

GETTING READY FOR FALL REGISTRATION

Silberman School of Social Work
at Hunter College

AGENDA

- Our Goals for You
- Your Registration Timeline
- Required Trainings
- CUNYfirst Registration Tools & Reminders
- Summary

OUR GOALS FOR YOU

- Know your registration timeline
- Know your required steps to take BEFORE registration
- Know what resources you can turn to so you can best plan ahead for registration





REGISTRATION TIMELINE

APRIL

You are accepted and complete your 7 steps outlined in your welcome package.

MAY

Fall registration opens. You can start putting classes in your shopping cart now

MAY – AUG 27TH

Registration changes **without a fee** can be made through the above dates (**last day to drop for 100% tuition refund**)

AUGUST 28TH

Start of Fall Semester. Classes begin

FALL SEMESTER

Late Registration (7 Day Rule): 7 Days to Add or Swap courses (note: late registration changes will incur an \$18 fee)

Please reach out to an academic advisor *before* making any changes **AFTER** the first day of classes. If you accidentally drop a class instead of swapping it, you will be responsible for the **FULL** cost of the class.

FALL REGISTRATION PLANNING

The screenshot shows the Hunter College website's registration page. At the top, there are navigation links for 'Students', 'Alumni', 'Faculty', 'Staff', and 'Community', along with 'QUICK LINKS', 'DIRECTORY', and buttons for 'APPLY', 'GIVE', and 'RENT'. The 'HUNTER' logo is on the left. A sidebar on the left lists various registration-related links: 'Students / Registration', 'Office of the Registrar', 'Academic Calendar', 'Register for Classes' (with sub-links for Class Search, DegreeWorks, Enrollment Requirements, ePermit and Permit Courses, Late Registration Request, Modes of Instruction, Pass/No Credit, and Registration Checklist), and 'CUNY SCHEDULE BUILDER'. The main content area is titled 'REGISTER FOR CLASSES' and features a yellow header for 'CUNY SCHEDULE BUILDER'. Below this, a paragraph explains that all students are encouraged to use the CUNY Schedule Builder. Three video links are listed: 'Add, Drop, and Swap Classes (Video)', 'Using DegreeWorks Worksheet (Video)', and 'Using DegreeWorks Plan (Video)'. A link to 'Learn More About Schedule Builder' with a right-pointing arrow is also present. At the bottom, a video player thumbnail for 'CUNY Schedule Builder - Registration - Add Drop & Swap Classes' is visible, with 'Watch later' and 'Share' options. The Windows taskbar is at the very bottom.

Students Alumni Faculty Staff Community QUICK LINKS DIRECTORY APPLY GIVE RENT

HUNTER

Students /
Registration

Office of the Registrar

Academic Calendar

Register for Classes

Class Search

DegreeWorks

Enrollment Requirements

ePermit and Permit Courses

Late Registration Request

Modes of Instruction

Pass/No Credit

Registration Checklist

REGISTER FOR CLASSES

CUNY SCHEDULE BUILDER

All students are strongly encouraged to register for classes with the CUNY Schedule Builder. Schedule Builder is a real-time class scheduling tool that enables you to plan and register for courses that meet your schedules and other needs.

- > Add, Drop, and Swap Classes (Video)
- > Using DegreeWorks Worksheet (Video)
- > Using DegreeWorks Plan (Video)

Learn More About Schedule Builder →

CUNY Schedule Builder - Registration - Add Drop & Swap Classes

USING SCHEDULE BUILDER

- Make sure you know the correct classes to register for by obtaining your curriculum grid [here](#)
- Plan to reference the CUNY schedule Builder video [here](#)
- Take time BEFORE registration to familiarize yourself with registration steps
- Refer to the Orientation site [here](#) for additional supports

THINGS TO REMEMBER

CO-REQUISITES

Co-requisites are courses that you must register for simultaneously:

- 717 Practice Lab 1 **along with** 761 Field.

SEQUENTIAL COURSES

Sequential courses are taken one after the other. Please keep in mind:

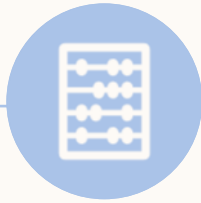
- You will be taking Practice Lab 1 (717) and Practice Lab 2 (718)
AND
- Field 1 (761) and Field 2 (762) with the **same professor/day and time** both the Fall and Spring Semesters. You will not be able to switch to another Practice Lab or Field section in the Spring

SPECIFIC FIELD SECTIONS FOR:

- CO
- Adv Standing
- OML
- Dual Degree

**these are noted on the schedule of classes

ARE YOU READY?



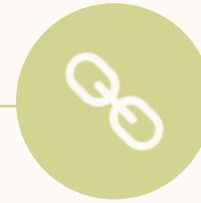
CHECK FOR HOLDS

- Look at your Student Center and make sure you have no Holds (Hunter only)
- If you have a Hold, click on 'details' to read about your steps to resolve them
- Make sure to resolve Holds BEFORE you register



PREP YOUR CLASSES

- Make sure to reference your curriculum grid
- Make sure you know which classes are corequisites or sequential



HAVE A BACK UP PLAN

- Make sure to identify back up plans in case a class you want is filled up
- Have Plan B and Plan C

REQUIREMENTS

- Do your best to complete the following trainings before your enrollment date:
 - **MANDATED REPORTER TRAINING** (link is on orientation site- training through NY State) about reporting child abuse.
 - **STUDENT AGREEMENT** (on Orientation site) must be submitted to ssswgrad@hunter.cuny.edu

Please note, not completing these trainings will delay your ability to register in a timely manner for upcoming semester.



FINANCIAL READINESS

- Complete and submit FAFSA (if applicable)
- Confirmation of tuition costs semester by semester
- **Additional Financial plan for: Rent, Food, Transportation Living, Childcare, Books/Supplies, Health Insurance**
- Research/submission of additional scholarship options through: Silberman SSW, Hunter and external sources. *Please note: scholarships are not guaranteed and don't often cover the entire cost of tuition, etc. Be sure to have a viable financial plan independent of scholarship options.*
- For full time students, the requirements of the program **do not allow for full time work while completing the degree**. Please have a realistic schedule for work that factors in classes, study, field hours, transportation time to and from the school and placement.
- **Please reach out to an Academic Advisor prior to the start of your semester if you are unsure about your financial readiness to launch into the program.**

SUMMARY



TRAININGS

Complete these
BEFORE registration



HOLDS

Make sure to resolve
all Hunter College
Holds BEFORE
registration



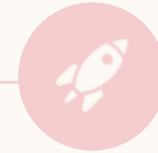
COURSES

- Put your courses
in your shopping
cart
- Have a plan A
and B



TOOLS

Reference the online
tools provided for
Schedule Builder



SUPPORT

Reach out to Academic
Advisors as needed.
If you have taken a non-
matric class, please
connect with an advisor.

QUESTIONS?

Please reach out! We are here to support:

Bonnie Zweig: bonnie.zweig@hunter.cuny.edu

Pam DeCuir: pdecuir@hunter.cuny.edu

Alicia Greene: Alicia.greene@hunter.cuny.edu

