# APPENDIX – G

## SCHOOL OF SOCIAL WORK CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Gardner, Pappajohn Building Manager</td>
<td>515-235-4621</td>
<td></td>
</tr>
<tr>
<td>School of Social Work Office</td>
<td>515-235-4660</td>
<td></td>
</tr>
<tr>
<td>Office Fax#</td>
<td>515-235-4667</td>
<td></td>
</tr>
<tr>
<td>Stephen Cummings, Clinical Assistant Professor</td>
<td>515-235-4665 / 319-335-1331</td>
<td><a href="mailto:stephen-cummings@uiowa.edu">stephen-cummings@uiowa.edu</a></td>
</tr>
<tr>
<td>Distance Education Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christy Thies, Des Moines Program Coordinator</td>
<td>515-235-4662</td>
<td><a href="mailto:christy-thies@uiowa.edu">christy-thies@uiowa.edu</a></td>
</tr>
<tr>
<td>Yvonne Farley, Clinical Assistant Professor</td>
<td>515-235-4668</td>
<td><a href="mailto:yvonne-farley@uiowa.edu">yvonne-farley@uiowa.edu</a></td>
</tr>
<tr>
<td>Billie Marchik, Clinical Assistant Professor</td>
<td>515-235-4664</td>
<td><a href="mailto:billie-marchik@uiowa.edu">billie-marchik@uiowa.edu</a></td>
</tr>
<tr>
<td>Sandra McGee, Visiting Clinical Assistant Professor</td>
<td>515-235-4680</td>
<td><a href="mailto:sandra-mcgee@uiowa.edu">sandra-mcgee@uiowa.edu</a></td>
</tr>
<tr>
<td>Sara Sanders, Associate Professor, BASW Director</td>
<td>319-335-2079</td>
<td><a href="mailto:sara-sanders@uiowa.edu">sara-sanders@uiowa.edu</a></td>
</tr>
<tr>
<td>Jeanne Saunders, Associate Professor, MSW Director</td>
<td>319-335-1276</td>
<td><a href="mailto:jeanne-saunders@uiowa.edu">jeanne-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Iowa City Office</td>
<td>319-335-1250</td>
<td><a href="mailto:social-work@uiowa.edu">social-work@uiowa.edu</a></td>
</tr>
<tr>
<td>Iowa City Fax#</td>
<td>319-335-1711</td>
<td></td>
</tr>
<tr>
<td>Edward Saunders, Director</td>
<td>319-335-1759</td>
<td><a href="mailto:edward-saunders@uiowa.edu">edward-saunders@uiowa.edu</a></td>
</tr>
<tr>
<td>Kate Kemp, Program and Admissions Administrator</td>
<td>319-335-1254</td>
<td><a href="mailto:kate-kemp@uiowa.edu">kate-kemp@uiowa.edu</a></td>
</tr>
<tr>
<td>Susan Dirks, Admissions and Programs Coordinator</td>
<td>319-335-1255</td>
<td><a href="mailto:susan-dirks@uiowa.edu">susan-dirks@uiowa.edu</a></td>
</tr>
<tr>
<td>Chuck Wieland, Operations Administrator</td>
<td>319-335-1263</td>
<td><a href="mailto:charles-wieland@uiowa.edu">charles-wieland@uiowa.edu</a></td>
</tr>
</tbody>
</table>
OTHER IMPORTANT CONTACTS IN IOWA CITY

SSW Website for upcoming events, online handbook and more
http://www.uiowa.edu/~socialwk/

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
www.uiowa.edu/financial-aid/

University Billing Office 800-943-4557
http://www.uiowa.edu/ubill/

Division of Continuing Education 319-335-2049
http://www.continuetolearn.uiowa.edu/

Student Health Insurance 319-335-0230
http://www.uiowa.edu/~shs/general_info/insurance.shtml

PAPPAJOHN CENTER HOURS. Generally, the building is open 8-5 p.m. Monday-Friday but hours vary depending on what is scheduled during evening and weekend hours. Call Christy Thies or Rich Gardner if you have any questions about access to the building.

