

## **REGISTRATION PACKET: Spring 2021**





### Boston Graduate School of Psychoanalysis

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#### LETTER FROM THE DEAN

Dear BGSP student,

Welcome to the Spring semester 2021 at BGSP. I hope you will take time to read this thoroughly as it contains important information. Unfortunately, due to the pandemic, all courses will continue to be taught through video conferencing using the Zoom platform. Please note that we will also be running a required course in the Summer semester 2021. 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 3 credits. Candidacy courses are 2 credits. Psychoanalysis, Society, and Culture Courses may be either 2 or 3 credits. Two credit courses will meet for 12 classes and three credit courses will meet for 14 classes, with a 15<sup>th</sup> week exam week..

#### Are we meeting weekly?

It is important to pay attention to the frequency of meetings of courses as they are individualized.

All 111 and 211 supervisions will follow the every other week schedule (with two out-of-sequence meetings) and meet for 1 % 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 for the two credit classes, one in March (the week of March 15<sup>th</sup> through March 19<sup>th</sup>) and one in May (the week of May 10<sup>th</sup> through May 14<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.

#### **Writing Center**

We are fortunate to be able to offer a Writing Center for students who would like help with their writing and understanding of psychoanalytic concepts. Ms. Maria Beane will be running the center. Please contact her to arrange meeting times and for more information at 603-380-3773 or email her at <a href="mariabeane@yahoo.com">mariabeane@yahoo.com</a>. Please register for EX 110 in Empower.

#### FOR STUDENTS WITH PLACEMENTS AND INTERNSHIPS

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

Ms. Christina Healy is our fieldwork placement/practicum coordinator. If you are beginning a

fieldwork/practicum placement, please let Ms. Healy know and schedule a time to talk with her. She can be reached at 617-285-3214 or healy133@comcast.net.

The first semester of your fieldwork experience is usually your counseling practicum. However, we are unclear at this point if in person placements will be open. If not, or if you feel unsafe going to a placement, we are working on telephone or video interviewing options for a counseling practicum experience. Learning about psychosis will occur in video and film format if in-person placements are not available.

For the first semester of fieldwork, (CP185), please also register for CP 330 Counseling Practicum, CP 331 Practicum Supervision, and CP 111 Group Supervision. Students in ongoing semesters of fieldwork continue to register for CP 340 Field Placement and CP 111 Group Supervision. If fieldwork sites are not open, there will be alternative forms of learning about psychosis and we are working on options for telephone work with patients.

#### Internships:

Ms. Andrea O'Leary is our Internship and Career Services Coordinator. To plan for your counseling <u>internship</u>, please meet with Ms. O'Leary within 8 weeks of your first semester of study to plan when to apply for and begin the internship. Ms. O'Leary can be reached at (201) 417-3552 or olearya@bgsp.edu. When ready, students fill out an application form for internship readiness which they give to Ms. O'Leary. This form can be found on the BGSP website in the Internship Manual under Student Resources.

Due to COVID19, many internship sites are up in the air about their plans. We will not be running a School Based Internship program at this time.

If you have an internship scheduled to begin or ongoing, please check with Ms. O'Leary and with Dr. Goodwin, mgoodwin17@hotmail.com, to review safety practices in light of COVID19.

Students engaged in an internship should register for CP 350 Internship and CP 351 Internship Supervision, as well as for CP 195.

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

Master of Arts in Psychoanalysis students begin fieldwork in the second semester of study. In this first semester of fieldwork placement, you register for PT 330 Fieldwork. In your second and third semesters of fieldwork placement you will register for PT 340 Fieldwork. You will also register for supervisions while you are in a fieldwork placement. In all semesters of fieldwork, you will register for PT 111 Group Supervision. In addition, you will register for PT 341 Individual Supervision in either the second or third semester of your fieldwork. As noted above, in person fieldwork sites may not be open for the Spring, or if so, will be an option rather than a requirement. Students will learn about psychosis through films, video interviews and possibly telephone work.

#### **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, 105B, 110, 146, 170, 185A, and 190b. 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. The 190 orientation group is required of all first and second semester students in the clinical programs.

