The Department of Health Sciences

Student Services Policy Manual

Updated May 2024

TABLE OF CONTENTS

Structure of Health Sciences 3-4
Governing Body 4
Student Services Organization 5
Responsibilities 5
Policies and Procedures 6-14
Academic Advising 6
Admissions 6
Adjunct Faculty/FERPA 6-7
Clinical Fieldwork 7-8
Course Evaluations 8
Course Scheduling 8
Data Management 9
Email 9
Enrollment 9
Financial Aid ..... 9 -10
Scholarships 10
Graduation 10
Lockers 10-11
Paper Reduction 11
Records Retention 11
Recruitment 11-12
Registration 12
Residency 12-13
Special Events and Orientation 13
Policies Checklist 14

STRUCTURE OF HEALTH SCIENCES

The Department of Health Sciences is a vibrant and growing department housed with programs administered by the UNC School of Medicine and The Graduate School. Currently, there are eight divisions within the department:

DIVISION OF CLINICAL LABORATORY SCIENCE
- BS in Clinical Laboratory Science
- MS in Clinical Laboratory Science

DIVISION OF CLINICAL REHABILITATION AND MENTAL HEALTH COUNSELING
- MS in Clinical Rehabilitation
- MS in Mental Health Counseling

DIVISION OF NEURODIAGNOSTICS AND SLEEP SCIENCE
- BS in Neurodiagnostics and Sleep Science

DIVISION OF OCCUPATIONAL SCIENCE AND OCCUPATIONAL THERAPY
- MS in Occupational Therapy
- Ph.D. in Occupational Science

DIVISION OF PHYSICAL THERAPY
- Doctor of Physical Therapy
- Ph.D. in Human Movement Science

DIVISION OF PHYSICIAN ASSISTANT STUDIES
- Master of Health Sciences – Physician Assistant

DIVISION OF RADIOLOGIC SCIENCE
- BS in Radiologic Science: Interventional Radiology or Sonography concentrations
- MS in Radiologic Science
- Certificate in Radiography

DIVISION OF SPEECH AND HEARING SCIENCES
- MS in Speech-Language Pathology
- Clinical Doctorate in Audiology
- Ph.D. in Speech and Hearing Sciences

GOVERNING BODY

There are various programs offered in these Department of Health Sciences divisions, each governed by rules depending on their home unit: The Graduate School or The School of Medicine. Below is an outline of the home units and the programs housed within those units:

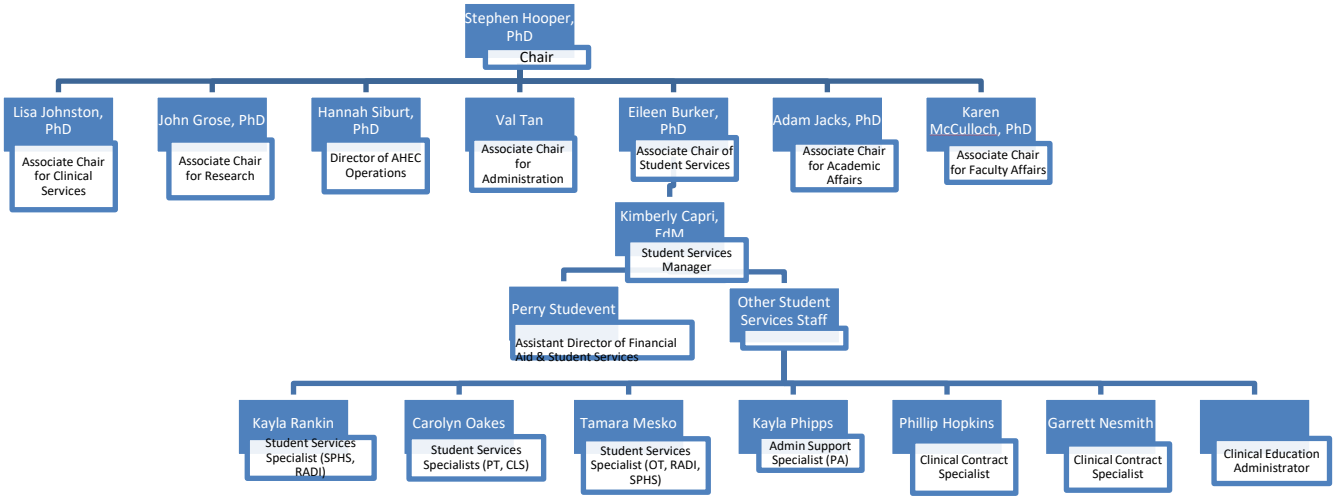
THE GRADUATE SCHOOL ACADEMIC PROGRAMS

- MS in Clinical Rehabilitation
- MS in Mental Health Counseling
- MS in Occupational Therapy
- MS in Speech-Language Pathology
- Ph.D. in Human Movement Science
- Ph.D. in Occupational Science
- Ph.D. in Speech and Hearing Sciences

