



***Advising Handbook for Preadmission
Social Work Majors***

**School of Social Work
2016-2017**



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Section I- Welcome

Welcome to the School of Social Work and congratulations on your admission as a preadmission social work major. In response to learner requests and our ongoing desire to provide our learners with clear, concise, and timely information about common preadmission academic advising issues, we created this handbook.

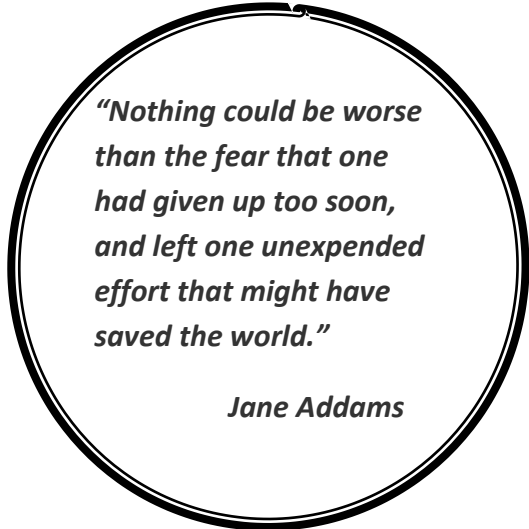
Learners may find academic advising a difficult and challenging process. This information is designed to help answer your questions and provide guidance during the preadmission process.

The information provided is intended for learners admitted as preadmission social work majors and assumes the learner's application to become a full major has not been reviewed and approved.

Learners are assigned an academic advisor who is a full-time social work faculty member upon admission as a preadmission social work major. Refer to your preadmission admission email for your assigned preadmission academic advisor. Please contact your faculty academic advisor for additional information and clarification about preadmission major requirements.

Please Note:

1. *This information does not preclude scheduling a meeting with your faculty advisor.*
2. *Preadmission learners may also meet with a college advisor or the Preadmission Learner Advisor's graduate assistant for preadmission information and academic advising.*



"Nothing could be worse than the fear that one had given up too soon, and left one unexpended effort that might have saved the world."

Jane Addams

Section II – THE PREADMISSION PROCESS

The **preadmission process** refers to the process completed by learners admitted to the School of Social Work as preadmission social work majors. All learners are admitted to the School as preadmission majors. The School of Social Work does not offer direct admission. While preadmission majors, learners complete the required classes and application necessary to become a full social work major.

Preadmission Status

You are eligible for preadmission admission after you complete 30 credits and earn a cumulative GPA of 2.75 or better. During completion of the initial 30 credits, learners should focus on courses from General Education in mathematics, English, and oral communication and the liberal arts base social work requires. A curriculum guide for your first 30 credits is posted on the Center for Academic Advising and Learner Success' website at. http://www.uakron.edu/advising/docs/General_Education_Guide.pdf

To become a preadmission social work major, meet with your current academic advisor and request an *Inter College Transfer* to the College of Health Professions as a Preadmission Social Work Major. You may initiate an Inter College Transfer at any time after meeting criteria for preadmission admission. Learners are *not* required to complete all preadmission course work requirements to request a transfer to the School of Social Work. Learners are encouraged to initiate a transfer to social work when eligible and not wait until she/he believes she/he is ready for major only courses. The transfer process takes time. The first step in the preadmission process is admission to the College of Health Professions.

A preadmission social work major is a learner who has been accepted into the School of Social Work as a preadmission major. The learner will receive an email from the School of Social Work informing her/him of admission as a preadmission major. The email will include the name and contact information for the learner's social work preadmission academic advisor.

After receipt of your admission email, review the School's website for information and documents related to the preadmission process including the *Preadmission Social Work Major Checklist*. The *Preadmission Checklist* explains the process for learners to follow for admission as a full major in social work. A link to the School of Social Work website is included in the admission email. The *Preadmission Checklist* and all admission documents can be found on the school's website at <http://www.uakron.edu/socialwork/preadmission-process.dot>.

Liberal Arts Base for the Social Work Major

The social work major is built on a liberal arts base contained within the general education program of the general education college. Learners must complete the liberal arts requirements and General Education mathematics and English requirements before preadmission admission or as preadmission majors. Post-baccalaureate learners must meet all preadmission criteria. The liberal arts base consists of nine (9) classes. The classes are as follows.