Students who are starting Fieldwork register for 185A Fieldwork Seminar and 111 Group Supervision, and counseling students also register for 331 Individual Supervision. Students registering for 185A Fieldwork Seminar for the first time should elect Dr. Sharp's section. Students already in 185 should continue to register for Dr. Panetta's section of 185A.

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

For purposes of financial aid, a half-time schedule is 4 to 6 credits, depending on the degree program. For more information on the topic of credits and financial aid, please consult with Ms. Stephanie Woolbert for more information (woolberts@bgsp.edu).

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	Course
MA: First	101	105B	110	146	170	190a	
MA: Second	101	105B	110	146	170	185A	190b
MA: Third and Fourth	103	147 elective	185A	195*			
Elective: Open to all	147						

Doctoral Candidacy	162	2610/11	286***	
(Pre-Candidacy and Accelerated	263	2613**		
doctoral students: Please				
consult with your advisor)				

<sup>\*</sup>required for all adult interns

Please note that the program schedule does not include supervisions. You may talk to your advisor about the appropriate supervision for you. (111/201, 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. 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.

<sup>\*\*</sup> open to students who have completed a minimum of 4 semesters of 2610/11 and one semester of 411 control supervision

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

#### LETTER FROM THE REGISTRAR

#### Dear Students,

Welcome to the Spring 2021 semester! Please log in to the EMPOWER student information system to register for courses. Here is the link to log in to EMPOWER: <a href="https://bgsp.empower-xl.com/fusebox.cfm">https://bgsp.empower-xl.com/fusebox.cfm</a>. It can also be found on the BGSP website bgsp.edu. Bring your cursor up to the word "Students" toward the top of the page and click on "Empower". Once you login, make sure the term is set to 2021SP — Boston Spring 2021. Then click on the "Student Records" tab then look under the sub-heading "Course Tools", and click "Course Registration".

- The first screen may ask you to choose a **catalog**. Choose "2020-21 Catalog".
- The second screen will ask you to choose a **term window**. Choose "Spring Term Window Boston" by clicking on "Continue" under that title.
- The next screen will ask you to "Review Your Emergency Health Information"
  - All students are required to provide an emergency contact. Review the information and edit it if necessary.
  - Students enrolling in a full-time course of study, i.e. 3 or more academic courses, are required to provide health insurance information. Please complete this portion of the form if you are enrolling in a full-time program of study. If you have not done so already, please submit a copy of your insurance card (back and front sides) to the Registrar.
- If you made changes, click "Submit.
- Click on "I am finished Go back to Registration process"
- 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.
  - There is a space for you to report your race/ethnicity information in the Demographics section of the form. While this information helps BGSP comply with federal reporting requirements, this field is completely OPTIONAL.
  - Also in the Demographics section, you will find your <u>Planned Practice Location</u>. To start, this contains your home state (or, if your current home state is not in the U.S., it will be OTHER). Change this information to the state in which you intend to practice upon graduation. It will be used to notify students of whether their degree will lead to licensure in that state.
  - If you need to make changes to either your contact, race/ethnicity, or planned practice state 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 2021 semester. The Detail button to the right of each course will give the course description.
- 4. To elect 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".
  - To complete the registration process, you will need to contact your advisor or fellow to let them know you have made your course elections. Your advisor/fellow will then view your elections in Empower and complete the registration if they approve. If you are in the One Year Program, your registration will go through without advisor approval.
  - NOTE: If you are in a degree program that requires training analysis, your advisor/fellow will
    not complete the registration of your course elections until they have reviewed your
    statement of analytic hours signed by your analyst.
- 5. Click the Detail button to see a list of your pending registrations. From this screen, you may print the list of your course selections to a PDF document or your printer. Use the internet browser print button, or Control/P on your keyboard. Change the "Destination" option from your printer to "Save as PDF" if you prefer an electronic copy.
- 6. To see your tuition and fees charges for the term and make payment online:
- 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.
  - Click the "Submit" button at the bottom of the screen and then follow the prompts to complete your online payment. Please notify me if you have paid online when you submit your registration forms.
- 7. Submit forms and payment to the registrar by the registration deadline, January 11<sup>th</sup>. You will be charged a \$100 late fee if your registration is not complete by January 11<sup>th</sup>. Your registration is considered complete when:
  - Registrar has received an email with Statement of Analysis with all required information, your analyst's, and advisor/fellow's approval,
     NOTE: your advisor/fellow cannot approve your courses in Empower without your statement of analysis.
  - Your advisor/fellow has approved your course elections in Empower.
  - Payment or payment arrangements (i.e., approved extended payment plan, approved student loans, or approved institutional financial aid)

