

# Administering and Advising Self-Sustaining Degree Programs

APAC Winter Brownbag

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Information School



# State-Supported vs. Self-Sustaining: Definitions

## State-Supported

- The state provides some kind of financial support in the running of an academic program.

## Self-Sustaining

- Self-sustaining programs generate all the resources needed to support an academic program with no dependency on state resources for their operations.

# More on Self-Sustaining Programs

- Many offices on the UW campus may simultaneously refer to self-sustaining programs as “fee-based” or sometimes even “UWEO programs” or “Distance Learning”.
- UW Educational Outreach (UWEO), also UW Professional & Continuing Education (UWPCE), most frequently administer self-sustaining programs. Some departments administer their own self-sustaining programs.

- In layman's terms, self-sustaining programs can be referred to as running like a private school on public grounds.
- Quoted from the [Fee-Based Programs FAQ](http://depts.washington.edu/registra/students/feeBasedFAQ.php) at <http://depts.washington.edu/registra/students/feeBasedFAQ.php>:
  - “From the University's perspective, the difference is financial.”



## Services for Students

## DARS for Students

### English Language Proficiency Requirements (ELPR)

## Enrollment Verification

### Fee-based Degree Programs

## List of Programs

## FAQ

## Student Forms

## Loan Deferment

## Time Schedule FAQ

## Fee-based Programs FAQ

The distinction between "regular" classes and fee-based degree programs has prompted a number of questions from students. This page aims to

- [Is there a difference between a fee-based and a state-funded degree program?](#)
- [How are fee-based degrees offered?](#)
- [Why does the UW offer fee-based degrees?](#)
- [How do I apply and register for fee-based degrees and courses?](#)
- [If I'm admitted into a fee-based degree program, am I automatically admitted into a similar state-funded program?](#)
- [Is there a cost difference for in-state \(resident\) and out-of-state \(non-resident\) students in fee-based degree programs and courses?](#)
- [Will I pay more, less, or about the same taking fee-based courses than I would taking all state-supported classes?](#)
- [Can a student not admitted into a degree program take fee-based credit courses that will apply to a UW degree?](#)
- [What do fee-based degree programs charge?](#)
- [When can I apply to a fee-based degree?](#)
- [How and when do I pay for fee-based courses?](#)
- [Can I receive financial aid for fee-based degree programs?](#)
- [Can I use the tuition exemption program as a state employee for fee-based degree programs and classes?](#)
- [Can I take fee-based courses and state-funded courses at the same time?](#)
- [Do I have to pay all the regular student fees if I am enrolled in a fee-based degree program?](#)
- [If I'm enrolled in a fee-based degree program, can I still get a U-PASS? What about student health insurance?](#)

*Is there a difference between a fee-based and a state-funded degree program?*

Some differences exist between fee-based and state-funded programs. Some aspects that are not different, however, include the following

- Students in a fee-based program are considered regular UW matriculated students;

# Why Do Self-Sustaining Programs Exist?

- Quoted from the [Fee-Based Programs FAQ](#): “Fee-based degree programs provide another mechanism for the UW to provide access to its many resources. Because the state cannot afford to provide assistance for all of the academic programs designed by the schools and colleges at the UW, fee-based degree programs and individual credit classes were developed that are funded entirely by student fees.”

- “These non-state-funded programs take advantage of the resources of the UW including the wide array of faculty, the robust technical and capital infrastructures, and the brand of the UW. Though paying for these resources, these programs would not be able to offer the quality nor the wide range of content without the existing capabilities of the UW, which the state partially funds.”

- In other words...
  - The self-sustaining structure can allow for more secure and predictable funding of academic programs.
  - This can be a big factor when facing an environment of declining state support for higher education.



# UW's Self-Sustaining Programs

- A list of UW's self-sustaining programs may be found at  
<http://depts.washington.edu/registra/students/feBasedPrograms.php>
  - Master of Science in Aeronautics and Astronautics
  - Bachelor of Arts in Business Administration (Bothell)
  - Master of Science in Civil Engineering
  - Master of Public Health
  - Master of Business Administration - Executive MBA
  - Bachelor of Science in Health Information Administration
  - Bachelor of Science – Speech and Hearing Sciences



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## Fee-based Programs

### Registration and Billing for Fee-based Programs

Registration is done by the department or on MyUW (ESL registrations only). Majors subject to fees are billed quarterly for each student enrolled on the census day of the quarter. (Fees for 2 bond fee: \$105.)

