

# Fall 2017 Registration Guide

## Newly Admitted Students

### Registration Appointment Time

Fall 2017 registration for newly admitted students will open on **Monday, June 26, 2017**. Please review your specific appointment time under the **"Permit to Register"** tab on **OASIS**. Classes will be filled on a first-come, first-serve basis. To ensure that you obtain the schedule that best meets your needs, we recommend that you prepare at least three different scheduling options prior to your appointment time, as classes fill quickly. **The Suzanne Dworak-Peck School of Social Work does not provide instructor preference.**

### Pre-registration Steps

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Access your **OASIS Account** via **MyUSC portal** to ensure that there are no activity restrictions (holds) that would prohibit you from registering. Please call the number next to the restriction in order to resolve the matter.

**Note, the following restrictions are soft holds and will **NOT** prevent you from registering for fall courses:**

- **RNR40 (Lacking BA Verification):** You must submit an official transcript showing proof of a bachelor's degree to the Social Work Admissions Office.\*
- **ADM20 (Conditional Admit):** Your undergraduate GPA is below a 3.0. This restriction is removed after successfully completing your first semester in MSW program with 3.0 GPA.\*
- **USC00 (Campus Safety):** Please complete by September 2017.
- **USC03 (Title IX Compliance):** Please complete by September 2017.

*\*If you think an RNR40 or ADM20 restriction was added to your account in error, please contact the Admissions Office at (213) 740-2013.*

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Review the step-by-step **Web-Registration** tutorial at: <http://arr.usc.edu/forms/WebRegistrationInstructions2015.pdf>

### D-clearance

D-clearance is department clearance to register for classes. Each semester, the Social Work Registrar provides you d-clearance for your required classes **(based on your department and program length)** at your designated registration appointment time.

You may review your d-clearance on registration day by completing the following steps via Web-Registration:

1. Click the **"myInfo"** tab
2. Select **"Cleared sections"**
3. Expand the course to view each section

The screenshot shows the USC Web Registration portal. The top navigation bar includes links for Fall 2016 Classes, myInfo, myCourseBin, myCalendar, myTRI, Register, and a welcome message with a login button. The 'myInfo' tab is selected, showing a dropdown menu with 'Cleared sections' and 'Registered Course List'. The 'Cleared sections' link is highlighted. Below this, a search bar and a 'Permit to Register' button are visible. The main content area shows a list of cleared sections for Fall 2016, including a section for 'CHEM-050: General Chemistry Tutorial'. A message states 'Course not available for degree credit. For questions about placement test results, email coord105@chemmail.usc.edu'. A table below lists the section details.

Section	Session	Type	Units	Registered	Time	Days	Instructor	Location	
17200 D	001	Lecture	2.0	0 of 30	09:30am-10:50am	T		50H226	Already in myCourseBin

## Fall 2017 Class Schedule

The MSW curriculum is structured. Students must complete the fall courses below as exactly outlined by their program length.

### 2-Year Program:

- SOWK 506 Human Behavior (3 units)
- SOWK 536 Policy and Advocacy (3 units)
- SOWK 544 Social Work Practice (3 units)
- SOWK 546 Science of Social Work (3 units)
- SOWK 589A Applied Learning in Field (3 units)\*

**Total units: 15**

*\*SOWK 589A is your department specific (i.e. CYF, AMHW, or SCI) field seminar and field placement course. You will be required to complete 16 field hours each week in the fall semester.*

### 3-Year and 4-Year Programs:

- SOWK 506 Human Behavior (3 units)
- SOWK 536 Policy and Advocacy (3 units)

**Total units: 6**

In addition to the University Park Campus (UPC), classes are also offered at USC City Center (CITY); formerly known as the AT&T Center. **USC City Center is not a separate campus; it is an extension of UPC.** We provide complimentary transportation service from UPC to CITY for your convenience. For the USC City Center location, please visit: <https://sowkweb.usc.edu/about/locations/city-center>. All Saturday classes are held at USC City Center. In addition, SCI foundation field students will complete Friday classes at USC City Center.

## Important Notices

- Students must successfully pass all foundation (500 level) courses before advancing into department coursework. A passing grade is 'C' or better.
- The MSW program requires a minimum of 60 Social Work graduate (500-600) level academic units and a minimum 3.0 GPA.
- Our campus-based program only offers classes during the fall and spring semesters. There are no summer classes.
- All courses must be completed for a letter grade, with the exception of field courses. Courses completed for Pass/No Pass will not count toward your MSW Degree.
- It is your responsibility to follow the Registration Guide provided each semester and critically review your STARS Report via OASIS for accuracy.
- All registration and scheduling concerns must be directed to the Social Work Registrar at [sswreg@usc.edu](mailto:sswreg@usc.edu) only. Do not contact the University Registrar's Office regarding registration.
- Students must receive approval from the Social Work Registrar before adding any course after the first week of the semester.
- Contacting instructors to be added to their classes is against school policy.
- On-ground students are not permitted to enroll in VAC courses.
- Dual-degree students do not follow the traditional MSW curriculum and should contact Mrs. Dorothy Scott at [dvscott@usc.edu](mailto:dvscott@usc.edu) for more information.
- The fall 2017 schedule is subject to change between now and the start of the semester. Please periodically review the University Schedule of Classes at <http://classes.usc.edu/term-20173/classes/sowk/> for any potential changes.