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.

#### Registration Deadline: January 11.

Registration is considered complete when your advisor has approved your course elections in Empower and payment is submitted or payment arrangements are approved. If you do not pay online, you may mail a check, payable to BGSP, or credit card information to:

**BGSP** 

Attn: Registrar 1581 Beacon Street Brookline, MA 02446

As you know, it's very important that students register by the deadline, January 11<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 deadline 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 or email <a href="mailto:kaelid@bgsp.edu">kaelid@bgsp.edu</a>. My office hours are Tuesday – Friday, 7am – 5pm.

Best wishes for a great semester,

Dianne Kaeli Registrar

#### **TUITION AND FEE SCHEDULE: 2020-2021**

#### **Program Tuition and Fees:**

Tuition for all courses per credit	\$830
All directed research per credit	\$830
Group and Individual Supervision (Flat Fee)	\$830
(111/201, 211, 331, 341, 351)	
PT 611 Group Supervision (Flat Fee)	\$415
Therapy Center 1st Semester (Flat Fee)	\$300
Therapy Center Standard Flat Fee	\$600
	\$1200
Course retake fee	\$425*

<sup>\*</sup>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

#### **Refund Schedule:**

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

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 first installment is due by the registration deadline. The next 4 payments are due on the 15<sup>th</sup> of the subsequent months. 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

#### **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 newly 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 in the United States (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.

#### **Federal Student Loans**

relevant websites are available at:

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

Application Checklist:

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.

# Master Promissory Note Fintrance 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)

2020-21 FAFSA

- 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 (4.3% 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 (or last date of half-time or more enrollment).

#### Direct Grad PLUS Loan Program (5.3% 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: <a href="http://www/gibill.va.gov">http://www.mass.edu/veterans</a>.

#### **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?

#### **Important!**

Request a leave of absence

before registration. If you
are on financial aid, speak

with the Director of

Financial Aid

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.

#### 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.

#### **Important!**

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

<u>Students on Financial Aid:</u> 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.

<u>International Students</u>: 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.

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

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

<sup>\*\*\* &</sup>lt;u>Directed Research</u>: 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.
- **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 <u>excused</u> 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 from the BGSP website bgsp.edu. Bring your cursor to the "Students" tab at the top of the window then click on "Library and Administrative Materials" You will need to use your library login to access this page

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

The Student Handbook has a complete listing of policies and procedures. You may access the Student Handbook on the BGSP website bgsp.edu. Bring your cursor to the "Students" tab at the top of the window then click on "Library and Administrative Materials" You will need to use your library login to access this page. Once logged in, scroll down to "Administrative Materials" and then "Handbooks".

#### 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). For new students: <u>Please make sure to attend the school's New Student Orientation</u> where you will meet Amy Cohen-Rose, the librarian and get an overview of the library services

#### 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.

For detailed information about the Students' Association, please visit their webpage at <a href="https://www.bgspsa.com/">https://www.bgspsa.com/</a>. You may also access this page from the <a href="www.bgsp.edu">www.bgsp.edu</a> web site by bringing your cursor to "Students" at the top of the screen and clicking on "Students' Association".

#### 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 and a PDF copy 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 191. 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.

#### **MA in Clinical Mental Health Counseling Program**

Clinical Mental Health Counseling students are eligible to apply for
Fieldwork Placement Practicum once they have completed 12 hours of
training analysis and CP 191. 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 CP 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 Ms. Andrea O'Leary (olearya@bgsp.edu; (201) 417-3552) to arrange for an internship placement. This entails a 15-hour per week placement.

