

**SCHOOL OF SOCIAL WORK
UNIVERSITY OF PITTSBURGH**

M E M O R A N D U M

TO: ALL SOCIAL WORK STUDENTS
FROM: Lambert Maguire, Associate Dean of Academic Affairs
DATE: February 6, 2008
RE: Registration Dates for Summer Term/Sessions 2007-2008 and Fall Term 2008-2009

**SOCIAL WORK REGISTRATION MATERIALS FOR SUMMER TERM AND
SESSIONS 2007-2008 AVAILABLE FRIDAY, FEBRUARY 8, 2008**

The registration dates for the Summer Term and Sessions 2007-2008 are as follows:

SOCIAL WORK

BASW: Monday, February 18 through Friday, February 22
MSW: Students graduating in June or August 2008-(Graduation Applications due now)
Thursday, February 21 and Friday, February 22
Advanced standing students or students graduating in December 2008
Monday, February 25 through Friday, February 29
Part-time students-
Monday, February 25 through Friday, February 29
All other MSW students-
Monday, February 25 through Friday, February 29

****Please note: If registering for fieldwork credits ONLY during the Summer Term, you may process your summer enrollment form during the Fall Term registration dates.**

PH.D.: Monday, February 25 through Friday, February 29

**SOCIAL WORK REGISTRATION MATERIALS FOR FALL TERM 2008-2009
AVAILABILITY TO BE ANNOUNCED**

The registration dates for the Fall Term 2008-2009 are as follows:

SOCIAL WORK

BASW Srs.(Current BASW Jrs who will be Srs in Fall 2008):
Thursday, March 20 and Friday, March 21
BASW Jrs.(Current Part-time students and students beginning BASW Program in Fall 2008):
Monday, March 24 through Friday, March 28
MSW: Current Advanced standing students or students graduating in December 2008--(Graduation Applications due now)
Thursday, March 27 and Friday, March 28
Current Part-time students -
Monday, March 31 through Friday, April 4
All other current MSW students -
Monday, March 31 through Friday, April 4
PH.D.: Monday, March 31 through Friday, April 4

All students are to make appointments with their advisors prior to, or during, the registration period. No Registration Forms will be accepted by the Recorder's Office (2110 C.L.) prior to the above dates.

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To recapitulate the registration process, please do the following:

1. During the appointment, your advisor will review with you your program, interests, and career goals. You and your advisor will develop a course schedule both to meet your needs and to satisfy the basic curriculum requirements.
2. Complete the Enrollment Form in BALLPOINT PEN. Make sure that your registration information is legible. **PLEASE NOTE:** Do not put the title of the course in the SUBJECT area of the Enrollment Form. This space is for the Department Abbreviation listed on the Social Work Schedule of Classes under the SUBJECT Heading.
3. You and your advisor will sign the Enrollment Form.
4. Take the Enrollment Form to ROOM 2110 C.L., where our Recorder will stamp the form. **PLEASE NOTE: Waiting Lists are available in instances of closed courses; you may request that your name be added to the waiting list in case of any future openings but you will then need to register for a substitute course.**
5. Students planning to be graduated in **June, August or December 2008** should be sure to complete **GRADUATION APPLICATIONS** when registering for their final term. The last day to apply for **June 2008** graduation is **May 2nd** ; the last day to apply for **August 2008** graduation is **May 27th** , both of which are prior to the deadlines for some summer registrations. If you are fulfilling requirements for the Gerontology certificate program, you must include the information on the Graduation Application (pg. 2) for the Certificate. Failure to submit an application by the deadline will result in the assessment of a late fee or will prevent you from being graduated at the anticipated time. You will also need to have any incomplete grades changed to reflect the completion of course or field work.

PLEASE NOTE: Please **DO NOT** leave registration forms for your advisor's signature with instructions to be submitted to the Recorder's Office. Students must submit these forms personally in case of closed classes, malpractice insurance, "HOLDS" on their accounts, address changes, or other special instructions.

Registration forms will not be accepted by the Recorder's Office from faculty advisors.

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cc: Dean Davis
Faculty and Staff