

Registration  
and  
Payment  
Deadline:  
**January 10<sup>th</sup>**

## **REGISTRATION PACKET: Spring 2020**



### **Boston Graduate School of Psychoanalysis**

- 1581 Beacon Street • Brookline, Massachusetts 02446 • [www.bgsp.edu](http://www.bgsp.edu) •
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## LETTER FROM THE DEAN

Dear BGSP student,

Welcome to the Spring semester 2020 at BGSP. I hope you will take time to read this thoroughly as it contains important information. Please note that we will also be running a required course in the Summer semester 2020. The registration packet for that will be distributed in the spring. Please file your registration forms as promptly as possible and go off and have a wonderful holiday!

### **How many credits are our courses?**

We will be running both 2 and 3 credit courses. Pre-candidacy and Master's courses are either 2 or 3 credits. Candidacy courses are 2 credits. Two credit courses will meet for 12 classes and three credit courses will meet for 15 classes with specific exceptions.

### **Are we meeting weekly?**

It is important to pay attention to the frequency of meetings of courses as they are individualized. You will see on the syllabus for each course the dates that it will meet.

Courses listed exclusively in the Psychoanalysis, Society, and Culture program will meet every other week. Students in the Psychoanalysis, Society, and Culture program enrolled in courses that are cross listed with the clinical master's programs will meet on the specific schedule indicated on the course syllabus.

All 111 and 211 supervisions will follow the every other week schedule (with two out-of-sequence meetings) and meet for 1 ½ hours.

The One Year Program will meet every other week for 10 weeks.

I understand that the schedules can be confusing, as different classes in the same program are meeting on different schedules. Unfortunately this is necessary in order to fit in the necessary number of hours and still allow for vacations, holidays, and a summer break. I recommend that you take note of the specific dates of each class that you are in. Please note that there are two out of sequence classes, one in March (the week of March 9<sup>th</sup> through March 14<sup>th</sup>) and one in May (the week of May 4<sup>th</sup> through May 9<sup>th</sup>). These are scheduled for the alternate week in the every other week schedule.

**Please note that students are expected to attend all classes. Two excused absences per course may be granted by the instructor for extenuating circumstances.** We highly recommend you save this for emergency situations since two is the maximum number of absences allowed.

Under some extremely extenuating circumstances a student is allowed to come into class by videoconference or telephone. This must be arranged in advance and approved by the faculty person teaching the course, as well as by Dr. Perlman in the Clinical programs and Dr. Movahedi in the Psychoanalysis, Society, and Culture program. **This must be done by 3 P.M. of the day before the class is held.** If permission is given, it is the student's responsibility to work out the logistical details with the office staff, also before 3 P.M. of the day before the class is held. We are a small school with limited technological capabilities, and this notice is necessary to ensure that the process goes smoothly.

### **Writing Center**

I am happy to announce that Ms. Maria Beane will be running a Writing Center for students who would like help with their writing and understanding of psychoanalytic concepts. She will be available every other Wednesday on the 2 credit class week schedule at 4-5:30pm. Please contact Ms. Beane for more information at 603-380-3773 or email her at [mariabeane@yahoo.com](mailto:mariabeane@yahoo.com). Please register for EX 110 in Empower.

### **Master of Arts in Mental Health Counseling Placements**

Ms. Christina Healy is our fieldwork placement/practicum coordinator. If you are beginning a fieldwork placement, please let Ms. Healy know and schedule a time to talk with her. She can be reached at 617-285-3214. Dr. Stephen Soldz is our Internship Coordinator. If you are interested in an internship placement for next Fall 2020, please contact him. He can be reached at 617-935-4246.

The first semester of your fieldwork will be your counseling practicum. For the first semester please register for CP 330 Counseling Practicum and CP 331 Practicum Supervision. Students in ongoing semesters of fieldwork continue to register for CP 340 Field Placement. In all semesters register for CP 111 Group Supervision as well.

To begin your counseling internship, please meet with Dr. Soldz to discuss options and appropriate supervision. Students interested in an internship in the School Outreach Program for the 2020-21 academic year should contact Dr. Soldz as soon as possible.

Students engaged in an internship should register for CP 350 Internship and CP 351 Internship Supervision. School Outreach Program interns should also register for CP 189 and EX 214.

### **Master of Arts in Psychoanalysis Program Placements**

Master of Arts in Psychoanalysis students in their second semester at the school (first semester in fieldwork) register for PT 330 Fieldwork and PT 111 Group Supervision. In either your third or fourth semester at the school (second or third semester of fieldwork) you will need to register for an additional PT 341 Individual Supervision, as well as PT 340 Fieldwork in both semesters. This should be decided in consultation with your advisor.

### **Recommended Schedules**

Below is a chart that recommends course registration for you based on your program. For students in the clinical Master's programs, please register for the courses that correspond to the semester you are in. For instance, if this is your second semester at BGSP and you are a full time student you would register for 101, 161, 185, 186, and 190. You may also register for fewer courses, if you are so inclined. If you plan to register for less than a full time schedule please discuss with your advisor which courses to take. If you are a first semester student it is highly recommended you enroll in 186, as this can serve as the fulfillment of the prerequisite for 185. The 190 orientation group is required of all first and second semester students in the clinical programs.

Students who are starting Fieldwork register for 185 Fieldwork Seminar and 111 Group Supervision, and counseling students also register for 331 Individual Supervision.

The Psychoanalysis, Society, and Culture courses are electives in all other programs.

For purposes of financial aid, a half-time schedule in the Master's Programs is 4 to 6 credits, depending

on a 2 or 3 year track. A half-time schedule for doctoral candidates is 4 credits. Please consult with Ms. Stephanie Woolbert for more information.

If students are concerned about going through the program in a timely manner, they should take required courses into account and be informed that the same requirements are not offered every semester. In addition, if postponed, required courses may later conflict in scheduling with other required courses, making additional semesters necessary.

**Program Schedule (Psychoanalytic Programs):**

Semester	Course	Course	Course	Course	Course	Course
MA: First	101	161		186	110	190a
MA: Second	101	161	185	186	110	190b
MA: Third and Fourth	103	146	185	189*		
Elective: Open to all	166/666 110					
Doctoral Candidacy (Pre-Candidacy and Accelerated doctoral students: Please consult with your advisor)	151B 172	2610/11	286**			

\*required for all school outreach program interns

\*\*open to students who have completed the clinical case review presentation, with permission of the instructor

Please note that the program schedule does not include supervisions. You may talk to your advisor about the appropriate supervision for you. (111, 331, 341, 351, 211, 311, 411)

I understand that there may be scheduling problems for some students. If the schedule presents a problem for you, please discuss it with your advisor and with me so we can help to resolve it. I am in the office Wednesday through Friday; please feel free to come in and say hello. If you would prefer to make an appointment, the best way to reach me is to call (617) 332-2467 at 7:00 AM or after 8:00 p.m. (up until 10 P.M.)

Sincerely,



Lynn Perlman, Ph.D.

## LETTER FROM THE REGISTRAR

Dear Students,

Welcome to the Spring 2020 semester! Please log in to the EMPOWER student information system to register for courses. Here is the link to log in to EMPOWER: <https://bgsp.empower-xl.com/fusebox.cfm>. It can also be found at the top right corner on the BGSP website: Once you login, click on the "Student Records" tab then look under the sub-heading "Course Tools", and click "Course Registration".

