

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	Study Plans
	Review SSW Course Offerings	Course Offerings & Descriptions
	Review Spring 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 last day to change registration in SURFS - Review last day to drop a course, refund schedule, etc. - Review all SSW student deadlines	Calendars & Course Schedules
	If need be, meet with SSW Advising for any changes you want to make to your plan of study	sswadvising@ssw.umaryland.edu
	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 <i>not</i> 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	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