ADDITIONAL INFORMATION ON RELATED MATTERS
FOR INCOMING STUDENTS - FALL TERM, 2007

UMICH UNIQNAME, PASSWORD AND COMPUTING PACKAGE
To tap into the University of Michigan’s rich computing environment, you will need an ID (uniqname), a UMICH password, and a Basic Computing Package.

You either already have or will soon receive an e-mail from the University informing you how to obtain a Uniqname/UMICH password and get your computer account set up for you. NOTE: Payment of your enrollment deposit is required in order to receive information about how to obtain your Uniqname. If you have not yet obtained your Uniqname, it is important that you complete the necessary process as outlined in the information. You will need your Uniqname and password to register for classes as well as to access other University computing services. Your assigned uniqname will be printed on your Mcard when you pick it up and will be your email address (your uniqname@umich.edu). If you already have a UMICH uniqname assigned to you due to either previous enrollment or employment at the University of Michigan, you must still follow the instructions in the letter to ensure that your computing services are activated.

UM STUDENT ID CARD (Mcard)
The Mcard is the University of Michigan's official identification card that combines many features including identification, library privileges, building access, meal plans, long distance calling, debit card, and stored value all on one card. Your uniqname will be included on your Mcard. All incoming students must get a Mcard. You can obtain your Mcard when you are on-campus either before or during the Fall Orientation session.

OBTAINING A UM STUDENT ID CARD (Mcard)
You can have your Mcard issued at the following locations Monday-Friday between 8:00 am – 4:30 p.m.:

<table>
<thead>
<tr>
<th>Issuing Station</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mcard Center (Central Campus)</td>
<td>1000 Student Activities Bldg., 1st floor</td>
</tr>
<tr>
<td>Entrée Office (Central Campus)</td>
<td>100 Student Activities Bldg., Lower Level</td>
</tr>
<tr>
<td>Entrée Office (North Campus)</td>
<td>B430 Pierpont Commons, Lower Level</td>
</tr>
</tbody>
</table>

You must show a picture ID (driver’s license or passport) to obtain your Mcard.

COMMUNICATION/DISSEMINATION OF INFORMATION
While you are enrolled in the MSW Program, information of importance and interest to social work students will be communicated to you via e-mail to your UMICH email address or your student mailbox (folder) located in the file cabinets by the first floor stairwell of the School of Social Work near the northwest entrance to the building (S. University Avenue). It is your responsibility to utilize these sources, particularly e-mail, to keep abreast of activities, deadlines, and other various information of importance. Other resources for information include the School’s video announcement system and the Events Calendar on our web site. Incoming students are automatically assigned a student mailbox and are added as members of the School’s MSW student email group (ssw.students@umich.edu) at the beginning of the term. BE SURE TO ROUTINELY CHECK YOUR STUDENT MAILBOX (FOLDER) AND MANAGE YOUR E-MAIL!
STUDENT PHOTO ROSTER
The School of Social Work produces a Photo Roster of its MSW and Doctoral students each fall term. The photo from your Mcard is used for the photo roster and participation is optional. Students as well as faculty and staff have found this directory very helpful in getting to know “who’s who” in the School of Social Work and we encourage you to participate. The Photo Roster will be available in late October on the School’s web site, on a secure server. Only members of the U-M community with a valid uniqname and password can access the student photo rosters. More information will be available at fall orientation.

REQUEST TO CHANGE DUAL CONCENTRATION (Major Practice Method and/or Practice Area)
An admitted applicant who wants to change their Practice Method and/or Practice Area concentration within the MSW program must submit a written request to the Office of Student Services [email: socialwork@umich.edu] for review and approval. The request must include the reasons for the desired change. If this change also affects your selection/choice of the optional minor practice method, include this information as well in your request. After registration, students must submit a “Request for Change in Dual Concentration and/or Minor” form, which requires the signature of their faculty advisor in order to change their concentration.

