

Fall 2009 Registration Guide for Incoming Students

To register, please complete the following 3 steps:

Step 1: Access your “Permit to Register” on the Online Academic Student Information System (OASIS).

Log into OASIS (<http://www.usc.edu/oasis>) by using your ten-digit USC ID number and your six-digit Personal Identification Number (PIN). Your USC ID can be found on your admission letter from the USC Office of Graduate Admission. **Your six-digit date of birth will be your default PIN for the initial login** (for example, if your date of birth is February 29, 1980, your PIN will be 022980).

Please review your **“Permit to Register.”** It details any activity restrictions you have that may prevent you from registering for classes. Please note that the **“Prior Degree Verification”** and **“Conditional Admit-1st Semester”** restrictions will **not** prevent you from registering for the fall semester. Registration opening dates and times are assigned based on your enrollment status and campus location, as indicated below:

Fall 2009 Registration Opens:

OCC, SCC & SDAC: Monday, July 13, 2009

Part-time (3- or 4-year): 9:00 am
Full-time (2-year): 11:00 am

UPC: Thursday, July 16, 2009

Part-time (3- or 4-year): 9:00am
Full-time (2-year): 1:00 pm

The above times are when registration opens; you may register anytime between the opening times and August 3. However, be advised that sections fill up quickly, and you are more likely to obtain your preferred schedule if you register in a timely manner.

If you do not have a registration appointment time listed on OASIS, please contact the School of Social Work Office of Admission at (213) 740-2013.

All other registration concerns, please contact sswreg@usc.edu. Replies will be sent within three business days.

Step 2: Determine which courses you will be taking.

Please review the USC School of Social Work Fall 2009 Schedule of Classes for your campus (i.e., UPC, OCC, SCC or SDAC) for specific class numbers which indicate corresponding day, time and location. This information is available on the school's website (<http://www.usc.edu/socialwork>). You can also access this information on the university's main Schedule of Classes website (<http://www.usc.edu/soc>).

Please note that students are only allowed to register for courses at the campus to which they were admitted. Registering for the incorrect campus can result in you being dropped from these courses. Under "classroom location," courses at the University Park campus will be listed as "UPC," courses at Orange County will be listed as "OCC," courses at Skirball will be listed as "SCC" and courses at San Diego will be listed as "SDAC."

Students in the full-time (2-Year) program should register for all 5 of the following courses:

1. SOWK 503 (3 units) – Human Behavior and the Social Environment I
2. SOWK 534 (3) – Policy & Practice in Social Service Organizations
3. SOWK 543 (3) – Social Work Practice with Individuals and Families
4. SOWK 586a (3) – Field Practicum I

Please register for the appropriate class section based on the campus you will be attending:

University Park Campus (UPC) – Class #60478

Orange County Academic Center (OCC) – Class #60487

Skirball Academic Center (SCC) – Class #60490

San Diego Academic Center (SDAC) –Class #60894

5. SOWK 587a (2) – Integrative Learning for Social Work Practice

Please register for the appropriate class section based on the campus you will be attending:

University Park Campus (UPC) – Class #60999*

Orange County Academic Center (OCC) – Class #60503*

Skirball Academic Center (SCC) – Class #60494*

San Diego Academic Center (SDAC) –Class #60893*

**Important note to all full-time (2-Year) students: The day/hours for SOWK 587a will be scheduled for you by the Field Education Department based on the day/ hours you choose for SOWK 543.*

Students in the part-time (3- or 4-Year) program should register for both of the following courses:

1. SOWK 503 (3) – Human Behavior and the Social Environment I
2. SOWK 534 (3) – Policy & Practice in Social Service Organizations

Step 3: Register online.

All registration processes can be completed online using the USC Web Registration system (<http://www.usc.edu/webregistration>). Technical instructions and a tutorial for using this site are available on the login page.

IMPORTANT: Do not use the “Auto Schedule” function.

To UPC students: Please double-check your classroom locations one week prior to the fall semester at the university’s main Schedule of Classes website (<http://www.usc.edu/soc>). Sometimes classes are moved to another room at the last moment, but we will do our best to notify you of any changes.

Remember, if you have any questions or experience any difficulties, contact the School of Social Work Registrar at sswreg@usc.edu. Replies will be sent within three business days.