Submit paperwork at the beginning and end

of your 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 Candidacy Entrance Exam (formerly 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.

 Materials needed to begin the Candidacy review include the Application for Candidacy, confirmation of successfully passing the Candidacy Entrance Exam, and a completed one-year evaluation. These materials and confirmations should be submitted to the Admissions Office.

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

- The Application for Candidacy
- The Candidacy Entrance Exam is evaluated and approved

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 Candidacy Entrance 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 fellow, 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 PT 2611 (or another advanced clinical course).

#### CLINICAL PRESENTATION AND FINAL PROJECT INFORMATION

#### Getting approval for the clinical presentation

 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. Who does the clinical presentation?

Advanced Certificate and Doctoral Students

- 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.

#### 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: \$415: 1 ½ hour meeting time,

1 ½ hour reading time or a total of 3 hours

One Credit: \$830: 3 hours meeting time,

3 hours reading time or a total of 6 hours

Two Credits: \$1660: 6 hours meeting time,

6 hours reading time or a total of 12 hours

Three Credits: \$2490: 9 hours meeting time,

9 hours reading time or a total of 18 hours

#### **Important!**

Students register with each reader

#### Course Numbers for Directed Research:

(Psya.D. and Master's)

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 – PC 827 (1 credit)

PC 828 (2 credits) PC 829 (3 credits) PC 830 (0.5 credit)

Psya.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 2021 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 7 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 2021 COURSE SCHEDULE**

#### Monday

Time Course	Faculty	Room	Credits
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#### Tuesday

Time	Course	Faculty	Room	Credits
3:30-4:20pm	CP 105B Seminar in Professional Development	Sahlean	Online	1.0
7:10-9:30pm	CP 103* Ethics for Mental Health and Addictions Counselors	Chang	Online	3
5:30-7:30pm	EX 101 Modern Perspectives	Barnard	Online	

<sup>\*</sup>For Counseling students. This course is offered by the NJ campus as GPSA 511 The Counseling Profession – the registrar will assist you in registering for this course

#### Wednesday

Time	Course	Faculty	Room	Credits
4:10-5:30pm	CP/PT 190a/b Orientation group for 1st Year Students (Meets every other week for 10 weeks)	Snyder	Online	0.5
5:30-7:35pm	PT 162 Later Freud and Contemporary Freudians	Newsome	Online	2
5:30-7:35pm	PC 704C Masculinities, Authoritarian Leadership, and Political Populism Today	Capetillo	Online	2
6:40-9:10pm	CP/PT 110 Understanding and Treating Addictions	Goldwater	Online	3

#### Thursday

Time	Course	Faculty	Room	Credits
1:30-4pm	CP/PT 170 Introduction to Research Methods in Human Sciences	Goodwin	Online	3
4:15-6:45pm	CP101 Psychological and Addictions Assessment	Goldwater/	Online	3
		Soldz		
5:30-7pm	OYP 103 Analytic Listening *(Meets every other week for 10 sessions)*	Benson	Online	
7:10-8:40pm	OYP 102 Countertransference *(Meets every other week for 10 sessions)*	Berman	Online	

#### **Friday**

Time	Course	Faculty	Room	Credits
8-9:30am	CP/PT 111 / PT 201 / PT 211	Various	Online	0.5
9:30-11:30am	CP 195 Psychoanalytic Psychotherapy in Community Settings	Solomon	Online	3
9:50-11:55am	CP/PT 147 Conflicts in Adulthood	Perlman	Online	2*
1:00-3:05pm	PT 2610/11 Case Management and Advanced Clinical Practicum	Snyder	Online	2
1:00-3:05pm	PT 2613 Intensive Case Study	Dorsey	Online	2
1:05-3:35pm	CP/PT 146 Maturation II: Later Development	Waterson	Online	3
3:15-5:20pm	PT 263 / PC 663Contemporary Issues in Psychoanalysis	Movahedi	Online	2
3:50-6:20pm	CP/PT 185 Fieldwork Seminar (for continuing students)	Panetta	Online	3
3:50-6:20pm	CP/PT 185 Fieldwork Seminar (for students starting fieldwork this semester)	Sharp	Online	3
5:30-7:35pm	PT 286 Advanced Research Practicum	Michael	Online	2
5:30-7:35pm	PC 771 Cultural Analysis II	Dzitko	Online	3**

