



# BSW STUDENT ADVISING HANDBOOK

UPDATED JUNE 2022  
University of Victoria School of Social Work



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# WHAT DO I NEED TO KNOW BEFORE REGISTERING FOR COURSES?

UNIVERSITY OF VICTORIA UNDERGRADUATE ACADEMIC



Students need to apply for field education or PLA by the following deadlines:

**September Field Education Placements** Application Deadline is March 1

**January Field Education Placements** Application Deadline is July 1

**May Field Education Placements** Application Deadline is November 1

Note that for placements normally 6 month notice/application is required.

After that, students are expected to meet the field education application deadlines as listed on the website.

**312A and 312B are prerequisites for field education placements. 312A is offered in the fall semester, and 312B is offered in the January semester. This means that students beginning the program in September 2022 will be eligible to apply for field for the summer semester.**

See <https://www.uvic.ca/hsd/socialwork/current/bsw/fieldeducation/index.php> for further details and application form.

#### **FIRST FIELD EDUCATION PLACEMENT**

The first placement has two options

1. SOCW 304 Social Work Practicum I
2. SOCW 304A Social Work Practicum by Prior Learning Assessment (PLA)

Undertaking a PLA requires the approval of the Field Education Working Group. Information can be found on the Field Education page.





practice frameworks that centralize Indigenous knowledge, peoples, ~~satio~~ communities.

Indigenous Specialization students have a specific course of studies they are required to complete which is outlined in the Academic Calendar. Some of the core Indigenous Specialization courses are only offered once a year so it is re-0.005.9 (da)-1.4 (r)-7.8 ( )10.6 (s (dd<</MCID 0 >>BDC 0 g -0.003 Tc 0.005 Tw 1g q 1 0

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**2. Review the registration tutorials online at**

<http://www.uvic.ca/currentstudents/home/courseregistration/register/index.php>

**3. Determine your registration date via My page**

<http://www.uvic.ca/currentstudents/index.php> sign into UVIC go to My pages select **Student Services:**

- Select *Class Registration*
- Select *Check Registration Status*

**4. Familiarize yourself with your program requirements in the Academic Calendar. Students are responsible for checking the Calendar for university and program regulations and requirements, and corequisites, restrictions, and duplicate, cross-listed, or mutually exclusive courses**

**5. Review the School of Social Work course offerings for the upcoming term at**

<http://www.uvic.ca/hsd/socialwork/current/bsw/schedules/index.php> note: this is a preliminary timetable– please find the most up to date information and Course registration numbers (CRN) on My page, “look up classes”...

**6. Register for courses. Access your student record at: <https://www.uvic.ca/tools/>**

- Select *Student Services*
- Select *Class Registration*
- Select *Look Up Classes* to search for courses
  - Select *Term or Date Range* [i.e. Summer Studies 2019 (May to Aug)] and click Submit
  - Select the *Subject* (Social Work)
  - If you've selected *Subject type* in 3% to request all 3rd year courses 4% to request all 4th year courses, or you can type in the specific course number
    - Note that distance education courses are coded as ONL and all sections are now A01, A02, A03, etc, regardless of whether the course is being offered by distance education or on campus. You must look for the ONL under Location for distance education courses or the ONL under Location for on campus courses. Note that Education sections are all coded as ONL.

**Next:**

- Select *Add or Drop Classes*
- Select *Term or Date Range* [e.g. Summer Studies 2019 (May to Aug)] and click Submit
- Enter the CRN (found via your course search)
- Enter the CRN for the courses you wish to register in and click Submit

Registration for the winter session includes BOTH TERMS (September and January). Students registering for September should also register in their January courses at the same time. Do not wait until the fall to register for January courses as you will find your options extremely limited as most January courses will be full.

The only exception to this is that registration for field education courses cannot happen until field education application has been submitted and permission is then granted.



## TUITION

### AMOUNT OWING

You can check how much tuition you owe by accessing your student record via My page:

- Select the Student Services from the menu bar
- Click on Finances
- Select Account summary by term

### PAYING TUITION

Tuition and fees are all paid through Accounting Services. Accounting Services does not accept any credit cards for payment of tuition fees. Options for payment includes internet banking, telephone banking, cheque, money order, interac debit, or cash. For detailed information on how and where to pay your tuition, please visit Accounting's website <https://www.uvic.ca/financialplanning/tuition/index.php>

### DUE DATES

First term (September to December) fees are due September 30th. A 1.5% service charge (minimum \$2.00) annualized at 19.56% will be added if the account is not paid on or by the due date.

Second term (January to April) fees are due January 31st. The monthly service charge is applicable as above.

Summer term (May-August) fees are due May 31st. The monthly service charge is applicable as above.

You can pay for your full year with one payment in September year 3A4

## STUDENT AWARDS AND FINANCIAL AID

The Student Awards and Financial Aid office at UVic is committed to helping you find options to finance your postsecondary education. They provide information about funding sources, expected costs and strategies for balancing your budget. For more information please see <http://registrar.uvic.ca/safa/>

## SCHOOL POLICIES

Students are required to familiarize themselves with the School of Social Work's Policies. Below is a partial list of Policies that are particularly important for students to know. Detailed information on these and other School Policies are available [here](http://www.uvic.ca/hsd/socialwork/home/home/policies/index.php)

<http://www.uvic.ca/hsd/socialwork/home/home/policies/index.php>

Accommodation Policy

Assessment of Student Learning

- Grading
- English Usage Requirements
- Attendance and Participation
- Submission of Assignments
- Guidelines for Review of Assigned Grades (HSD)
- Deferral of Course Grade or Academic Concession

Confidentiality

Electronic Communications Policy

Equity

Harassment

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- maintenance of confidentiality of information appropriate to the purposes and trust given when that information was acquired
- acceptance that one's professional abilities, personal integrity and the attitudes one demonstrates in relationships with other persons are the measure of professional conduct

## UNPROFESSIONAL CONDUCT

Students in the Faculty of Human and Social Development are subject to the provisions of the code of ethics of their respective professions, and may be required to withdraw from their School for violating these provisions. Students may also be required to withdraw from their School when ethical, medical or other reasons interfere with satisfactory practice in their respective disciplines.

## THE SCHOOL OF SOCIAL WORK COMMUNITY

Join our Facebook page at <https://www.facebook.com/socialworkuvic>

All UVic social media <https://www.uvic.ca/home/about/socialmedia/index.php>

## PEER MENTORS

The goal of a peer mentor partnership is to help make the transition to the BSW program smooth and successful for new students. While not all students will choose to contact a peer mentor, they are certainly encouraged to do so. The peer mentor is not only here to address challenges you may experience, the peer mentor is also here to be a listening ear, to bounce ideas off of, to direct you to the appropriate staff, faculty or resource. Something else you need? Contact us, maybe we can help!

## STUDENT REPRESENTATIVES

In 1998 the School of Social Work launched a Student Representative Program as a way to address the unique needs of on-campus and distance education learners as well as to create a forum for their voices. The School of Social Work is very proud to be the only school in the Faculty of Human and Social Development with such a program.

Student representatives are encouraged to represent the needs of their constituents and to provide feedback and input to the School of Social Work via regularly scheduled teleconferences as well as the BSW working group. Student reps are also invited to attend School Forum which is held once or twice a year. School Forum provides parties that have an interest in the School with information updates about the School's programs and a space to offer suggestions and feedback.

The following terms of reference were developed by the initial group of representatives:

To reach out to new students in the program

To facilitate communication between students

To raise the School of Social Work's awareness regarding issues facing students





