

Guide for Student Registration

You will need to meet with your academic advisor to pick up your RAC# so that you can register online. **I recommend that you review the following documents on the [Current Student Resources](#) page under “Registration Materials.”**

- Grid
- Course List and Descriptions- which lists all course descriptions
- Curriculum Planner- make sure you are referring to your correct year
- Graduation Checklist

Please print out these documents and use these forms to help you prepare for your meeting with your academic advisor to register for next semester. Prior to meeting with your advisor you will need to fill out the Graduation Checklist and the attached Registration Form and bring it to this meeting.

As a reminder, each class is divided alphabetically for the advisors below:

2018-2019 Academic Advisors:

First Years

Eugenia Gorlin
Richard Zweig

Second Years

Bekes (in the absence of Dr. Aafjes-van Doorn)
Leanne Quigley

Third Years

Carl Auerbach
Kate Walsh

Fourth years

Bill Arsenio
Catherine Eubanks

Registration Do's

- Please review the curriculum planner, the registration grid and the graduation checklist, complete your graduation checklist based on courses you have already taken, make a plan for what you will take next semester, and also a tentative plan for when you will take all your required courses over the course of your four years.
- After you have done the above, please make an in-person appointment with your advisor so you can get advisement on your courses. If your advisor is unable to answer particular questions you have, he or she will contact me to get clarification and get back to you.

- Once your advisor has advised you on potential courses you should take next semester (and beyond) and approved and signed off on your course registration for next semester, he/she will give you your assigned codes so you can register for your courses.
- Please register only for the courses that are approved and signed off by your advisor.
- If you add or drop courses at the beginning of next semester, please make an appointment with your advisor to make sure this meets with his or her approval. Bring all original documents so your advisor knows what he or she approved before.
- If you are interested in registering for a course offered in another program, you must receive permission from the instructor prior to registering.
- To fill in the course CRN numbers section of the Registration Form, you will need to look up Ferkauf courses under the appropriate semester on the MyYU Registration page.
- Review the Transfer of Credit policy listed on the Current Student Resources page under “Registration Materials.”

Registration Do not's

- Please note that you are not permitted to go below or above the prescribed credit limit per semester noted in the curriculum planner.
- Please note that if I have approved any of your requests for course transfers, only one 3 credit transfer may be applied for in a given semester. Please review handbook for questions about how to get approval for course transfers.
- Do not register for any courses that have not been approved by your advisor. This could result in serious penalties including termination from the program.

Please let me know if you have any questions.

Sincerely,

Lata K. McGinn, PhD
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 Director, Clinical Program
 Director, CBT Training Program for Anxiety and Depression
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Registration Form

Student Name: _____

ID #: _____

School Code: FG (Ferkauf)

Local Address: _____

Telephone: _____

Home Address (if different): _____

Telephone: _____

Email: _____

Date: _____

Term: Fall / Spring / Summer

Year: _____

Major: _____

Degree Goal: _____

Anticipated Graduation Date: _____

Date of first registration at *this* School of YU (month and year): _____

<u>Course CRN</u>	<u>Course Title</u>	<u>Dept/Course #</u>	<u>Section</u>	<u>Credits</u>

Student Signature: _____

Advisor's Approval: _____

Weekly Calendar

Please fill out a weekly calendar (see below template as an example) and make sure to include the following items in determining your academic schedule for next year. Please note that externships can be for no more than 16-18 hours over a two-day period for 2nd and 3rd year students and no more than 20 hour over a 2.5 day period for 4th year students. Ideally, externships should be scheduled on Mondays and Friday so that they do not conflict with your academic calendar. If you are interested in an externship that meets on Tuesday, Wednesday or Thursday, please first account for the following before you select an externship.

Please refer to all of the documents under “Registration Materials” on the Current Student Resources page to determine the following:

1. What courses and labs (assessment and/or therapy) are required next year and when are they scheduled?
2. What electives am I taking and when are they scheduled?
3. Meeting with Parnes Clinic patient for testing (sporadically for 2nd and 3rd years) or psychotherapy (weekly for 3rd and 4th years)
4. Meeting with your individual supervisor (weekly for psychotherapy practicum only 3rd and 4th years).

Weekly Calendar

Week beginning Sunday _____

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
5 am :30							
6 am :30							
7 am :15 :30 :45							
8 am :15 :30 :45							
9 am :15 :30 :45							
10 am :15 :30 :45							
11 am :15 :30 :45							
12 pm :15 :30 :45							
1 pm :15 :30 :45							
2 pm :15 :30 :45							
3 pm :15 :30 :45							
4 pm :15 :30 :45							
5 pm :15 :30 :45							
6 pm :30							
7 pm :30							
8 pm :30							

<http://www.vertex42.com/calendar/weekly-calendar.html>

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Competency Information

Competency timelines, guides, and preparation materials are available on the Current Student Resources site under **“Competency Preparation Materials.”**

Assessment Competency Courses

Assessment Competencies I and II (ACER I and ACER II) are courses that students will have to register for and pass. Students should register for ACER I summer after year 1 and ACER II summer after year 2. Instructor for ACER I will be Dr. Jill Brickman and instructor for ACER II will be Dr. Richard Zweig.