- The first screen will ask you to choose a **catalog**. Choose "2019-20 Catalog".
- The second screen will ask you to choose a **term**. Choose "Boston Spring 2020" and click "Register".
- The next screen will ask you to verify your **contact information** by clicking "Review your data".
  - o A new window will pop up with your name, address, and phone numbers.
  - o We have also added a space for you to report your race/ethnicity information. While this information helps BGSP comply with federal reporting requirements, this field is completely OPTIONAL.
  - o If you need to make changes to either your contact information or race/ethnicity information, click the "Update" button and make the appropriate changes.
    - If the information is correct, click the "I am 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. You can filter by Department (CP for Counseling, PC for Culture, and PT for Clinical and CAGS in Psychoanalytic Psychotherapy) if you wish. Click the "**Search**" button.
  3. On the next screen you will see the courses being offered in the Spring 2020 semester. 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, **click the little box** to the left of the courses. Then, **click the Register button** found at the top or bottom of the course list.
    - **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"**.
4. Click the Detail button to see a list of your pending registrations. From this screen, you will **print the list of your course selections** 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 or fellow for his/her signature. Once it's signed, you will turn it in to me along with your other registration forms.

5. Click on the “Financials” tab at the top of the page, then, under the “Student Billing” heading, choose “**Estimated Tuition Worksheet**”. This report will tell you what the estimated term charges will be based on the course selections you made. If you wish to make your payment online, you may do so from this screen. Click on the dropdown box next to “Payment Type” to select either Credit Card or Electronic Check. A non-refundable convenience fee up to 2.75% on the total transaction will be assessed by your credit card company for credit card payments. There is no fee to pay by electronic check. Please notify me if you have paid online when you submit your registration forms. Click the “Submit” button at the bottom of the screen and then follow the prompts to complete your online payment.
6. Submit forms and payment to the registrar by the **registration deadline, January 10<sup>th</sup>. You will be charged a \$100 late fee if your registration is not complete by January 10<sup>th</sup>.** Your registration is considered complete when you have submitted:
  - Printed list of course selections **with advisor/fellow’s signature**
  - Statement of Analysis with **analyst’s and advisor/fellow’s signature**,
  - Payment or payment arrangements (i.e., approved extended payment plan, approved student loans, or approved institutional financial aid)
  - Health Form [only if there is a change from the fall],
  - Immunization form/record [only if there is an update]

Your advisor or fellow will be available to help you select courses for the semester. Please contact me if you have questions about getting in touch with them. Also, any questions regarding grades, transcripts, class scheduling, and the registration process in general may be directed to me.

A registration checklist has been provided at the end of this packet for your convenience so you don’t forget any of the materials.

Your registration materials and payments may be mailed to:

BGSP  
Attn: Registrar  
1581 Beacon Street  
Brookline, MA 02446

You may also fax registration materials to 617-277-0312 or email them to [registrar@bgsp.edu](mailto:registrar@bgsp.edu).

As you know, it’s very important that students register by the deadline, January 10<sup>th</sup> in order to ensure your class preferences. In addition, this allows the school to appropriately plan for the semester. **Students who register and submit forms after the deadlines will pay a late fee of \$100.**

If you have any questions while preparing for this next semester, please feel free to contact me at (617) 277-3915 x20, [registrar@bgsp.edu](mailto:registrar@bgsp.edu), or drop by Tuesday and Wednesday, 7am to 5pm, and Thursday and Friday, 8am to 6pm.

Best wishes for a great semester,

Dianne Kaeli  
Registrar

## TUITION AND FEE SCHEDULE: 2019-2020

### Program Tuition and Fees:

Tuition for all courses per credit.....	\$800
All directed research per credit.....	\$800
Group and Individual Supervision (Flat Fee).....	\$800
(111, 211, 331, 341, 351)	
PT 611 Group Supervision (Flat Fee).....	\$400
Therapy Center 1 <sup>st</sup> Semester (Flat Fee).....	\$300
Therapy Center Standard Flat Fee.....	\$600
One Year Program Tuition per semester.....	\$1200
Course retake fee.....	\$425*

\*The retake fee applies when a student is retaking for no credit a course that s/he has already passed, when the student is already regularly enrolled in his or her minimum course requirements. Typically, any clinical case seminar is considered a course requirement and is not eligible for the retake fee.

**A non-refundable convenience fee of up to 2.75% will be assessed by your credit card company for credit card payments.**

### Administrative Fees:

Registration Fee.....	\$100
One Year Program Registration Fee.....	\$50
Curriculum Support Fee.....	\$360
Student Association Fee.....	\$25
Extended Payment Plan Fee.....	\$75
Late Registration or Payment Fee.....	\$100
Returned Check Fee.....	\$25
Graduation Fee.....	\$100
Continuing Education Units Fee .....	\$40/course (\$40/semester for One Year Program)

### Refund Schedule:

Approved drop in writing before the first class meeting . . . . .	100%
Approved drop in writing before the second class meeting . . . . .	75%
Approved drop in writing before the third class meeting . . . . .	50%
Approved drop in writing before fourth class meeting . . . . .	20%
<b>Drop on or after the fifth class meeting . . . . .</b>	<b>No refund</b>

*Some fees are non-refundable.*



## FINANCIAL INFORMATION

### Good Financial Standing

Students are required to submit either a complete student loan application or a satisfactory tuition payment in order to be admitted to class. Tuition can be paid by personal check, the extended payment plan or in full by credit card (Visa, Mastercard, Discover, or American Express). A non-refundable charge of up to 2.75% will be assessed by your credit card company for credit card payments. Students not applying for financial aid or whose financial aid application is incomplete should make payments in full in order to remain in good financial standing. Students whose extended payment plan payments are not honored may lose their good financial standing.

Students who are not in good financial standing are not permitted to attend class until the situation is rectified. These absences may be counted as unexcused absences by the instructors. All students with outstanding balances at the end of the semester will be assessed a 1% per month financial charge until the balance is cleared. Additionally, the Boston Graduate School of Psychoanalysis may withhold diplomas, degrees, transcripts and other official notice of work done at the School from students who are not in good financial standing. A student may not withdraw in good standing or graduate until all obligations to the school are paid in full.

### Extended Payment Plan

Under this plan, the full tuition may be equally divided into five payments according to the extended payment plan contract. The application for the extended payment plan is provided with the registration materials and is submitted with the registration form. The student submits five post-dated checks representing the five calculated payments. There is a \$75.00 fee for this service, paid at the time of registration. The first payment is due with registration.

### Types of Financial Aid

The Graduate School offers Federal Student Loans in the William D. Ford Direct Loan Program, as well as assistantships and institutional aid. Inquiries may be directed to the Director of Financial Aid, Ms. Stephanie Woolbert, by phone 617-277-3915 or email [financialaid@bgsp.edu](mailto:financialaid@bgsp.edu)

### Institutional Financial Aid

Below are descriptions of the types of Institutional financial support offered to students who meet certain eligibility requirements. Students interested in receiving financial support who meet the eligibility requirements should submit the BGSP Application for Institutional Financial Aid before the deadline. If you have received this support in the past, please still submit the application each semester to confirm renewal of your award.

#### **Tuition Support for Advanced Candidates:**

For students in the Doctor of Psychoanalysis program who have completed their candidacy coursework, passed their clinical presentation, and received approval from the Dean. Eligible students receive a 50% discount on the per-credit course rate, for courses only (not Directed Research, supervision, Therapy Center fees, or other fees).

