

ADMINISTRATIVE MEMORANDUM

SUBJECT Residence Manual of September 1983

NUMBER 189

DATE October 31, 1983

Accompanying this Administrative Memorandum is a copy of A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes as most recently amended. (The amendments themselves had been provided to you by means of Administrative Memorandum Number 183, dated August 17, 1983.) Unlike all previous editions of the Manual, this edition is in loose-leaf form with standard three-ring holes. In this form the Manual can be bound by Acco fasteners or placed in a standard ring binder. When future amendments are made to the Manual, you will receive substitute or additional pages, as the amendments may require; these amending pages will be dated and will be transmitted by a cover memorandum itemizing the pages, so that you will know at any time what pages a current Manual contains.

The purpose of the Manual in its new form is to facilitate future textual changes and to reduce printing costs. While the Manual will continue to be available as set forth below under policies similar to those previously established, you are encouraged to promote further cost saving by urging your staff when responding to requests for personal copies of the Manual to photocopy pertinent pages of the Manual rather than providing the entire Manual to the requester. This response should prove consistently adequate where the text of the classification statute alone (Appendix A of the Manual) conveys the essential information needed.

General distribution of the residence Manual of September 1983 will be according to the following policies:

- (1) Each constituent institution through its Chancellor will receive initially 10 copies of the Manual free of charge, and these should be promptly distributed to appropriate institutional staff.
- (2) Any constituent institution, through the office of its Chancellor, may request in writing additional copies of the Manual and receive additional copies free of charge to the extent that available supplies permit. At any time, of course, the Manual may be photocopied from the institution's existing stock.
- (3) The Chancellor of each constituent institution, or his delegate, shall have authority to provide the Manual by loan or gift to any person or agency requesting the Manual. Each Chancellor may establish such policies and procedures as he may deem necessary or desirable to effect distribution of the Manual by loan or gift.
- (4) The Librarian of the General Administration shall have authority to provide Manuals free of charge to the constituent institutions pursuant to paragraph (2), above, or to any other person or agency. However, the Librarian may refer Manual requests from officers, faculty, staff, students, or applicants for enrollment of a constituent institution to the institution for response.

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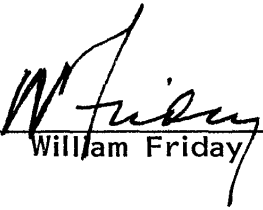
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- (5) Requests for the Manual pursuant to paragraph (4), above, may be mailed to:

Librarian, General Administration
The University of North Carolina
P. O. Box 2688
Chapel Hill, North Carolina 27514

This Administrative Memorandum supersedes Administrative Memorandum Number 159, dated September 28, 1981.

I request that the contents of this Administrative Memorandum be provided institutional personnel concerned with the classification of persons by residence for tuition purposes.



William Friday

Enclosure