COMPUTER LAB HOURS. Students can access the computer lab during regular business hours. If there are classes scheduled in the evenings or on weekends and there is someone at the front desk to assist you and open the lab, you may be allowed to use the computer lab. Please call Christy Thies or Rich Gardner if you have questions regarding availability.

OFFICE HOURS. General Center office Hours are Monday – Friday, 8 am-5 pm. During semester and holiday breaks, call ahead to make sure the office will be open as hours may vary.

Instructors and advisors schedule their own appointments.

PAPPAJOHN CENTER PARKING INFORMATION. There is metered parking on the street surrounding the building. You may also park in the Nationwide Insurance Ramp located at 11th & Walnut.

REGISTRATION. Each semester, the courses offered in all programs are published on ISIS. The Des Moines Center also publishes a Schedule of Courses for your convenience. Registration is done through online on ISIS after meeting with your advisor. Students must follow the Individual Plan to complete the program that they discussed with their advisor – the Advising Planning form. Modifications to the plan require Advisor approval. Some requests for modification also require MSW 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 or for Master’s Final, you will need to discuss with your advisor.

**DROPPING/ADDING CLASSES.** Students can drop and add courses on ISIS until the course begins. Since a change to your schedule may impact your progress through the program, you are strongly encouraged to discuss the change with your advisor. Depending on the course, you may also be able to add or drop on ISIS for one week after courses have begun. For those courses you cannot add/drop online or if you decide to make a schedule change later in the semester, you will need instructor and advisor approval and will need to process a Drop/Add slip. Drop/Adds are initiated by the student, signed by the advisor and the instructor of the course, and faxed to the Division of Continuing Education. The drop/add forms are on the registrar’s website [http://www.registrar.uiowa.edu/default.aspx](http://www.registrar.uiowa.edu/default.aspx). Also on the website or in the course outline are deadlines for dropping and adding, deadlines for partial tuition and fees reimbursement and fee/tuition table. Contact Christy Thies for assistance.

**INDIVIDUAL STUDY.** To arrange for an individual study course, you should contact a faculty member who would be willing to work with you on your project and fill out an Individual Study Contract. You register online during early registration period, or by submitting an add slip if the semester has begun. This process requires instructor approval and an Instructor Section Number, which is listed in the handbook or available from the instructor. If you plan to have the individual study count as an elective in your program, your advisor must also agree.

**GUIDED INDEPENDENT STUDY AND ONLINE COURSES.** Des Moines students occasionally take elective guided independent study or web-based courses. Courses are listed on ISIS each semester, and further information about the GIS program is at [http://www.continuetolearn.uiowa.edu/coursetypes/online/index.html](http://www.continuetolearn.uiowa.edu/coursetypes/online/index.html). The registration can be accomplished on ISIS.

**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 DM 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 ISIS, 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 U Iowa email account. You can link your personal account with your UI account if you prefer to check one source. This can be done on ISIS.

STUDENT MAILBOXES. Every admitted student will have a mailbox. They are in numerical order and an alphabetical list of student names and mailbox numbers is available. Please check your mailbox every time you come to class for school announcements, returned assignments, messages from instructors or other students, etc. You are responsible for checking your mailbox even if you are not taking a class each semester.

FACULTY MAILBOXES. Regular and adjunct faculty have mailboxes located in the office, simply give Christy Thies the items and she will place them in appropriate box.

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.

BA Social Work students: contact Sandra McGee, Faculty Liaison, if you have any questions
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 Mandatory Fee tables located at http://www.registrar.uiowa.edu/LinkClick.aspx?fileticket=y%2b7QCYOxt%2fk%3d&tabid=95

BA Social Work students use Table 1. If only registered for distance courses, the only fee students will pay is the technology fee.

MSW students use Table 11. If only registered for distance courses, the only fee students will pay is the technology fee.