To report problems in the information on this page, send e-mail to [registra@u.washington.edu](mailto:registra@u.washington.edu).

**Note:** Requests for an Official Record of non-credit/certificate courses should be made to [Program Central Support](#) in the [UW Tower](#), 13th Floor.

**Note:** Click column headings to sort the table. Click again to sort in reverse order.

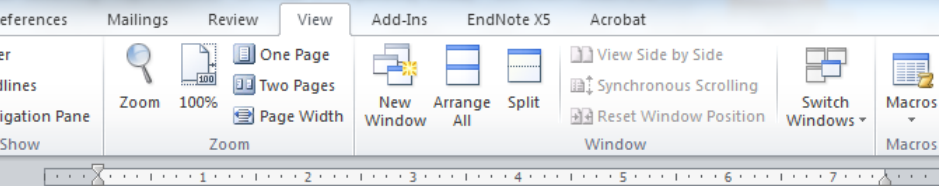
Program name, degree, and effective date	Code and type	Reg.	Billing	FEES		ELIGIBLE FOR				Contact person and mail code
				Tech	S&A	Health Ins.	UPASS	Fin. Aid	Immun. Req.	
<b>Aeronautics &amp; Astronautics</b> Master of Science in Aeronautics and Astronautics	<b>A A 10 26</b> Dist. Learning	PCE	PCE <sup>2</sup>	Yes	Yes	Yes	Yes			<a href="#">Emily West</a> 206-221-3935
<b>Aerospace Engineering</b> Master of Aerospace Engineering	<b>A A 10 27</b> Dist. Learning	PCE	PCE <sup>2</sup>	Yes	Yes	Yes	Yes			<a href="#">Emily West</a> 206-221-3935
<b>Aerospace Engineering (CMP&amp;S)</b> Master of Aerospace Engineering (Comp Materials & Structures) (Effective: SPR09)	<b>A A 35 27</b> Dist. Learning	PCE	PCE <sup>2</sup>	Yes	Yes	Yes	Yes			<a href="#">Emily West</a> 206-221-3935
<b>Applied Mathematics</b> Master of Science (Applied Mathematics) (Effective: AUT09)	<b>AMATH 10 25</b> Dist. Learning	PCE	PCE <sup>2</sup>	Yes	Yes	Yes	Yes	Yes		<a href="#">Brian Windrope</a> 206-543-6120
<b>Audiology</b> Doctor of Audiology Last year of hybrid-funded program. (Effective: AUT06)	<b>SPHSCX 20 43</b> (previously <b>SPHSCX 20 42</b> )	PCE	PCE <sup>2</sup>	Yes	Yes	Yes	Yes	Yes	Yes	<a href="#">Paul Detmer</a> 685-6515
<b>Biomedical Regulatory Affairs</b> Master of Science in Biomedical Regulatory Affairs (Effective: AUT07)	<b>BIOMRX 00 26</b>	PCE	PCE <sup>2</sup>	Yes	Yes	Yes	Yes	Yes	Yes	<a href="#">Paul Detmer</a> 206-685-6515
<b>Business Administration (Bothell)</b>	<b>1-B BUSX-00-</b>	PCE	PCE <sup>2</sup>	Yes	Yes	Yes	Yes		Yes	<a href="#">Malia Morrison</a>

# The iSchool's Story

- Self-sustaining programs exist on a masters degree level at the Information School:
  - Master of Library and Information Science (MLIS):
    - Residential MLIS began in 1911 (100 years ago) and started off as state-supported. In fall 2011 the program transitioned to self-sustaining.
    - Online MLIS began in 2002 as self-sustaining.
  - Master of Science in Information Management (MSIM):
    - Executive (Mid-Career) MSIM began in 2003 as self-sustaining.
    - Day (Full Time) MSIM began in 2005 as self-sustaining.

# Residential MLIS Change to Self-Sustaining

- The budget news from 2011 really propelled the timeline to make a decision.
- Decided upon in March 2011 and executed in April 2011 – smack dab in the middle of admissions decisions.
- The transition included an FAQ to all admitted students about the change, and a promise to financially cushion the difference for all WA state residents.
  - Out-of-state residents received a tuition decrease. WA state residents faced a tuition increase.



