April 2, 2010

TO: 2010-2011 Advanced Standing Students in Chapel Hill

FROM: Sarah Naylor, Assistant Dean for Student Affairs

RE: Advising, Curriculum, and Registration Information

Congratulations on your admission to the advanced standing MSW program! I know your year ahead will be exciting, challenging, and rewarding. My purposes in this memo are to describe the advising system and my role, explain concentration orientation, and discuss how registration for your summer and fall courses will work.

1. Advising System
   We provide academic advising to assist students in the development of meaningful educational plans that are compatible with their career goals. On admission, each student is assigned both a faculty advisor and a plan of study advisor. Dr. Iris Carlton-LaNey will serve as your faculty advisor. Either Beth Sauer (if your last name begins with A-L) or I (if your last name begins with M-Z) will serve as your plan of study advisor throughout your time in the program.

   Dr. Carlton-LaNey will be available to orient you to the School’s mission and curriculum, help guide your academic and professional development, and assist you in integrating field and class work as well as decision making about your concentration and course selection. Your plan of study advisor will be available to communicate with you regarding MSW curriculum policies and procedures, ensure that your educational plan of study is consistent with curriculum requirements, and clear you for registration each semester. We will discuss the advising system in more detail at the Concentration Orientation described below.

2. Concentration Orientation
   On your first day of class, Tuesday May 11, we will orient you to the concentration curriculum. At this time, Associate Dean Anna Scheyett, Registrar Beth Sauer, and I will prepare you for your concentration study. Dr. Scheyett will describe the concentration curriculum and the different concentrations we offer. I will discuss the significance of your Educational Plan of Study and how to complete it, and Beth Sauer will discuss the registration process for the fall semester. Within two weeks after the orientation, we will ask you to submit your plan of study for approval. This will give you an opportunity to consult with your advisors if you have any questions. Fall and spring course schedules are available at http://ssw.unc.edu/index.php?q=students/academic/advising for your reference.
3. Registration
   a. **Summer Sessions** – During Summer Session I, you will be registered for SOWO 715: Advanced Standing Bridge Course (6 credit hours). In Summer Session II you will be registered for SOWO 510: Foundations for Evidence-Based Practice (3 credit hours) and SOWO 522: Advanced Standing Practicum (4 credit hours). Beth Sauer, Registrar, will automatically enroll you in these courses. Please contact Beth (919-962-6443 or bhhsauer@email.unc.edu) if you have any questions or concerns regarding registration.

   **Summer Tuition and Fees** – After you are registered for your summer courses, you will be billed for tuition and fees. Tuition and fees must be paid or deferred by Tuesday, April 27 for Summer Session I and paid or deferred by Tuesday, June 1 for Summer Session II. Otherwise, your early registration will be cancelled and you will need to register again. You may make payment to the University Cashier’s Office by check or credit card or by calling 919-962-1368. A tuition deferment form is located on the back of your tuition bill. Please contact the University Cashier’s Office if you have any questions or concerns regarding payment of tuition and fees.

   b. **Fall 2010 Registration** – After your plan of study has been approved, you will be able to register for the fall semester. Early registration for the fall semester is open until Thursday, July 15. Beth Sauer will explain more about the registration process for the fall semester at Concentration Orientation on May 11.

   **Fall Tuition and Fees** – Students will be notified by email to their UNC email account when their bills are ready to be viewed. Tuition bills will be issued in July and only available electronically via ConnectCarolina (my.unc.edu). The University will accept online payments through the Student Center from a checking account with no charges or fees. They will accept online payment through the Student Center by Mastercard with a transaction fee.

I am happy to offer assistance and clarifications as needed, and can be reached through the email address and phone number at the bottom of this letter. Another resource is your faculty advisor, Dr. Iris Carlton-LaNey (919-962-6536 or ibc9717@email.unc.edu).

Again, welcome, and I look forward to seeing you in May!

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