

Student Registration Checklist

Please make sure you have completed all items on the checklist below to be eligible to register for classes.

☐	Review your Plan of Study If need be, meet with SSW Advising for any changes you want to make to your plan of study - sswadvising@ssw.umaryland.edu	Study Plans
☐	Review SSW Course Offerings	Course Offerings & Descriptions
☐	Review Fall Course Schedule - Available Courses Days/Times	Register via SURFS Class Schedule Important Note: Schedules will not be finalized until two weeks prior to registration opening.
☐	Review “IMPORTANT DATES” Calendar Review all SSW deadlines including last day to change registration in SURFS, last day to drop a course, refund schedule, etc.	Calendars & Course Schedules
☐	Complete Required UMB student Trainings – Title IX and Prescription Drug Misuse	More information here
☐	CLEAR ANY HOLDS ! - Student Health - shealth@som.umaryland.edu or 667-214-1883; Student Health FAQs Student Accounts – email for any financial related holds - Emergency Contact – please update in SURFS. Title IX – must complete training Prescription Drug Misuse Training – must complete training	SSW does <u>not</u> reserve seats or clear any holds placed by other UMB offices *
☐	Are you graduating this term? Apply for Graduation in SURFS <i>(Not sure if you applied? You can view your graduation application in SURFS in your student profile)</i>	SURFS
☐	Not taking classes this term?** Complete a Leave of Absence Form (if you are a new student, you will need to contact Admissions complete a deferral form)	Registration Forms
☐	Any other registration needs? - Academic Overload Request - Drop Request (after term begins) - Baltimore/USG Course Request	Registration Forms

***Holds can take approximately 48 hours to be removed once satisfied. SSW will not remove, or override holds for registration.**

****Any Leave of Absence should be discussed with your advisor/student affairs/field practicum office**

Questions? Records & Registration Office - SSWREGISTRATION@ssw.umaryland.edu