1.	7750:270	Diversity and Social Work	3 credits
2.	7750:275	Introduction to Social Work Practice	3 credits
3.	7750:276	Introduction to Social Welfare	3 credits
4.	7750:427	HBSE I (Human Behavior & the Social Environment I)	3 credits
5.	3100:103	Natural Science Biology	4 credits
6.	3250:100	Introduction to Economics	3 credits

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	OR		
3250:200	Principles of Micro Economics		3 credits
	OR		
2040:247	Survey of Basic Economics		3 credits
7. 3700:100	Government & Politics in the U.S.		4 credits
	OR		
2040:242	American Urban Society		3 credits
8. 3750:100	Introduction to Psychology		3 credits
	OR		
2040:240	Human Relations		3 credits
9. 3850:100	Introduction to Sociology		3 credits

Transfer Learners

Learners who transfer from another university or college will have their completed course work evaluated upon admission. To apply to The University of Akron please contact the Transfer Learner Services Center at 1-800-655-4884 or 330-972-7009 or transfer@uakron.edu.

Section III – GENERAL INFORMATION

Bachelor of Arts Options

The School of Social Work offers two (2) bachelor degrees in social work:

- Bachelor of Arts (BA) - major in Social Work and
- Bachelor of Arts in Social Work (BASW/BAT)

Both degrees are accredited by the Council on Social Work Education (CSWE). Both degrees require learners to complete **41 credit hours** of general education as defined by The University of Akron and **46 credit hours** in Social Work. The University of Akron requires learners to complete a minimum of **120 credit hours** to graduate with a bachelor's degree. All learners must complete her/his final **32 credit hours** at UA to graduate.

Learners interested in pursuing a BA, in addition to completing the required general education and social work classes, must complete a minimum of **14 credit hours** in a single foreign language or American Sign Language. Spanish is recommended. No foreign language is required for the BASW. We also recommend those learners interested in foreign language studies begin taking courses as early in their academic career as possible to ensure sufficient time to complete the requirements.

General Education

All learners must complete 41 credits in eight categories in general education to graduate with a bachelor's degree.

- | | |
|---------------------------------------|---|
| 1. English Composition: | 6 credits [2 courses; effective fall 2013] |
| 2. Mathematics: | 3 credits |
| 3. Natural Science: | 8 credits minimum [at least 2 courses, one of which must be a lab, and from a minimum of 2 different sets] |
| 4. Oral Communication: | 3 credits |
| 5. Social Science: | 6 credits |
| 6. Humanities: | 10 credits [3 courses, one of which must be 3400:210 or 3400:221, and 2 additional courses from two different sets] |
| 7. Area Studies & Cultural Diversity: | 4 credits [2 classes] |
| 8. Physical Education/Wellness: | 1 credit |

Only courses approved for general education may be counted toward general education credit. To find a complete list of classes that meet general education requirements you can review: the general education *Curriculum Guide*, the *Undergraduate Bulletin*, or your DARS report.

- http://www.uakron.edu/academics_majors/curriculum-guides/#/;
- http://www.uakron.edu/academics_majors/undergraduate_programs/ugrad.pdf

Degree Audit Reporting System (DARS)

DARS stands for Degree Audit Reporting System. DARS provides you with information about your GPA, credits, needed classes, etc. DARS is used to determine your eligibility for graduation. Learners can access the DARS program through My Akron. While in DARS, the learner can run a “report” which provides a current summary of where the learner is in relation to obtaining a specific degree, minor, or certificate.

1. Click on the DARS icon.
2. If your DARS allows you to click a “Run” button that correctly identifies your intended degree, minor, or certificate, click run. If your option is not correct, use the drop down boxes to tell DARS what report/audit you would like to run. For social work, pick Bachelor degree and then the appropriate degree: BA or BASW [*Remember: Learners interested in pursuing a BA in addition to completing the required general education and social work classes, must complete a minimum of **14 credit hours** in a single foreign language or American Sign Language. Spanish is recommended. No foreign language is required for the BASW.*]
3. The report will open in a new window.
4. We recommend using “Open All Sections” to review the most detailed information

Please review your DARS regularly. If you notice an error in your DARS report, please contact your academic advisor. Always review your DARS report before meeting with your academic advisor and bring a copy to your advising appointment as needed.

Minors/Certificate Programs

Learner may choose to pursue a Minor Area of Study or an Interdisciplinary and Certificate Program of Study while taking classes for their degree. Common minors or certificates social work learners take include Addictions, Gerontology (Aging), and Pan-African Studies. For a complete list and descriptions of available minors and certificates refer to the [Undergraduate Bulletin](#).

