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."**
- Fall and Spring Schedules- where you can locate CRNs to register
- Course List and Descriptions- which lists all course descriptions
- Curriculum Planner- make sure you are referring to your correct cohort
- Graduation Checklist- make sure you are referring to your correct cohort

Please carefully review 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:
2020-2021 Academic Advisors:
First Years
Vera Békés (first half)
Richard Zweig (second half)

Second Years
Katie Aafjes-van Doorn (first half)
Leanne Quigley (second half)

Third Years
Eugenia Gorlin (first half)
Kailey Roberts (second half)

Fourth years
Catherine Eubanks (first half)
Margaret Sala (second half)

Registration Do's
- Please review the curriculum planner, the Fall and Spring course schedules, 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, they 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, they will give you your assigned RAC codes so you can register.
- 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 their approval. Bring all original documents so your advisor knows what they 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 for the appropriate semester's Schedule on the Ferkauf Student Resources page under the Registration drop-down menu.
- 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
Professor of Psychology
Director, Clinical Program
Director, CBT Training Program for Anxiety and Depression
Ferkauf Graduate School of Psychology, Yeshiva University
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Bronx, NY 10461
Tel (646) 592 4394
Fax (718) 430 3960
Lata.McGinn@yu.edu

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): _____

Course CRN	Course Title	Dept/Course #	Section	Credits

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 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
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:30							
6 am							
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<h1 style="text-align:center"><u>Competency Information</u></h1>

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

<h2 style="text-align:center">Assessment Competency Courses</h2>

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 of Year 1 and ACER II Summer of Year 2. For Summer 2021, the instructors for ACER I will be Dr. Michelle Chu (1st half of the alphabet) and Dr. Hanna Schwartzbaum (2nd half of the alphabet). The instructor for ACER II will be Dr. Richard Zweig.

<h2 style="text-align:center">Assessment Competency Minimum Requirements and Timeline</h2>

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 15th) Instructor: Michelle Chu & Hanna Schwartzbaum
IV. Assessment Competency II	Minimum competency on ACER II - Pass – End of Second year (June 15th) Instructor: Richard Zweig

<h2 style="text-align:center">Research Competency Minimum Requirements and Timeline</h2>

<u>Research Competency I</u>:   Students will need to register for Research Project I (PSC 6915) for Fall semester of their third year. On the current student resources page there are specific instructions for completion ("Research and Degree Requirements"). The outline of RPI is due by June 1st of their second year. The first draft of RPI is due by September 1st of their third year. The final draft of RPI should be submitted to student's research advisor via email by December 15th of their third year. "Research Project I Approval Form" and Research Project I cover page are due to Dawn Basnight in the Psychology Office after final draft has been approved by student's research advisor. Research Competency I is achieved when students satisfactorily pass Research Seminar I and II, Research Methods and Design, Statistics, and successful completion of Research Project I as evaluated by RACER I (must achieve pass or high pass).

<u>Research Competency II</u>: Students will need to register for Research Project II (PSC 6916) for Fall semester of their fourth year for cohorts that entered 2017 and prior, and Spring semester of their third year for cohorts that entered 2018 and beyond. On the current student resources site there are specific instructions for completion ("Research and Degree Requirements"). Students will complete draft of research project proposal in "Research Methods and Design" with Dr. Aafjes-van Doorn in Spring semester of their third year. She will facilitate the assignment of the secondary advisor after Secondary Advisor Request Form is submitted by

April 15th. Initial draft of proposal is also due by April 15th to Dr. Aafjes-van Doorn and student's research advisor. Student will incorporate feedback from primary and secondary advisor into revision of RPII proposal, then submit to Dr. Aafjes-van Doorn by the end of the semester for course requirements in addition to primary and secondary advisors by June 15th of third year. In Summer/Fall of fourth year, student will consult with primary advisor to set final RPII proposal meeting (in person or Zoom) with secondary advisor; final proposal should be sent one week in advance of meeting. Deadline for RPII proposal approval meeting is October 15th.

After meeting is held, "RP2 Proposal Signoff" Form is submitted to Dawn Basnight in the Psychology Office with signatures from primary and secondary advisors, and Dawn will obtain program director's signature. Students will submit finalized research project proposal to Western IRB. Upon approval of final draft from research advisors, students will submit "Research Project II Approval" Form and Research Project II cover page to Dawn Basnight in the Psychology Office with signature from research advisor, and Dawn will obtain program director's signature. Students are asked to schedule oral defense with the Psychology Office at least four weeks in advance of oral defense date, which should be at least two weeks before graduation date.

Upon conclusion of oral defense, the following forms are submitted to the registrar by the chairperson/research advisor of student: 3 copies of Examiner's Report on Oral Defense of Dissertation (to be completed by each committee member), Report on Oral Defense Form, Committee Acceptance of Revisions Form (signed and returned when student submits all final dissertation revisions), and Change of Grade Form (to be submitted along with the Committee Acceptance of Revisions Form). After revisions are made by student based on feedback from defense, final draft of RPII should also be submitted to registrar prior to degree conferral in students' fifth year. Research Competency II is achieved when students pass Integrating Research and Clinical Practice, Data Analysis or Qualitative Research, and Research Project II with oral defense as evaluated by RACER II (must achieve pass or high pass).

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 –December of Third year (December 15th)
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 during the spring of year 2, to be taken in the fall semester of their 3rd year. Students should register for Clinical Competency II at the end of their 3rd year, to be taken during the summer between 3rd and 4th year. Students should register for Clinical Competency III in the summer of their 3rd year, to be taken in the fall of their 4th year. 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 (2nd and 3rd year), and in-house practicum (3rd & 4th 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 an random videotape of an	November of Fourth Year

	advanced in-house therapy practicum session late Fall of fourth year. Proposed 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.	Dr. McGinn
IV. Clinical Competency IV	Minimum ratings of 3 on SASER and successful completion of 5th 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.