



## Orientation Checklist 2017-2018

This checklist was developed to assist entering students with their transition to graduate study. Please read it over carefully, and be sure to complete all the items as noted.

### PREREGISTRATION

- If you plan on borrowing federal loans, please file your FAFSA application on [www.studentloans.gov](http://www.studentloans.gov). For private loans, be sure to apply through [www.elmselect.com](http://www.elmselect.com). If you already filed your FAFSA and you haven't received an award letter yet, please be sure to contact the [Financial Aid Office \(FinancialAid@williamjames.edu\)](mailto:FinancialAid@williamjames.edu).
- Return your award letter with your loan request, and complete the two steps on page two of your award letter
- Please refer to the Tuition and Fees Section of the website (<http://www.williamjames.edu/admissions/tuition.php>) for information on tuition payment due dates, payment plans, refunds, and policies.
- Upon receiving your welcome packet from the IT Office which includes your college user account credentials, please visit the [Entering Student IT Checklist](#) to make sure you have completed all necessary steps for your account activation.
- Please complete the Financial Responsibility Agreement, please [HERE](#) to download.
- If not done yet, you **must** request an official transcript to be sent from your institution showing degree conferred.

### REGISTRAR'S OFFICE FORMS REQUIREMENTS

Please complete the following required forms and return to the **Registrar's Office by June 30, 2017**

- [FERPA Initial Consent Form](#) (**Required**)
- [ADA Accommodation Request Form](#) (Optional)
- [Incoming Student Information Form](#) (**Required**)
- [Authentication Form](#) (**Required**)
- [HIPAA Form](#) (**Required**)
- [Immunization & Vaccination Exemption Form](#) (Optional)
- [Religious Immunization Exemption Form](#) (Optional)

- [Immunization Form](#) (**Required**)
- [SEVIS Form](#) (**Required** by Non-US Citizens)
- If you wish to transfer credits, you must submit a completed [Petition for Transfer of Credit](#) (see above listed forms) to the Registrar's Office as early as possible upon acceptance.
- More information regarding the Registrar's Office can be found [HERE](#)

## **MILITARY COMMUNITY**

- If you plan on using educational benefits through the Veteran's Administration go to <http://www.williamjames.edu/community/military-veterans-psychology/resources.php> Please make sure you forward your **Certificate of Eligibility** to [debra\\_boyce@williamjames.edu](mailto:debra_boyce@williamjames.edu).
- If you are a **Yellow Ribbon** recipient, please fill out the Yellow Ribbon application which you can download by click [HERE](#). If you would like more information, please contact Ms. Debra Boyce - [debra\\_boyce@williamjames.edu](mailto:debra_boyce@williamjames.edu)

## **HEALTH INSURANCE**

- Student health insurance is **required** in the state of Massachusetts. The plan year runs from August 25, 2017 – August 24, 2018. You have the option to choose the school's offered insurance plan or provide waiver information to the school. Please look for upcoming information from [debra\\_boyce@williamjames.edu](mailto:debra_boyce@williamjames.edu) regarding this year's plan.

## **FIELD PLACEMENT (IF APPLICABLE), REGISTRATION, ACADEMIC ADVISOR ASSIGNMENT AND ORIENTATION BY DEPARTMENT**

### **Clinical PsyD**

- You should have been contacted by the Department of Field Education or by a member of the department faculty to begin your practicum site search. If you haven't, please contact Dr. Wendy Rotfort ([wendy\\_rotfort@williamjames.edu](mailto:wendy_rotfort@williamjames.edu)) ASAP. Doing so sooner rather than later assures you the most options and allows you to register for classes sooner.
- Registration: After you secure your field placement, you will be able to register for classes. AFTER YOU HAVE YOUR SITE SCHEDULE, please contact Eileen O'Donnell at [Eileen\\_Odonnell@williamjames.edu](mailto:Eileen_Odonnell@williamjames.edu) and she will register you.**
- Academic Advisor: Advisors are assigned over the summer and you will be notified as soon as your assignment is made. Once you receive notification, please make contact with your advisor prior to the start of the semester and**

