Elective Registration and Elective Approval Protocol

Students are required to fulfill elective credits throughout the MSW program in order to meet all graduate requirements. Regular, non-advanced standing students are required to take 9 elective credits to meet this requirement; advanced standing students are required to complete 3 elective credits. **Early registration of electives is highly encouraged, as courses may fill up and/or take time to approve.**

Elective credits can be taken during the summer term if preferred in order to reduce academic load during the spring and fall semesters. Please be aware that 5 credits are required during the summer term in order to receive summer financial aid, and two electives may be taken concurrently. The comprehensive list of pre-approved elective courses can be found [here](#). If students are interested in completing a graduate certificate, it is important to be aware of which certificate courses are offered each semester, as each certificate is designed to be completed over three semesters, with a minimum of one course being offered each term.

On-campus students may consider additional interdisciplinary courses to fulfill elective credits, however courses must be approved by the MSW Advisor. Elective course requests should only include courses at the 500 level or above and be relevant towards enhancing social work competency. **Please note that courses can take 2-3 weeks to approve, so students must plan in advance if they would like to pursue approval for an elective.** Students interested in taking courses not listed on the above link must follow the below steps:

1. Review CSU’s General Catalog to browse for courses of interest, which can be found [here](#). Review the course description online to determine relevancy to social work. It can also be helpful to review the 9 CSWE competencies to help determine relevancy, which can be found [here](#).
2. If interested in a course from the catalog, the student will contact the course instructor or department to request a copy of the syllabus.
3. The student will review the syllabus upon receipt and write a 1-2 paragraph statement of interest that addresses:
   a. Reason for interest in this course
   b. How this course appears relevant to social work
   c. Why this course will enhance the student’s learning in regards to one of the CSWE competencies
4. The student will then e-mail the syllabus and statement of interest to Mindy Van Kalsbeek, MSW Advisor, at [Mindy_Vankalsbeek@colostate.edu](mailto:Mindy_Vankalsbeek@colostate.edu) for approval.
5. Upon approval from MSW Advisor, the student will register for the course through RamWeb.
   a. There may be specific program requirements or prerequisites which may prevent a student from successfully registering. In most cases, prerequisites can be overridden by the instructor of that course and/or the issue can be handled administratively. If a student is unable to register, the student should contact the course instructor immediately in order to allow time for administrative overrides/follow up to occur.
6. The student will follow up with the MSW Advisor to confirm successful registration of course, or to request assistance, if needed.