APPENDIX – G

SCHOOL OF SOCIAL WORK CONTACTS

Des Moines Office - School of Social Work  515-235-4660
Des Moines Office - School of Social Work Fax#  515-235-4667
Stephen Cummings, Clinical Assistant Professor  515-235-4665 / 319-335-1331 Distance Education Director  stephen-cummings@uiowa.edu
Christy Thies, Des Moines Program Coordinator  515-235-4662 christy-thies@uiowa.edu
Yvonne Farley, Clinical Assistant Professor  515-235-4668 yvonne-farley@uiowa.edu
Billie Marchik, Clinical Assistant Professor  515-235-4664 billie-marchik@uiowa.edu
Sandra McGee, Clinical Assistant Professor  515-235-4680 sandra-mcgee@uiowa.edu
Amy Butler, Associate Professor, BASW Director  319-335-1277 amy-c-butler@uiowa.edu
Julia Kleinschmit, Clinical Associate Professor, MSW Director 712-279-5271 julia-kleinschmit@uiowa.edu
Iowa City Office - School of Social Work  319-335-1250 social-work@uiowa.edu
Iowa City Office – School of Social Work Fax#  319-335-1711
Sara Sanders, Director  319-335-2079 sara-sanders@uiowa.edu
Kate Kemp, Program and Admissions Administrator  319-335-1254 kate-kemp@uiowa.edu
Susan Dirks, Admissions and Programs Coordinator  319-335-1255 susan-dirks@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/

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

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

IOWA CENTER FOR HIGHER EDUCATION HOURS. See the posted hours at the main entrance to the Fenton Administration Building.

COMPUTER LAB HOURS. See the posted hours outside the computer lab, room 305, Fenton Administration Building.

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 online in MyUI 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 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 or for Master’s Final, you will need to discuss with your advisor.

DROPPING/ADDING CLASSES. Students can drop and add courses on MyUI 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. Adding after MyUI closes for the semester requires completion of a Change of Registration form:
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 in MyUI. 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. Online and guided independent courses are listed on MyUI each semester, and further information about the GIS program is at http://distance.uiowa.edu/article/courses. The registration can be accomplished on MyUI.

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 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.

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.

BASW 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 Fee tables located at https://www.maui.uiowa.edu/maui/pub/tuition/rates.page

BASW choose Liberal Arts & Sciences-Iowa Center for Higher Ed-Distance Only – Resident or Non-Resident

MSW students choose Graduate-Iowa Center for Higher Ed-Distance Only – Resident or non-Resident

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

BASW 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. Get your Iowa One Card at the Iowa Center for Higher Education. Contact Carly Bahnsen to schedule: carly-bahnsen@uiowa.edu; 515-235-4601.
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 2875 University Avenue, Des Moines, Iowa 50311 orders and sells the Des Moines Center's Social Work textbooks. To find the Des Moines social work texts, go to: [http://drakebookstore.com/](http://drakebookstore.com/), select Drake [semester] > SOCWK > course > section. 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://icon.uiowa.edu/](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://writingcenter.uiowa.edu/](http://writingcenter.uiowa.edu/).