

BGSP Registration - Summer 2017

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.

A handwritten signature in black ink, appearing to read "Lynn Perlman", with a long horizontal flourish extending to the right.

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

BGSP Registration - Summer 2017

Please register for courses, supervision, or directed research as needed. *The registration deadline is May 12, 2017.*

CP 102 Theories of Counseling (3 credits)

Schedule: Thursdays 11am-2pm, Fridays 12-3pm

Instructor: Dr. Leila Karam

Meetings: 12 class meetings

Dates: **Thursdays – June 22, 29, July 6, 13, 20, 27**

Fridays – June 23, 30 July 7, 14, 21, 28

Fee: \$2,130 + \$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 (\$355, 1.5 hours of meeting time and 1.5 hours of reading time)

1 credit (\$710, 3 hours of meeting time and 3 hours of reading time)

2 credits (\$1420, 6 hours of meeting time and 6 hours of reading time)

3 credits (\$2130, 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 term. Choose the “Boston Summer 2017” term and click “Register”.

The next screen will ask you to verify your contact information by clicking “Review your data”. A new window will pop up. 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 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 2017 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 12, 2017**. 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 Semester 2017 Calendar
Blue Bold = Week Number

JUNE 2017

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

JULY 2017

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

AUGUST 2017

	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	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 2017 Semester: June 16th
- First day of Summer 2017 Semester: June 19th
- Independence Day (School Office Closed): July 4th
- 33rd Annual Cape Cod Summer Institute: August 1st – 4th
- First day of Fall 2017 Semester: September 5th

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 2017 semester, and complete a financial aid application for the 2017-18 academic year. Since there are no loan disbursements scheduled during the summer semester, your tuition balance for both Summer 2017 and Fall 2017 will be paid with your Fall semester loan disbursement in September.

The deadline to apply for financial aid for the summer is *Friday, May 12th*. 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 2017-2018 academic year. Any proceeds that exceed the cost of tuition for the 2017-2018 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 2017-18 Financial Aid application:
 - ✓ 2017-2018 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

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: _____

*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.

.....

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

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 2017** _____

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