REGISTRATION AND BILLING

Registration
Please view the New and Continuing student registration webpages and the University Academic Calendar for important registration dates and instructions.

Waitlist Procedures
Once a course section is full, students should use the SWAP feature to enroll in an open section and place themselves on the waitlist of their preferred section. Albert will automatically enroll the next student on the waitlist into a section only if a) an enrolled student drops the course and b) the waitlisted student has used the SWAP function and c) the waitlisted student does not have a scheduling conflict at the time of the preferred class. Students are not allowed to sit in on a waitlisted or closed course due to various factors such as, but not limited to, classroom pedagogy, classroom size, available seats, and fire safety standards.

Official Transcripts Block
All students are required to submit a final official transcript from the institution conferring their bachelor’s degree. The transcript must indicate that the degree was awarded and have the degree conferral date. Any post baccalaureate degree transcripts submitted must also be final and official. Additionally, an official transcript is required from all previous higher education institutions where 12 or more credits were taken. All of the aforementioned requirements are necessary for full admittance to the MSW Program.

Students provisionally admitted pending the submission of a final official transcript must turn in their transcripts by October 15th for fall admission or by March 1st for spring admission. Students who do not have all official transcripts submitted by the required date will have a block placed on their account which will prevent registration for the upcoming term. Once the official transcripts are received by the Admissions Office, the block will be removed. No exceptions will be made.

Transfer Students and Transferring Credits
The MSW program accepts transfer students who have completed their first year at a CSWE-accredited graduate social work program. Students must also have completed 600 hours of Field Placement to be considered transfer students.

Advance and Waiver Credit Policies
You may be eligible to receive credit for courses taken at a CSWE accredited program of social work or graduate degree program in a field related to social work. You can apply for a maximum of 12 advance or waiver credits (6 can be from electives). The following criteria must be met in order for advance or waiver credit to be considered:

- You must have received a grade of B or higher;
- The course must have been taken in the past five years;
- The course is not a field instruction or required social work practice course.
We strongly suggest that you check Albert to determine if your courses are similar. Courses at NYU most frequently granted advance or waiver credit include the following: Human Behavior in the Social Environment I; Human Behavior in the Social Environment II; Social Welfare Programs and Policies I; and Social Work Research I.

You can apply for **Advance Credit** if you have completed comparable graduate coursework in a similar social science discipline or Council on Social Work Education (CSWE) accredited social work program and the course taken at another school was not used towards receipt of another degree. Advance credit allows you to replace required NYU MSW coursework with coursework taken at another school.

You can apply for **Waiver Credit** if you have completed comparable graduate coursework in a similar social science discipline and the course taken at another school was used towards receipt of another degree. Waiver credit allows you to replace a required NYU MSW coursework with an NYU elective course.

**Application Process**
Please refer to the NYU Silver School of Social Work website for Appendix K: Advance and Waiver Credit Application to apply for advance/waiver credit. The Advance Credit and Waiver Committee requires applications to be submitted at least 6 weeks prior to the beginning of the semester you would take the course for which the advance credit or waiver is being sought. Please note that you should submit a complete application before the end of your first semester.

**Exceptions and Specific Policies:**
**Advance Credit Policy for Undergraduate Social Work Majors Not Enrolled in our Advanced Standing Program:**
If you earned an undergraduate degree at a CSWE accredited social work program, you can apply for 12 advance credits using courses earned towards your undergraduate degree. The above criteria apply.

**Waiver Credit for Research Courses:**
Waiver credit for a required MSW research course allows students to choose a more advanced research course as an alternative. Options include approved electives in the MSW program, research methods courses in our School's PhD program, and other graduate research courses at NYU.

**Blanket Credit Policy for Advanced Standing Students:**
Admitted students to NYU’s Advanced Standing Program automatically receive 33 blanket credits. However, enrolled students who were admitted conditionally need to submit an official final transcript during their first semester that confirms their undergraduate social work degree in order to receive blanket credits.

**Students who have taken courses at NYU Silver School of Social Work as a Non Matriculated Student:**
If you earned a grade of ‘B’ or better in our MSW courses taken within the past five years, the credits automatically transfer to the MSW degree. Paperwork is not required.
Student Records
The Albert system may be used to access most student records including class schedules, enrollment verifications, and unofficial transcripts. Official transcripts may be requested from the University Registrar.

Student’s admission application and subsequent materials added to the file are the sole property of the University. Students must receive permission from the Academic Program Review Office 212.998.2310 to review the content of their folders. Materials from the folder may not be copied.

Note: The School will keep student folders for up to 7 years. It is the student’s responsibility to keep copies of Field learning evaluations and Faculty Advisor summaries.

Financial Aid
The first step to applying for financial aid (including federal, state, or private aid) is to complete the FAFSA – the Free Application for Federal Student Aid- and submitting it using the NYU school code: 002785. Student must complete a FAFSA for each year they would like financial aid. The FAFSA may be found at www.fafsa.ed.gov.

The NYU Office of Financial Aid sends students their financial aid offer and they may use Albert to accept or reject the entire offer or sections of the package. For further questions, contact the NYU Office of Financial Aid at 25 West 4th Street, or at 212-998-4444.

Besides the scholarship awarded by Silver upon acceptance to the program, students may apply for additional scholarships through the Silver School Office of Admissions in late spring of each year. For further questions, please see Silver’s Scholarship and Financial Aid site, contact Admissions at (212) 998-5910 or go to room 102 in the Silver School building.

Billing and Payment
Students receive bills electronically from the Office of the Bursar shortly before the start of each semester. If students look at their accounts before this notification is emailed, they may find that their bill is incomplete. Payment is due at the end of the Add/Drop period each semester and may be paid online or in person at 383 Lafayette Street, 1st Floor.