THE SCHOOL OF MEDICINE ACADEMIC PROGRAMS

- Clinical Doctorate in Audiology
- Doctor of Physical Therapy
- Master of Clinical Laboratory Science – Molecular Diagnostic Science
- Master of Health Sciences – Physician Assistant Studies
- Master in Radiologic Science
- BS in Clinical Laboratory Science
- BS in Neurodiagnostics and Sleep Science
- BS in Radiologic Science

STUDENT SERVICES ORGANIZATION



RESPONSIBILITIES

The Office of Student Services provides administrative support to the divisions and academic programs. To provide the best level of support, all faculty, staff, and students must work cooperatively, professionally, and reasonably in setting timelines. It is imperative that deadlines are met because they are often tied to other offices on campus such as the University Registrar, University Cashier, The Graduate School, and Medical School. We will strive to communicate deadlines and important information early and often. These services include processes that support several areas important to the academic and professional experiences of students enrolled in our programs:

- Academic Advising
- Admissions
- Adjunct Faculty/FERPA
- Clinical Fieldwork
- Course Evaluations
- Course Scheduling
- Data Management
- Email Address
- Enrollment
- Financial Aid
- Scholarships
- Graduation
- Records Retention
- Recruitment
- Registration
- Residency
- Special Events
- Policies Checklist
- Lockers

ACADEMIC ADVISING

Forms may require the signatures of faculty who are assigned academic advisors. The Office of Student Services requests that Health academic advisors understand their role in helping students meet University enrollment policies, complete degree requirements, and relay accurate information to students. This includes selecting the correct course numbers, sections, credit hours, and instructor.

Academic advisors should familiarize themselves with the various policies and procedures concerning drop/add, withdrawal, cancellation, leave of absences, and the Academic Advising feature in ConnectCarolina to access transcripts and course histories. Policies and procedures not followed may affect areas such as billing, financial aid, degree completion, and other areas such as student audit forms and graduation.

ADMISSIONS

Each program has specific requirements for admissions. Each student is responsible for meeting these requirements and following the official processes outlined by each program. Each division's admissions committee has the final determination of students who are admitted. Please review your prospective program's admissions information for the most updated application policies and procedures. Final transcripts for newly admitted students must be received by November 1st of each year or registration holds will be placed on students' records to prevent enrollment for their first spring term.

ADJUNCT FACULTY/FERPA

All adjunct and visiting faculty must be officially affiliated with the University of North Carolina and/or the Department of Health Sciences (DHS). They should have completed FERPA training and the Terms of Use certification with their ONYEN and a PID number. FERPA training can be completed online at (http://registrar.unc.edu/academic-services/uncferpa/ferpa-instructions/) and Terms of Use certification can be done online at Terms of Use for Administrative Systems - ConnectCarolina User Information (unc.edu) The University Registrar will not assign faculty members to a faculty role without proof of completed FERPA training and Terms of Use certifications. Faculty members given access to student information via sites such Canvas, Blackboard, or other online tools without first completing FERPA or via their non-UNC

assigned email address are in violation of Federal and University Policies.

CLINICAL FIELDWORK

The Office of Student Services supports the clinical fieldwork required for students to gain the necessary knowledge and skills to succeed in their profession. Clinical Coordinators must work with Student Services to collaborate on needed help by ensuring they are aware of dates of rotation and assignments. All students with clinical components must submit completed documentation according to the stated division deadline. Students are notified well in advance of the deadlines and late submissions may affect their assigned rotation and fieldwork. Students are expected to communicate regularly and promptly with the Clinical Education Administrator. Division Directors and Clinical Coordinators will be immediately notified of non-compliance. CastleBranch is one of our main vendors for storing all the students' prerequisites needed prior to their clinical rotations. Which include background checks, drug testing and all the students' immunizations.

Student Health, Safety, and Immunization Compliance Policy (Effective Fall 2024):

Students must stay in compliance with required immunizations, background checks, and other health and safety requirements throughout their program. All incoming Health Science students must meet the NC Required Immunizations requirement and may need to complete additional requirements mandated at students assigned facility for clinical education placements. Failure to comply puts patients, physicians, and fellow students at risk and will result in:

- Two email warnings (between two weeks) from Student Services Specialist including the Division Director and Clinical Coordinators. If the student receives two email warnings and stays non-compliant, professional consequences may be taken such as not being permitted to attend classes, with such absence designated as an unexcused absence and being pulled from their clinical rotations. Students with repeated missed compliance deadlines may result in additional professional consequences. Please refer to your Division's Policies or Clinical Coordinator for more information.