## Self-Sustaining MLIS Program - Frequently Asked Questions

Beginning in Autumn 2011, the MLIS program will operate entirely on a self-sustaining basis in order to establish a more predictable and stable funding platform, and to further insulate it from the impact of future state budget reductions. This change will have **no effect** on the academic program or its accreditation, ranking, quality, or integrity.



### Self-Sustaining Changes

Question	Answer
What does "self-sustaining" mean?	Self-sustaining programs generate all the resources needed to support the program with no dependency on state resources for their operations. In an environment of declining state support for higher education, this structure allows for more secure and predictable funding to maintain the quality and integrity of our professional degree programs. Many offices on the UW campus, including UW Professional & Continuing Education (UWPCE) and Financial Aid refer to self-sustaining programs as "fee-based". When interacting with these offices students may interchangeably refer to their program as self-sustaining or fee-based.
Who is affected by the change to self-sustaining, and when does it begin?	The change begins in Autumn 2011 for newly admitted Residential MLIS students (including Law Librarianship students). This change is permanent and applies to all MLIS students admitted in the future.  Continuing residential MLIS students (including tuition-exempt) who started in Autumn 2010 or earlier continue in their state-supported tuition structure. Continuing residential MLIS students who are non-residents may have the option of switching to the new self-sustaining structure to be eligible for a decrease in tuition. For more information on this possibility contact your academic advisor.  Online MLIS students continue in their self-sustaining tuition-structure.  Tuition exemption for state employees is no longer an option for students starting in Autumn 2011 or later.

### Tuition

Question	Answer
I am an incoming Residential MLIS student and a Washington State resident – how much tuition will I pay?	Tuition is set at \$650 per credit for 2011-12. Assuming that you enroll in at least 30 credits during this academic year, you pay approximately \$19,500 in tuition in 2011-12.  The state-supported tuition rate is approximately \$13,500 in 2011-12. To help offset this cost difference, we are offering scholarship assistance to Washington state residents. We anticipate that the scholarships will be approximately \$5,000 for 2011-12, and \$3,000 for 2012-13. More information is forthcoming about scholarship support.
I am an incoming Residential MLIS student and a non-resident of Washington State – how much tuition will I pay?	Tuition is set at \$650 a credit for 2011-12. Assuming that you enroll in at least 30 credits during this academic year, you pay approximately \$19,500 in tuition in 2011-12.  The state-supported tuition rate is approximately \$29,000 in 2011-12. The move to a self-sustaining program provides a cost reduction of approximately \$9,500 in 2011-12 for non-residents.
I am an incoming Law Librarianship student and a Washington State resident – how much tuition will I pay?	Tuition is set at \$650 a credit for 2011-12. Students in the Law Librarianship program take 36 credits during the academic year and 8 credits in Summer 2012. At \$650 per credit, you pay approximately \$28,600 in tuition over four quarters (the entirety of the program).  The state-supported tuition rate is approximately \$13,500 for the academic year, plus the cost of summer quarter. To help offset this cost difference, we are offering scholarship assistance to incoming Washington State residents in the Law Librarianship program of approximately \$10,000 in 2011-12. More information is forthcoming about scholarship support.

### Tuition (Continued)

Question	Answer
I am an incoming Law Librarianship student and a non-resident of Washington State – how much tuition will I pay?	Tuition is set at \$650 a credit for 2011-12. Students in the Law Librarianship program take 36 credits during the academic year and 8 credits in Summer 2012. At \$650 per credit, you pay approximately \$28,600 in tuition over four quarters (the entirety of the program).  The move to a self-sustaining program will provide a cost reduction of approximately \$5,000 to non-residents in cost to degree.
I was planning on using tuition-exemption at the start of Autumn 2011 – what is my status?	Tuition exemption allowed state employees to register for up to 6 credits per quarter without paying tuition. Self-sustaining programs do not offer this benefit. Tuition exemption is not available to students admitted in Autumn 2011 or later.  Tuition is set at \$650 a credit for 2011-12. The ISchool continues to support state employees in their educational goals. To help offset the cost difference, we anticipate offering a scholarship of \$600 per credit (up to 6 credits per quarter) over a three year period to state employees who would have previously qualified for tuition exemption. More information is forthcoming about scholarship support.
How will I pay tuition?	Self-sustaining students pay tuition to UW Professional & Continuing Education (UWPCE) Registration Services at the time of registration. See "Registration" section for more information.
What other charges will I have to pay?	In addition to tuition, all UW students pay the Technology Fee (\$123 annually), Services and Activities Fee (\$351 annually), and IMA Bond Fee (\$105 annually). Self-sustaining students also pay a quarterly \$35 registration fee (\$39 during summer quarter) to UW Professional & Continuing Education (UWPCE) Registration Services. New students will no longer pay the Enrollment Confirmation Deposit (see "New Admits" section below).

