

## BGSP Registration - Summer 2016

Dear Students,

We will be running **CP 102 Theories of Counseling** this summer. This course will meet the *Counseling Theory* category for the LMHC Board.

**All students in the fieldwork and internship programs who are seeing patients over the summer, as well as students who are in the Therapy Center and working with 211 supervisors, need to register for summer supervision.** This should be with your current 111/211 supervisors. It is for a total of 60 minutes of supervision, to be arranged privately between you and your supervisor. We recommend three 20 minute sessions or two 30 minute sessions spread out over the summer so that your cases are adequately covered for the summer.

Please feel free to contact me with any questions.



Dr. Lynn Perlman, Ph.D.  
Dean of Graduate Studies

## BGSP Registration - Summer 2016

Please register for courses, supervision, or directed research as needed. *The registration deadline is May 20, 2016.*

### **CP 102 Theories of Counseling (3 credits)**

Schedule: Thursdays 3-6pm, Fridays 12-3pm

Instructor: Ms. Karam

Meetings: 12 class meetings

Dates: **Thursdays – June 23, 30, July 7, 14, 21, August 4**

**Fridays – June 24, July 1, 8, 15, 22, August 5**

Fee: \$2,085 + \$50 registration fee

This course examines the major contemporary theories of counseling and psychotherapy, how they apply to clinical practice, and their impact on the clinician's use of self in the treatment setting. In addition, the course introduces students to the major theories of personality, prevention modalities, and theories of community mental health. *This course is designed to meet the licensing board's requirement for a course on Counseling Theory.*

### **Supervision:**

**Students are required to be in supervision during the summer if:**

- They are in fieldwork.
- They are in 111 or 211 supervision during the academic year.

Students in 111 and 211 supervision register and meet with their current supervisors over the summer. Students will meet for 60 minutes spread across the summer for sufficient coverage. Students in 311 and 411 supervision make private arrangements with their supervisors.

Fee: \$125 + \$50 registration fee for 60 minutes of supervision (111/211)

### **Directed Research:**

Students may register for directed research as needed over the summer.

Fees:

*½ credit (\$347, 1.5 hours of meeting time and 1.5 hours of reading time)*

*1 credit (\$695, 3 hours of meeting time and 3 hours of reading time)*

*2 credits (\$1390, 6 hours of meeting time and 6 hours of reading time)*

*3 credits (\$2085, 9 hours of meeting time and 9 hours of reading time)*

*+ \$50 registration fee for any amount of directed research credit*

Please choose your courses, supervision, or directed research online on Empower. When you click “Course Registration”, the first screen will ask you to choose a catalog. Choose “2015-16” and click “Continue”.

The next screen will ask you to choose a term. Choose the “Boston Summer 2016” term and click “Register”.

The next screen will ask you to verify your contact information by clicking “Review your data”. If there are changes to be made, click the “Update” button and make the appropriate changes. If the information is correct, click the “I’m Finished - Submit” button. This will bring you to the registration screen.

Registration for courses will proceed as follows:

1. The first screen will show that you have No Enrollments and No Pending Registration. Click the “Add Courses” button located above “Dept”.
2. The next screen will give you a series of filter options. I would suggest filtering by Department (CP for Counseling, PC for Culture, and PT for Clinical). Click the “Search” button.
3. On the next screen you will see the courses being offered in the Summer 2016 semester. Be aware that the schedule is listed in military time. The Detail button to the right of each course will give the course description, or where the description can be found. To register for courses, you will click the little box to the left of the courses you’d like. Then, click the Register button found at the top or bottom of the course list. **If you do not see your supervisor or directed research reader listed on Empower, let me know and I will add them to the list so that you may select them.**
- 3A. IMPORTANT: After you click the Register button, you will come to a screen that says “0 Successful Registrations” and “X Pending registrations”. All courses will automatically be entered as “Pending”. Once I receive all of your forms (list of pending registrations signed by advisor and payment or financial aid form) I will officially register you.
4. Click the Detail button to see a list of your pending registrations. From this screen, you will print the courses using the internet browser print button. The “Print Schedule” button will not work. You will take the printout of your pending courses to your advisor for his/her signature. Once it’s signed, you will turn it in to me along with your payment.

Once you make your course selection, you may use the Estimated Tuition Worksheet, located under the Student Billing tab, to see your total tuition. **Your total tuition will include a \$50 registration fee.** Please submit the list of your courses signed by your advisor and payment by **May 20, 2016.** If you have any questions please feel free to contact me.

Enjoy your summer!

