

January 26, 1999

RESPONSE DEADLINE
March 15, 1999

MEMO TO: Deans of Student Development
Directors of Admissions
Registrars

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

SUBJECT: 1999 Residence Classification Workshops
March 22, 1999 **or** March 23, 1999

This is to announce the annual workshops for 1999 to assist institutional personnel in classifying students by residence for tuition purposes. Both workshops will again be held at the **William and Ida Friday Continuing Education Center** on Raleigh Road (NC 54) in Chapel Hill (about halfway between the University of North Carolina General Administration Building and the intersection of NC 54 with Interstate 40, east of Chapel Hill).

On **Monday, March 22, 1999**, the **Introductory Workshop** will take place in the Dogwood Room at 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 **Tuesday, March 23, 1999**, the **Advanced Workshop** will take place in the Grumman Auditorium at 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 in the adjacent atrium. Thus, time and cost of breakfast while on the road can be avoided by many registrants. A workshop **registration fee of \$23.00 per person, per workshop**, will cover costs of the workshop, including the presentation facilities, as well as the continental

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breakfast, break refreshments, and full buffet lunch. This fee reflects the rise from 1998 of the fee schedule at the Friday Center. Please note that we have instituted a new policy whereby checks must accompany registration forms. 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 the Introductory Workshop can accommodate only the attendance numbers of previous years' workshops. Accordingly, you are requested to urge only novice staff to attend the Introductory Workshop and strongly to discourage attendance by veteran staff at that workshop. In addition, because of limited space and the long lead time to the workshop dates, **we are limiting attendance to those who return to Chris Morgan, UNC General Administration, an appropriately completed workshop registration form and PAYMENT on or before March 15, 1999.** Payment must be **remitted** (mailed or hand-delivered) with the completed registration form on or before March 15, 1999.

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: President H. Martin Lancaster
Presidents
Dr. William Strickland
Dr. Major Boyd