The Office of Student Services works collaboratively with Clinical Coordinators to ensure that Affiliation Agreements are active and renewed. Clinical Coordinators must work to ensure Student Services are aware of needed agreements in a timely manner. The Office of Student Services submits Contract Request Forms to the School of Medicine's Office of Professional Service Contracts and Affiliations for them to facilitate the agreements with external entities. Below are The Office of Student Services Policies for contract requests:

- A list of all facilities each program knows they will need a renewal, or a new contract submitted to your representative Clinical Contracts Specialist **3-4 months prior to the needed date.**
- For out-of-state contracts please provide a list for your representative, Clinical Contact Specialist, **6 months prior to the date needed.**

- Programs will follow the below procedure when requesting a contract:
    - Physical Therapy and Occupational Therapy – Please email your representative Clinical Contract Specialist directly to request the contracts.
    - Audiology, Speech-Language Pathology, Radiologic Science, and Clinical Rehabilitation and Mental Health Counseling – Please use the New Contract Request or Renewal form.

COURSE EVALUATIONS

The Office of Student Services recognizes that instructors can change from one semester to the next. It is the responsibility of each Division Director to confirm instructors with their student services representative as early in advance as possible so that they can be assured access to their course evaluations. All instructors who wish to receive course evaluations must be assigned a PID number, ONYEN, and a UNC email address and have completed FERPA training and Terms of Use certification. In addition, they will be added as an instructor within ConnectCarolina. **Effective Fall 2024, Course Evaluations will be sent out 2 weeks prior to the last day of classes and stay open until 1 week after exams end.** If a course needs their evaluations sent out earlier or later than the typical timeframe listed above for Fall, Summer, or Spring term, Faculty must inform their Student Services representative.

COURSE SCHEDULING

Division Directors are responsible for creating, managing, and disseminating information to the Student Services staff to request classroom space in a timely manner. The Office of Student Services follows the School of Medicine Classroom request deadline found here. It is important that all staff/faculty abide by these deadlines to ensure classrooms are reserved properly. Classroom requests should include the course name, number, date requested, time requested, and faculty members assigned to teach the course.

All faculty members with access to student information must be affiliated with the University as an employee, have a PID number, have a UNC email address, and have completed FERPA training. Faculty cannot be assigned to a course unless they have met these conditions.

Once the division/program directors have finalized course offerings, Student Services staff members will enter final classroom requests each semester. Courses for the summer terms are entered in February. Courses for Fall can be entered in March, and Spring courses can be submitted in early October. Classroom availability is ultimately determined by the School of Medicine Scheduling Office and requests cannot be guaranteed by the Office of Student Services.

DATA MANAGEMENT

The Office of Student Services reports information on various constituencies within the Department of Health Sciences. Data is gathered and reported on prospective, current, and graduates of the academic programs. Report topics include graduation rates, admission statistics, retention, PRAXIS scores, AHEC, employment, and enrollment data. A minimum of two weeks' notice is required for all data requests.

EMAIL

All students, staff, faculty, and administrators are assigned an official UNC-Chapel Hill email address which must always be used for official business. Auto-forwarding of university email accounts is not allowed. Students in graduate programs within the Department of Health Sciences must create and use their own med school email addresses. Student services staff will send information to all incoming students each year about this process, and it should be completed no later than the first day of class. Please review the University's official Email Address Policy.

Student Services Policy: Student Services Staff can reply to an email correspondence within 2 days of the date it is received. Circumstances may vary depending on the situation (Weekends, Vacation leave, Sick leave, etc.).

ENROLLMENT

In some of our programs, the Office of Student Services will enroll students in the first semester of their program, while some of our programs require the new students to register on their own. Students should be fully aware of the enrollment procedures and deadlines. For information and guidance on registration, please visit the University Registrar's website at http://registrar.unc.edu. All graduate programs in the Department of Health Sciences require the payment of an enrollment deposit. Students will not be allowed to enroll without the payment of the enrollment deposit.