Allison Williams  
Registrar  
williamsa@bgsp.edu  
617-277-3915 x20

Summer 2016

**Summer Semester 2016 Calendar**  
**Blue Bold = Week Number**

JUNE 2016

	S	M	T	W	R	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
<b>1</b>	19	20	21	22	23	24	25
<b>2</b>	26	27	28	29	30		

JULY 2016

	S	M	T	W	R	F	S
<b>2</b>						1	2
<b>3</b>	3	4	5	6	7	8	9
<b>4</b>	10	11	12	13	14	15	16
<b>5</b>	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
<b>6</b>	31						

AUGUST 2015

	S	M	T	W	R	F	S
<b>6</b>		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

**Administrative Office Hours:**

Monday –Friday: 9am – 5pm

**Building and Library Hours**

Monday – Friday: 9am – 9pm

Saturday: 9am -2pm

**Important Dates:**

- Last day of Spring 2016 Semester: June 17<sup>th</sup>
- First day of Summer 2016 Semester: June 20<sup>th</sup>
- 32<sup>nd</sup> Annual Cape Cod Summer Institute: July 26<sup>th</sup>-29<sup>th</sup>
- First day of Fall 2016 Semester: September 6<sup>th</sup>

# Financial Aid

Students who are registering over the summer may apply for financial aid to pay the cost of the summer tuition. In order to qualify for this, you will need to have plans to register as a “half-time or more student” in the Fall 2016 semester, and complete a financial aid application for the 2016-17 academic year. Since there are no loan disbursements scheduled during the summer semester, your tuition balance for both Summer 2016 and Fall 2016 will be paid with your Fall semester loan disbursement in September.

**The deadline to apply for financial aid for the summer is *Friday, May 20th*.** Students with incomplete applications for financial aid after this deadline will be required to make a payment when they register for classes.

Students applying for Federal Student loans for the summer courses should submit the Treatment of Loan Proceeds form and a complete application for financial aid for the 2016-2017 academic year. Any proceeds that exceed the cost of tuition for the 2016-2017 academic year will be refunded to the student. The actual disbursement dates will be provided at a later date.

**There are no loan disbursements over the summer; please budget accordingly.**

## **How to Apply:**

All students using financial aid funds for summer courses are required to submit a Treatment of Loan Proceeds Form. **This form can be found on page 7.** All additional forms and applicable links are available on our website: <http://www.bgsp.edu/admissions-and-financial-aid/financial-aid/how-to-apply/>

### **Checklist to use Financial Aid funds:**

- ✓ Treatment of Loan Proceeds Form
- ✓ Complete 2016-17 Financial Aid application:
  - ✓ 2016-2017 FAFSA (*BGSP School Code: G31943*)
  - ✓ Unsubsidized Stafford Loan Master Promissory Note
  - ✓ Student Loan Entrance Counseling (new borrowers only)
  - ✓ Non-Tax Filer Statement (if applicable)

If you have any other questions, please feel free to contact me.

Best wishes for a successful summer,

Ms. Stephanie Woolbert  
Director of Financial Aid  
[financialaid@bgsp.edu](mailto:financialaid@bgsp.edu)

# Credit Card Payment

**Boston Graduate School of Psychoanalysis**

• 1581 Beacon Street • Brookline, Massachusetts 02446 •  
• Phone: (617) 277-3915 • Fax: (617) 277-0312 •

## ***Credit Card Payments Are Accepted for Tuition Being Paid in Full***

Student Name: \_\_\_\_\_

Circle one: **Master's Counseling Certificate**   **Psy.D.**   **Doctoral PS&C**   **MA PS&C**   **CAGS**

Card Holder Name (if different): \_\_\_\_\_

Card Holder Address: \_\_\_\_\_

\_\_\_\_\_

Amount\*: \$ \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only Authorization Code: _____  Date: _____  By: _____
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\*Some credit card companies have security policies that do not process large transactions, such as tuition payments, unless they have been previously notified by the cardholder that (s)he wishes to make such a payment.

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Credit Card Type (circle one)      **VISA**      **MASTERCARD**

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Verification Identification Number (VIN): \_\_\_\_\_

(Last 3 digits on BACK of card)

# Treatment of Loan Proceeds

Office of Financial Aid, BGSP, NYGSP & BGSP-NJ

1581 Beacon Street • Brookline, Massachusetts 02446

Phone: (617) 277-3915 • Fax: (617) 277-0312

## Student Information:

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ **Fall 2016** \_\_\_\_\_

## Request for Treatment of Loan Proceeds:

Check one or both:

Apply loan proceeds to **past** balances due: \_\_\_\_\_ **X** \_\_\_\_\_

Apply loan proceeds to **future** balances due: \_\_\_\_\_

If, after the action above is taken, I have a credit balance, by indicating and signing this form, I understand that my student loan proceeds will be applied to balances due other than the current semester. If there is a remaining credit, it will be given to me in the form a proceeds check after signing a "Receipt of Proceeds" form. If there is a remaining balance due, I understand I will be invoiced and the usual good financial standing rules apply.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Accepted by:

\_\_\_\_\_  
Director of Financial Aid