<sup>\*</sup>this course is being run as a 2-credit course – Counseling students will need to take this into consideration when calculating their total # of academic credit

<sup>\*\*</sup>this course meets on the 2-credit course schedule

## PSYCHOANALYSIS, SOCIETY AND CULTURE SPRING 2021 COURSE SCHEDULE

Monday

Time Course	Faculty	Room	Cred its
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Tuesday

Time	Course	Faculty	Room	Cred
				its

Wednesday

Time	Course	Faculty	Room	Cred its
5:30-	PC 704C Masculinities, Authoritarian Leadership, and Political	Capetillo	Online	2
7:35pm	Populism Today			

**Thursday** 

	•			
Time	Course	Faculty	Room	Cred
				its

**Friday** 

Time	Course	Faculty	Room	Cred its
3:15- 5:20pm	PC 663 / PT 263 Contemporary Issues in Psychoanalysis	Movahedi	Online	2
5:30- 7:35pm	PC 771 Cultural Analysis II	Dzitko	Online	3*

<sup>\*</sup>meets on the 2-credit course schedule

#### **CLASS MEETING SCHEDULE 2020-2021: THREE CREDIT COURSE**

Fall 2020				
Class Meeting #	Date			
Class 1	Sept. 7-11 (classes begin Tuesday)			
Class 2	Sept. 14-18			
Class 3	Sept. 21-25			
Class 4	Sept. 28 – Oct. 2			
Class 5	Oct. 5-9			
Class 6	Oct. 12-16			
Class 7	Oct. 19-23			
Class 8	Oct. 26-30			
Class 9	Nov. 2-6			
Class 10	Nov. 9-13			
Class 11	Nov. 16-20			
Class 12	Nov. 30 – Dec. 4			
Class 13	Dec. 7-11			
Class 14	Dec. 14-18			
Class 15	Jan. 4-8			

Spring 2021				
Class Meeting #	Date			
Class 1	Feb. 1-5			
Class 2	Feb. 8-12			
Class 3	Feb. 15-19			
Class 4	Feb. 22-26			
Class 5	Mar. 1-5			
Class 6	Mar. 8-12			
Class 7	Mar. 15-19			
Class 8	Mar. 22-26			
Class 9	Apr. 5-9			
Class 10	Apr. 12-16			
Class 11	Apr. 19-23			
Class 12	Apr. 26-30			
Class 13	May 3-7			
Class 14	May 10-14			
Class 15	May 17-21			

#### **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 7<sup>th</sup> (*Labor Day*)
- Monday, October 12<sup>th</sup>
   (Columbus Day)
- Wednesday, November 11<sup>th</sup> (Veteran's Day Observed)
- Thursday, November 26<sup>th</sup> (Thanksgiving)
- Friday, November 27<sup>th</sup>
   (Day after Thanksgiving)
- Thursday, December 24<sup>tth</sup> through Friday, January 1<sup>st</sup> (Christmas-New Year Break)
- Monday, January 18<sup>th</sup> (Martin Luther King Jr. Day)

#### **Spring Semester:**

- Monday, February 15<sup>th</sup> (President's Day)
- Monday, April 19<sup>th</sup> (Patriot's Day)
- Monday, May 31<sup>st</sup> (Memorial Day)

#### **Summer Semester:**

• Monday, July 5<sup>th</sup> (Independence Day Observed)

#### **CLASS MEETING SCHEDULE 2020-2021: TWO CREDIT COURSE**

Fall 2020				
Class Meeting #	Date			
Class 1	Sept. 7-11 (classes begin Tuesday)			
Class 2	Sept. 21-25			
Class 3	Oct. 5-9			
Class 4	Oct. 19-23			
Class 5*	Oct. 26-30			
Class 6	Nov. 2-6			
Class 7	Nov. 16-20			
Class 8	Nov. 30 - Dec. 4			
Class 9*	Dec. 7-11			
Class 10	Dec. 14-18			
Class 11*	Jan. 4-8			
Class 12	Jan. 11-15			