Licensure

Learners who earn an accredited bachelor degree in social work are eligible for a license in social work. The Counselor, Social Work, and Marriage and Family Therapist Board governs licensure in the State of Ohio. The bachelor level social work license is the Licensed Social Worker or LSW. To find out more about the LSW please visit <http://www.cswmft.ohio.gov/>.

Section IV – CHANGE OF STATUS FROM PREADMISSION TO FULL ADMISSION

You are eligible to request evaluation of your application for full admission after completing the preadmission process. Successful completion of preadmission process includes at a minimum the following:

1. Acceptance into the College of Health Professions (CHP).
2. Acceptance into the School of Social Work as a preadmission social work major.
3. Liberal Arts requirements for the Social Work Major completed.
4. Minimum cumulative grade point average (GPA) of 2.75.
5. General Education requirements for a Bachelor's degree completed. At minimum, English and math general education requirements must be completed prior to acceptance as a full major. The School strongly recommends applicants complete all or most general education requirements prior to full admission. (Refer to *University Bulletin* or Center for Academic Advising and Student Success for university policies about the completion of General Education requirements).
6. Submission of the formal application for full admission which includes an autobiographical statement. (See #7)
7. Submission of an autobiographical statement explaining your interest in social work. (*Your statement should be 500 words minimum, pasted into the School's application, and of a writing quality consistent with successful completion of 2 college-level English composition courses.*)
8. Three (3) professional recommendations (*from college advisor, previous professors, employers, etc. We cannot accept personal recommendations from family members, friends, friends of the family, high school faculty and staff, spiritual counselors, or other relationships defined as personal by the BSW Coordinator and Admissions Committee.*)
9. An interview with a faculty member of the School of Social Work may be required before a final decision regarding admission can be made. (*Optional, at request of the School's faculty and/or Director.*)

Changes to the application process effective fall semester 2016

To help streamline the admission process and better meet the needs our applicants, the School has made changes to how application materials are submitted effective fall 2016. These changes are reflected in Step 3. No changes have been made to the admission requirements of the program.

The improved process above applies to all applications for the October 15, 2016 or later application deadlines. Some of the updates include:

- Application forms will be completed electronically at https://akron.qualtrics.com/SE/?SID=SV_4UTpRQxig9BfHaB or by following the link on the School's website. No application materials may be submitted via email or hardcopy.
- The previous application, autobiographical statement, and *Request for Application Review* forms have been condensed into one application document.
- Upon submission of your completed application, each applicant will receive a notice and an email which include a link to the recommendation form. Applicants are responsible for providing this link to the three persons providing you with a professional recommendation as

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listed in your submitted application. Please provide your recommender with a professionally worded email that includes the full name on your application to social work, the link for the recommendation, a request for a recommendation, and a thank you for their time and assistance.

Application Materials Timeline

Learners may submit an application after receipt of their preadmission email. Incoming transfer students may submit their application upon admission to UA and after completion of New Student Orientation (or the campus specific equivalent) and permission from your BSW Coordinator. Learners are encouraged not to wait to begin their application. All application materials must be submitted to the School by the semester specific application deadline. Failure to submit by the appropriate application deadline will result in the applicant having to wait until the next semester to have her/his application reviewed. A new application would be required.

You are responsible for notifying your social work faculty advisor/BSW Coordinator when you believe you have fulfilled all preadmission requirements. To receive permission for conditional registration in your first semester of full major classes, you must have contact with and receive permission you're your assigned social work faculty advisor. You may not register independently for your first semester of full major social work classes.

Application Deadlines

Your application for full major status will be reviewed at the end of the semester of your chosen application deadline. All application requirements must be completed at that time.

Your application will be reviewed after you complete the following items on the dates indicated.

1. Application (including autobiographical statement)
2. Three professional recommendations
3. Required preadmission courses
4. Earned a 2.75 or better cumulative GPA
5. Final grades are posted for the end of the semester your requested application review. (see table)

Application Deadline	First Semester as Full Major	Application Review (begins after Final Grades Post)	Campus
October 15, 2016	Spring 2017	December 2016	Akron, Wayne
February 15, 2017	Summer 2017	May 2017	Akron
March 15, 2017	Fall 2017 (register in Spring 2017)	May 2017	Akron, Lakewood
July 15, 2017	Fall 2017 (register in	August 2017	Akron, Lakewood

	Summer 2017)		
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Incoming Transfer Students: If you intend to be a full major your first semester on campus, your application due date is two weeks after attending New Student Orientation or the Tuesday before the start of the semester (whichever is first). However, if possible, it is best to apply to UA as soon as possible. As soon as you submit an application to UA, your student ID# will be generated and it will be provided to you in your UA admission email.