## Institutional Financial Aid (continued)

### **School Outreach Internship:**

For students accepted into the School Outreach Internship. Eligible student interns receive a tuition waiver for the EX 214 supervision.

### **Therapy Center Fee Support:**

For students accepted as Therapy Center Fellows. Eligible students receive waiver of the Therapy Center semester fee. Awards will be verified each semester with the Director of the Therapy Center.

### **On-Campus Assistantship:**

For students who hold one of the on-campus assistantship positions and have elected to have their payment for hours worked offset the cost of tuition and fees. A limited number of assistantships are available and granted on the basis of need and the ability to perform the tasks of a specific assistantship. Assistants receive a W-2 for wages earned, including tuition remission. The assistantship is considered a loan and un-worked hours will be billed to the student's account. Eligible students will determine payment arrangements with the Controller at the beginning of each semester. *\*Note: Assistantships are not available to first year students.*

### **Family Member Scholarship:**

For students who are children of a faculty member at BGSP, please see Ms. Stephanie Woolbert for more information.

### **BGSP Employees:**

For part- or full-time BGSP employees who decide to enroll, please see Ms. Stephanie Woolbert for more information.

### **Career Advancement Scholarship:**

The Career Advancement Scholarship is available to selected graduate students entering the M.A. program in Mental Health Counseling or the One Year Program. Eligible candidates have completed at least a Bachelor's degree and have been employed in a clinical human service agency (such as a hospital, residential facility, or in-home intervention program) for at least one year at the time of first application to BGSP. The scholarship offers up to 20% of course tuition, renewable each semester, as long as the student maintains good academic standing. Please contact Ms. Stephanie Woolbert with any questions, and for a copy of the Career Advancement Scholarship Application. *Note:* For Mental Health Counseling students, this scholarship applies to the first 60 unique academic credits. For One Year program students, this scholarship applies to the first 2 unique semesters. Retaken coursework is not eligible.

## **Federal Student Loans**

Students may apply for loans through the William D. Ford Direct Loan program. Students are required to complete a FAFSA, entrance counseling, sign a Master Promissory Note and if necessary complete the Non-Tax Filer Worksheet. All forms and links to relevant websites are available at:

<http://www.bgsp.edu/admissions-and-financial-aid/financial-aid/how-to-apply/>

Students may apply for loans in the Direct Unsubsidized Loan Program and/or the Direct Grad PLUS Loan Program. It is recommended that students exhaust their Direct Unsubsidized Loan eligibility before borrowing in the Direct Grad PLUS Loan Program.

### **Financial Aid Application Checklist:**

- ✓ 2019-20 FAFSA
  - ✓ Master Promissory Note
  - ✓ Entrance counseling\*
  - ✓ Non-Tax Filer Statement\*
- \*if applicable*

## Eligibility Requirements

- U.S. citizen or eligible non-citizen (i.e. non-resident alien, citizen of a U.S. Territory)
- Enrolled in an eligible program. All regular degree programs at BGSP are eligible.
- Registered at least half-time (4+ credits, 6+ credits varies by program). Students that have completed all coursework and are working on their final paper are considered half time if they register for at least 3 credits of directed research. For financial aid purposes only, there is a semester limit for research only status, 3 semesters for Master's students and 6 semesters for Doctoral/Certificate students (actual time to finish paper may be longer or shorter).
- Satisfactory Academic Progress: Students are required to make Satisfactory Academic Progress in their program of study. To achieve this, students must be in good academic standing, meaning they are progressing through the program, earning passing grades and making up any incomplete grades by the deadline. Students are considered to have fallen out of good academic standing if they are not progressing at the minimum completion pace of 67% or if they are placed on probation. For information about the criteria for probation, please refer to the Student Handbook. Students that do not meet this requirement are not eligible to receive federal aid and may go into repayment until they regain good standing.
- Completing the program within the financial aid time limit: Students are required to complete the program within 1½ times the published program length. A student who exceeds the maximum timeframe is not eligible to receive additional federal student aid.
- Withdrawal from the program may affect loan eligibility. The Federal Student Loan law requires that a student who withdraws from school payback unearned loan funds to their lender. The amount is prorated based on the withdrawal date. If the student fails to officially withdraw in writing, the last date of attendance will be their official withdrawal date. Please note that BGSP's withdrawal/refund policy differs from Financial Aid rules, and the student may end up owing a balance to the school.

### **Direct Unsubsidized Loan Program (6.08% fixed interest rate)**

- Annual limit of \$20,500.00 unsubsidized (the student pays all the interest; payments may be deferred while in school) Aggregate loan limit is \$138,500.00 for graduate students.
- You may pay interest-only while in school (to avoid compounded interest) or make a payment at any time without penalty.
- You may defer repayment until 6 months after graduation.

### **Direct Grad PLUS Loan Program (7.08% fixed interest rate)**

- Does not affect your aggregate loan limit.
- You may pay interest-only while in school or make a payment at any time without penalty.
- Goes into immediate repayment unless the student defers repayment until after graduation.
- Additional Eligibility Information: A credit check is required, and only credit-worthy students will be approved. Students may have a US citizen co-sign the loan.

## **Veterans Education Benefits**

The Brookline campus is approved by the Department of Veteran's Affairs for students to claim their Veteran's Education Benefits. For more information, please contact the Financial Aid Office or visit: <http://www.gibill.va.gov> or <http://www.mass.edu/veterans>.

### **Important!**

*Student loan borrowers are required to notify both the Director of Financial Aid and their servicer, the US Department of Education, of any status or address changes.*

## REGISTRATION FAQ'S

### Who may register? What may I register for?

Students in the Psya.D. Certificate, CAGS, Master of Arts in Psychoanalysis, Master of Arts in Mental Health Counseling, and Psya.D. or Master of Arts in Psychoanalysis, Society, and Culture consult with their advisors regarding courses. Students in the One-Year Program register for the One-Year Program courses and may register for courses in the extension division. Students not admitted to these programs should contact the Dean regarding course options.

### How can I request a Leave of Absence?

To request a leave of absence, students are required to submit a written request to the Dean each semester. Students considering a leave of absence submit a letter with the \$100 fee before the registration deadline. Students then meet with the Dean to obtain an approved leave of absence. A student maintaining matriculation on an approved leave of absence pays a registration fee, receives credit for hours of training analysis during the absence, and a mailbox at the School upon request. Prior to taking a leave of absence, students on financial aid speak with the Director of Financial Aid about repayment of their loans. Please consult your advisor for details.

#### **Important!**

*Request a leave of absence before registration. If you are on financial aid, speak with the Director of Financial Aid*

### How can I add or drop a class?

To add or drop a course, submit the signed Add/Drop form to the Registrar before the second class meeting with your advisor's signature. If the form is received after the second class meeting, the instructor's signature is required and withdraw (W) is listed on the transcript. Absence from class does not constitute a drop. See the refund policy in "Tuition and Fees" for information about refunds.

Students on Financial Aid: For students on financial aid, adding or dropping a course may affect the cost of attendance. Contact the Director of Financial Aid to determine whether adding or dropping a course will affect your eligibility for federal student loans.

International Students: International students are required to maintain a full course of study. Contact the International Students Coordinator to determine whether dropping a course will affect your status.

