

APPENDIX – D

SCHOOL OF SOCIAL WORK CONTACTS

Des Moines Office - School of Social Work	515-235-4660
Stephen Cummings, Clinical Assistant Professor Distance Education Administrator	515-235-4665 / 319-335-1331 stephen-cummings@uiowa.edu
Christy Thies, Des Moines and Online Program Coordinator	515-235-4662 christy-thies@uiowa.edu
Yvonne Farley, Clinical Assistant Professor	515-235-4668 yvonne-farley@uiowa.edu
Motier Haskins, Instructional Track Lecturer	515-235-4007 motier-haskins@uiowa.edu
Billie Marchik, Clinical Assistant Professor	515-235-4664 billie-marchik@uiowa.edu
Carolyn Hartley, Associate Professor, BASW Director	319-335-1267 carolyn-hartley@uiowa.edu
Carol Coohy, Professor, MSW Director	319 335-1272 carol-coohy@uiowa.edu
Iowa City Office – School of Social Work	319-335-1250 ssw_office@iowa.uiowa.edu
Iowa City Office – School of Social Work Fax#	319-335-1711
Mercedes Bern-Klug, Director	319-335-2079 mercedes-bern-klug@uiowa.edu
Kate Kemp, Program and Admissions Administrator	319-335-1254 kate-kemp@uiowa.edu
Tomeka Petersen, Admissions and Programs Coordinator	319-335-1255 tomeka-petersen@uiowa.edu
Chuck Wieland, Operations Administrator	319-335-1263 charles-wieland@uiowa.edu

OTHER IMPORTANT CONTACTS IN IOWA CITY

SSW Website for upcoming events, online handbook and more
<http://clas.uiowa.edu/socialwork/>

University Information 319-335-3500
<http://www.uiowa.edu> University Directory is available online

Registrar 319-335-0238
<http://www.registrar.uiowa.edu/>

Financial Aid 319-335-1450
<http://financialaid.uiowa.edu/>

University Billing Office 800-943-4557
<http://ubill.fo.uiowa.edu/>

Distance and Online Education 319-335-2575
<http://distance.uiowa.edu/>

Student Health Insurance 319-335-0230
<http://hr.uiowa.edu/benefits/health-insurance>

COMPUTER LAB HOURS. See the posted hours outside the computer lab, room 218, Pappajohn Education Center

REGISTRATION. Each semester, the courses offered in all programs are published on MyUI. Registration is completed online in MyUI after meeting with your advisor. Students must follow the Individual Plan to complete the program that they discussed with their advisor. Modifications to the plan require Advisor approval. Some requests for modification also require Program Director/Field Director and Program Administrator approval. Students may attend elective classes in other centers (including Iowa City) with advisor approval.

If you are registering for a class held on the Iowa City campus, you will need to discuss with your advisor.

DROPPING/ADDING CLASSES. Students can drop and add courses on MyUI.

INDIVIDUAL STUDY. To arrange for an individual study course, find a faculty member willing to work with you on your project and fill out an Individual Study Contract. You register online in MyUI. This process requires instructor approval. If you plan to have the individual study count as an elective in your program, your advisor must also agree.

ADVISORS. You are required to meet with your advisor before registration every semester, and any time you want to make a change to your individual plan to complete the program.

ATTENDANCE. If you cannot avoid an absence from class, it is your responsibility to inform the instructor. All faculty provide a phone number and email address on their course outlines. If adjunct faculty have provided the Des Moines Center office number, Christy Thies will leave your message in that faculty member's mailbox. Absences may affect your grade in the course or ability to complete the course. Course outlines often include specific attendance policies.

STUDENT RECORDS. If you are changing your name, address or phone number, you will need to do so electronically through MyUI, but please also inform Christy Thies, who will inform the Iowa City office. If you wish to deviate from your approved plan to complete the program, such as changing your concentration or your part-time/full-time status, you must talk with your advisor and complete a change form, accompanied by your revised individual plan to complete the program.

UIOWA EMAIL ADDRESS: **STUDENTS ARE EXPECTED TO ACCESS THEIR UNIVERSITY OF IOWA EMAIL ACCOUNT.** THIS IS THE PRIMARY WAY OF COMMUNICATING IMPORTANT SCHOOL AND UNIVERSITY INFORMATION TO YOU. All official correspondence with you will be conducted through your Ulowa email account. You can link your personal account with your UI account if you prefer to check one source. This can be done on MyUI.