Conditional Registration

Conditional registration allows you to register for your first semester of social work major only classes even though final grades have not posted for the current academic semester.

Eligibility requirements for conditional registration include:

1. Current enrollment in the last of required preadmission classes or completion of all required preadmission classes;
2. All application materials have been submitted and accepted by the BSW Coordinator
3. The BSW Coordinator has a reasonable expectation that your cumulative GPA will be 2.75 or better at the time of application review;
4. You notified your social work faculty advisor when you believe you are eligible for full admission; and
5. You received permission for enrollment in social work major only classes from your social work faculty advisor/BSW Coordinator.

Please note: This registration is conditional upon you being admitted as a full social work major and meeting all prerequisites for the classes at the start of the semester. If you are not admitted as a full major for any reason, you must drop all social work major only classes from your schedule. Meet with your academic advisor to discuss academic and career options.

Section V- REGISTRATION

Registration Process

Learners can identify when they are eligible to register for classes through My Akron.

1. Sign on to My Akron and click the “My Experience” tab.
2. Click on the “Student Center” link located on the left side of the page.
3. The Enrollment Dates are displayed on the right side of the screen. Click on the Details link to view additional information regarding the enrollment dates. The enrollment appointment for the selected term and career appears.

The Registrar will post a list of Registration Dates online. The list of dates will tell learners the start dates of registration by the number of **completed credits**.

Please note: *In process credits are not used to calculate enrollment appointments.*

*For example, if your start date of registration is October 17th at 7pm then you can sign into My Akron and register after 7pm on October 17th. If the time is 3pm on October 17th you are **not** eligible to register **yet** and you must wait until at least 7pm.*

You can register any time from your enrollment date until the start of classes. It is important to refer to the Registrar’s webpage for up to date information about registration procedures and fees. Please keep in mind that courses/sections may fill quickly. The School of Social Work does **not** maintain a waiting list for closed classes. It is the learners’ responsibility for verification of space availability for any course.

Add/Drop a class

Visit the Registrar’s website at <http://www.uakron.edu/registrar> for details on how to add/drop a class. Please read this section carefully. The procedure you need to follow varies by the type of change and date of change.

- Most add, drop, and withdraws for classes are completed by the learner in My Akron.
- Learners are encouraged to consider all possible consequences of deciding to add/drop a class prior to making a change.
- Learners should consult with her/his academic advisor before making changes to discuss possible impacts on your learning contract.
- Learners may also need to consider financial aid, employment, or any other area that may be impacted by making a change to your schedule.
- Learners are subject to the university’s withdraw policy.
- Blank copies of add/drop forms can be picked up in Polsky 411 or Simmons Hall.

This list is not inclusive and is not intended to be inclusive. This list is designed to stimulate your thinking about the impact of changing your schedule. Please consider all potential ramifications of any change prior to submission.

Errors

If you receive an “Error” message when attempting to register, click on “Error”. You will then be given a reason for the error. Please follow the step(s) listed to resolve the issue. If after reading the detail of the error message you are unsure of what to do, contact your academic advisor. Your academic advisor needs to know the exact nature of the error to provide you with accurate assistance.

Messages

If you receive a “Message” result when attempting to register, click on “Message”. You will then be given a reason for the message. A message result can occur for many reasons. The most common reasons for receiving a message are registering in a class with an online component or repeating a class. Please follow the step(s) listed if indicated. If after reading the detail of the message you are unsure if you are required to do something, contact your academic advisor. Your academic advisor needs to know the exact nature of the message to provide you with accurate assistance.

Hold

A “Hold” can be academic or non academic. If you have a Hold on your account, click on “Hold” to find out the nature of the hold. Holds can be placed on your account for a variety of reasons including but not limited to nonpayment of fees and receipt of final transcripts. Please follow the appropriate steps to resolve the issue. If you need assistance resolving the hold please contact the appropriate person/department listed in the hold message.