### Financial Aid, Scholarships, and Student Employment

Question	Answer
Am I eligible for financial aid?	Yes, all self-sustaining students are eligible for financial aid. To apply, file the Free Application for Federal Student Aid (FAFSA) to determine if you qualify. For more information on eligibility, contact the Office of Student Financial Aid at 206-543-6101.
What does financial aid cover?	Residential MLIS students: As part of an on-campus program, financial aid can cover tuition, fees, books and supplies, room and board, transportation, and miscellaneous fees.  Online MLIS students: As part of an online/off-campus program, financial aid covers tuition only.  Contact the UW Financial Aid Office at 206-543-6101 for information on additional types of aid to help support you as a student.
What if I'm not awarded enough financial aid?	Residential MLIS program: Financial aid is awarded based on full-time enrollment of 10 credits per Autumn, winter and spring quarter.  Online MLIS program: Financial aid is awarded based on part-time enrollment of 5 credits per Autumn, winter and spring quarter.
Am I eligible for scholarships?	If your financial aid package does not cover your entire tuition need, complete the Revision Request for Additional Aid at <a href="http://www.washington.edu/students/osfa/101revaddeexp.pdf">http://www.washington.edu/students/osfa/101revaddeexp.pdf</a> and submit it to the UW Financial Aid Office.  Yes, all self-sustaining MLIS students are eligible for scholarships from the UW Information School and University of Washington, as well as scholarships from outside entities such as ALA.
Am I eligible for GA/TA/RA positions?	Also refer to the "Tuition" section above for additional information for incoming Washington State residents.  Yes, self-sustaining students are eligible for GA/TA/RA positions offered by the Information School. You may also be eligible for employment opportunities in other UW departments. We are in the process of partnering with other UW offices to support their hiring of our ISchool students. However not all UW offices are able to hire self-sustaining students – please be conscious of this at the time of application for these positions. For questions contact <a href="mailto:japply@uw.edu">japply@uw.edu</a> .

# For Advisors: Administering Self-Sustaining Programs

- Application
- Registration
- Tuition

# Application

- According to the [Fee-Based Programs FAQ](#):  
"As with any UW degree, you must apply for admission to the UW. Each degree program has established its own admission requirements. Please see the [list of fee-based programs](#) and look under the "Registration" column for details about the proper procedures for applying and registering for fee-based degree programs."
- For the iSchool, the MLIS and MSIM students follow all the same application protocol as required by the Grad School and department.

# Registration

- Registration does not occur through MyUW, though self-sustaining students still use MyUW to check schedules, grades, etc.
- Some self-sustaining programs run their own registration systems. The iSchool contracts out with UWPACE, and students register online or via the phone. Difference/notable items:
  - “UW Extension” Time Schedule
  - Tuition paid at the time of registration
  - Waitlist
  - 8 am start time
  - Period registration more difficult to manage
  - VA's or those with company vouchers register via paper
  - Registration fee to UWPACE



## Information for Admitted Students

On this page are links to information for students who have been admitted to graduate degree programs administered by UW Professional & Continuing Education.

### Course Registration

UW Professional & Continuing Education is the contact for students who wish to register for courses in the following graduate degree programs. Programs may be added here as new information becomes available.

- [Master of Communication in Digital Media](#)
- [Master's Degrees in Construction Engineering](#)
- [Mid-Career Master of Science in Information Management \(Mid-Career MSIM\)](#)
- [Day Master of Science in Information Management \(Day MSIM\)](#)
- [Master of Library and Information Science](#)
- [EDGE Registration](#)
  - Master of Aeronautics and Astronautics
  - Master of Aerospace Engineering
  - Master of Aerospace Engineering-Composite Material Structures
  - Master of Applied Mathematics
  - Master of Industrial and Systems Engineering
  - Master of Mechanical Engineering

### Fees

For current fee information, please visit your program's web site.