Assessment Competency Minimum Requirements and Timeline

I. Performance in required assessment sequence coursework	Minimum grade of B in required assessment sequence courses (first and second year)
II. Faculty assessment of competence in assessment	Minimum ratings of 3 on clinical portion of FASER (all four years)
III. Assessment Competency I	Minimum competency on ACER I - Pass – End of first year (June 15 th) Instructor: Jill Brickman
IV. Assessment Competency II	Minimum competency on ACER II - Pass – End of Second year (June 15 th) Instructor: Richard Zweig

Research Competency Minimum Requirements and Timeline

Research Competency I: Students do not need to register for this. On the current student resources page there are specific instructions for completion. The final draft of RPI should be submitted to student’s research advisors via email along with “Research Project I Approval Form” by June 15th of their third year (for Cohorts Prior to 2017-2022) and by December 15th of their third year (for Cohorts 2017-2022 and beyond).

Research Competency II: Students do not need to register for this. On the current student resources site there are specific instructions for completion. The Final Draft of RPII Proposal should be submitted to Dr. Arsenio along with the “Proposal for Research Project II Form” by October 1 of students 4th year. Final Draft of RPII should be submitted to registrar along with “Research Project II Approval” form prior to degree conferral in students’ 5th year. Research Project II Approval must be signed by Program Director and Research Advisor.

Performance in required research sequence coursework	Minimum grade of B in Research sequence courses (all four years)
Faculty assessment of competence in research	Minimum ratings of 3 on Research portion of FASER (all four years)

I. Knowledge about research databases and research methodology, and use of evidence-based practices.	Minimum competency of 3 on Evidence-Based Practice Questionnaire (End of Fall Semester, third year)
II. Research Competency I	Minimum competency on RACER I - Pass – End of Third year (June 15 th) for cohorts entering prior to 2017; December of Third year (December 15 th) for cohorts entering 2017 and beyond
III. Research Competency II	Minimum competency on RACERII - Pass – End of Fifth year (May)

Psychotherapy/Clinical Competency Courses

Clinical Competencies I, II, and III are courses that students will have to register for and pass. Students should register for Clinical Competency I summer after year 2 and Clinical Competency II and III summer after year 3. Instructor for Clinical Competency I, II, and III is Dr. Lata McGinn.

Psychotherapy Competency Minimum Requirements and Timeline

Performance on required psychotherapy sequence coursework	Minimum grade of B- in required psychotherapy sequence courses (all four years)	
Clinical Supervisory ratings	Minimum ratings of 3 on SASER on externship (2 nd and 3 rd year), and in-house practicum (3 rd & 4 th year).	
Faculty assessment of competence in psychotherapy	Minimum ratings of 3 on clinical portion of FASER (all four years)	
I. Clinical Competency I	CTRS or PTRS evaluations of a random videotape of an in-house therapy practicum session. Late Fall of third year. Proposed minimum competency of 24 or higher on CTRS, and at least 3 on interpersonal effectiveness. As this is the first year using the PTRS, we will examine how students fair this year to help determine minimum competency for passing.	November of Third Year Dr. McGinn
II. Clinical Competency II	Clinical Competency Report evaluated using the C-CERS. Two weeks after classes, spring of third year. Minimum competency on C-CERS is a pass.	Summer Third Year Dr. McGinn
III. Clinical Competency III	CTRS or PTRS evaluations of a random videotape of an advanced in-house therapy practicum session late Fall of fourth year. Proposed	November of Fourth Year Dr. McGinn

	<p>minimum competency of 33 or higher on CTRS for people who have remained in the same lab, and at least 4 on interpersonal effectiveness. Proposed minimum competency of 24 or higher on CTRS, and at least 4 on interpersonal effectiveness for people who have switched labs. As this is the first year using the PTRS, we will examine how students fair this year to help determine minimum competency for passing.</p>	
IV. Clinical Competency IV	Minimum ratings of 3 on SASER and successful completion of 5 th year clinical internship	
V. Clinical Competency V	Successfully obtaining licensure	

Clinical Competency I and III Process

The Post-doctoral Fellow ensures that all students tape their therapy sessions and that the sessions are placed and organized well in a safe, HIPPA compliant storage. The program director will hand the Fellow a list of Faculty according to orientation and the number of tapes they will rate. The Fellow will select a therapy tape for Third years and Fourth years. The Fellow will make sure the clinical faculty receives the tape and a link to faculty to record their ratings, ensures that all ratings are recorded, and that tapes are returned back to the locked storage. Clinical faculty rate approximately five videotapes. Basic competency criteria for the CTRS and PTRS will be used for First year lab students and Advanced Criteria will be used for Second year Lab students.