Please note: Holds may delay your opportunity to register. Learners are encouraged to check their accounts regularly to see if any hold exists so it can be addressed before your enrollment start date.

Please note: Additional information about enrollment appointments, add/drop/withdraw from classes, errors, holds, and learner account information can be found online at

<http://www.uakron.edu/training/LearnerV9.dot> and

http://www.uakron.edu/provost/faculty_staff/what-learners-need-to-know.dot.



Section VI-FREQUENTLY ASKED QUESTIONS (FAQS)

1. I have questions about social work. Where can I find information online about the profession?

The National Association of Social Workers (NASW) is the largest professional social work organization in the country. The NASW has a learner center that answers common questions for learners considering the profession. To access the Student Center go to www.naswdc.org or www.socialworkers.org and use the Quick Links drop down menu to choose Learner Center. The NASW also has a website for prospective social workers at www.beasocialworker.org. For additional information please contact the School of Social Work at 330-972-5974 or BSW Coordinator for your campus.

2. Do I need to complete a field placement?

Learners are required to complete two consecutive semesters in the same agency of a field placement, also known as a practicum or internship. The field placement must occur in the last two consecutive semesters before graduation. Learners must meet several prerequisites before entering their field education experience.

Once curriculum prerequisites have been met and prior to entering field education, learners are required to complete a multi-part Field Orientation process. Learners should not contact any agencies to secure a field placement prior to receiving permission during Part I of the field orientation. The orientation process successfully prepares learners to secure a field placement, increase awareness of field documentation, schedules, requirements, and ensure that each learner realizes the role and significance of the term 'Signature Pedagogy' in field education. Field Orientation dates are located on the website. Learners will not be approved to enter their field education experience without completion of both parts of the field orientation.

Learners with a prior felony conviction or prior sanctions for unprofessional conduct may experience challenges securing a field placement. Please inform the Field Coordinator if applicable **before** beginning the Field Education Orientation. The School of Social Work does not guarantee field placements.

For additional information about field placements please refer to the Field Education page for Social Work at <http://www.uakron.edu/socialwork/field-education/> or contact the Field Coordinator, Naomi White, at naomi1@uakron.edu or 330-972-5978.

3. What is the University Partnership Program (UPP)?

The mission of the UPP is to develop creative child welfare leaders, policy makers, managers, and direct service practitioners who have the capacity for critical thinking and to promote best practice and highest quality service to children, families, and communities. The UPP accomplishes this through the coordinated and integrated provision of quality social work education and training. For additional program and contact information about UPP please go to <http://uppua.org/>.

4. When are my application materials due?

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The due date of your application materials varies depending on which semester you intend on enrolling into full major courses and the campus to which you apply. The specific dates for the 2016-2017 academic year are listed in the table below:

Application Due Date	First Semester as a Full Major	Campus
October 15, 2016	Spring 2017	Akron, Wayne
February 15, 2017	Summer 2017	Akron
March 15, 2017	Fall 2017 (register in Spring 2017)	Akron, Lakewood
July 15, 2017	Fall 2017 (register in Summer 2017)	Akron, Lakewood

5. Who is my academic advisor?

The email you received informing you of your admission as a preadmission major in social work provided you with the name and contact information for your academic advisor, the Preadmission Learner Advisor or BSW Coordinator for the campus/location you attend.

The preadmission major academic advisors for social work are as follows.

Campus	Academic Advisor	Email	Phone
Akron Campus	Michele Thornton	mdt@uakron.edu	330-972-8195
Wayne Campus	Lisa Crites	lkc6@uakron.edu	330-972-8707
UA Lakewood	Janice Steinmetz	jestein@uakron.edu	216-221-1141

Please note: If you are assigned to an academic advisor for a campus you do not plan to attend as a full major or you have changed your mind about which campus you want to attend, please contact the appropriate advisor indicated above so, you can be reassigned. Your advisor's name may not appear in My Akron.

6. Who is considered a full-time learner?

The university defines a learner as full-time if she/he is currently enrolled in at least 12 credits.

Please note: Refer to the Registrar's office for summer session requirements and any additional questions.

7. Who is considered a part-time learner?

The university defines a learner as part-time if she/he is currently enrolled in at least 6 credits.

Please note: Refer to the Registrar's office for summer session requirements and any additional questions.

