline for submission of your course enrollment petition(s). This is communicated to all MSW students via email from the SSW Registrar. Please make note of this date.
  - After the priority deadline date, you will be alerted via email whether or not your petition will be approved or denied. If your petition is approved, you will receive instructions regarding how to register for the course and the new deadline date for registration (typically 48 hours).
  - Petitions are not a guarantee. Typically, petitions are denied if the course is full AND: is an elective/ is also offered at a different time where there are spaces available and/or if you are not close to graduating from the program and would have time to take the course in a future semester.

WHY?
FAQ’s
Who to ask what?

Faculty Advisor
- This is the faculty member you will meet over the SW590/Orientation Weekend
- If you do not know who your faculty advisor is, you can check by going to Wolverine Access\Student Business\Student Center. The person should be listed in a box on the right hand side
- For classes: if you have questions related to how classes will best prepare you for your professional interests and goals as a social worker, your faculty advisor can assist you with this conversation!

Technical Advisor (Antuan)
- Contact me if you have any questions regarding:
  - The schedule of classes and what to take when
  - Making any changes to your course plan as it is laid out on the CPW
  - What classes satisfy different program requirements (required classes vs. elective classes)
Other FAQ’s

- Can I take residential classes (online or in person)?
- Can I take classes in other colleges at U-M?
- What happens if I register “late”?
- Why do we register for both SS and FA semesters at the same time?
Any Questions?

Thanks!