ORIENTATION TIPS
AUGUST 22, 2019

IMPORTANT DATES

1. For MSW students: The HBSE exemption exam will be given on Friday, August 23rd in Room 239 Cathedral of Learning, 8:30-10:00 am; the Research exemption exam will be given on Friday, August 24th in Rooms 216 Cathedral of Learning, 10:30am-12pm.

2. Monday, August 26th is the last day for new students to register for the Fall Term without paying a late fee.

3. The add-drop period extends only to Friday, September 6th. Changes in your course schedule CANNOT be made after that date.

THINGS TO KEEP IN MIND

1. Check the class schedule in your Student Center via the Pitt Portal (www.my.pitt.edu) for Fall Term ROOM and course schedule changes. For your convenience, the class schedule is available on the School’s website (www.socialwork.pitt.edu).

2. All students will receive survey requests from Qualtrics throughout their time in the program. It is mandatory that all students complete these surveys. Please do not choose to “opt out” of these surveys.

3. Although advisors assist in course planning, it is ultimately the student’s responsibility to see that he/she has the sufficient number of credits and has satisfied all requirements for graduation. Please refer to the Student Handbook 2019-2020 (on-line at www.socialwork.pitt.edu) for further information. Graduation is not an automatic process. All students must complete an “Application for Graduation” form when enrolling for their final term of the program. The graduation application form must be submitted to Marcia Piel, 2101 Cathedral of Learning. 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.

4. It is the students’ responsibility to read the sections about the NASW Code of Ethics and the School’s Academic Integrity Policy in the Student Handbook and to learn agency policies and practices pertaining to ethical issues in working with clients. It is also students’ responsibility to review the academic and grading policies for their specific degree program, including the School’s Academic Review policy, which applies to all students.

MSW CERTIFICATE PROGRAMS

COSA Certificate Program
1. MSW students interested in the Human Services Management Certificate should contact Dr. Mary Ohmer in Room 2204 CL, 412-624-8214, mlo51@pitt.edu.
Direct Practice Certificate Programs

1. MSW students interested in the Child Welfare Certificate Program should contact Dr. Helen Cahalane in Room 2033 CL, 412-624-6386, hcupgh@pitt.edu, before the end of September.

2. MSW students interested in the Home and School Visitor Certification Program should contact Ms. Deborah Robinson in Room 2129 C.L., 412-624-3844, dcr16@pitt.edu, as soon as possible.

3. MSW students interested in the Gerontology Certificate should contact Dr. Rafael Engel in 2316 C.L., 412-624-6315, rengel@pitt.edu.

4. MSW student interested in the Integrated Healthcare Certificate should contact Ms. Melissa Brusoski in 2027 CL, at 412-624-1344, brusoski@pitt.edu.

FROM THE OFFICE OF FIELD EDUCATION

1. All Social Work students in field placement are required to subscribe to the University’s Liability Insurance Program: $12.00 for coverage from August 30, 2019 through August 30, 2020. This fee is included on your Fall tuition invoice.

UNIVERSITY RESOURCES

1. Information on services for students with special needs is available from the Office of Disability Resources and Services, Room 140 William Pitt Union, 412-648-7890. Issues of discrimination are dealt with by the Office of Diversity and Inclusion, 2nd Floor Webster Hall, 4415 Fifth Avenue, 412-648-7860. Information and services related to sexual harassment are available at the Counseling Center, 1st Floor, Nordenberg Hall, 119 University Place, 412-648-7930 and the Office of Diversity and Inclusion, 2nd Floor Webster Hall, 4415 Fifth Avenue, 412-648-7860.

2. Student Health Services are located on the 1st Floor, Nordenberg Hall, 119 University Place, 412-383-1800.

3. Student Counseling Services are located on the 1st Floor, Nordenberg Hall, 119 University Place, 412-648-7930.

4. You will receive a University computer account and email address. If you have not received an email at the address you provided on your application to the School of Social Work indicating your username and password from Information Technology, you should contact the Help Desk at 412-624-4357.