

February 25, 1998

RESPONSE DEADLINE

MEMO TO: Deans of Student Development
Directors of Admissions
Registrars

FROM: Clay Tee Hines, Co-Chair
State Residence Committee

SUBJECT: 1998 Residence Classification Workshops
April 15 or 16, 1998

This is to announce the annual workshops, for 1998, to assist institutional personnel in classifying students by residence for tuition purposes. Both workshops will, again, be held in the William and Ida Friday Continuing Education Center on Raleigh Road (NC 54) in Chapel Hill (about half way between the University of North Carolina General Administration Building and the intersection of NC 54 with Interstate 40, east of Chapel Hill).

On Wednesday, April 15, 1998, the Introductory Workshop will take place in the Redbud Room of the Friday Center. This workshop will focus on the fundamentals of the classification law, the Manual text, and the process for student appeal at both the campus level and the State Residence Committee. The workshop will function as an orientation to newcomers in the classification process.

On Thursday, April 16, 1998, the Advanced Workshop will take place in the Seminar Room of the Friday Center. This workshop will reference in summary fashion the subject matter of the Introductory Workshop from the previous day, but allocate significant time to problem-oriented exercises and discussion.

Both workshops will run from 9:30 a.m. to 3:30 p.m., including two breaks and lunch on the premises. Before each seminar there will be a sign-in period for registrants from 8:30 a.m. to 9:30 a.m. Also, from 8:30 a.m. to 9:30 a.m., a continental breakfast will be provided adjacent to the Redbud Room. Thus, time and cost of breakfast while on the road can be avoided by many registrants.

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A workshop registration fee of \$21.00 per person, per workshop, will cover costs of the workshop, including the presentation facilities, as well as the continental breakfast, break refreshments, and full buffet lunch. This fee reflects the rise from 1997 of the fee schedule at the Friday Center.

Each person involved with either residence classification or appeals at the institutional level should make plans to attend one of these workshops. The differing emphasis between the two workshops is intended to make the workshops responsive to the needs of each attendant. Facilities reserved at the Friday Center for these workshops can accommodate only the attendance numbers of previous years' workshops. Accordingly, you are requested to urge appropriate staff to attend that one of the two workshops more useful for the particular individual and strongly to discourage attendance by the same individual at both workshops. In addition, because of limited space and the long lead time to the workshop dates, we are limiting attendance to those who return to UNC the attached appropriately completed workshop registration form on or before April 1, 1998. Payment may be remitted when the completed form is sent to this office or at the workshop registration desk on the day of the workshop, but payment on the day of the workshop will not be accepted from one who had not timely submitted beforehand a duly completed registration form.

The information and workshop registration sheet may be duplicated beyond the one attached to this memorandum to meet your staff needs. Thank you for your cooperation.

/bw

Attachment

c: Presidents
Dr. Bill Strickland