### Student Services and Resources

Many [services and resources](#) are available to graduate students.



# Tuition

- Self-sustaining programs can either pay per credit, or pay per program.
  - May include no difference in tuition charges between in-state/out-of-state residents
  - Pay per credit = no flat rate of 7-18 credits
- Can't follow the state's listing of tuition charges.
  - Self-sustaining programs must advertise their own tuition rates.
  - Example of MLIS program's rates at <http://ischool.uw.edu/mlis/program/tution-expenses>
- Self-sustaining students in degree programs still pay all the SA&F fees and UPASS fees.
- Financial Aid available for most programs – but may be initially capped (credit-wise).



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Following is an overview of tuition and financial aid students in the MLIS program.

### MLIS Tuition Overview

The MLIS program is a self-sustaining program with tuition structured on a per credit basis. There is no cost difference between Washington state residents and non-residents. Many offices on the UW campus, including UW Professional & Continuing Education (UWPCE) and Financial Aid refer to self-sustaining programs as "fee-based". When interacting with these offices students may interchangeably refer to their program as self-sustaining or fee-based. Self-sustaining programs are not eligible for state tuition-exemption or waiver programs.

Below are estimated tuition and fees for Residential, Online and Law MLIS students starting fall 2011. The Residential MLIS program is structured as a full-time, two year program. The Online MLIS program is structured as a part-time, three year program, however Online students do have the option of pursuing coursework on more of a full-time schedule, which would mirror the tuition timeframe of the Residential program. The Law MLIS program runs for four quarters (autumn thru summer).

Residential MLIS Tuition	Online MLIS Tuition	Law MLIS Tuition
<p>Cost per credit = \$650* (63 credits required for degree)</p> <p>Average annual tuition cost (based on 30+ credits/year over two years) = \$19,500*</p> <p>Estimated total cost of degree = \$40,950*</p>	<p>Cost per credit = \$650* (63 credits required for degree)</p> <p>Average annual tuition cost (based on 21 credits/year over three years) = \$13,650*</p> <p>Estimated total cost of degree = \$40,950*</p>	<p>Cost per credit = \$650* (44 credits required for degree)</p> <p>Average total cost of degree (based on 44 credits over 4 quarters) = \$28,600*</p>

\*Estimates are based on rates for the 2011-2012 academic year. Please take into account that tuition increases each year. In addition to tuition students should also budget for additional fees as identified [here](#). There is also a registration fee for self-sustaining students (\$39 quarterly).

For those who entered the MLIS program in fall 2010 or earlier please refer to these rates:

# For Advisors: Advising Self-Sustaining Students

- Advisors must be educated on all the nuances for both state-supported and self-sustaining programs so we know how to address the needs of our students as well as represent them to other UW offices.
- Assist self-sustaining students in navigating through the UW's system when they aren't the majority. Coach them on how to represent themselves.



# Example Tip #1 for Students

- When talking to Financial Aid:
  - ***Learn the lingo and how to represent yourself:***
    - *Matriculated graduate degree seeking student*
    - *Program is MLIS, you are enrolled in the Residential delivery mode, and it is a standard graduate degree program*
    - *Self-sustaining (a.k.a. fee-based) student*
    - *Residential MLIS is a full-time degree program*
    - *Eligible for financial aid (and health insurance, etc.)*
  - ***The Residential MLIS is a full-time graduate degree program, so automatically financial aid is assessed/awarded at 10 credits. However many Residential MLIS students take more than 10 credits...so how can you get more aid?***
    - *Fill out the Revision Request for Additional Expenses offered by the Financial Aid office*

# Example Tip #2 for Students

- When Registering:
  - Refer to the “MLIS (Self-Sustaining) Time Schedule”:  
<http://ischool.uw.edu/courses/schedules>.
  - Register via UWPACE Registration (they can also answer any questions the registration process or payment process)
  - All register online except those with VA benefits or company vouchers
  - Register as soon as possible in Period 1 registration; most people shoot for the first day to have optimal course selection
  - Waitlists kept only by UWPACE Registration

# Roundtable Discussion

- Do you offer any self-sustaining programs? Is this a consideration?
- What other logistics, tips and guidance should be considered when working with self-sustaining students?

# Thank you for joining us today!

Questions/comments:

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