Online Master of Science in Social Administration
MSSA, equivalent to an MSW
Enrollment Package
CONGRATULATIONS ON YOUR DECISION TO APPLY!

You have chosen to apply to a #9 Ranked Graduate Social Work program by U.S. News & World Report. By applying to the program, it puts you in the ranks of over 7,800 accomplished Mandel School alumni, who have made great contributions to the field of Social Work while making great strides in their own careers as practicing Social Workers. The fully online format of our program affords you the convenience of attending class at times that work best for you so that you can continue to pursue your career, interests and tend to family obligations while advancing your education.

As you begin the application process we hope you are getting excited by the prospect of attending Case Western Reserve University’s prestigious Jack, Joseph and Morton Mandel School of Applied Social Sciences and earning your Online Master of Science in Social Administration (MSSA, equivalent to an MSW).

As your Enrollment Adviser I’m happy to help guide you through the process of completing your application and in helping you pursue your educational and career goals.

We are here to help you succeed!

ABOUT THIS PACKAGE

This Enrollment Package is designed to walk you through the application process, with the hope of making it as easy as possible for you to know what steps to take to submit all required application documents by the appropriate deadlines and to provide you with some additional information in one convenient resource. Of course, this package is just a tool to help guide you. We are here to support you along the way so please reach out to us should you have any questions.

This package contains:

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ABOUT CASE WESTERN RESERVE UNIVERSITY

Case Western Reserve University is one of the country’s leading research institutions. Located in Cleveland, Ohio, the University offers a unique combination of forward-thinking educational opportunities in an inspiring cultural setting. Our leading-edge faculty engages in teaching and research in a collaborative, hands-on environment. Nationally recognized programs include arts and sciences, dental medicine, engineering, law, management, medicine, nursing and social work.

WHAT MAKES OUR PROGRAM UNIQUE?

- Ranked #9 “Best Graduate Schools of Social Work” – U.S. News & World Report
- CSWE accredited and 100% flexible online format
- Choose from 3 specializations
- Scholarships available
- No GRE required
- Same academic standards and distinguished faculty as our on-campus program
- Option to use your place of employment for your field education

COUNCIL ON SOCIAL WORK EDUCATION (CSWE) ACCREDITATION

The Mandel School of Applied Social Science is fully accredited by the Council on Social Work Education (CSWE) and fulfills many of the requirements of social work licensure in nearly all of the states.

When the Mandel School was founded in 1915, it was one of the nation’s very first university-affiliated schools of social work and today it’s first-rate education has become one of the America’s most reputable institutions of social work.

CHOOSE FROM TWO DISTINCT CONCENTRATIONS:

1. Community Practice for Social Change
   Students enrolled in the Community Practice for Social Change concentration develop the practical skills and values needed to lead and organize comprehensive social change on a broad scale. The concentration also addresses a range of issues including globalization, poverty, inequality and oppression, cultural diversity, women’s issues, human rights, and more.

2. Direct Practice
   Students enrolled in the Direct Practice concentration learn to engage individuals, families and groups, assess client needs and strengths, provide or help arrange needed services and support, weigh intervention alternatives, implement change strategies, and evaluate results.

   With the Direct Practice Concentration, you will select one of two specializations:

   a) Children, Youth and Families (CYF): Focus on theory and practice directly relating to the identification and assessment of problems that affect young people and families, including adoption, drugs, child and adolescent mental health, and physical abuse and violence. Course work may be applied toward educational requirements for membership in the American Association for Marriage and Family Therapy (AAMFT).

   b) Mental Health with Adults (MHA): Focus on creating sustainable living by transforming communities and developing & disseminating effective theory and practice for community-based mental health practice with adults. Examine public health, drug treatment, and mental health policies, practices and services.

IMPORTANT DEADLINES

Summer 2016
Application Deadline: March 4, 2016
Field Education Deadline: March 18, 2016
Classes Start: May 2, 2016

Fall 2016
Application Deadline: July 1, 2016
Field Education Deadline: July 15, 2016
Classes Start: August 29, 2016

TUITION:

<table>
<thead>
<tr>
<th>Total Tuition for Online Program</th>
<th>Advanced Track</th>
<th>Traditional Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>36</td>
<td>60</td>
</tr>
<tr>
<td>Tuition per Credit Hour *</td>
<td>$1,385</td>
<td>$1,385</td>
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<tr>
<td>Total Tuition</td>
<td>$49,860</td>
<td>$83,100</td>
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<tr>
<td>Activity Fee ($18/credit hour)</td>
<td>$810</td>
<td>$1,080</td>
</tr>
<tr>
<td>Confirmation Fee</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Total Program Tuition</td>
<td>$50,770</td>
<td>$84,280</td>
</tr>
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</table>