#### **Important!**

*Submit add/drop form before the second class with your advisor's signature*

## What is Half Time? What is Full Time?

Program	Financial Aid Half Time Status	Financial Aid Full Time Status
MA in Mental Health Counseling	4-6 credits	8-12+ credits
MA in Psychoanalysis	4-6 credits	8-12+ credits
MA in Psychoanalysis, Society, and Culture	6 credits	12+ credits
Certificate Program	4 credits	8+ credits
Psy.D. Psychoanalysis	4 credits	8+ credits
Psy.D. in Psychoanalysis, Society, and Culture	6 credits	12+ credits

\*\*\***Directed Research:** Students who have completed all coursework and are working in directed research on their final paper are considered half time if they register for at least 3 credits of directed research. For financial aid purposes only, there is a semester limit for this research only status, 3 semesters for Master's students and 6 semesters for Doctoral/Certificate students (actual time to finish paper may be longer or shorter). After this, they will be considered less than half time for financial aid and may go into repayment.

## How can I get Continuing Education Units for my courses?

Students who wish to receive Continuing Education units or Professional Development Points for this semester's courses submit a Continuing Education Request Form with payment to cover administrative costs. The fee is \$40 per course (\$40/semester for One Year Program). The form and fee are **due at registration**. At the end of the semester, a continuing education certificate is issued after successful completion of the course and the appropriate evaluation form.

Evaluation forms are distributed on the last day of class or may be picked up in the administrative office.

Credits are available in the following areas:

- **Psychology** - As a part of its commitment to mental health professionals, the Boston Graduate School of Psychoanalysis is approved by the American Psychological Association to sponsor continuing education for psychologists. BGSP maintains responsibility for this program and its content.
- **Mental Health Counseling** - BGSP is recognized by the National Board for Certified Counselors to offer continuing education for National Certified Counselors. The Graduate School adheres to NBCC continuing education guidelines.
- **Nursing** - The Boston Graduate School of Psychoanalysis is authorized to offer continuing education credits for expanded nursing programs. Dr. Goodwin can advise you about the specifics of our authorization.
- **Social Work** - The National Association of Social Workers has granted continuing education credit for past and present courses, workshops and conferences.

**When is the CE  
Request Form due?  
At registration**

## OTHER STUDENT FAQ'S

### **What is the school's attendance policy?**

Students are expected to attend all classes. Two excused absences per class per semester may be allowed with permission of the instructor. More than two absences result in a grade of No Credit. This is a school wide policy based on the importance of attendance in the experience of process teaching. Students who have to miss a class fill out an absence request form ahead of the absence. Absence request forms are available in the forms box.

### **Where can I find information about school policies?**

The Student Handbook has a complete listing of policies and procedures. Handbooks are distributed during the fall semester via email and are available throughout the year from the Administrative Office.

### **How can I get my readings?**

Most class readings for the semester will be available online via the Library Resource Center on the BGSP website ([www.bgsp.edu](http://www.bgsp.edu)). For new students: Please make sure to attend the school's New Student Orientation where you will meet Amy Cohen-Rose, the librarian, get an overview of the library services, and get your secure passwords needed to access the online readings.

### **Where can I go with questions about my student visa?**

Feel free to contact Ms. Stephanie Woolbert with any questions regarding your student visa. Please notify her of any changes in your visa status, name, address and telephone number. *Note: If you are planning to leave and re-enter the United States, the Form I-20 needs to be signed by a designated school officer (DSO) and dated within the last six months.*

### **How can I contact faculty and students?**

Student and Faculty Directories are available online when you log in to the Empower student information system. Click the "Settings and Searches" tab and "Directory". In the Last Name box enter at least the first two letters of the person's last name. The Student Directory contains your name, address, telephone number, and email address. Additional information about you, including degree awarded and date of degree award, may be published, as specified in the Student Handbook under the heading, "Directory". If you do not want this information published, please write a letter stating your request and send it to Ms. Kaeli, the Registrar. The request must be made every semester.

### **Are there any student groups?**

The Student Association is a community of students at the BGSP. The Association brings students together in the interest of working with student needs and concerns. This has taken a variety of forms including: establishing a student office with a phone, maintaining the student lounge, organizing student meetings, and organizing parties such as the annual holiday party.

The Association also serves as a conduit of information between students and the administration. As the school evolves, the Association is considering new structures that better include all groups of students.

The Student Association fee is \$25 each semester. These funds provide the association with an independent budget, some of which goes toward the above-mentioned activities.

### **I'm graduating! What do I need to do?**

If you are planning to finish your program this semester, please note that the Application to Graduate and fee need to be submitted when you finish your thesis, final project or dissertation. Applications are available online and from the Registrar's office. The School also requires three hard-bound copies of your final paper.

### **I want to switch to a different program. What should I do?**

Students applying to a new program submit a full application and fee to the Admissions office. Admissions interviews will then be scheduled. Questions about the application process may be directed to the Admissions Coordinator, Ms. Stephanie Woolbert. Master's students applying to the Certificate or Doctoral program consult with their advisors to ensure that entry requirements are being met.

# FIELDWORK PLACEMENT

## Psychoanalytic Programs

Master's students are eligible to apply for Fieldwork Placement once they have completed 12 hours of training analysis and PT 184 (or 186). Certificate and Doctoral students may be eligible to apply for Fieldwork Placement as soon as their first semester. Students who wish to enter the Fieldwork Externship obtain approval from the Fieldwork Coordinator, Ms. Christina Healy. Consult the Fieldwork Manual for policies and procedures of the Fieldwork Program. Students are required to continue in analysis during the fieldwork experience. (Reminder: The Completion of Fieldwork Form requires a number of faculty signatures.)

### What clinical courses do I register for?

Students beginning fieldwork register for PT 330, PT 111 and PT 185. Students in their second and third semesters of fieldwork register for PT 340a or 340b, PT 111 and PT 185. Students in the last semester of fieldwork also register for PT 341.

### Important!

*Submit paperwork at the beginning and end of your placement*

## MA in Mental Health Counseling Program

Mental Health Counseling students are eligible to apply for Fieldwork Placement Practicum once they have completed 12 hours of training analysis and CP 184 (or 186). Students who wish to begin their Field Placement or Internship obtain approval from the Fieldwork Coordinator, Ms. Christina Healy. Students are required to continue in analysis during the fieldwork experience. (Reminder: The Completion of Fieldwork Form requires a number of faculty signatures.)

### What clinical courses do I register for?

Counseling students beginning the first semester of their fieldwork experience (Practicum semester) register for CP 185, CP 330 (Practicum), CP 111, and CP 331 (Practicum Supervision). In the two subsequent semesters of fieldwork, students register for CP 340a or 340b Field Placement Externship, CP 111, and CP 185. Students beginning their internship in the second year register for CP 350 Internship and CP 351 Internship Supervision. Students undertaking the counseling internship continue to meet psychoanalytic program requirements (following three psychotic patients) and should meet with Dr. Stephen Soldz to arrange for an internship placement. This entails a 15-hour per week placement.



## ADVANCEMENT TO CANDIDACY

For graduating Master's students who plan to apply to the doctoral program, or doctoral students who are completing fieldwork, the following describes the procedures for advancing to Candidacy:

For all students, your fieldwork presentation should be completed successfully. Scheduling your fieldwork presentation early in the semester will allow you more time to complete the other requirements.

After the completion of fieldwork, all students take the Qualifying Exam. Ms. Dorsey will administer the exam once each semester on a specified day and time. Students will receive an email notification of the date. Deadlines will be set each semester for advancement or acceptance for the following semester.

