

(Summer 2017)  
SF State University - College of Extended Learning (CEL)  
CEL Enrollment Services at 415-405-7700 x5 <https://cel.sfsu.edu/>  
**Enrollment Instructions – S W 865 01Z (2033) Social Work Practice in School Settings**

**COURSE INFORMATION**

- **S W 865 01Z** (Social Work Practice in School Settings): 3 academic units
- **Instructor:** Sandra Vaughn
- **Course Number:** 2033
- **Summer 2017** (Course Dates: June 5, 2017- July 20, 2017)
- **Days/ Times:** Wednesdays/Thursdays 6:00PM-9:15PM
- **Class Location:** HSS 102
- **\$1185 Course Fee:** payable at time of registration.

**CLASS SCHEDULE:**

<https://cel.sfsu.edu/social-work/courses/s-w-865-summer17-section-01z>

**REGISTRATION**

- **April 18-June 2, 2017:** Enroll online or by phone with the course number (2033).
- **June 5 - June 16, 2017:** Permission number required for enrollment.
- **Last Day to Add or Drop:** June 16, 2017.
- **Late Fee Period Begins:** June 17, 2017.
  
- **REGISTER:** <https://cel.sfsu.edu/register/register-pay>
- **PAY:** <https://cel.sfsu.edu/register/howtopay>
- **DUE DATE INSTRUCTIONS:** <https://cel.sfsu.edu/register/instructions>

**IMPORTANT CEL POLICIES AND FORMS:**

- Summer 2017 Calendar and Deadlines: <https://cel.sfsu.edu/register/calendar>
- CEL Forms (If needed): <https://cel.sfsu.edu/register/forms>

**DROPS AND REFUNDS:** <https://cel.sfsu.edu/register/drops-refunds>

- Students are not automatically dropped for non-participation/attendance.
- **FULL REFUND/Charge Removal:** If drop occurs 1 day prior to class start day.
- **75% REFUND/Charge Removal:** If drop occurs on class start day.
- **NO REFUND/Charge Removal:** If drop occurs after class start day.

**GRADES AND TRANSCRIPTS (available through your student account in Gateway)**

- August 18, 2017: Grades available
- September 1, 2017: Transcripts available

**\$950 ADMINISTRATIVE FEE**

- Once you have received confirmation that you have been admitted to the PPSC Social Work Program – a non-refundable fee of \$950 is required prior to the semester starting. After your admission process is complete – your Gateway account will reflect a charge in the amount of \$950 – which you will pay online by debit or credit card. **Please do not mail checks.**

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