*As of Fall 2016 term, tuition per credit hour is $1,419. PLEASE NOTE: In addition to tuition, you can anticipate spending $100-$200 per class for textbooks. Tuition rates and fees are based on the 2016-2017 academic year. All information and prices are subject to change.
Admission to the online MSSA program at the Mandel School is granted on a selective basis determined by the quality of the total application. An applicant is expected to meet the following minimum requirements:

- A Bachelor’s degree with a 2.7 GPA or higher from an accredited college or university.
- Evidence of the capacity to succeed in graduate level social work education based on undergraduate work and any previous graduate work. Previous work must include courses in social and behavioral sciences strong enough to ensure the applicant’s ability to do creditable work at the graduate level.
- Official transcripts from all colleges/universities attended.
- Miller Analogies Test Score or Graduate Record Exam (GRE) score is required for a grade point average below 2.7.
- Submission of a field education plan and completion of the field education application.
- $100 non-refundable Confirmation Fee upon acceptance into the online MSSA program.
This step-by-step guide will help you navigate the application and admissions process for the Online MSSA program.

1. **SCHEDULE INTERVIEW WITH ENROLLMENT ADVISER**
   
   You should have one or more interviews to help determine if the Online MSSA program is a good fit for you. The interview(s) will help to ensure you have accurate and appropriate information about the Mandel School, the Online MSSA program, and what will be expected of you (through the application and Field Education process and as a student if accepted into the program).

2. **COMPILE APPLICATION MATERIALS**
   - Personal Statement
   - Professional Resume
   - Request your three Professional Recommendation letters using our official Online MSSA recommendation form located on the Apply Yourself website
   - Request your Official Transcripts
     - Please submit official transcripts from each college or university you have attended. Please order official transcripts now; they can take a few weeks to arrive. Your transcripts should be sent directly to the following:
       
       Case Western Reserve University Off-Site Admission Support Center
       50 Northwest Point Blvd., 5th Floor, Elk Grove Village, IL 60007

3. **APPLY FOR ADMISSION**
   
   - On the Enrollment Information page of the online application, please be sure to select "Social Administration" under Academic Program, "MSSA – Virtual" under Degree name and your correct starting term (Spring, Summer or Fall).
   - Be sure to complete all required fields with an asterisk (*) on the application prior to submission.
   - **Please note:** As you complete your application file and documents you can save as you go, however once you submit the online application, it is routed for review. So, **save often but submit only when you have completed all the required steps**. (Refer to the Final Checklist, page 12, to help guide you.)
     - Upload your Resume
     - Upload your Personal Statement - The 500-word statement should include information on the profession of Social Work as a career goal, experience as a student, work experience, other experience (including volunteer experience).
Financial Aid Overview

Financial aid for Case Western Reserve University students pursuing online master’s degrees are available in the form of federal student loans. If you are interested in receiving a student loan, follow the process outlined below.

ATTENTION NEW STUDENTS: Don’t wait until you’re accepted to start this process.

THERE ARE 6 STEPS THAT NEED TO BE COMPLETED BEFORE YOUR LOAN CAN BE PROCESSED:

- FAFSA PIN (you need this to complete the FAFSA form online)
- FAFSA Online Application
- Master Promissory Note (MPN) for Federal Stafford Loans
- Master Promissory Note (MPN) for Federal Graduate/PLUS Loan
- Complete Entrance Loan Counseling for Federal Stafford Loans
- Complete Entrance Loan Counseling for Direct Graduate/PLUS Loan

PLEASE NOTE: Upon acceptance into the Online MSSA program, an internal CWRU Financial Aid Application is required.

Completing the steps listed above should take approximately 1 hour in total but it is critical that you start this process as soon as possible to allow for follow up on any outstanding items as the need arises. Links to the forms and instructions on how to complete them can be found below. Please ensure that ALL forms have been completed prior to your acceptance so that there are no delays in processing your loan. If you have questions about your federal student aid, please contact your Enrollment Adviser as soon as possible.

You can also contact Case Western's Financial Aid Services office at 216.368.6581.

