



Part-Time MPA Program* **Supplement to the** **MPA Student Handbook**

*Specific information on registration, payment and fees
for the fee-based part-time MPA program*

Entering Class Autumn 2016

**This is for the fee-based, or self-sustaining, Part-Time MPA Track.*



Overview

All academic degree requirements described in the MPA Student Handbook apply to the part-time track. The distinctions for the part-time track (as a UW fee-based or self-sustaining program) relate to the following:

- The **suggested sequencing of core and elective coursework**, with two courses per quarter across three academic years.
- **Registration and payment processes**, conducted through UW Professional & Continuing Education (PCE).
- **A student's UW status, as it relates to eligibility for selected funding opportunities on campus.** The Part-Time MPA is a UW "fee-based" or "self-sustaining" program, which has implications in regard to not being eligible for selected state-funded scholarships, grants, and various graduate assistantships (including research and teaching assistantships), and other funding-related appointments on campus.
- Important links about UW fee-based programs:
<https://www.washington.edu/financialaid/getting-started/eligibility/fee-based-programs/>
<https://registrar.washington.edu/students/fee-based-programs-faq/#difference>

Registration

The registration and payment process for the Part-Time MPA is conducted through UW Professional & Continuing Education (PCE) and is distinct from the registration and payment process for students in the state-funded full-time MPA program. ***Please note that part-time MPA students are not currently able to register online through MyUW.***

General information about registration:

- Registration Forms will be provided to all part-time MPA students each quarter.
- For many courses, a faculty add code will be required. Please contact the Evans School's Student Services team (evansdss@uw.edu) to request the appropriate add code.
- In regard to core coursework and elective coursework:

Core coursework: Add codes will be provided for the late afternoon / evening sections of core courses, and their associated quiz sections, in the sequence outlined in the sample Part-Time MPA schedule. Core coursework, including associated quiz sections, can begin as early as 4:00 pm on selected afternoons.

Elective coursework: While students will have an opportunity to indicate which elective courses they would like to take, please note that many elective courses are offered during the daytime.



Each quarter, at least one elective course will be offered starting in the late afternoon / early evening, but the late afternoon / evening course(s) may not be in a particular part-time student's primary area of interest. Given high demand for particular courses, students are not always able to gain entry into their first choices for elective coursework.

How to submit your finalized registration form:

First, consult with the Evans School Student Services team (evansdss@uw.edu) to confirm that your selected courses align with your overall degree program planning.

You may submit your PCE registration and payment information in the following ways:

Telephone Registration: 206-543-2310

- M-TH 8:00-5:00 pm and F 9:00-5:00 pm
- Requires payment by credit card
- Students receiving financial aid may not register by telephone
- Fax Registration 206-685-9359

Mail-In Registration

- Include check or credit card information
- UW Professional & Continuing Education, Registration Services, P.O. Box 45010, Seattle, WA 98145-0010

In-Person Registration

- M-TH 8:00-5:00 pm and F 9:00-5:00 pm
- PCE Registration Services is located at 4311 11th Ave. NE, Suite 100
- Directions: <https://www.pce.uw.edu/about/locations>

To avoid late fees, payment or a letter authorizing payment by a third party must be received prior to the first day of the quarter. Please note:

- All course fees are paid through Professional & Continuing Education. There is not currently an option to register online through MyUW.
- The U-Pass fee is paid through MyUW or UW Student Fiscal Services.

To Add or Drop a course after you've registered for the quarter:

- Email drop course requests to uweoreg@pce.uw.edu and copy Laura Landau, llandau@pce.uw.edu and Caitlin Blomquist, evansdss@uw.edu. Include the course registration number and your student number.
- If you want to add an Evans School course after you've already registered for the quarter, please check the enrollment summary in the time schedule. You can sign up for core course wait lists at <http://evans.uw.edu/degree-programs/course-listings/course-wait-list-policy>.
- **Please note that there may be significant financial implications for adding or dropping a course after the start of the quarter.** Please consult the appropriate UW and UW PCE websites for additional information.



Financial and Payment Information

The anticipated program cost for 2016-2017 is **\$747* per credit for the first 8 credits per quarter** (and \$1,082 for each additional credit above 8 credits per quarter), plus a non-refundable \$45 registration fee and UW Seattle campus estimated quarterly fees including:*

- Estimated \$41 technology fee that supports the improvement of technology used by the students at the University of Washington campuses.
- Estimated \$246 “other mandatory graduate student fees,” which include: Services & Activities fee, IMA Bond Fee and Facilities Renovation fees that support student activities and programs such as ASUW and GPSS Activities, Student Publications, Student Loan Fund, Hall Health Primary Care Center, recreational sports programs, childcare, student legal services, Ethnic Cultural Center, and Student Union facilities.
- Estimated \$84.00 per quarter U-PASS fee allows all students to access the benefits of U-PASS membership, including:
 - Unlimited rides on King County Metro, Community Transit, Pierce Transit (except Intercity Transit Olympia Express buses), Kitsap Transit, or Everett Transit bus services and on Sound Transit’s buses, Link light rail and Sounder trains.
 - Full fare coverage on King County Water Taxis and the Seattle Streetcar
 - Unlimited rides on NightRide
 - Discounted carpool parking and Vanpool fare credits
 - Discounts and special offers at more than 50 local merchants

For more information visit: U-Pass:

<https://www.washington.edu/facilities/transportation/commuterservices/u-pass/student>

The Part-Time MPA Program is a self-sustaining program, also known as a fee-based degree. There is no distinction between resident and non-resident in the program cost.