Also, begin to compile materials for either 1. the Candidacy review (for Doctoral students) or 2. the application to the Psya.D. or Certificate program (for Master's students).

### **How do I know if I should complete a Candidacy review or an application to the Psya.D./Certificate program?**

Look back to your original acceptance letter to BGSP. If you were accepted into pre-candidacy of the Doctor of Psychoanalysis or Certificate program, you should follow the directions for a Candidacy review. If you were accepted into one of the Master of Arts programs, you should submit an application to the Psya.D. or Certificate program.

1. Materials needed to begin the Candidacy review include the Application for Candidacy, a written self-evaluation, and 1 letter of reference from a BGSP faculty member, supervisor, or advisor (not the student's analyst) with waiver forms. These materials should be submitted to Admissions Office.

The Admissions Department may schedule two interviews for an advancing student after the following are completed:

- The Application for Candidacy
- The qualifying exam is evaluated and approved
- The Master's paper or thesis (if applicable) has been submitted as a final edit

Dr. Perlman will sign the Application for Candidacy if approved, and the student will receive a copy.

2. Materials needed for a complete application to Psya.D. or Certificate program include the application form, application fee (\$50), personal statement of interest, and 2 letters of reference (at least 1 from a BGSP faculty member) with waiver forms. An unofficial

copy of your transcript will be provided by the Registrar prior to interviews. These materials should be submitted to the Admissions Office.

The Admissions Department may schedule two interviews for an applicant after the following are completed:

- Application for Psya.D./Certificate admission
- The qualifying exam, evaluated and approved
- The Master's paper or thesis has been submitted as a final edit (if applicable)

Admissions will not send a decision letter until all Master's requirements are completed, including the Master's paper/thesis and all coursework.

Acceptance to the Therapy Center is a separate process and is arranged through the Director, Dr. Helen Michael.

## **THERAPY CENTER**

### **Certificate and Doctoral Candidacy Students**

Candidates accepted for an internship in the Therapy Center have three cases supervised in PT 211 Supervision for one year. With approval from their advisor, they are supervised in PT 311 Individual Supervision in their second and subsequent years at the Therapy Center. PT 411 Control Analysis is individually arranged after approval is obtained from the Dean. The Therapy Center Manual contains information about its policies and procedures. For the first two years in the Therapy Center students meet weekly with their fellows.

### **What clinical courses do I register for?**

Candidates approved to participate in the Therapy Center internship register for PT 440 (Therapy Center Laboratory), PT 211 Supervision, and PT 2610 their first semester. In subsequent semesters, students register for PT 450 (Therapy Center Laboratory), PT 211 or PT 311 Supervision, and PT 2610 (or another advanced clinical course). Once approved to begin PT 411, students register for this in addition to PT 450 (Therapy Center Laboratory), PT 311 and PT 2610 (or another advanced clinical course).

## CLINICAL PRESENTATION AND FINAL PROJECT INFORMATION

### Getting approval for the clinical presentation

1. After a minimum of 25 hours of PT 411 supervision, the student requests that the PT 411 and PT 311 supervisors complete an evaluation of the student's progression. The evaluations are submitted to the Dean of Graduate Studies.
  - a. **How will you be evaluated?** The supervisors are provided with a set of criteria, for example: does the supervisee present in such a way that the patient comes through as a person; is the supervisee able to work relatively free of personal problems; does the supervisee indicate an understanding of psychodynamics; does the supervisee present an understanding of the patient's defense structure, diagnosis and conflicts; does the supervisee use the supervision; and can the supervisee report back on the supervision.
2. The Dean receives the evaluations and meets with the candidate's fellow. The fellow checks for completion of requisite coursework and prepares an abstract of evaluations of the candidate, including evaluations from instructors and fellows.
3. The student asks Dr. Michael for a date to present his/her Therapy Center cases.
4. The student presents before the Fellows & Faculty who make recommendations regarding further training.

*Who does the clinical presentation?*

Advanced Certificate and Doctoral Students

### Getting approval to begin research

*Who is this for?*

Certificate and Psya.D. students

1. For psychoanalytic program students, at any time after the clinical presentation the student may submit a 3-5 page statement to the Research Committee (this may be given to Dr. Snyder or Dr. Soldz) indicating an area of research interest and a research question.
2. If the student has presented a researchable topic, the committee will advise the student that he/she may begin the project.

### Once the topic is approved

The student will work with three readers over the course of the project. For psychoanalytic program students, two of the readers must be members of the Research Committee to whom the student will report back regarding the progress of the project. At the beginning of the project the student works either with a reader (his/her chair) who is approved by the Committee, or alone. If initially working alone, the student chooses a reader (chair) once he/she has a clear idea of what he/she wants to do. A second and third reader will be approved when the student is ready. A number of specialists may be available as readers on special topics, e.g. Dr. Reed on somatic issues.

An outside reader may be chosen as the third reader with the approval of the Research Committee.

### How many readers do I need?

In the beginning most students work with one reader. As the proposal is developed, the student adds a second reader. Students also add a third reader when ready. The proposal should be approved before data collection commences.

### How do I register for a reader?

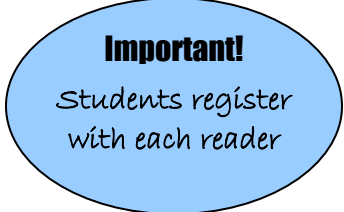
Students working on a thesis, dissertation or final project register for Directed Research:

**Half Credit:** \$400: 1 ½ hour meeting time,  
1 ½ hour reading time or a total of 3 hours

**One Credit:** \$800: 3 hours meeting time,  
3 hours reading time or a total of 6 hours

**Two Credits:** \$1600: 6 hours meeting time,  
6 hours reading time or a total of 12 hours

**Three Credits:** \$2400: 9 hours meeting time,  
9 hours reading time or a total of 18 hours



### Course Numbers for Directed Research:

MA in Counseling Students – CP 326 (0.5 credit)  
CP 327 (1 credit)  
CP 328 (2 credits)  
CP 329 (3 credits)

MA in Psychoanalysis Students – PT 326 (0.5 credit)  
PT 327 (1 credit)  
PT 328 (2 credits)  
PT 329 (3 credits)

Culture Program Students – (Psy.D. and Master's) PC 827 (1 credit)  
PC 828 (2 credits)  
PC 829 (3 credits)  
PC 830 (0.5 credit)

Psy.D. and Certificate Students – PT 527 (1 credit)  
PT 528 (2 credits)  
PT 529 (3 credits)  
PT 530 (0.5 credit)

**Need more hours?**

When more hours are needed, the student submits an Add Form with the reader's name, obtains the academic advisor's signature and submits the form with payment to the registrar. Students may register for additional hours at any time throughout the semester.

**What if I don't use all of my hours during the semester?**

Unused hours do not carry over to the next semester. Students that are unsure how many credits to register for may choose to register for one credit initially and add credits as needed.

## **COURSE DESCRIPTIONS**

Course descriptions for courses offered during the Spring 2020 semester are available online. To view course descriptions, log in to the Empower website and go to the screen where you select your courses (see instructions in the Letter from the Registrar on page 6 of this packet). Click the “Detail” button to the far right of the course you want to see.

Course descriptions can also be found on the BGSP website under the “Academics” tab, and then under the appropriate program catalog.

