**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**](http://www.yu.edu/ferkauf/clinical-psychology/resources/) **page under “Registration Materials.”**

* Schedule
* 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:

**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)

Bill Arsenio (second half)

\*Please note that 4th year advisors change in Spring 2021 to Eubanks (1st half) and Sala (2nd half).

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 Insidetrack 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

Professor of Psychology

Director, Clinical Program

Director, CBT Training Program for Anxiety and Depression

Ferkauf Graduate School of Psychology, Yeshiva University

Albert Einstein College of Medicine

1165 Morris Park Avenue, Rousso Bldg 126

Bronx, NY 10461

Tel (646) 592 4394

Fax [(718) 430 3960](tel:%28718%29%20430%203960)

em: [Lata.McGinn@einstein.yu.edu](mailto:Lata.McGinn@einstein.yu.edu****)

**Registration Form**

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

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School Code: FG (Ferkauf )

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

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Term: Fall / Spring / Summer

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| Course CRN | Course Title | Dept/Course # | Section | Credits |
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Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

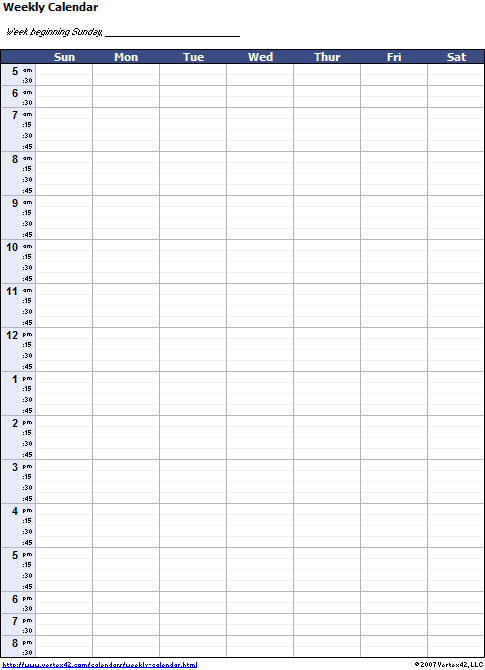
Advisor’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 for 2nd and 3rd year students and no more than 20 hours 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).



**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. Michelle Chu and instructor for ACER II will be Dr. Richard Zweig.

**Assessment Competency Minimum Requirements and Timeline**

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

**Research Competency Minimum Requirements and Timeline**

Research Competency I:   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).

Research Competency II: 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).

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| Performance in required research sequence coursework | Minimum grade of B in Research sequence courses (all four years): Research Seminar I and II, Research Methods and Design, and Statistics for Research Competency I; Integrating Research and Clinical Practice and Data Analysis or Qualitative Research for Research Competency II |
| Faculty assessment of competence in research | Minimum ratings of 3 on Research portion of FASER (all four years) |
| II. Research Competency I | Minimum competency on RACER I - Pass – End of Third year (June 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 in the Spring of their 3rd year, to be taken during the Summer between 3rd and 4th year. Students should register for Clinical Competency III in the Spring 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**

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| 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 a random videotape of an 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. | November of Fourth Year  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 the sessions are available to review in their Google Drive (this is where Google Meet recordings are automatically stored). Please note this is a new practice in 2020 as students conduct telehealth students. 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 video for Third years and Fourth years. The Fellow will make sure the clinical faculty receives the video and a link to the survey for faculty to record their ratings. The Fellow then ensures that all ratings are submitted. 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.