

## Top Ten Advising Tips for BSW Students

The following is a list of the top ten things BSW students should know about scheduling for classes and our program. It is your responsibility (not your advisor's) to make sure you follow the guidelines of the program as laid out below and explained further in the Undergraduate Social Work Student Handbook. *Failure to follow guidelines could extend your graduation date.*

1. Pay your bill by the first day of classes each semester. If you do not pay your bill, your schedule will be dropped. If dropped for non-payment, social work majors can get back into social work classes, but may have a hard time getting into general education courses.
2. Schedule on the date of your scheduling appointment (available via myWCU). You must see your advisor, in person, in order to be cleared to schedule.
3. Apply for graduation at least two semesters before your graduation date.
4. You cannot add or drop after the add/drop period. To do so requires a special petition through the registrar's office.
5. If you cannot complete a course, withdraw through the registrar's office by the 8<sup>th</sup> week of classes. Do not wait to receive an F. You must receive a C- or above in all social work courses.
6. Follow the advisement sheet created by you and your advisor *but begin the habit of checking your degree progress via myWCU*. Social work courses must be taken in sequence. Certain general education courses should be taken prior to/concurrent with social work courses (e.g. BIO before or at the same time as SWO 350/351; HIS and PSC before or same time as SWO 332).
7. If you want to get into a closed class, please contact the appropriate department chair, not the professor of the course. The Chair of Undergraduate Social Work can only put you into closed social work courses. Social work majors are guaranteed a seat in a social work course, but particular sections/class times cannot be guaranteed.
8. Once you are a social work major, you must still apply for candidacy. The application for candidacy is made in the fall of the junior year (September 15<sup>th</sup>) and can be obtained via the Department website, D2L site, and the social work building. Students must have a GPA of 2.5 to be accepted into candidacy. If you do not submit your candidacy packet, you will not be placed in a field placement in the spring of junior year.
9. You will have two field placements: one in spring semester of junior year and another for your entire senior year. Field placement occurs on Tuesdays and Thursdays. The Director of Field Education, Janet Bradley, will schedule a meeting with you in order to initiate the placement process.
10. There are many resources available to you in the social work building and on campus. In the building, you have a mail folder and access to computers. At the University-level, textbooks are on reserve for use in the library. You can get writing help from the Writing Center, help with study habits and test-taking from the Learning Assistance Resource Center (LARC), and supportive counseling from the Counseling Center. All of the resources are free. Once you are a social work major, you are enrolled in the Department D2L site. Switch your role to "member" on your D2L page and you will see it. We post all materials there as well as Facebook (so follow the Undergraduate Social Work Department on Facebook, too)!

When in doubt, please contact your faculty advisor or the Chair of the BSW Program, Dr. Michele Belliveau, at (610) 436-3469 or mbelliveau@wcupa.edu.