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 exception to this is for courses that are considered workshops – section is identified as WK1, WKA, etc. In the case of workshops, students pay tuition for the workshop, but no fees. The cap of 12 or 9 s.h. does not apply if workshops are included in the enrollment). The justification for the technology fee is that Distance Education students utilize UI computer resources such as ISIS 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 ISIS students can immediately view projected Tuition & Fees Assessment. This function is always available via ISIS > Student Records > Tuition and Fees (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. (This does not apply to courses listed as workshops, however. Please check with the Program Administrator, Kate Kemp, if in doubt, before you register.)

UNIVERSITY BILLING OFFICE. Consult http://www.uiowa.edu/ubill/ for the most up to date info regarding UI billing policies.

Students will receive e-mail notification when their U-Bills are available for review and payment online through ISIS. These E-mail notifications will be sent to students' University e-mail addresses (student-name@uiowa.edu). Students will be responsible for reviewing their U-Bills, forwarding e-mail notifications to parents, guardians, or other third parties who assist with payment, providing ISIS guest access as needed, and making sure their bills are paid.

Accounts are billed per semester. Each semester the entire balance (noted as 'Balance Due' on the bill), should be paid in order to avoid incurring the Deferred Payment Fee. If the entire balance is not paid, it is assumed that payments will be made in installments, deferring a portion of the balance and incurring the Deferred Payment Fee.

Payment Options

Statements are generated the first working day of each month, and are normally due the 22nd of each month. Email notifications are sent to the student's uiowa.edu email address, notifying them the statement is ready for review. Please contact the University Billing Office if you have not received the email notification. Please be aware that if the monthly minimum amount due has not been paid by the due date, in order to keep the account in good standing, an account may be restricted and a reinstatement fee may be assessed. Not receiving the email notification is not a sufficient reason to have the reinstatement fee waived. Students may view an account online at ISIS.

Deferred Payment Plan (as of 5/2009)

By paying the Minimum Periodic Payment listed on the billing statement you will automatically become enrolled in this plan. Fall Semester - August, September, October Spring Semester - January, February, March. A $20.00 Deferred Payment Fee will be assessed on the last installment of the semester if you choose this billing option.

During the Summer Semester installments will be billed as follows: Summer Semester - June, July – a $15.00 Deferred Payment Fee will be assessed on the last installment of the summer semester if you choose this billing option.
FINANCIAL AID DEFERRMENTS. First be sure that you have entered your registration for the semester for which you've requested deferment by checking ISIS. Then send your form directly to:

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

BA 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.

STUDENT IDS. To receive a non-photo ID from the University of Iowa, you will need to send a “University of Iowa No-Picture Student ID Card Request” form to the Registration Center in Iowa City. A University of Iowa picture ID card may be obtained in Iowa City.

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 Drake University Bookstore at 3003 Forest Avenue orders and sells the Des Moines Center’s Social Work textbooks. Information on required texts is posted on ISIS as soon as possible.

JOURNAL ARTICLES AND OTHER READINGS. Instructors may post additional readings on the course’s ICON site. https://icon.uiowa.edu/

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://www.uiowa.edu/~writingc/.

DES MOINES EDUCATION CENTER WEATHER-RELATED CLASS CANCELLATION POLICY. DMACC Urban Campus is our reference point. DMACC Urban Campus’ phone number is 515-244-4226. They use a voice mail system. Choose the following options to get class cancellation information: 2-0-1. If the message indicates that the DMACC Urban Campus is CLOSED, our courses will be cancelled.
If DMACC cancels certain classes, but the Urban Campus is NOT CLOSED, our classes will likely meet.

If an individual University of Iowa faculty or adjunct faculty member cancels class and the DMACC Urban Campus is not closed, you will learn about this in the following ways:

- An email message will be sent to all students with current email addresses as soon as the office confirms classes are cancelled, and
- The School of Social Work Office’s voice mail greeting will be updated with the cancellation information.

Students are free to decide for themselves whether or not to attend class based on their own judgment about the severity of the weather conditions.

Instructors have been advised that a student who may miss a class because of a decision not to attend due to hazardous weather is not to be penalized academically. **Students are to make reasonable efforts to get any missed material or information from the instructor and to do this in a timely fashion.**