HOW TO APPLY FOR FEDERAL STUDENT AID:

1. Complete the Free Application for Federal Student Aid (FAFSA) for the academic year of enrollment. It is critical to fill out the correct year’s form. For example, students starting classes after January 6, 2016 need to fill out the 2016-2017 FAFSA application. This may be done online at www.fafsa.ed.gov.

2. The federal school code for Case Western University is 003137.

3. You will receive a Student Aid Report (SAR) two to four weeks after completing the FAFSA. Check the SAR for accuracy. If corrections are needed, go online to make the corrections. The college will automatically receive a new Institutional Student Information Report (ISIR). A new SAR will be generated and mailed to you from the federal central processor.

Upon confirmation of your enrollment, and completion of all financial aid forms, you will be informed of your award amount. You can request a lower loan amount on the Award Acceptance Form. In most cases, graduate students can borrow up to $20,500 on the Direct Federal Stafford Loan program, per academic year. Additional funding may be borrowed on the Direct Federal Graduate/PLUS loan.

THIS PROCESS MUST BE COMPLETED FOR EACH ACADEMIC YEAR OF ENROLLMENT IN WHICH YOU WANT A LOAN.
Veterans Affairs

Case Western Reserve University is a military-friendly institution. All students planning to receive veterans education assistance from the Department of Veterans Affairs (VA) must provide the Veterans Questionnaire Form and provide enrollment information to the Veterans Certifying Official, 135 Yost Hall, phone 216.368.4310, email registrar@case.edu. To be certified for benefits, veterans must be officially registered for classes. Veterans must notify the University Veterans Certifying Official immediately when changing hours, grade options, withdrawing from a class, or withdrawing from the University. It is important to note the following:

- The VA will not pay for repetition of courses previously taken for credit, unless repetition of that particular course is required for continuation in the approved program. However, the VA will pay for repetition of a course required for graduation if the course was failed or if a minimum acceptable grade was not achieved.

- The law requires that the VA must collect all benefits paid to a beneficiary for a course from which the beneficiary withdraws (this means from the start of the term, not merely from the date the course was dropped) unless there are mitigating circumstances. Other actions that may result in overpayment include receiving a grade which does not count toward graduation requirements and failure to have an incomplete grade changed to a grade which counts towards graduation. The VA will vigorously pursue repayment of these overpayments.

- Current Information regarding VA Benefits can be found here: http://www.case.edu/registrar/veterans.html

For additional information regarding Veterans Affairs benefits, please visit the Department of Veterans Affairs’ website at http://www.gibill.va.gov/ or call directly at 888.442.4551.
Scholarships

The Online MSSA Scholarship Program was developed for exceptional students who want to make a positive influence on their community and others. Scholarships available for Online MSSA applicants with plans to enroll in 7.5 hours per semester for 3 semesters or as a full-time online student. Full-time Online MSSA applicants who have demonstrated exceptional leadership capacity and experience in social work or related human services could be awarded a scholarship. All eligible applicants will be considered based on:

- Undergraduate educational performance with a grade point average of at least 3.0
- For continued eligibility for the scholarship students must be of good standing with a GPA of at least 3.0, adhere to the professional code of conduct as established by the CWRU Online MSSA program, and performing well in their Field Education
- Previous work experience or volunteer service in social work or related human services
- Interest and capability to pursue a rigorous academic program

Completion of all admission and field education requirements for the Online MSSA program. To learn more about the Online Master of Science in Social Administration scholarships contact an Enrollment Adviser via email at admissions@onlinesocialwork.case.edu.

*Students who have completed a BSW in the last seven years with social work grades B or better are granted Advanced Track standing.*
WHY IS FIELD EDUCATION IMPORTANT?

Field Education is an integral part of our degree program at the Mandel School. Graduate students collaborate with non-profit, community-based programs, government organizations, and other social services agencies while working on their degree coursework. It’s your chance to put what you’re learning into practice, by closing the textbook and working directly with individuals, families, and communities. It’s the unique opportunity to work with senior-level social work leaders and develop a professional identity that can help you be successful in your future role. That’s why the Online Master of Science in Social Administration (MSSA) program is dedicated to making the best field education curriculum possible.

PURPOSE OF FIELD EDUCATION

- Acquire a professional knowledge base.
- Integrate the knowledge, skills & values that are central to social work practice.
- Develop a professional identity as a social worker.
- Reflect a practice consistent with the values and ethics of the social work profession.

