

PHD Social Work Pre-Registration Orientation

Revised 7.24.2019

Table of Contents

	Page #
I. Registration Checklist.....	2
II. Registration 101.....	6
III. Textbooks: How To Order.....	8

NEW PHD Social Work STUDENT CHECKLIST OF IMPORTANT DATES, TASKS, & RESOURCES

<input type="checkbox"/> New Student Orientation	Thursday, August 22nd THIS IS REQUIRED; REQUEST DAY OFF FROM WORK IF NEEDED Social Work PHD has its own, separate orientation from 9:00 a.m. to 3:00 p.m.
<input type="checkbox"/> Start of Classes	Fall Classes Begin On: Monday, August 26th
<input type="checkbox"/> Final Transcripts	If you were admitted provisionally into the School, be sure you request a final, conferred transcript be sent to Graduate Admissions (NOT the School of Social Work) at: SLU Graduate Admission 1 N. Grand Blvd. DuBourg Hall, Suite 150 St. Louis, MO 63103
<input type="checkbox"/> Advising	Meet with your Faculty Advisor EVERY MARCH and EVERY OCTOBER prior to registering yourself online for the next semester.
<input type="checkbox"/> SLU Email & Banner ID	Use your SLU email for all emails with administration and faculty; include your Banner ID in all emails.
<input type="checkbox"/> Google Site	Check the Google Site regularly! (sites.google.com/a/slu.edu/schoolofsocialwork) and if you cannot get to the site go in to Google drive via MySLU tools to search through SLU. Here you can find information regarding the program, course schedules, graduation, job opportunities, recent announcements, and more!
<input type="checkbox"/> Banner Self-Service	Your tool for registering for classes, seeing grades, registering your vehicle, and much more. Go to myslu.slu.edu (link in your Tools) or banner.slu.edu
<input type="checkbox"/> Other Useful Tools	<ul style="list-style-type: none"> • People Finder allows you to search for students, faculty, & staff at SLU by name or email address. • SLU Mobile is an app that provides quick access to shuttle schedules, dining location, class schedules, and more.
<input type="checkbox"/> Address Changes	If you are planning to relocate between now and the start of the semester, or at any point while a student, you need to login to Banner Self Service, use the Personal Information Tab, and Update your address.
<input type="checkbox"/> Name Changes	If you have changed your name after you submitted your MSW application, or at any point while a student, please contact the University Registrar's office immediately and submit a name change. They may be reached at 314-977-2269.
<input type="checkbox"/> Health Insurance & Immunizations	Students <u>must</u> either provide proof of their own health insurance or purchase SLU student health insurance. Students must complete the immunization form provided at the RPO. Failure to do so will result in a hold being placed on your account. For more info: 314-977-2323 or visit the Student Health Center at 3518 Laclede Ave., Marchetti Towers East. https://www.slu.edu/life-at-slu/student-health/

<input type="checkbox"/> Student Financial Services & Financial Arrangements	<p>An excellent resource for all questions regarding your financial health at SLU.</p> <ul style="list-style-type: none"> • Reach them at 314-977-2350, sfs@slu.edu, or visit them at 221 N. Grand Ave DuBourg Hall Rm 121. You may also visit their web page at www.slu.edu. Click on “quicklinks” drop down menu and then click on “Financial Aid.” • Your admissions packet from the School of Social Work contains information on who your Student Financial Services Counselor is. This information can also be found online. <p><u>Students must have financial arrangements COMPLETELY in place by August 1, 2019.</u> “Financial arrangements” means that you have a payment plan in place to cover all tuition, fees, and balances. Applying for a loan does not constitute financial arrangements.</p> <p>https://www.slu.edu/financial-aid/contact.php or 314-977-2350</p>
<input type="checkbox"/> Student Loans	<p>Call or email Student Financial Services for questions regarding your student loans (see above for contact information).</p>
<input type="checkbox"/> Scholarships	<p><u>External Scholarships:</u> Please meet with your Student Financial Services Counselor to learn about scholarships that are available from a variety of external funding sources (314-977-2350 to make an appointment).</p>
<input type="checkbox"/> Enrollment Certification	<p>If you need enrollment certification for loan deferment, health or automobile insurance purposes, login to MySLU.slu.edu, click on the Student tab, and look at the bottom left for the National Student Clearinghouse heading.</p>
<input type="checkbox"/> Employment	<p>For information on employment, either part-time while in school or full-time after graduation, contact Career Services at 314-977-2828 or visit in the Busch Student Center at 20 N. Grand Blvd, Room 331 – Eliza Angarano is our counselor https://www.slu.edu/life-at-slu/career-services/index.php</p>
<input type="checkbox"/> Student ID & Parking Passes	<p>Visit Parking and Card Services, 221 N. Grand Ave, DuBourg Hall Rm. 33 or call 314-977-2957 https://www.slu.edu/parking/index.php</p>
<input type="checkbox"/> Bookstore	<p>The University Bookstore is located in the Busch Student Center at 20 N. Grand Blvd. You can call them at 314-531-7925. Booklists for courses are available via their web page (https://slu.bncollege.com/shop/slu/home). You will need the course and section numbers to check on books. Course numbers look like this: SWRK 5750-01. SWRK is the “department”; 5750 is an example of a course number, and 01 is the section.</p>
<input type="checkbox"/> Public Safety	<p>The Department of Public Safety & Emergency Preparedness is dedicated to providing a safe campus for SLU students. They offer a variety of services, including SLU Ride, a security-focused escort service that runs outside of Shuttle hours. Contact DPSEP if you ever feel threatened or need assistance at 314-977-3000 (we recommend storing this number in your phone). Call 314-977-RIDE (7433) for SLU Ride.</p>
<input type="checkbox"/> Disability Services	<p>Disability Services facilitates equal access and opportunity to all University programs, services, and experiences. All inquiries about the availability of reasonable university-related accommodations are kept confidential.</p> <p>For more information on accommodations and Disability Services, see their website: http://www.slu.edu/life-at-slu/student-success-center/disability-services</p> <p>Contact at disability_services@slu.edu or 314-977-3484</p>