REQUEST TO CHANGE/ADD/DELETE THE OPTIONAL MINOR
Students may elect an optional minor practice method as part of their MSW program. Prior to registration, an admitted applicant may change/add/delete their choice of minor within the MSW program by notifying the Office of Student Services in writing [email: socialwork@umich.edu]. After registration, students must submit a “Request for Change in Dual Concentration and/or Minor” form, which requires the signature of their faculty advisor in order to change their minor selection. It is important that you make a decision on the optional minor before you begin the field instruction selection process.

REQUEST FOR CHANGE OF CURRICULUM SCHEDULE
An admitted applicant who wants to change their full-time curriculum schedule (16 month to 20 month; 20 month to 16 month) must contact the Office of Student Services, in writing, at the earliest date possible to provide time for field instruction and course planning [email: socialwork@umich.edu]. The notification should include the reasons for desired change. Late requests to change to the 20-month program could result in limited field placement options. After July 15th, requests for a change from the 16 month to the 20-month curriculum schedule will also require approval of the Office of Field Instruction.

Deviations from the standard field instruction enrollment schedules (16 month, 20 month, Advanced Standing) as outlined on the course planning coursesheets require completion of an “Out-of-Sequence Petition”. The Out-of-Sequence Petition must outline your plans for enrollment for field work credits and completion of degree requirements including an anticipated graduation date. Out-of-Sequence Petitions are available on our web site at: http://www.ssw.umich.edu/ofi/

REQUEST FOR CHANGE OF ENROLLMENT STATUS (Full-Time/Part-Time)
An admitted applicant who finds that circumstances necessitate a change in their enrollment status (example: from Extended Degree Curriculum Schedule to the Full-time Program or from the Full-time Program to the Extended Degree Curriculum Schedule) prior to the beginning of the first term must submit a written request to the Office of Student Services [email: socialwork@umich.edu] for review and approval. The request must include the reasons for the desired change in status. These requests will be reviewed and are approved on a space available basis.

DEFINITIONS OF FULL-TIME STATUS & PART-TIME STATUS
Full-time = a minimum of 9 credit hours per term.**
Part-time = less than 9 credit hours per term (refer to Extended Degree description for further information)

**NOTE:** Students receiving financial assistance from the School of Social Work are required to be enrolled for a minimum of 12 credit hours per term.
MISSING OFFICIAL/FINAL TRANSCRIPTS
If your admission was granted as "tentative" (see letter of admission) pending receipt of an official/final transcript with your degree posted or pending successful completion of current course work, it is your responsibility to request the missing official/final transcript(s) to be sent to the Office of Student Services at the completion of your academic work/degree. Transcripts must be received prior to the beginning of the Fall Term. Your tentative admission status must be removed prior to September 4, 2007. **NOTE:** If you are completing your undergraduate degree requirements during the Summer Term (July/August 2007), your final transcript with degree posted will not be available before Fall Term registration. Therefore, you must submit an official/final transcript with your degree posted to our office by October 16, 2007. However, in order for you to begin courses for the Fall, you must submit a letter to the Office of Student Services before September 4th from the Registrar’s Office of the college/university verifying that you have completed all requirements for your undergraduate degree and stating the date your undergraduate degree will be conferred. Failure to comply with this requirement will be cause for cancellation of registration and admission.

TUITION & FEES
The amount of tuition/fees for the 2007-08 academic year will not be announced until late July. Tuition increases generally range between 3 - 7% each year for graduate students. It may be helpful in your planning to know that no payment is necessary at the time of your Fall 2007 registration. However, tuition & fees are due at the end of September for the Fall Term 2007 and for future terms, at or prior to the start of each subsequent term. Late fees are assessed if payment is not made on time. Tuition and fees are subject to change at any time by the Regents. For more information on payment of tuition and fees, visit the Student Financial Operations web site: [http://www.sfo.umich.edu/](http://www.sfo.umich.edu/)

NEGATIVE SERVICE INDICATORS (FINANCIAL HOLDS)
Students who are currently enrolled or were previously enrolled at the University of Michigan must have all "financial holds" cleared from their student accounts in order to register. If you think you may have a Negative Service Indicator on your student account, please call the Student Financial Operations Office at (734) 764-7747 to confirm or check via Wolverine Access. A Negative Service Indicator will prevent a student from registering, and/or from receiving financial aid, an official transcript and diploma. Students must be officially registered to attend class/field work.