**arrange for an in person meeting no later than the end of the first week of classes.**

- Ed Tech Orientation:** You will receive an email about this online tutorial that introduces the student to the College's technologies. *You are required to complete this online orientation before attending the in-person orientation.*
- Textbook list:** Students may order textbooks online from MBS Direct, William James College's official textbook store. A link to the bookstore is located on the Library's website.
- Orientation Week:** This year orientation starts on Monday, August 21<sup>st</sup> until Friday, August 25<sup>th</sup>. The Clinical Psychology Department mandatory days are Monday, August 21<sup>st</sup> and Tuesday, August 22<sup>nd</sup>, and the College-wide writing orientation is on Friday, August 25<sup>th</sup>. You are **required** to attend these 3 days. There are a number of other activities on Monday and Tuesday and in the evenings sponsored by the Dean of Students Office. There may be additional orientation requirements and you will be notified of such. **An all day Saturday Ethics workshop on September 9<sup>th</sup>, 2017 is also mandatory.**

## **Counseling Department**

### MA in Clinical Mental Health Counseling:

- You should have been contacted by Dr. Jeffrey Napolitano or by a member of the Department of Field Education **to begin your practicum site search** if you are a full time student. Part-time students begin their practicum in their 2<sup>nd</sup> year. If you have not received information about the practicum search, please contact [fp counseling@williamjames.edu](mailto:fp counseling@williamjames.edu) ASAP.
- Liability Insurance:** All students are required to obtain individual student liability insurance. This may be obtained by joining the American Counseling Association ([www.counseling.org](http://www.counseling.org)) or through the Massachusetts Mental Health Counselors Association ([www.mamhca.org](http://www.mamhca.org)). You will be required to offer proof of your student liability insurance during the first week of classes.
- Registration:** You will receive an email from the Department Coordinator, Ms. Natalie Wallace, with information on how to sign up for a registration appointment. Registration starts the 2<sup>nd</sup> week of June and it is done by appointment with the Department Chair, Dr. Nilda Laboy.
- Academic Advisor:** You will be assigned an academic advisor during orientation. There is a dedicated time during orientation to meet with your advisor.
- Ed Tech Orientation:** You will receive an email about this online tutorial that introduces the student to the College's technologies. *You are required to complete this online orientation before attending the in-person orientation.*
- Textbook list:** You will receive the textbook list from the Counseling Department by the end of July, at the latest. Students may order textbooks online from MBS Direct, William James College's official textbook store. A link to the bookstore is located on the Library's website.
- Orientation Week:** This year orientation starts on Monday, August 21<sup>st</sup> until Friday, August 25<sup>th</sup>. The Counseling Department mandatory days are **Wednesday, August 23<sup>rd</sup> and Thursday, August 24<sup>th</sup>, and the College-wide writing orientation is**

**on Friday, August 25<sup>th</sup>.** You are **required** to attend these 3 days. There are a number of other activities on Monday and Tuesday and in the evenings sponsored by the Dean of Students Office.

- Start of Classes:** Classes start on Monday, August 28<sup>th</sup>, 2017.

## **School Psychology Department**

### MA in Applied Behavior Analysis

- Field Education:** You will receive information about your field placement from the ABA program prior to the beginning of the Fall semester. Please contact Dr. Ronald Lee, Director, Applied Behavior Analysis, if you have any questions about field education.
- Registration:** Students entering the MA in ABA program must register each semester for their courses. Expected courses will be sent out by the by ABA program (your Academic Advisor or by the Program Director).
- Academic Advisor:** You will be assigned an advisor during orientation. Please contact the ABA program director, Dr. Ronald Lee, if you have questions before then.
- Ed Tech Orientation:** You will receive an email about this online tutorial that introduces the student to the College's technologies. *You are required to complete this online orientation before attending the in-person orientation.*
- Textbook list:** Students may order textbooks online from MBS Direct, William James College's official textbook store. A link to the bookstore is located on the Library's website.
- Orientation Week:** Students admitted to the Master of Arts in ABA program are required to attend orientation on Thursday, August 24<sup>th</sup> and the College-wide writing orientation on Friday, August 25<sup>th</sup>. There are a number of other activities on Monday and Tuesday and in the evenings sponsored by the Dean of Students Office.