**** Fees listed are estimated as of June 2016. Fees are set annually and are subject to change each year.***

Student Financial Aid

Part-time MPA students are eligible for financial aid (student loans) with the exception of state-funded University of Washington scholarships, grants and assistantships (such as research assistantships, teaching assistantships and graduate assistantships). Tuition waivers are not available to students in fee-based programs.

When working with the UW Office of Student Financial Aid, it is helpful to identify yourself as a student enrolled in a fee-based program. This allows the Financial Aid Office staff to provide you with information specific to your status as a student in the fee-based Part-Time MPA program and help prevent interruptions of aid disbursement.

For further information on financial aid, visit the following web sites:

- UW Office of Student Financial Aid: <https://www.washington.edu/financialaid/>



- Office of Student Financial Aid - Fee-based Degree Webpage
<https://www.washington.edu/financialaid/getting-started/eligibility/fee-based-programs/>
- U.S. Department of Education Federal Student Aid <http://www.fafsa.ed.gov/>
- VA loans and Veteran's benefits <https://osfa.washington.edu/wp/veterans/>

Special Distinctions in Regard to Program Coding

Evans School students in the fee-based part-time MPA path are not currently able to formally complete selected Program Options within the MPA program, including the Environmental Policy Program Option. This is due to limitations about how students can be coded within University systems. However, part-time MPA students may pursue graduate certificates and may pursue coursework relevant to the program options, including all eight of the Evans School's areas of concentration. Students should consult with the Student Services team for academic advising support related to course selection and degree planning.



Sample Part-Time MPA Program Schedule

The Part-Time MPA program is designed for students to complete their degree in 3 academic years (9 academic quarters). Graduate School policy requires that master’s students complete their degree within six years of matriculating as a new student. The suggested part-time schedule is as follows:

Year One			Year Two			Year Three		
Quarter	Course	Credits	Quarter	Course	Credits	Quarter	Course	Credits
Autumn	PUBPOL 511 <i>Managing Politics & the Policy Process</i>	4	Autumn	PUBPOL 516 <i>Economics for Policy Analysis & Management I</i>	4	Autumn	Elective	4
	PUBPOL 522 <i>Budgeting & Financial Analysis</i>	4		Elective	4			
	Total Autumn Quarter credits	8		Total Autumn Quarter credits	8		Total Autumn Quarter credits	8
Winter	PUBPOL 512 <i>Managing Org. Performance</i>	4	Winter	PUBPOL 517 <i>Economics for Policy Analysis & Management II</i>	4	Winter	Capstone Project*	4 (8 total)
	PUBPOL 527 <i>Quantitative Analysis I</i>	4		Elective	4			
	Total Winter Quarter credits	8		Total Winter Quarter credits	8		Total Winter Quarter credits	8
Spring	PUBPOL 526 <i>Program Evaluation</i>	4	Spring	PUBPOL 513 <i>Policy Analysis</i>	4	Winter	Capstone Project*	4 (8 total)
	PUBPOL 528 <i>Quantitative Analysis II</i>	4		Elective	4			
	Total Spring Quarter credits	8		Total Spring Quarter credits	8		Total Spring Quarter credits	8
Total Year One Credits:		24	Total Year Two Credits:		24	Total Year Three Credits:		24

Summary of Academic Requirements

(please consult the MPA Student Handbook for full academic degree requirement information)

72 Total Quarter Credits Required

60 credits minimum from Evans School courses

36 Core Curriculum Credits

- PUBPOL 511: Managing Politics & Policy Process
- PUBPOL 512: Managing Organizational Performance
- PUBPOL 513: Public Policy Analysis



PUBPOL 516: Microeconomic Policy Analysis
PUBPOL 517: Microeconomic Management Analysis
PUBPOL 522: Public Budgeting & Financial Management
PUBPOL 526: Program Evaluation
PUBPOL 527: Quantitative Analysis I
PUBPOL 528: Quantitative Analysis II

24 Credits of Electives
Students may focus on one or more of these specializations

Advanced Methods in Policy Analysis & Evaluation
Environment & Natural Resource Management
International Development
Leadership, Management, & Decision-Making
Metropolitan & Regional Policy
Nonprofit Management & Philanthropy
Public Financial Management
Social Policy: Poverty, Education, & Social Welfare

3 or 4 Credit Values Elective

One approved three or four credit course must be taken to meet the values elective requirement. These courses provide students the opportunity to reflect on issues of diversity & ethics for public leaders.

4 or 8 Capstone Project Credits

There are multiple ways for students to complete their capstone project. The **Public Service Clinics** provide an opportunity for students to work with a public agency or nonprofit organization on a substantive program evaluation, policy analysis, or similar project. Students may complete a **Capstone Seminar** class with a seminar instructor. Students enrolled in the UW Graduate School **Certificates** in International Development Policy and Management, Nonprofit Management, or Environmental Management can complete their certificate in lieu of the Capstone Project. Students may complete a designated 4-credit **Deep Dive course** in Winter Quarter. With special permission of a faculty member, a student may complete a 4 or 8 credit independent research project.

Internship Requirement

400 hours (equivalent of about 3 months full-time) of professional employment (paid or unpaid) with a public, nonprofit, or private organization. Internships should require that students use substantive analytical and/or managerial knowledge to solve problems at the level of policy development, implementation, and/or evaluation.

An applicant with sufficient relevant work experience may request to meet this requirement through their prior work experience. It is anticipated that most Part-Time MPA students, who are employed full-time, will request a waiver of the internship requirement. Students are encouraged to contact the Evans School's Career Development team early in the program to discuss the process.