STUDENT ORGANIZATIONS
The School of Social Work Student Union (SSWSU) is the central student organization within the School of Social Work for MSW students. Their representatives meet periodically with the Office of Student Services staff to discuss issues of concern to students. In addition, the School has numerous formal and informal student groups, such as: Association of Black Social Work Students (ABSWS), Student Organization of Latino/a Social Workers (SOLASW), Coalition of Asian Pacific American Social Work Students (CASWS), Rainbow Network, Social Welfare Action Alliance (SWAA), Christians in Social Work Association (CISWA), Sigma Phi Omega - the Gerontology Social Work Honor Society, the Feminist Toolshed, Men in Social Work and the SSW Disaster Response Group. Most organizations/groups regularly announce their activities and invite interested students to participate.

HOUSING
Still looking for housing – check out the University Housing web site at: [www.housing.umich.edu/](http://www.housing.umich.edu/) or the following School of Social Work web site, which is, intended for UM School of Social Work students only: [https://www.ssw.umich.edu/housing](https://www.ssw.umich.edu/housing). This is a place for exchanging housing information. You must login using your uniqname/password to access this site.

You can place a housing listing:
- If you need a place to live, fill out the housing needed form.
- If you need additional roommates in your residence, fill out the roommate needed form.

You can view housing listings:
- To find roommates who need housing, view the housing needed list.
- To find roommates who already have a place to live, view the roommates needed list.
RESOURCES FOR STUDENTS WITH DISABILITIES
The University of Michigan and the School of Social Work are committed to providing equitable and accessible resources for all students. The University's Office of Services for Students with Disabilities (SSD) provides assistance regarding academic, economic, social, and recreational activities for students who have documented disabilities. You must register with SSD to be eligible for services. For further information, visit the Office of Services for Students with Disabilities (SSD) web site at: http://www.umich.edu/~sswd/ or contact their office at 219 Angell Hall, Ann Arbor, Michigan 48109-3001, (734) 763-3000; (734) 936-3947 fax; (734) 615-6921 TTY.

The School of Social Work would also appreciate being informed, as soon as possible, of any special challenges you might face in completing this program (such as physical challenges, speech or language needs, learning disabilities, chronic conditions or other special needs) that may require accommodations at your field placement agency. Contact us early so that we may plan together to make your educational experience as successful as possible. For more information contact G. Warren Clark, Liaison to the University's Office of Services for Students with Disabilities, at the School of Social Work, 1704 School of Social Work Bldg., (734) 647-9433; email: clarkw@umich.edu

HEALTH INSURANCE
Each year, many University of Michigan students find themselves without adequate health insurance. The Accident and Illness Insurance Plan administered by The Chickering Group in partnership with Aetna, offers coverage to help meet hospital, surgical and medical costs which students and their dependents may incur. If you do not have adequate health insurance coverage for the treatment of sickness and injuries, or if your eligibility for continued coverage under a current policy will terminate during this academic year, we strongly suggest that you consider enrolling in this plan. A separate plan is also available for international students through the International Center. International students should contact the International Center directly for information and forms.

