

# Municipal & County Administration 2019-20

## Class information

### Dates:

- September 10-13: Attendance is required the first day of class with check in beginning at 11:30 am. Plan to arrive by noon. Evening Activity: September 12<sup>th</sup>- Welcome Dinner
- October 8-11
- November 12-15
- January 14-17
- February 11-14
- March 10-13
- April 14-17 Evening Activity: April 16<sup>th</sup>- Pre-Graduation Reception/Dinner.  
Graduation: Friday, April 17<sup>th</sup> 11:00 am – 12:00

### Class Times (barring weather make up days)

- Tuesdays; 1:00pm – 5:00 pm
- Wed-Thu; 8:30am – 5:00 pm
- Fridays; 8:30am – 3:15pm

### Your Responsibility

- **Funding**  
We receive many applicants. The MCA program does not hold seats while applicants solicit funding approval. If you received an invitation to the MCA program you should have funds secured/ready for registration.

### Course Requirements

- **Attendance**  
Participants are required to attend a minimum of 80 percent of class in order to successfully complete the MCA program (the first day of class is mandatory). 20 percent equates to approximately 15-18 hours of class depending on the final number of hours scheduled. This 20 percent includes any/all absences.
- **Quizzes**  
Participants are required to complete all quizzes by the deadlines in order to successfully complete the MCA program. Quizzes are given after each week of class covering the material in the sessions. Those absent during any session are still responsible for any material they missed.
- **Pre-class assignments**  
Participants are required to complete all pre-class assignments on time in order to successfully graduate from the MCA program. Assignments consist of reading, surveys, or exercises.

### Budgeting Information

- **Tuition is \$3,800**
- **Included with Tuition**  
Lunch is provided when class is in session during lunch (i.e. Wednesday - Friday unless you are released early on Friday).  
Coffee, juices, soda and water are provided 8:00 am-4:00 pm daily
- **Not included in Tuition**  
Breakfast, snacks, hotel, travel and meals taking place outside of class or outside program events. Some hotels include breakfast in their rate. Once accepted and registered and have created your account in Sakai, you can access the hotel list to make your reservations. Hotel rates vary from \$100-\$140/night including tax.
- **Other: Printed Materials are Not Provided**  
Materials are provided electronically and are not always provided in advance of class. We encourage you to follow along online during class. You can also print them or download them to your device as they become available. Please be prepared to print some materials when you get back to work.

### If you received an invitation to enroll

- If your application is accepted by the committee, you received an invitation on July 18th. **You will have until July 25<sup>th</sup> to accept our invitation to enroll.** After this date, we will begin offering seats to those on the waitlist if we have not heard from you. If you are not accepted into the program, you will receive an email during the same time period. You may also be placed on a waitlist. Once invitations are accepted or declined, we will begin contacting those on the waitlist for acceptance. Mark your calendars to be available via email and respond as necessary.

### Next Steps

- Between **July 25<sup>th</sup> and August 1<sup>st</sup>** those who have accepted our invitation to enroll will receive a special link to register online and arrange payment for the program.
- You will need to register and arrange payment on or before **August 8<sup>th</sup>** in order to advance to the next step.

### Hotel and Sakai

- On **August 9<sup>th</sup>**, those registered will receive instructions on how to create their account in Sakai. Sakai is our secure online site for all things MCA. Once you create your account, you will be able to access blocks at the group hotels. To ensure you get the hotel you want, be sure to book early and for the whole year. See the Dates section above.
- Add the following to your contacts: Otherwise emails from these might end up in your spam folder.
  - Susan Hutchinson [smhutch@sog.unc.edu](mailto:smhutch@sog.unc.edu)
  - Sakai [sakai@groups.unc.edu](mailto:sakai@groups.unc.edu)
  - Sakai [no\\_reply@sakai.unc.edu](mailto:no_reply@sakai.unc.edu)
- Sakai: If you have taken a course at SOG or UNC and utilized Sakai before, the instructions we send on the 9<sup>th</sup> will include a section with special instructions for you.

- We begin communicating through Sakai beginning **Monday, August 19<sup>th</sup>**. If you have not created your account or added the above emails to your contact list you may miss important class information.

### **Preparing for Week 1**

**Reminders and additional details/instructions will be posted on Sakai a week or so before class). These are just the highlights.**

- Check in: Please arrive between 11:30 am and 12:30 pm on Tuesday, September 10<sup>th</sup> to allow time to get checked in and settled, have lunch with us and get your head shot taken. Class begins promptly at 1:00 pm.
- Parking Passes: Be sure to print your parking pass from Sakai and display it on your dash while parked in our deck.
- Materials: Relevant chapters from the County and Municipal Government textbook that you will receive at check in will be uploaded into Sakai under the appropriate session for week 1. You do NOT have to print these as you'll have the textbook when you get here.
- Homework: There will be a special Homework tab in Sakai where you'll find any pre class assignments.
- Agenda and materials: The agenda for week one along with materials etc... will be posted on Sakai as soon as they are finalized. Please note that not all materials and power points will be available prior to class. Be prepared to take notes another way.
- After class event: Thursday, September 12<sup>th</sup> be sure to dress casually for our Welcome Picnic at UNC Farm after class. Corn hole, craft beer, wine, music and good food provided.

### **What you receive on the first day**

- A tent card with your name on it. You are required to display this on your desk while in class. This is so instructors can see who you are, and you can see who your classmates are.
  - A nametag and lanyard. You are required to wear this while at SOG. This is to identify that you are attending a class in the building.
  - An empty notebook. You will receive a large hard 3 ring binder that you can use to put your materials in. If you choose not to use it, you can return it for recycling. We encourage people to store materials on your computer. These notebooks are available if you wish to create a printed version of your materials for future use.
  - A folder. This folder will contain logistical information about class and SOG.
  - A Textbook. *County and Municipal Government* will be handed out at check in. Chapters from relevant sessions will be noted with materials throughout the year. You are encouraged to read over those chapters before class.
-