

## Frequently Asked Questions for Registrar

### When do I register for classes?

Registration will be open at least one month before the semester begins. The Registrar Office will inform all students of registration deadlines.

### How do I register for classes?

When ICSW opens registration, an email is sent to the student body with course schedules and instructions to register through Blackbaud. These messages are sent via your ICSW email account.

### How do I register for clinical and research practicum?

All full-time students will be registered for their practicum by the Registrar. Practicum will be reflected on transcripts in the semester the student pays for them. We do not expect students to begin or finish their practicum within the same time period they are listed on the practicum.

Practicum grades will be left blank until the student and consultant provide the appropriate paperwork to indicate the consultation has begun. The grade will then be listed as “IP-S” (In Progress-Satisfactory). Once the consultation is completed, the practicum grade will be listed as “P” (Pass) or “F” (Fail). Part-time students will have their practicum listed when they turn in the appropriate paperwork. Paperwork must be turned in as soon as consultations begin.

### What paperwork do I need to turn in to indicate a practicum consultation has begun?

- For Case Studies and Treatment Cases, use “Case Study Progress Report” and “Clinical Treatment Consultation Progress Report” to indicate the consultation has begun, and to file progress reports as necessary.
- For Independent Studies, use “Independent Study Contract” to indicate the consultation has begun.
- For Dissertation Proposals and Defenses, use “Dissertation Progress Report” to indicate continued progress.
- No paperwork is required for your Case Study Tutorial or Clinical Presentation. Only evaluations are necessary once completed.
- All progress reports and evaluations must include the consultant’s signature and appropriate dates of all meetings.
- All clinical and research practicum is available on ICSW’s website and in our office.

## **What do I do if my consultant is not turning in my paperwork?**

It is the consultant's responsibility to turn in paperwork for consultations, but it is the student's responsibility to ensure their academic file correctly reflects their progress in the clinical and research practicum. If a consultant is not turning in paperwork, ICSW advises emailing the consultant and CC'ing the Registrar and the Associate Dean. If a consultant still does not respond, the Registrar and Associate Dean will support the student in obtaining their paperwork, and it will not be reflected upon the student.

## **How often should I be turning in paperwork?**

Whenever a consultation begins and ends, paperwork must be turned in promptly. If a consultation continues past the end of a semester, a progress report must be turned in 2 weeks after the end of a semester.

## **What paperwork is required in my academic file?**

ICSW requires:

- Case Study Progress Reports
- Case Study Evaluations
- Treatment Consultation Progress Reports
- Treatment Consultation Evaluations
- Treatment Consultation Write-ups Signed by the Consultant
- Independent Study Contracts
- Independent Study Evaluations
- Clinical Presentation Evaluations
- Dissertation Progress Reports
- Dissertation Proposal Hearing Evaluations
- Dissertation Defense Evaluations.

All students must turn in each item before graduation.

## **How do I check my progress in my academic file?**

We highly encourage students to check their folder a minimum of once a year, preferably at the beginning of the semester. Students have access to their academic files whenever the office is open. The Registrar will provide you with your file upon request. Files are never to be removed from the office. Students may have copies of every document in their file, but they may not add nor remove paperwork. If paperwork needs to be added, students must leave it with/send it to the Registrar. If a student finds a discrepancy in their file, they must report it to the Registrar as soon as possible. The longer a discrepancy is left, the harder it will be to resolve later.

Students may request a "File Review" with the Registrar. This is an excellent way to make sure you are on track with your practicum and courses. The Registrar will be able to provide suggestions if students have questions on what courses to take or what practicum to begin. Please contact the Registrar *via email* to set up a date and time to review a file. Reviews usually take less than 30 minutes.