Basic Coverage Classification

<table>
<thead>
<tr>
<th>Coverage</th>
<th>2006-07 basic coverage costs for 3 semesters (F/W/S-S) – 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student only</td>
<td>$2,183</td>
</tr>
<tr>
<td>Student + Adult</td>
<td>$7,359</td>
</tr>
<tr>
<td>Student + Adult + Child(ren)</td>
<td>$10,543</td>
</tr>
<tr>
<td>Student + Child(ren)</td>
<td>$5,367</td>
</tr>
</tbody>
</table>

Application forms for the 2007-08 academic year will not be available until late July and information will be mailed directly to incoming students. For further information regarding the STUDENT HEALTH INSURANCE PLANS:

University Health Service Managed Care/Student Health Insurance Office
(734) 764-5182, toll-free at (866) 368-0002
e-mail: mancare-stuins@umich.edu
web: http://www.uhs.umich.edu/insurbill/insurancestud.html

Dental services are not covered under the above student health insurance plan. For information on the M-Dent Dental Plan offered through the University of Michigan Dental School, visit their web site at: http://www.dent.umich.edu/M-Dent/ or call (734) 763-6933; toll-free (888) 707-2500.
PARKING
Parking at the Ann Arbor campus is very limited. Students will need extra time and patience in order to find a parking space. We suggest the “commuter lots” described under Free Parking Options at the web site listed below. Ann Arbor enforces its parking laws aggressively, so it pays to utilize commuter lots and the bus system. For more information on parking options for students, visit the University’s Parking and Transportation Services web site: [http://pts.umich.edu](http://pts.umich.edu) and click on: 2007-2008 Student Parking Permit Sales Notice. Visitor parking is available in the S. Forest Avenue Parking Garage (owned by the City of Ann Arbor) which is located about two blocks from the School of Social Work. Travel directions are available on our web site at: [http://www.ssw.umich.edu/facilities/directions.html](http://www.ssw.umich.edu/facilities/directions.html)

OFFICE OF STUDENT SERVICES
Appointments may be made through the Office of Student Services staff, Room 1748 SSWB, with the Assistant Dean of Student Services, the Director of Career Services or the Student Services, Admissions, and Recruitment Coordinator during the academic school year. The following services/information is available:

- General/crisis counseling and referral
- Financial assistance
- Writing skills referral
- Referral information to other University resources
- Social Work licensing/registration information
- Employment/career information
- Special interest "Brown Bag" meetings/workshops
- NASW membership application materials available for pick-up.

Academic advising is provided by faculty advisors. Field instruction advising is provided by the Office of Field Instruction.

WEB SITES OF INTEREST/IMPORTANCE TO INCOMING STUDENTS
University of Michigan [http://www.umich.edu](http://www.umich.edu)
Campus Information Center (CIC) [http://www.umich.edu/~info](http://www.umich.edu/~info)
Online Campus Directory [http://www.directory.umich.edu](http://www.directory.umich.edu)
University’s Office of Financial Aid (OFA) [http://www.finaid.umich.edu](http://www.finaid.umich.edu)
Loans/Work-study Program [http://www.finaid.umich.edu](http://www.finaid.umich.edu)
Health Services [http://www.uhs.umich.edu](http://www.uhs.umich.edu)
Housing Office [http://www.housing.umich.edu](http://www.housing.umich.edu)
International Center [http://www.umich.edu/~icenter](http://www.umich.edu/~icenter)
Family Care Resources (The Work/Life Resource Center) [http://www.umich.edu/~hraa/worklife](http://www.umich.edu/~hraa/worklife)
Office of Services for Students with Disabilities [http://www.umich.edu/~sswd/](http://www.umich.edu/~sswd/)
University Registrar’s Office [http://www.umich.edu/~regoff](http://www.umich.edu/~regoff)
Student Employment Temp/Work Study Openings [http://www.studentemployment.umich.edu](http://www.studentemployment.umich.edu)
Student Financial Operations (Student Accounts) [http://www.sfo.umich.edu](http://www.sfo.umich.edu)
GSI (Graduate Student Instructor) Postings [http://www.umich.edu/~hraa/acadhr/grads/postings.html](http://www.umich.edu/~hraa/acadhr/grads/postings.html)
UM Athletics/Tickets [http://www.mgoblue.com](http://www.mgoblue.com)
Wolverine Access [http://wolverineaccess.umich.edu](http://wolverineaccess.umich.edu)
Student Parking Information [http://www.pts.umich.edu/](http://www.pts.umich.edu/)
School of Social Work [http://www.ssw.umich.edu](http://www.ssw.umich.edu)
SSW Office of Field Instruction [http://www.ssw.umich.edu/ofi/](http://www.ssw.umich.edu/ofi/)
SSW Registrar’s Office [http://www.ssw.umich.edu/registrar](http://www.ssw.umich.edu/registrar)
(Course Schedules/Descriptions, Academic Calendar) [http://www.ssw.umich.edu/admissions.html](http://www.ssw.umich.edu/admissions.html)
SSW Student Employment Application [https://www.ssw.umich.edu/tempemployment/](https://www.ssw.umich.edu/tempemployment/)