## SPRING 2020 COURSE SCHEDULE

### Monday

Time	Course	Faculty	Room	Credits
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### Tuesday

Time	Course	Faculty	Room	Credits
4-5:30pm	CP/PT 190a/b Orientation Group for 1st Year Students *(Meets every other week for 10 sessions)*	Snyder	4	0.5
4:30-6pm	EX 214 Child and Adolescent Psychoanalytic Supervision **(Meets on a 2 credit schedule)**	Michael	Michael's office	--

### Wednesday

Time	Course	Faculty	Room	Credits
4-5:30pm	EX 110 Writer's Workshop **(Meets on a 2 credit schedule)**	Beane	4	0.5
7-9pm	CP/PT 110 Understanding and Treating Addictions	Lowie	TBD	3

### Thursday

Time	Course	Faculty	Room	Credits
1-4pm	CP/PT 101 Psychological and Addictions Assessment	Goldwater/ Soldz	TBD	3
2-4pm	CP/PT 146 Maturation II: Later Development	Hugenberger	TBD	3
4:30-6:30pm	EX 101 Modern Perspectives in Psychoanalysis	Madonna	TBD	--
6:30-8:30pm	CP/PT 189 Child and Adolescent Psychopathology	Alexander	TBD	2^
5:30-7pm	OYP 102 Countertransference *(Meets every other week for 10 sessions)*	Berman	TBD	--
7:10-8:40pm	OYP 103 Analytic Listening *(Meets every other week for 10 sessions)*	Benson	TBD	--

^Students in the Counseling program taking this course concurrently with a school-outreach internship register for 3 credits.

### Friday

Time	Course	Faculty	Room	Credits
8-10am	CP/PT 161 / PC 661 Psychoanalytic Theory II: Fundamentals of Freud	Barnard	TBD	2
8-10am	PT 166 / PC 666 Unconscious Dynamics in Film	Wagner	TBD	2
10am-12pm	CP/PT 185 Fieldwork Seminar	Panetta	4	3
10am-12pm	CP/PT 185 Fieldwork Seminar	Sharp	3	3
10am-12pm	PT 151b / PC 651b Advanced Psychoanalytic Concepts	Shepherd	TBD	2
1-3pm	CP 103 Ethics for Mental Health and Addictions Counselors	Waterson	TBD	3
1-3pm	PT 2610/11 Case Management and Advanced Clinical Practicum	Perlman	TBD	2
1-3pm	PT 2610/11 Case Management and Advanced Clinical Practicum	Snyder	TBD	2
3-5pm	PT 172 Research Methods in Psychoanalysis	Soldz	TBD	2
3-5pm	CP/PT 186 / PC 686 Psychopathology II: Typology of Conflict and Defense	Movahedi	TBD	2
3-4pm	CP 105 Professional Orientation for Mental Health Counselors**	Vilk	TBD	1
5-6:30pm	PT 286 Advanced Research Practicum	Michael	TBD	2
5-7pm	PC 770 Cultural Analysis I	Dzitko	TBD	3*

\*meets on the 2 credit course schedule

\*\* for students in the Counseling program – details and course # for registration to follow

## PSYCHOANALYSIS, SOCIETY AND CULTURE SPRING 2020 COURSE SCHEDULE

### Monday

Time	Course	Faculty	Room	Cred its
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### Tuesday

Time	Course	Faculty	Room	Cred its
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### Wednesday

Time	Course	Faculty	Room	Cred its
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### Thursday

Time	Course	Faculty	Room	Cred its
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### Friday

Time	Course	Faculty	Room	Cred its
8-10am	PC 661 / CP/PT 161 Psychoanalytic Theory II: Fundamentals of Freud	Barnard	TBD	2
8-10am	PC 666 / PT 166 Unconscious Dynamics in Film	Wagner	TBD	2
10am-12pm	PC 651b / PT 651b Advanced Psychoanalytic Concepts	Shepherd	TBD	2
3-5pm	PC 686 / CP/PT 186 Psychopathology II: Typology of Conflict and Defense	Movahedi	TBD	2
5-7pm	PC 770 Cultural Analysis I	Dzitko	TBD	3*

\*meets on the 2 credit course schedule



## CLASS MEETING SCHEDULE 2019-2020: THREE CREDIT COURSE

Fall 2019	
Class Meeting #	Date
Class 1	Sept. 3-7 (classes begin Tuesday)
Class 2	Sept. 9-14
Class 3	Sept. 16-21
Class 4	Sept. 23-28
Class 5	Sept. 30-Oct. 5
Class 6	Oct. 14-19
Class 7	Oct. 21-26
Class 8	Oct. 28-Nov. 2
Class 9	Nov. 11-16
Class 10	Nov. 18-23
Class 11	Dec. 2-7
Class 12	Dec. 9-14
Class 13	Jan. 6-11
Class 14	Jan. 13-18
Class 15	Jan. 20-25

Spring 2020	
Class Meeting #	Date
Class 1	Feb. 3-8
Class 2	Feb. 10-15
Class 3	Feb. 17-22
Class 4	Feb. 24-29
Class 5	Mar. 2-7
Class 6	Mar. 9-14
Class 7	Mar. 16-21
Class 8	Mar. 30-Apr. 4
Class 9	Apr. 6-11
Class 10	Apr. 13-18
Class 11	Apr. 27-May 2
Class 12	May 4-9
Class 13	May 11-16
Class 14	May 25-30
Class 15	Jun. 8-13

### **Administrative Office Hours:**

Monday – Friday: 9am – 5pm

### **Building and Library Hours**

Monday – Friday: 9am – 9pm

Saturday: 9am -2pm

### **Administrative Office Holidays:**

#### **Fall Semester:**

- Monday, September 2<sup>nd</sup>  
(*Labor Day*)
- Monday, October 14<sup>th</sup>  
(*Columbus Day*)
- Monday, November 11<sup>th</sup>  
(*Veteran’s Day Observed*)
- Thursday, November 28<sup>th</sup>  
(*Thanksgiving*)
- Friday, November 29<sup>th</sup>  
(*Day after Thanksgiving*)
- Tuesday, December 24<sup>th</sup>  
through Wednesday,  
January 1<sup>st</sup>  
(*Christmas-New Year Break*)
- Monday, January 20<sup>th</sup> (*Martin  
Luther King Jr. Day*)

#### **Spring Semester:**

- Monday, February 17<sup>th</sup>  
(*President’s Day*)
- Monday, April 20<sup>th</sup>  
(*Patriot’s Day*) – *Join us for the  
Boston Marathon!*
- Monday, May 25<sup>th</sup>  
(*Memorial Day*)

#### **Summer Semester:**

- Friday, July 3<sup>rd</sup> (*Independence  
Day Observed*)

## CLASS MEETING SCHEDULE 2019-2020: TWO CREDIT COURSE

<b>Fall 2019</b>	
<b>Class Meeting #</b>	<b>Date</b>
Class 1	Sept. 3-7 (classes begin Tuesday)
Class 2	Sept. 16-21
Class 3	Sept. 30-Oct. 5
Class 4	Oct. 14-19
Class 5*	Oct. 21-26
Class 6	Oct. 28-Nov. 2
Class 7	Nov. 11-16
Class 8*	Dec. 2-7
Class 9	Dec. 9-14
Class 10	Jan. 6-11
Class 11*	Jan. 13-18
Class 12	Jan. 20-25

