



Online MSW Program

How to Register for Classes

Outline of Session:

- Review key registration details
- Reading your Course Planning Worksheet (CPW)
- How to search using the Course Catalog
- The registration process
- Course enrollment petition process: Why and how
- FAQ's about class registration

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Review of Key Registration Details

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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
- New students starting in the fall will register in **July 7th**
 - Going forward, you will register for **both** SS and FALL classes at the end of March and for WINTER in Oct/Nov.
- [New student Toolkit](#) on the SSW website is a good one to bookmark.
- Please use the Course Registration Guide document as a resource!

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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**, Dayna Asante-Appiah at daappiah@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.

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Course Planning Worksheet

(<https://ssw.umich.edu/assets/course-planning-worksheets/index.php>)

Course Schedule/ Course Planning Worksheet

MicroMasters/Master Track Schedule



Course Planning Worksheet For Students Beginning Program in Winter 2022
Interpersonal Practice in Integrated Health, Mental Health, and Substance Abuse ONLINE
Online MSW MicroMasters/MasterTrack MSW

This Course Planning Worksheet is tentative.

First Term	7 credit hours
<input type="checkbox"/> Indicates a required course, <input checked="" type="checkbox"/> indicates choose one course from section, and <input type="checkbox"/> indicates an elective course	
Essentials	
<input checked="" type="checkbox"/> SW590 Introduction to Social Work Practice	Cr: 1
Essentials Lab	
<input checked="" type="checkbox"/> SW718 MasterTrack Skills Lab	Cr: 3
Pathway Requirement	
<input checked="" type="checkbox"/> SW600 Behavioral, Psychosocial and Ecological Aspects of Health, Mental Health and Disease	Cr: 3
Second Term	
<input type="checkbox"/> Indicates a required course, <input checked="" type="checkbox"/> indicates choose one course from section, and <input type="checkbox"/> indicates an elective course	
Pathway Requirement	
<input checked="" type="checkbox"/> SW601 Applied Assessment Skills in Integrated Health, Mental Health and Substance Abuse	Cr: 3
Electives	
<input type="checkbox"/> SW602 Elective Course	Cr: 3
Third Term	
<input type="checkbox"/> Indicates a required course, <input checked="" type="checkbox"/> indicates choose one course from section, and <input type="checkbox"/> indicates an elective course	
Pathway Requirement	
<input checked="" type="checkbox"/> SW602 Interpersonal Practice Interventions in Integrated Health, Mental Health, and Substance Abuse (Adults)	Cr: 3
<input checked="" type="checkbox"/> SW603 Interpersonal Practice Interventions in Integrated Health, Mental Health, and Substance Abuse (Children, Youth, Transitional Youth, and Families)	Cr: 3
Pathway Policy Requirement	
<input checked="" type="checkbox"/> SW649 Practicing Policy with Current Events	Cr: 1
Electives	
<input type="checkbox"/> SW602 Elective Course	Cr: 3

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Advanced Standing Schedule



Course Planning Worksheet For Students Beginning Program in Winter 2022
Interpersonal Practice in Integrated Health, Mental Health, and Substance Abuse ONLINE
Online MSW Adv Standing

This Course Planning Worksheet is tentative.

First Term	7 credit hours
<input type="checkbox"/> Indicates a required course, <input checked="" type="checkbox"/> indicates choose one course from section, and <input type="checkbox"/> indicates an elective course	
Essentials	
<input checked="" type="checkbox"/> SW605 Engaging Social Justice, Diversity, and Oppression in Social Work	Cr: 3
<input checked="" type="checkbox"/> SW590 Introduction to Social Work Practice	Cr: 1
Pathway Requirement	
<input checked="" type="checkbox"/> SW600 Behavioral, Psychosocial and Ecological Aspects of Health, Mental Health and Disease	Cr: 3
Second Term	
<input type="checkbox"/> Indicates a required course, <input checked="" type="checkbox"/> indicates choose one course from section, and <input type="checkbox"/> indicates an elective course	
Pathway Requirement	
<input checked="" type="checkbox"/> SW601 Applied Assessment Skills in Integrated Health, Mental Health and Substance Abuse	Cr: 3
Electives	
<input type="checkbox"/> SW602 Elective Course	Cr: 3
Third Term	
<input type="checkbox"/> Indicates a required course, <input checked="" type="checkbox"/> indicates choose one course from section, and <input type="checkbox"/> indicates an elective course	
Pathway Requirement	
<input checked="" type="checkbox"/> SW602 Interpersonal Practice Interventions in Integrated Health, Mental Health, and Substance Abuse (Adults)	Cr: 3
<input checked="" type="checkbox"/> SW603 Interpersonal Practice Interventions in Integrated Health, Mental Health, and Substance Abuse (Children, Youth, Transitional Youth, and Families)	Cr: 3
Pathway Policy Requirement	
<input checked="" type="checkbox"/> SW649 Practicing Policy with Current Events	Cr: 1
Electives	
<input type="checkbox"/> SW602 Elective Course	Cr: 3

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Determining elective credits:

Electives are:

- Any classes that are not listed as required on your CPW
 - Or a required class if you have a choice (ie, 602/603)
 - Some electives are worth 3 credits, and there are a few 1 credit options
 - On-campus or online, social work and other graduate programs at UM

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

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Using the Course Catalog

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Course Catalog

Course Catalog

Term Per Page

Program Type Format

Sort By

Associated Pathway

Keywords or Course #

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4 The Registration Process

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Registering for Classes:

- Start: Be prepared (CPW, Catalog, WA, toolkit)
- After determining the classes you need and would like to take, you can *backpack* them on Wolverine Access. ([Instructions in Toolkit](#))
 - Backpacking allows you register quickly for classes when your appointment time arrives
- Registration begins on July 7th

FIELD

- To register for Field, please make sure to select “Include Independent Study Classes” as a part of your search criteria on Wolverine Access

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Course Enrollment Petitions

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The WHAT and WHY of the Petition Process?

- Can be stressful!
- Finding it: On the SWK website/course related forms (<https://ssw.umich.edu/assets/course-enrollment-petition/index.php>)
- We “hold back” about 5 seats in each section
 - Allows us to prioritize people who need something in a certain semester in order to graduate
 - Will prioritize classes that are required over electives
- A video and information on the form about how to be most successful (describe and provide detail)
- Decisions made on a rolling basis
- You will be alerted by email; STILL MUST REGISTER

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6 FAQ's

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Who to ask what?

Faculty Advisor

- This is the faculty member you met 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.

How they help:

- How classes will best prepare you for your professional interests and goals
- Overall professional development
- Basic course planning questions

Technical Advisor

- Program manager (Barb for now)

How they help:

- 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)
- Independent study ideas

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Other FAQ's

- Can I take an on-campus class?
 - (YES. DATE/TIMES DIFFER; TERM DATES; LONGER LIVE SESSIONS)
- Can I take classes in other UM departments/units?
 - (YES. KEEP AN EYE ON TERM DATES, CLASS TIMES & FORMAT)
- What happens if I register "late"?
 - (YOU MIGHT NOT GET IN. TALK TO TA)
- Why do we register for both SS and FA semesters at the same time?
 - (MOST UNITS AT UM DON'T HAVE SUMMER SESSION)

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Any Questions?

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