8. How can I meet the foreign language requirement for the BA?

Learners who complete a minimum of 14 credits in a single foreign language or American Sign Language meet the foreign language graduation requirement for the BA. If you took foreign language at another university, even if it is not a language offered at UA, the credits can be evaluated for progress toward meeting the foreign language requirement. If you are proficient in a language besides English and feel you meet the proficiency guidelines in that language,

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please contact your advisor and/or the Department of Modern Languages for testing and credit evaluation. Fees may be assessed for testing and related credits.

9. I have a criminal conviction. Can I still become a licensed social worker?

Learners should be aware that having a prior felony conviction or prior sanctions for unprofessional conduct may impact future potential for obtaining licensure, as well as field placements and social work employment. For more information, please contact the Field Coordinator, Naomi White at naomi1@uakron.edu and Ohio Counselor, Social Worker, and Marriage & Family Therapist Board at <http://cswmft.ohio.gov/program.stm> or 614-466-0912 respectively.

10. What GPA do I need to have in order to become a preadmission learner?

You must have a cumulative GPA of 2.75 or better to meet preadmission admission requirements.

11. What GPA do I need to have in order to become a full major?

You must have a cumulative GPA of 2.75 or better to meet full admission requirements.

***Please note:** Credits transfer to the university but grades do not transfer. Transfer GPA is used for admission and placement only –after this point, the transfer GPA is not used in the university calculation or by the School of Social Work to determine eligibility for admission, field education, and good standing status. If you have a UA GPA, the School uses only your UA GPA for decisions about admission and determination of good standing in the School.*

12. I have completed all of the liberal arts based classes and submitted my application and 3 recommendations, but I haven't met the university's math general education requirement. Can I register for full major social work classes?

No, all admission requirements must be completed prior to registering for social work classes. You may not take your math and English requirements simultaneously with social work major only classes.

13. I have completed all of the liberal arts based classes and the math and English general education requirements, but the Preadmission Learner Advisor hasn't received my application. Can I register in social work classes?

No, all admission requirements must be completed prior to the application deadline for registration in social work major only classes. You are not eligible for conditional registration until all requirements are met.

14. How will I know I have been admitted as a full social work major?

You will receive an email notifying you of your admission and new academic advisor. Your full admission email will also request you contact your new academic advisor to complete your Program of Study agreement and academic plan. Learners are encouraged strongly to contact their new advisor as soon as possible. Emails will be sent to your UA email only.

- 15. I have submitted all application materials and completed all required preadmission classes. My academic advisor gave consent for conditional registration, but I still haven't received an email telling me I have been admitted as a full major. Is there a problem?**

Your application for full admission cannot be reviewed until current semester grades are posted. Your application will be reviewed after that time.

- 16. I haven't received my full admission email yet and the next semester is starting. Can I still begin my major only classes?**

Yes, you may begin your major only classes without receiving your full admission email as long as your academic advisor gave you permission for conditional registration and has not contacted you by email or phone and indicated otherwise. The BSW Coordinator and admissions committee will review the final grades and GPA posted after the learner completes the last semester as a preadmission learner and before the beginning of the next semester as long as the learner's application is complete. If the advisor notes that the learner does not meet full admission requirements the advisor will contact the learner. No news is good news.

- 17. I scheduled a meeting with my academic advisor. How do I prepare for this meeting?**

We have created a tool to assist you in effectively preparing for an advising appointment. You can locate *How to Prepare for Your Preadmission Advising Appointment* on the School's website at <http://www.uakron.edu/socialwork/preadmission-process.dot>.

- 18. Why was I assigned to a new academic advisor when I was admitted as a full major?**

The Preadmission Advisor or a BSW Coordinator advises preadmission social work learners and Honors College learners. After full admission you may be assigned to a new academic advisor. Social work academic advisors are full-time faculty members in the School of Social Work.

- 19. I was *not* assigned a new academic advisor when I was admitted as a full social work major. Why?**

You are probably enrolled in Honors College or attend Wayne Campus or UA Lakewood. As an honors student, you have the same academic advisor as a preadmission and full major social work learner. As a learner attending Wayne Campus or UA Lakewood, you will have the same academic advisor as a preadmission and full major social work learner.

- 20. I am having difficulty using computer-based programs and services such as Springboard, My Akron, and Microsoft Office. Where can I find help?**

The university provides free web-based training resources for learners at <http://www.uakron.edu/training/>.

You can also contact the IT Help Desk at 330-972-6888 for some technical assistance. The IT Help Desk was formerly known as Zip Support.