### MA/CAGS and MA/CAGS/PsyD in School Psychology

- Field Education:** You will receive information about your field placement from the School Psychology Program during the late spring/early summer. Please contact Dr. Elana Wolkoff, Associate Director of Field Education, if you have any questions about field education.
- Registration:** Students entering the MA/CAGS and MA/CAGS/PsyD program are automatically registered for their courses. Course schedules will be sent out by the School Psychology Department.
- Academic Advisor:** You will be assigned an advisor during orientation. Please contact the School Psychology Department Chair, Dr. Arlene Silva, if you have questions before then.
- Ed Tech Orientation:** You will receive an email about this online tutorial that introduces the student to the College's technologies. *You are required to complete this online orientation before attending the in-person orientation.*
- Textbook list:** Students may order textbooks online from MBS Direct, William James College's official textbook store. A link to the bookstore is located on the Library's website.

- Orientation Week:** This year orientation starts on Monday, August 21st until Friday, August 25<sup>th</sup>. The School Psychology MA/CAGS and PsyD mandatory days are Wednesday, August 23<sup>rd</sup> and Thursday, August 24<sup>th</sup>, and the College-wide writing orientation is on Friday, August 25<sup>th</sup>. You are **required** to attend these 3 days. There are school wide social activities during the week in the late afternoon sponsored by the Dean of Students Office which all students are welcome to attend.

### Advanced Standing PsyD in School Psychology

- Field Education:** All students will be enrolled in an Advanced Assessment Practicum at the Brenner Center for Psychological Assessment and Consultation during their first year.
- Registration:** The Summer Session 2 schedule (July/August courses) will be sent to those students entering at PsyD level prior to Summer Session 2 and given the opportunity to make adjustments, if needed, to the standard Summer 2 schedule. The Fall/Spring schedule will be circulated at the July 11<sup>th</sup> orientation.
- Academic Advisor:** You will be assigned an advisor during orientation.
- Ed Tech Orientation:** You will receive an email about this online tutorial that introduces the student to the College's technologies. *You are required to complete this online orientation before attending the in-person orientation.*
- Textbook list:** Students may order textbooks online from MBS Direct, William James College's official textbook store. A link to the bookstore is located on the Library's website.
- Orientation:** You are **required** to attend the full-day orientation program on Monday, July 11<sup>th</sup>.
- Advanced Standing Credit:** Review the initial audit of your advanced standing credit application. Bring any additionally requested documentation to the orientation, and be prepared to direct any questions or concerns to your academic advisor.

### Graduate Certificate in School Climate

- Registration:** Participants in the certificate program are automatically registered for their courses. Course schedules will be sent out by the program directors.
- Academic Advisor:** Students should contact Program Co-Directors Ms. Margaret Hannah or Dr. Nadja Reilly with any questions that arise while they are enrolled in the certificate program.
- Textbook list:** You will receive the textbook list from the program co-directors. You may purchase your books through the College's bookseller or on your own.
- Orientation Week:** Orientation will take place at William James College during the first weekend in residence day, September 9. Participants are scheduled that day from 9 am to 4 pm.

### **Organizational and Leadership Psychology Department (MAOP, GCEC, Leadership PsyD)**

- Registration:** You will receive information on registration for classes from the Organizational and Leadership Department.
- Academic Advisor:** you will be assigned your advisor during orientation. If you have questions before then MAOP students please contact Miranda Ralston, Director of MAOP; Leadership Psy.D. students please contact Kathryn Stanley, Chair of the Department; and for GCEC students please contact Suzanne Boulos, Director of GCEC
- Ed Tech Orientation:** You will receive an email about this online tutorial that introduces the student to the College's technologies. *You are required to complete this online orientation prior to the first day of classes.*
- Textbook list:** You will receive the textbook list from Katie Sarubbi, the OLP Department Coordinator. Students may order textbooks online from MBS Direct, William James College's official textbook store. A link to the bookstore is located on the Library's website.
- Orientation Week:** Blended Organizational and Leadership Psychology students have a 2 day orientation the week before classes in both August and January. All Blended MAOP and Leadership PsyD students must attend the orientation at William James College. Online Only students must attend an online orientation if they are not coming to the inperson orientation (all distance students are invited to the school for orientation). You will receive specific dates and times from your program's director.

## **ALL STUDENTS**

- August 28th is the First Day of Fall Semester!** Make sure you come in early to find your way! For distance students, make sure to login to Moodle and surf your courses prior to the first day of classes.

Welcome to William James College!

*Revised March 10, 2017*