<b>Spring 2020</b>	
<b>Class Meeting #</b>	<b>Date</b>
Class 1	Feb. 3-8
Class 2	Feb. 17-22
Class 3	Mar. 2-7
Class 4*	Mar. 9-14
Class 5	Mar. 16-21
Class 6	Mar. 30-Apr. 4
Class 7	Apr. 13-18
Class 8	Apr. 27-May 2
Class 9*	May 4-9
Class 10	May 11-16
Class 11	May 25-30
Class 12	Jun. 8-13

\*Out of sequence meeting

### **Administrative Office Hours:**

Monday – Friday: 9am – 5pm

### **Building and Library Hours**

Monday – Friday: 9am – 9pm

Saturday: 9am -2pm

### **Administrative Office Holidays:**

#### **Fall Semester:**

- Monday, September 2<sup>nd</sup>  
*(Labor Day)*
- Monday, October 14<sup>th</sup>  
*(Columbus Day)*
- Monday, November 11<sup>th</sup>  
*(Veteran’s Day Observed)*
- Thursday, November 28<sup>th</sup>  
*(Thanksgiving)*
- Friday, November 29<sup>th</sup>  
*(Day after Thanksgiving)*
- Tuesday, December 24<sup>th</sup> through  
Wednesday, January 1<sup>st</sup>  
*(Christmas-New Year Break)*
- Monday, January 20<sup>th</sup> *(Martin  
Luther King Jr. Day)*

#### **Spring Semester:**

- Monday, February 17<sup>th</sup>  
*(President’s Day)*
- Monday, April 20<sup>th</sup>  
*(Patriot’s Day) – Join us for the  
Boston Marathon!*
- Monday, May 25<sup>th</sup>  
*(Memorial Day)*

#### **Summer Semester:**

- Friday, July 3<sup>rd</sup>  
*(Independence Day)*

## Two and Three Credit Courses: 2019-2020 Academic Year

### SEPTEMBER 2019

	S	M	T	W	R	F	S
<b>F1F1</b>	1	2	3	4	5	6	7
<b>F2</b>	8	9	10	11	12	13	14
<b>F3F2</b>	15	16	17	18	19	20	21
<b>F4</b>	22	23	24	25	26	27	28
<b>F5F3</b>	29	30					

### OCTOBER 2019

	S	M	T	W	R	F	S
<b>F5F3</b>			1	2	3	4	5
	6	7	8	9	10	11	12
<b>F6F4</b>	13	14	15	16	17	18	19
<b>F7F5*</b>	20	21	22	23	24	25	26
<b>F8F6</b>	27	28	29	30	31		

### NOVEMBER 2019

	S	M	T	W	R	F	S
<b>F8F6</b>						1	2
	3	4	5	6	7	8	9
<b>F9F7</b>	10	11	12	13	14	15	16
<b>F10</b>	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

### DECEMBER 2019

	S	M	T	W	R	F	S
<b>F11F8*</b>	1	2	3	4	5	6	7
<b>F12F9</b>	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

### JANUARY 2020

	S	M	T	W	R	F	S
				1	2	3	4
<b>F13F10</b>	5	6	7	8	9	10	11
<b>F14F11*</b>	12	13	14	15	16	17	18
<b>F15F12</b>	19	20	21	22	23	24	25
	26	27	28	29	30	31	

### FEBRUARY 2020

	S	M	T	W	R	F	S
							1
<b>S1S1</b>	2	3	4	5	6	7	8
<b>S2</b>	9	10	11	12	13	14	15
<b>S3S2</b>	16	17	18	19	20	21	22
<b>S4</b>	23	24	25	26	27	28	29

### MARCH 2020

	S	M	T	W	R	F	S
<b>S5S3</b>	1	2	3	4	5	6	7
<b>S6S4*</b>	8	9	10	11	12	13	14
<b>S7S5</b>	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
<b>S8S6</b>	29	30	31				

### APRIL 2020

	S	M	T	W	R	F	S
<b>S8S6</b>				1	2	3	4
<b>S9</b>	5	6	7	8	9	10	11
<b>S10S7</b>	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
<b>S11S8</b>	26	27	28	29	30		

### MAY 2020

	S	M	T	W	R	F	S
<b>S11S8</b>						1	2
<b>S12S9*</b>	3	4	5	6	7	8	9
<b>S13S10</b>	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
<b>S14S11</b>	24	25	26	27	28	29	30
	31						

### JUNE 2020

	S	M	T	W	R	F	S
		1	2	3	4	5	6
<b>S15S12</b>	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

## 2019-2020 CALENDAR: ONE YEAR PROGRAM

### Fall

Class	Class Day
Class 1	Sept. 5
Class 2	Sept. 19
Class 3	Oct. 3
Class 4	Oct. 17
Class 5	Oct. 31
Class 6	Nov. 14
Class 7*	Dec. 5
Class 8	Dec. 12
Class 9	Jan. 9
Class 10	Jan. 23

### Spring

Class	Class Day
Class 1	Feb. 6
Class 2	Feb. 20
Class 3	Mar. 5
Class 4	Mar. 19
Class 5	Apr. 2
Class 6	Apr. 16
Class 7	Apr. 30
Class 8	May 14
Class 9	May 28
Class 10	June 11

\*Out of sequence meeting

#### Administrative Office Hours:

Monday – Friday: 9am – 5pm

#### Building and Library Hours

Monday – Friday: 9am – 9pm

Saturday: 9am -2pm

#### Administrative Office Holidays

#### Fall Semester:

- Monday, September 2<sup>nd</sup> (*Labor Day*)
- Monday, October 14<sup>th</sup> (*Columbus Day*)
- Monday, November 11<sup>th</sup> (*Veteran’s Day*)
- Thursday, November 28<sup>nd</sup> (*Thanksgiving*)
- Friday, November 29<sup>th</sup> (*Day after Thanksgiving*)
- Tuesday, December 24<sup>th</sup> through  
Wednesday, January 1<sup>st</sup>  
(*Christmas-New Year Break*)
- Monday, January 20<sup>th</sup> (*Martin Luther King Jr. Day*)

#### Spring Semester:

- Monday, February 17<sup>th</sup> (*President’s Day*)
- Monday, April 20<sup>th</sup> (*Patriot’s Day*) – *Join us for the Boston Marathon!*
- Monday, May 25<sup>th</sup> (*Memorial Day*)

# REGISTRATION CHECKLIST

## Degree Program Students:

- Online Registration:** Once a student selects courses online, he/she prints the list of pending courses using the internet browser print button. The student then takes that sheet to the advisor and the advisor signs the page. The advisor also signs the Statement of Analysis, checking for the analyst's signature and frequency of sessions. The student submits this page along with the other registration forms to the Registrar.
- Payment:** Registration is processed once students have paid all their fees in full, filled out an extended payment contract or completed the paperwork for financial aid. Students who are participating in the extended payment plan are required to submit the financial form. A credit card payment form is available for students who wish to pay by credit card. A non-refundable convenience fee of up to 2.75% will be charged by your credit card company if you choose to pay by credit card.
- Analysis Statement:** All returning students submit a Statement of Individual Analysis and a Statement of Group Analysis (if applicable) with their registration. New students submit a statement once they have entered analysis.
- Health Form:** filled out by all degree program students once a year.
  - **Insurance waiver:** All full time students are required to submit evidence of insurance. Students may sign up through the Massachusetts Health Connector during the next open enrollment period, or if they've experienced a qualifying event: <https://www.mahealthconnector.org/>. *Note: Free care offered by participating hospitals is not a valid insurance program.*
  - **Immunization documentation:** Massachusetts state law requires that all full time and part time students submit evidence of the following:
    - 2 doses of MMR (measles, mumps, rubella) or proof of immunity
    - Tetanus or Tdap shot received within the last 10 years
    - 3 doses of hepatitis B vaccine or proof of immunity
    - 2 doses of Varicella (chicken pox) vaccine or proof of history/immunityAny student who has not submitted documentation of immunization is required to do so with their registration materials. Alternative acceptable documentation is as follows:
    - A note from a physician indicating dates of immunization
    - A laboratory report showing serologic proof of immunity
  - **Emergency Contact Information:** Submit contact information for the person you would like the school to contact in the event of an emergency.