How to Register at SLU

Note that a step-by-step instructions can be found at

<https://www.slu.edu/registrar/register/index.php>

1. Make an appointment with your Faculty Advisor in **October** to discuss your Spring and Summer course schedule and in **March** to discuss your Fall course schedule. Your Faculty Advisor will provide you with accurate information about the classes you need to graduate in a timely manner. If you do not consult your advisor you risk delays in graduation.
2. Be sure to know your SLU email user name/password - Call ITS at 977-4000 to set up or if you have any problems on the “mySlu” or “Banner Self-Service” systems. You can also submit a request online via [MySlu/IT Help icon link](#)
3. Go to the website, “myslu.edu”- <http://myslu.slu.edu>
 - a. To login use your SLU NetID (SLU email user name) and password
 - b. Once logged in, select “Student Resources,” then select “Registration,” then “Add/Drop Classes” and enter the correct term i.e., “Fall 2019 ”
 - c. You will come to a page with spaces to enter the CRNs for the classes you need to register for and click “Submit Changes.” If you have already looked them up on the [Google Site](#), enter them here. If you need to look up the CRNs, use the grey “Class Search” button.
 - i. To search for CRNs in the Subject menu, select “Social Work.” To just search graduate level classes, select “Post-Baccalaureate/Graduate” in the Course Level menu, otherwise all Social Work courses, including undergraduate courses, will be displayed. If you know you are looking for a specific professor or course number, you can input that information in the Instructor and Course Number spaces, respectively. Then click “Class Search.”
 - ii. Once you have found your CRNs enter them in the boxes near the bottom of the page and click “Submit Changes”
 - d. Note: Accurate enrollment is the student’s responsibility and can affect your financial situation, so it is good to double check. View your “Student Schedule” tab found under “Student Resources,” then “Registration.”
4. If you discover that you cannot register due to a “Hold” consider the following:
 - a. **Financial arrangements* - Have you worked out financial arrangements for the current semester? If not, please visit or call Student Financial Services in DuBourg Hall (977-2350) to work out the situation and ask them to release the “financial hold.”
 - b. **Immunizations* - Have you turned in your immunization record to Student Health Services in Marchetti Towers? If not, please do so and ask them to release your “health services hold”
 - c. **Library hold* - Do you need to return an overdue book? When you do, ask them to release the “library hold”
 - d. **Contact hold* - Call the Registrar to provide emergency contact info (314-977-2269).

If the above situations do not apply or you discover an “error” or “inability to register” for a particular course, please contact your program coordinator -deb.jaegers@slu.edu

FINDING TEXTBOOKS FOR YOUR COURSES

1. Go to the SLU bookstore website (slu.bncollege.com)
2. Click "TEXTBOOKS," then "FIND TEXTBOOKS"
3. Enter the term, e.g. "Spring 2017"
4. Enter the Department, e.g. "SWRK"
5. Enter the Course Number, e.g. "5750"
6. Enter the Section Number, e.g. "01"
7. When you have entered this information for all your courses, click "FIND MATERIALS"

FIND COURSE MATERIALS

Add your courses to find everything you need for class.

TERM	DEPARTMENT	COURSE	SECTION	
SPS SPRING 2, 2016	Select Department	Select Course	Select Section	×
SPS SPRING 2, 2016	Select Department	Select Course	Select Section	×
SPS SPRING 2, 2016	Select Department	Select Course	Select Section	×
SPS SPRING 2, 2016	Select Department	Select Course	Select Section	×

Add More Courses >>>

FIND MATERIALS