Spring 2021					
Class Meeting #	Date				
Class 1	Feb. 8-12				
Class 2	Feb. 22-26				
Class 3	Mar. 8-12				
Class 4*	Mar. 15-19				
Class 5	Mar. 22-26				
Class 6	Apr. 5-9				
Class 7	Apr. 19-23				
Class 8	May 3-7				
Class 9*	May 10-14				
Class 10	May 17-21				
Class 11	May 31 – Jun. 4				
Class 12	Jun. 14-18				

<sup>\*</sup>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 7<sup>th</sup>
   (Labor Day)
- Monday, October 12<sup>th</sup>
   (Columbus Day)
- Wednesday, November 11<sup>th</sup> (Veteran's Day Observed)
- Thursday, November 26<sup>th</sup> (*Thanksgiving*)
- Friday, November 27<sup>th</sup>
   (Day after Thanksgiving)
- Thursday, December 24<sup>th</sup> through Friday, January 1<sup>st</sup> (Christmas-New Year Break)
- Monday, January 18<sup>th</sup> (Martin Luther King Jr. Day)

#### **Spring Semester:**

- Monday, February 15<sup>th</sup> (President's Day)
- Monday, April 19<sup>th</sup> (Patriot's Day)
- Monday, May 31<sup>st</sup>
   (Memorial Day)

#### **Summer Semester:**

• Monday, July 5<sup>th</sup> (*Independence Day*)

#### Two and Three Credit Courses: 2020-2021 Academic Year Calendar

F=Fall S=Spring Blue Bold=3 credit Red Italics=2 credit

#### SEPTEMBER 2020

	S	M	Т	W	R	F	S
			1	2	3	4	5
F1 <i>F1</i>	6	7	8	9	10	11	12
F2	13	14	15	16	17	18	19
F3 <i>F2</i>	20	21	22	23	24	25	26
F4	27	28	29	30			

#### OCTOBER 2020

	S	M	Т	W	R	F	S	
F4					1	2	3	
F5 <i>F3</i>	4	5	6	7	8	9	10	
F6	11	12	13	14	15	16	17	
F7 <i>F4</i>	18	19	20	21	22	23	24	
F8F5*	25	26	27	28	29	30	31	

#### NOVEMBER 2020

	S	M	T	W	R	F	S
F9 <i>F6</i>	1	2	3	4	5	6	7
F10	8	9	10	11	12	13	14
F11 <i>F7</i>	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
E13E0	20	20					

#### DECEMBER 2020

	S	M	T	W	R	F	S
F12 <i>F8</i>			1	2	3	4	5
F13F9*	6	7	8	9	10	11	12
F14F10	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

#### JANUARY 2021

	S	M	T	W	R	F	S
						1	2
F15 <i>F11</i> *	3	4	5	6	7	8	9
F14F12	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
<b>S1</b>	31						

#### FEBRUARY 2021

	S	M	Т	W	R	F	S	
<b>S1</b>		1	2	3	4	5	6	
<b>S251</b>	7	8	9	10	11	12	13	
<b>S3</b>	14	15	16	17	18	19	20	
<b>S452</b>	21	22	23	24	25	26	27	
<b>S5</b>	28							

#### MARCH 2021

	S	M	Т	W	R	F	S
<b>S5</b>		1	2	3	4	5	6
<b>S6</b> <i>S</i> <b>3</b>	7	8	9	10	11	12	13
<b>S754</b> *	14	15	16	17	18	19	20
<b>S855</b>	21	22	23	24	25	26	27
	28	29	30	31			

#### APRIL 2021

	S	M	Т	W	R	F	S
					1	2	3
<b>S9</b> <i>S6</i>	4	5	6	7	8	9	10
<b>S10</b>	11	12	13	14	15	16	17
<b>S1157</b>	18	19	20	21	22	23	24
<b>S12</b>	25	26	27	28	29	30	