### **Important!**

*Incomplete forms will be returned to the student and delay both registration and admission to class.*

*Registration is complete when all required forms are received with payment.*

## One Year Program Students:

- Online Registration**
- Payment:** registration is processed once students have paid all their fees in full or they have filled out an extended payment contract. For those students participating in the extended payment plan, postdated checks are required. Students may also pay their entire balance at once with a credit card. A non-refundable convenience fee of up to 2.75% will be charged by your credit card company if you choose to pay by credit card.

# Financial Form

Boston Graduate School of Psychoanalysis

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

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Circle one: Master's Counseling Certificate Psya. D. Psya.D. PS&C MA PS&C OYP  
Extension CAGS-PP CAGS-CAI

**Extended Payment Plan Contract:    Checks Only**

Payment Number	Payment Due (All Payments due on the 15th)	Check Number	Amount
1			
2			
3			
4			
5			
Total			

Post-date and submit all checks with registration.

By signing below, I agree to the terms and conditions of the Extended Payment Plan.

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

Finance Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# BGSP Application for Institutional Financial Aid

Boston Graduate School of Psychoanalysis

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

Students requesting Institutional Aid for the 2019-20 academic year should complete and return this form to the Financial Aid Office at BGSP. Requests are reviewed upon receipt and you will be notified of the amount of your award after review.

**Student Information:**

Name:	Program of Study:
Address:	Phone:
	Email:

**Select the institutional plan(s) you are requesting from the options below:**

- Career Advancement Scholarship (*\*separate application required*)
  - Semester of Award: \_\_\_\_\_
  - Number of course tuition credits: \_\_\_\_\_
- Advanced Candidacy student
  - Date of Clinical Presentation: \_\_\_\_\_
  - Required Candidacy Coursework Complete?    Yes    No
  - Advisor Name: \_\_\_\_\_
- School Outreach Intern
  - Semester(s) of Internship: \_\_\_\_\_
- Faculty Family
  - Name of Faculty member: \_\_\_\_\_
  - Relation to Faculty Member: \_\_\_\_\_
  - Number of credits enrolled: \_\_\_\_\_
- Former VGSP student
- BGSP Employee
  - Job Title: \_\_\_\_\_
- Therapy Center Fellow
  - Semester(s) of Fellowship: \_\_\_\_\_
- On-Campus Assistantship
  - Job Title: \_\_\_\_\_
  - Supervisor Name: \_\_\_\_\_
- Other (please describe): \_\_\_\_\_

For Office Use Only:
<u>Career:</u> Award =
<u>AC:</u> Award =
<u>SOInt:</u> Award =
<u>FacFam:</u> Award =
<u>VGSP:</u> Award =
<u>EMP:</u> Award =
<u>TC:</u> Award =
<u>Asst:</u> Award =
<u>Oth:</u> Award =
Date Appr.: _____
Verified By: _____
Award Letter Sent: _____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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 Psya. D Psya.D. PS&C MA PS&C OYP  
Extension CAGS-PP CAGS-CAI

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

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

\_\_\_\_\_

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

Office Use Only Authorization Code: _____  Date: _____  By: _____
---

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

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

\*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.

**A non-refundable convenience fee of up to 2.75% will be charged by your credit card company for credit card payments.**

.....

Credit Card Type (circle one)      VISA      MASTERCARD      DISCOVER      AMEX

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

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

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

(Last 3 digits on BACK of card)



### Insurance

Students registered for 75% or more of the full-time curriculum are required to enroll in a qualified health insurance program per the Commonwealth of Massachusetts.

### Uninsured?

Contact the Registrar  
about health  
insurance.

#### Check one:

I certify that I am enrolled in a qualified health insurance plan as indicated below, which will be in force for the entire academic year. **Please enclose a copy of your insurance card.**

I am enrolled in less than 75% of a full-time curriculum and am not required to participate in the health insurance requirements.

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

Social Security # \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Subscriber Name \_\_\_\_\_

Subscriber Social Security Number \_\_\_\_\_

Policy # \_\_\_\_\_

➔ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Immunizations

#### Check one:

Enclosed is a copy of my immunization records.

I have already submitted immunization documentation

### Emergency Contact Information

In the event of an emergency, please contact:

Name of Emergency Contact: \_\_\_\_\_

Relation of Emergency Contact to Student: \_\_\_\_\_

Phone Number of Emergency Contact: \_\_\_\_\_

Registrar's signature (*required*) \_\_\_\_\_

# Statement of Analysis

Boston Graduate School of Psychoanalysis

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

## Individual Analysis

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

At the request of \_\_\_\_\_  
(Name of student)

I herewith specify that he/she is currently in an individual psychoanalysis with me.

Frequency of visits \_\_\_\_\_

Number of sessions completed since submission of last statement: \_\_\_\_\_

Total from previous submission: \_\_\_\_\_ Current Total: \_\_\_\_\_

**Analyst's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please Print \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Psychoanalytic Training and Affiliations: \_\_\_\_\_

It is the student's responsibility to report any interruptions in analysis or change in the frequency of analytic sessions. **Student's signature:** \_\_\_\_\_

## Group Analysis

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

At the request of \_\_\_\_\_  
(Name of student)

I herewith specify that he/she is currently in a psychoanalytic group with me.

Frequency of visits \_\_\_\_\_

Number of sessions completed since submission of last statement: \_\_\_\_\_

Total from previous submission: \_\_\_\_\_ Current Total: \_\_\_\_\_

**Analyst's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please Print \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Psychoanalytic Training and Affiliations: \_\_\_\_\_

It is the student's responsibility to report any interruptions in analysis or change in the frequency of analytic sessions. **Student's signature:** \_\_\_\_\_

**Advisor/Fellow signature:** \_\_\_\_\_

**Please Note: This form is due at the time of registration**

**Personal Information**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Highest Degree: \_\_\_\_\_

**Note: In adherence with licensing regulations and school policy, no more than two excused absences are permitted for students who wish to receive C.E. credits.**

**Credit Information**

Semester \_\_\_\_\_ Year \_\_\_\_\_

In what field would you like C.E. credits? \_\_\_\_\_ Social Work (\$40/course)  
 \_\_\_\_\_ Psychology (\$40/course)  
 \_\_\_\_\_ Mental Health Counselor (\$40/course)

**Courses for which you would like CE credit**

Course	Day & Time	Instructor	CE Fees	Office Use Only		
				Paid	Eval.	Certificate

<b>TOTAL DUE</b>	<b>\$</b>
------------------	-----------

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Submit this form and payment **with your registration.***