

- **Registration Information**

SILVER SCHOOL OF SOCIAL WORK

Registration Information

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General Information

To initiate a successful registration process, please read the registration instructions thoroughly. In order to be eligible for Registration, the following items need to be completed:

- Incomplete grades
- Financial arrears
- Immunization

Non-compliance of any one of the above will result in an automatic BLOCK on your registration. Blocks are generally removed in 48 hours once the proper information has been submitted. Once you have registered, you are expected to familiarize yourself with NYU waitlist and drop/add procedures. Charges refunded for a dropped course are outlined in the 'University Refund Policy'.

Special Registration

Please Note: These registrations are not automatic and are contingent on the availability of a class.

1) Matriculated Graduate students from outside of the Silver School of Social Work may enroll for entry level Social Work Courses. Students must complete the following steps:

- Consult your departmental guidelines to review policies for taking classes in other divisions.
- Check the ESSW Bulletin for course descriptions and prerequisites.
- Obtain an approval letter or memo from your academic advisor giving you authorization to take the course of your choice.
- Bring the approval letter to The Office of Registration Services at 1 Washington Square North, Room GO7.

2) Matriculated Social Work students who wish to take an elective outside of the Silver School of Social Work may enroll for up to 3.0 credits in elective courses in another school. Steps to be followed are:

- Consult with your Program Director about the suitability of the selected course and complete a cross school registration form.
- Bring the cross school registration form to the Office of Registration Services. You will then be able to register for the elective by consulting the bulletin of the School in which the course is located.

3) Matriculated Students from other Universities who wish to take a class at the Silver School of Social Work must complete the following steps:

- Gain acceptance for admission as a non-matriculated student
- Obtain a letter of approval from your advisor stating that you are in good standing with your university and have permission to take the course
- Submit the approval letter, the course name and section number to The Office of Registration Services

Non-Matriculated Students

Non-NYU students who wish to enroll in Social Work classes must first be accepted for admission as non-matriculated students. (ESSW Admissions Office (1 Washington Square North, Room 102A)). A non-matriculated student may take up to 12 credits, which can be applied toward the M.S.W. after admission to a matriculated program.

Joint Degree Programs

The Silver School of Social Work offers a joint-degree program with the following schools:

Wagner Graduate School of Public Service
M.S./M.S.W.
School of Law
J.D./M.S.W.

Social Work students who are enrolled in a joint-degree program must have all non-social work courses pre-approved by the Director of ESSW Admissions. 1 Washington Square North, Room 102A (212) 998-5910

Maintenance of Matriculation

Any matriculated student wishing to take a leave of absence must obtain written advisor approval before enrolling for Maintenance of Matriculation. A leave of absence may be granted for no more than two semesters.

Independent Study

Undergraduate and Graduate students may enroll for an independent study course with any full-time ESSW faculty member who accepts the student's (1/2 page) proposal. This proposal must be signed and accompanied by an Independent Study Proposal Form. This form should be signed by both the sponsoring faculty member and the student, and indicate the number of credits to be

awarded. The complete proposal should be sent or taken to the Office of Registration Services who will register the student for 1-3 credits in Social Work Independent Study.

Certification of Full-Time Status

You may need full-time student status to be eligible for visas or deferment of student loans. If you register for 12 or more points, you are considered full-time and do not need to take any additional action. If you require full-time status, but register for fewer than 12 points you should speak with the Financial Aid Coordinator in the Office of Admissions at (212) 998-5910 to evaluate your eligibility.

Discounted Tuition Reimbursement

These scholarships are available for full-time staff members from eligible agencies who are enrolled in a part-time MSW Program. Applications are available in the Office of Registration Services at the Silver School of Social Work prior to the published deadline. Late applicants will not be accepted. Please contact Registration Services directly at (212) 998-5960 for further information.

Scholarships and Financial Aid

For information regarding Silver School of Social Work Scholarships or general financial aid questions you may contact the Office of Admissions at (212) 998-5910.

Undergraduate Students

All undergraduate Social Work courses require registration permission from the Assistant Dean for Undergraduate Programs. Contact Dr. Dina Rosenfeld for information and permission to register for a course in the Undergraduate Social Work Program.

Contacts

Graduate Registration
Office of Registration Services
1 Washington Square North,
Room GO7 (212) 998-5960

Undergraduate Department
Assistant Dean for Undergraduate Programs
1 Washington Square North,
Room 304 (212) 998-5944