#### MAY 2021

	S	M	Т	W	R	F	S
SS12							1
<b>S13<i>S8</i></b>	2	3	4	5	6	7	8
<b>S14</b> <i>S</i> <b>9</b> *	9	10	11	12	13	14	15
<b>S15<i>S</i>10</b>	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
<b>S11</b>	30	31					

#### JUNE 2021

	S	M	Т	W	R	F	S	
<b>S11</b>		_	1	2	3	4	5	
	6	7	8	9	10	11	12	
<b>S12</b>	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				

#### 2020-2021 CALENDAR: ONE YEAR PROGRAM

#### Fall

Class	Class Day
Class 1	Sept. 10
Class 2	Sept. 24
Class 3	Oct. 8
Class 4	Oct. 22
Class 5*	Oct. 29
Class 6	Nov. 5
Class 7	Nov. 19
Class 8	Dec. 3
Class 9	Dec. 17
Class 10	Jan. 14

#### **Spring**

Class	Class Day
Class 1	Feb. 11
Class 2	Feb. 25
Class 3	Mar. 11
Class 4	Mar. 25
Class 5	Apr. 8
Class 6	Apr. 22
Class 7	May 6
Class 8	May 20
Class 9	June 3
Class 10	June 17

#### **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 7<sup>th</sup> (Labor Day)
- Monday, October 12<sup>th</sup> (Columbus Day)
- Monday, November 11<sup>th</sup> (Veteran's Day)
- Thursday, November 27<sup>th</sup> (*Thanksgiving*)
- Friday, November 28<sup>th</sup> (Day after Thanksgiving)
- Thursday, December 24<sup>th</sup> through Wednesday, January 1<sup>st</sup> (Christmas-New Year Break)
- Monday, January 18<sup>th</sup> (Martin Luther King Jr. Day)

#### **Spring Semester:**

- Monday, February 15<sup>th</sup> (*President's Day*)
- Monday, April 19<sup>th</sup> (Patriot's Day)
- Monday, May 31<sup>st</sup> (Memorial Day)

<sup>\*</sup>Out of sequence meeting

#### REGISTRATION CHECKLIST

**Important!** 

incomplete forms will be

returned to the student and

delay both registration and

admission to class.

with payment.

#### **Degree Program Students:**

- ☐ Online Registration: Once a student selects courses online, he/she contacts his or her advisor/fellow, who approves the courses in Empower. **NOTE**: The advisor/fellow will need the student's statement of analytic hours, approved by the analyst. Analyst approval is obtained via email, using the format sent by the Registrar to all students.
- Registration is complete when ☐ **Payment:** Registration is processed once students have paid all all required forms are received 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 by charged by
  - your credit card company if you choose to pay by credit card. Analysis Statement: All returning students submit, via email 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.
  - ☐ Emergency Contact and Health Insurance Information: required by all degree program students once a year. This information is submitted in Empower when registering for classes:
    - o 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/immunity
      - Flu vaccine required 1x per year (this requirement is new as of 2020 and will go into effect once classes are meeting in the building)

Any student who has not submitted documentation of immunization is required to do so with their registration materials. The home page of Empower will indicate any immunizations that are missing or expired.

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: All students are required to provide contact information for the person you would like the school to contact in the event of an emergency. You will have the opportunity to updated this information in Empower when you register.

#### **One Year Program Students:**

ш	Unline 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 by 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 I	Name:			
Exte	ension	Counseling CAGS-PP	CAGS-CAI	Psya.	D. F	Psya.D. PS&C	MA PS&C	OYP
			: Checks C	-	TION	OF MONT	HLY PAYN	MENTS
Payment Number	Payment	Due Dates			Chec	k Number	Amount (Include \$7	5 fee)
1	January 1	.1, 2021 (wit	h registration	)			•	
2	February	15, 2021						
3	March 15	5, 2021						
4	April 15,	2021						
5	June 15, 2	2021						
						Total		
		Post-date	and submit a	ll checl	ks with	registration	<u>.</u>	
By signing	below, I ag	ree to the te	erms and cond	ditions	of the	Extended Pa	yment Plan	
Signature:				D	ate:			
Finance Ap	proval:					_ Date:		