FACULTY MAILBOXES. Adjunct faculty mailboxes are located in the Social Work office.

HAWK ID/PASSWORD. Use this link to set up your Hawk ID and Password: <http://hawkid.uiowa.edu/>

STUDENT STEERING COMMITTEE. This is the student/school liaison body. They help with decisions pertaining to the School as well as social functions. This is a great opportunity to get involved with the behind-the-scenes life of the School and make a difference as well as get some great experience. The committee meets once per month. Notices will be sent to you by email and everyone is welcome even if you can't attend every meeting.

MSW students: contact Yvonne Farley, Faculty Liaison, if you have any questions.

TUITION AND FEES. For tuition and fees, consult the UI Office of the Registrar's Tuition and Fee tables located at <https://www.maui.uiowa.edu/maui/pub/tuition/rates.page>

BA in Social Work students choose College of Liberal Arts and Sciences and John and Marry Pappajohn Education Center as your learning center.

MSW students choose Graduate College and John and Marry Pappajohn Education Center as your learning center.

Off-campus students pay the same rate as on-campus students for tuition and technology fees. The tuition and fees are “capped” at 12 s.h. for BA students and at 9 s.h. for MSW students, which means that any registration above that number does not incur additional tuition or fee assessment. The justification for the technology fee is that Distance Education students utilize UI computer resources such as MyUI online course registration, access to faculty and staff via e-mail, ICON course delivery and the Library InfoHawk. On-campus students also are assessed this Mandatory Technology Fee, as well as other campus related fees that are not charged to off-campus students (unless they also register on-campus, of course). **When registering on MyUI students can immediately view projected Tuition & Fees Assessment. This function is always available via MyUI > Student Information > Financial Aid & Billing (under Finances & Billing subheading).**

If you take any combination of Distance Education and on-campus courses, you will be assessed Mandatory Fees on the total semester hours of enrollment, not just the on-campus hours. Please see the table at the web site above for specifics. If you are able to take courses on-campus you also may avail yourself of student services and will therefore be assessed mandatory fees.

UNIVERSITY BILLING OFFICE. Consult <http://ubill.fo.uiowa.edu/> for the most up to date info regarding UI billing policies. Review information on payment options here <http://ubill.fo.uiowa.edu/payment-options>

FINANCIAL AID DEFERRMENTS. First be sure that you have entered your registration for the semester for which you've requested deferment by checking MyUI. Then send your form directly to:

Student Financial Aid Office
The University of Iowa
208 Calvin Hall
Iowa City, IA 52242

BA in Social Work students: To be considered for financial aid deferment, you must be registered for at least 6 s.h. (part-time) or 12 s.h. (full-time) in the fall and spring and for at least 3 s.h. (part-time) in the summer.

MSW students: To be considered for financial aid deferment, you must be registered for at least 5 s.h. (part-time) or 9 s.h. (full-time) in the fall and spring and for at least 3 s.h. (part-time) in the summer.

UNIVERSITY OF IOWA LIBRARY. Electronic Reserve and Info Hawk. Students can access the University of Iowa Library reference materials, electronic reserves and databases online. Library books may also be requested and mailed to the address provided by the student. A distance education library tutorial will be offered in the fall. Please see the Info Hawk instructions handout. **It is your responsibility to return the books to the library by the due date.** We do not have regular inter-campus mail but check with Christy Thies to see if there is anyone scheduled to be traveling to Iowa City.

TEXTBOOKS. The Iowa Hawk Shop sells texts for Des Moines social work classes: <http://iowa.verbacompare.com/>. You may purchase texts from wherever you choose, just use the posted information as your guide to ensure you get the correct editions required for your course.

JOURNAL ARTICLES AND OTHER READINGS. Instructors may post additional readings on the course's ICON site. <https://uiowa.instructure.com/>

WRITING CENTER. The University of Iowa has created a writing lab to assist students who would benefit from support with their writing skills. Off-campus students may access the lab electronically. To receive feedback on a particular paper, you must first "register" with the Center and provide an outline of the assignment for which you are seeking assistance. You then may electronically submit a draft of the paper. While the lab staff will not edit or correct your paper, they will provide editorial feedback on how to improve your writing (e.g., grammar, syntax, etc.) and give suggestions for clarifying and developing your ideas. The web site address for the Writing Center is: <http://writingcenter.uiowa.edu/>.

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