NOTE: Some University web sites will require a LOGIN (your uniqname/password).
INTERNATIONAL STUDENTS:

The University's International Center provides a range of services for the University of Michigan community, including both international and U.S. students, and University administrators. You should visit their web site: http://www.umich.edu/~icenter/ for important information on such things as international student orientation, legal information, academics, life in Ann Arbor, employment, taxes, as well as “quick links for new students”.

Academic English Evaluation (AEE): Before registering for their first term at UM, some non-native speakers of English will need to take the Academic English Evaluation (AEE). This test is administered by the English Language Institute (ELI) at the request of UM admitting units. Each admitting unit decides who must take the AEE and notifies them of this requirement. If you are required to take the AEE, it will be noted in your letter of admission.

The AEE is a test of academic English skills used to place students in, or exempt them from, English language courses. The AEE includes measures of writing, listening, grammar, vocabulary, reading, speaking, and pronunciation. The 2½-to-3 hour test is given over 2 days. You take the written portions of the AEE on one day. On a later day, you are given an appointment for a speaking test and a counseling session. In the counseling session, you get the results of your AEE and discuss with an advisor, which, if any, ELI academic English courses you will be required to complete or might want to enroll in.

The AEE is offered at the beginning of each term, just before or during the orientation period. If you are required to take the AEE, it is best to take it before you register for classes if possible. You must register for the AEE in advance, but you cannot register for the Fall 2007 AEE until June 1, 2007. Visit the following web site for more information and on-line registration: http://www.lsa.umich.edu/eli/testing/aee/. Shortly after you complete the AEE, ELI will notify the School of Social Work of the results.

English for Academic Purposes (EAP): Some admitted applicants will be required to attend the summer EAP language program (or its equivalent) as a condition of admission and will be notified in their admissions letter/packet. If your native language is not English, you should check your admissions letter to see if you are required to enroll in the summer EAP program.

The University’s English Language Institute (ELI) in Ann Arbor offers a Summer English for Academic Purposes (EAP) program. The program is designed for non-native speakers of English who are proficient in English and have been accepted to an English-speaking university for the following Fall Term. It is a six and a half week non-credit program of intensive English. The EAP program provides approximately 20 hours of instruction per week and its primary focus is on developing the academic language skills necessary to effectively participate in an academic setting. Students should register for the EAP program by May 1st. For registration details and further information visit the following web site: http://www.lsa.umich.edu/eli/summer_web/engacade.htm. The School encourages all international students who are non-native speakers of English to attend the EAP program.

Health Screening: Certain entering international students must be screened for tuberculosis. Screening will be offered free on campus. See http://www.uhs.umich.edu/tbscreen for more information.

On-Campus University Housing: International graduate and professional students are eligible to live in the Northwood Community Apartments. Students from over 70 countries live in these apartments. Newly admitted and matriculated (paid your enrollment deposit) students will receive an email from the University Housing Office instructing them how to access the online application for the Northwood Community Apartments. Residence hall accommodations are not available for graduate or professional students.