## Institutional Financial Aid BGSP Application

#### 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.

Name:	Program of Study:	
Address:	Phone:	
	Email:	
Select the institutional plan(s) you are	e requesting from the options below:	
☐ Career Advancement Schola	arship (*separate application required)	For Office Use Only
<ul><li>Semester of Award:</li></ul>		<u>Career:</u>
<ul> <li>Number of course tuit</li> </ul>	ion credits:	Award =
☐ Advanced Candidacy studen	nt	AC:
<ul> <li>Date of Clinical Presen</li> </ul>	tation:	Award =
<ul> <li>Required Candidacy Co</li> </ul>	oursework Complete? Yes No	SOInt:
o Advisor Name:		Award =
☐ School Outreach Intern		FacFam:
<ul> <li>Semester(s) of Interns</li> </ul>	hip:	Award =
☐ Faculty Family		VGSP:
<ul> <li>Name of Faculty mem</li> </ul>	ber:	Award =
<ul> <li>Relation to Faculty Me</li> </ul>	ember:	
<ul> <li>Number of credits enr</li> </ul>	olled:	EMP: Award =
☐ Former VGSP student		/ Wala
☐ BGSP Employee		TC:
		Award =
☐ Therapy Center Fellow		Asst: Award =
• •	ship:	Awaru –
☐ On-Campus Assistantship	iiip	Oth:
-		Award =
		Date Appr.:
☐ Other (please describe):		Verified By:
L Other (please describe).		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 Extension CA	Certificat	e Psya. D P CAGS-CAI	sya.D. PS&C	MA PS&C	OYP
Card Holder Name (if different):					
Card Holder Address:				Osc	
				Author	Use Only rization
Amount*: \$					
Card Holder Signature:				By:	
Date:					
*Some credit card companies ha as tuition payments, unless they wishes to make such a payment. A non-refundable convenience to company for credit card paymen	have been fee of up to	previously notif	ied by the ca	rdholder th	at (s)he
Credit Card Type (circle one)	VISA	MASTERCARD	DISCOVER	AMEX	
Card Number:					
Expiration Date:					
Verification Identification Numb	er (VIN):				
(Last 3 digits on BACK of card)					

## **Continuing Education**

#### Boston Graduate School of Psychoanalysis

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

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

Address:							
City:		State:	Z	ip:			
Home Phon	ne:	Cell Phone:	Office Ph	hone:			
Email:			Fax	: <u></u>			
Highest Deរួ	gree:						
	ed for students who	g regulations and scho wish to receive C.E. cre	•	than two	excuse	d absence	
			Year				
n what fiel	d would you like C.	·	_Social Work _Psychology				
		egree programs and	Mental Health C  Continuing Educa				
The fee is \$		egree programs and r the One Year Progra	Mental Health C  Continuing Educa				
The fee is \$	40 per semester fo	egree programs and r the One Year Progra	Mental Health C  Continuing Educa	ition cou	rses.	se Only	
The fee is \$	40 per semester fo	egree programs and r the One Year Progra	Mental Health C  Continuing Educa	ition cou	rses.		
The fee is \$	40 per semester fo	egree programs and r the One Year Progra like CE credit	Mental Health Continuing Educa	ntion cou	rses.	se Only Certific	
The fee is \$	40 per semester fo	egree programs and r the One Year Progra like CE credit	Mental Health Continuing Educa	ntion cou	rses.		
The fee is \$	40 per semester fo	egree programs and r the One Year Progra like CE credit	Mental Health Continuing Educa	ntion cou	rses.		
The fee is \$	40 per semester fo	egree programs and r the One Year Progra like CE credit	Mental Health Continuing Educa	ntion cou	rses.		
The fee is \$	40 per semester fo	egree programs and r the One Year Progra like CE credit	Mental Health Continuing Education.  CE Fees	ntion cou	rses.		