FIELD EDUCATION REQUIREMENTS

Field Education Questionnaire (Traditional students only)
- Traditional students will be enrolled in Field Education Seminar in their first semester to help secure a Field Education Agency and are not required to begin field hours until second semester

Field Education Proposal (Advanced Standing students only)
- Advanced Standing students (those with an approved BSW) must submit a Field Education Proposal as a condition of admission
- Field Instructor must have a Master’s Degree in Social Work (MSW or MSSA) plus two years post-graduate experience
- Field related activities must be differentiated from employment
- Required materials:
  - Signed Agency Agreement Form
  - Field Education Application
  - Confirmed Field Instructor
  - Field Instructor’s resume

Field Education Experience

Powerful Learning Experiences
Benefit from your field placement by immediately applying what you learn in the online classroom. By applying theory to real-world experience you can emerge from the program with confidence in your specific area of social work. Plus, if you currently work in the social services field, you can choose your place of employment as your field placement location.

Unparalleled Guidance
Interact with and receive the highest level of support from our elite faculty of industry-experienced practitioners.

Extraordinary Flexibility
Unlike other programs you can continue to work full time while simultaneously meeting the field education requirements for degree completion. With 24/7 online learning you’ll have the flexibility to complete your coursework and earn your degree on your schedule.
Field Education Team & Responsibilities

**STUDENT**
- Submit a completed Field Education Proposal designating a Field Placement Agency, Field Instructor and Field Education Plan.
- Complete required field hours within the field period.
- Be an active participant in field supervision for 60-90 minutes weekly.
- Complete a Learning Contract with field-related assignments and tasks.
- Participate in the Field Conference with the Field Instructor and Field Faculty Adviser.

**FIELD ADVISER**
- Provide ongoing support and assistance to the Student and Field Instructor.
- Monitor the Field Education process and maintain compliance with policies and procedures.
- Participate in Field Conference with Student & Field Instructor during each field period.
- Provide meaningful feedback regarding the Learning Contract and Field Evaluation.
- Review Field Evaluations and assign grades for field performance.
- Teach the Field Seminar.

**FIELD INSTRUCTOR**
- Responsible for supervising the Student’s field-related activities.
- Work collaboratively with the Student to assign meaningful and appropriate field assignments.
- Provide regularly scheduled field supervision to the student for 60-90 minutes weekly.
- Actively participate in the development of the Learning Contract and Field Conference during each field period.
- Complete the Field Evaluation collaboratively with the Student.
## Final Checklist: Online MSSA

To help keep you organized and to ensure all of your application materials have been submitted, please use this handy checklist for your reference. The notes section is for any important notes you wish to make as a reminder on follow-up and action items.

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<thead>
<tr>
<th>ACTIVITY</th>
<th>COMPLETE</th>
<th>NOTES</th>
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<tbody>
<tr>
<td><strong>Interview</strong> with Enrollment Adviser</td>
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<tr>
<td>Complete <strong>Application</strong> in Apply Yourself (AY)</td>
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<td>(PLEASE NOTE: No application Fee required)</td>
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<td>Order <strong>Official Transcripts</strong> to be sent to:</td>
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<td>CWRU Off-Site Admission Support Center</td>
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<tr>
<td>50 Northwest Point Blvd., 5th Floor</td>
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<tr>
<td>Elk Grove Village, IL 60007</td>
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<tr>
<td>Upload your <strong>Resume</strong> to AY</td>
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<td>Input reference contact information into AY to</td>
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<tr>
<td>request your <strong>3 Letters of Reference</strong></td>
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<tr>
<td>Upload your <strong>Personal Mission Statement</strong> in AY</td>
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<tr>
<td>Complete <strong>Field Education Application</strong> in AY</td>
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<td>Upload <strong>Signed Field Agency Agreement Form</strong> to AY</td>
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<tr>
<td>Upload <strong>Field Education Proposal</strong> in AY</td>
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<td>Complete <strong>Field Instruction Application</strong> in AY</td>
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<tr>
<td>Upload <strong>Field Instructor’s Resume</strong> in AY</td>
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<td><strong>Final Submission</strong> of your Application and all supporting documentation in AY.</td>
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<td>Submit <strong>FAFSA Application (CWRU School Code is 003137)</strong></td>
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<td>Determine any gaps in financing your education – <strong>secure other financial resources</strong> if needed (such as employer reimbursement programs, Federal Perkins Loan, University Loan, private loan, or Federal PLUS Loan)</td>
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<tr>
<td>After you have completed all of the above and once you are <strong>ACCEPTED</strong> into the program: Pay the $100 non-refundable <strong>Confirmation Fee</strong></td>
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</table>
Online Master of Science in Social Administration