FINANCIAL AID

All students interested in applying for financial assistance should complete the Free Application for Federal Student Aid (https://studentaid.gov/h/apply-for-aid/fafsa) and use code 002974. Information about applying for aid, eligibility, and estimated costs of attendance can be found at The Office of Scholarships and Student Aid's

website: http://studentaid.unc.edu/. Tuition and fees for programs specific to the Department of Health Sciences are set each year by the NC General Assembly and can be found at the University Cashier's website (https://cashier.unc.edu/tuition-fees/). Total costs for each program are based upon the specific program of study and the number of hours enrolled each semester. Students applying for programs in the Graduate School should review the graduate school's website for information about applying for fellowships and assistantships. There is a departmental scholarship application available each April which allows students to apply for departmental and divisional aid. Students will be notified once the application opens. Students applying for programs housed in the Medical School should ask their program directors about scholarship application procedures.

SCHOLARSHIPS

The Office of Student Services helps to facilitate the Department of Health Sciences Awards by maintaining and sending out a department-wide application the starts in April every year and ends in June. All students admitted to a degree program are eligible to apply for Department of Health Sciences sponsored scholarships.

Information about the different scholarships and the application process can be found at http://www.med.unc.edu/ahs/student-services/financial-assistance Questions can also be sent to HealthSciencesFinAid@unc.edu. Once decisions are made, divisions are responsible for letting the Financial Aid and Scholarship Assistant Director know so the awards are submitted in the system promptly.

GRADUATION

Each program has specific degree requirements outlined by each program. It is the student's responsibility to ensure that they have met all degree requirements. Division and program directors will confirm to Student Services all degree applicants who have met requirements. Students must apply for graduation prior to the designated deadline and be officially approved before a degree can be awarded. Department of Health Sciences degrees are officially conferred by the University Registrar on specified days listed on their academic calendar.

If the program is governed under The Graduate School Policies students will receive and be required to complete an Exit Survey After submitting their graduation application. Failure to submit the survey may result in delayed graduation.

LOCKERS

Department of Health Sciences students can request a locker in Bondurant Hall for personal use during their enrollment with the Department. Lockers are typically assigned to incoming students in August of each year on a first-come, first-serve basis. Lockers are reserved for currently enrolled Health Science students and may not be used by other students. Department of Health Sciences staff and faculty may be assigned a locker on a case-by-case basis for needs related to their work in the Department.

Students may use the same locker for their enrollment unless they are notified of a mandatory reassignment. First-year Physical Therapy students are given priority for usage of lockers in the women's and men's locker rooms on the lower level. PT (Physical Therapy,) students can also request a locker in Bondurant Hall with access to a gender-neutral restroom next door in MacNider Hall.

Students are prohibited from using a personal lock on their locker. Missing locks should be reported to the Office of Student Services.

Students must clear their lockers of personal belongings before their separation or graduation from the University. The Department of Health Sciences is not responsible for storing personal items until a student can claim them. Any personal belongings left behind may be donated to a local charity or discarded.

Any questions regarding this policy can be directed to Phillip Hopkins at Phillip_hopkins@med.unc.edu or Garrett Nesmith at garrett_nesmith@med.unc.edu.

PAPER REDUCTION

As technology becomes more user-friendly, intuitive, and accessible, the Office of Student Services will actively work to become more paperless. Paper applications, information packets, data collection, orientation materials, surveys, and other materials will be moved to electronic documentation when possible. With the ability of students to access electronic materials via their laptops, smartphones, and tablets, the Student Services representative or program coordinator for each program/division can create a more cost-effective, easy to manage, and easy to track system of processing information. Information will be designated as paper or electronic.

RECORDS RETENTION

Student Services staff members follow the policies and procedures of the University Registrar in regard to records retention. Each division has its own set of guidelines for program-specific documentation and record retention. However, departmental, and divisional record and retention policies cannot override policies set by the State and the University Registrar. Click here for a link to the state retention schedules.

RECRUITMENT

The Office of Student Services works to increase interest in the academic divisions and programs within the Department of Health Sciences with recruitment events. These events can be initiated within a division, the department, or from an organization outside of the University such as a high school, Project Uplift, Upward Bound, and AHEC. In some cases, Student Services staff members reserve rooms for special events, create marketing items and participate in outreach.

REGISTRATION

The Office of Student Services is an extension of the University Registrar and is, therefore, the guiding framework for all procedures and processes including registration, drop/add, record storage, withdrawals, enrollment verification, graduation, and awarding of degrees. Registration is a regular process that students should be extremely familiar with.

ConnectCarolina is the main informational and transactional tool that students use to register or drop courses, view their schedules, and apply for graduation. Strict deadlines for registration dates and procedures are in place and should always be followed. Faculty members should not enroll students in a course Sakai site until the student is officially registered for the class. This will prevent issues with late enrollment, financial aid disbursement, and degree completion. Independent study classes should follow the University guidelines on tracking student progress.

RESIDENCY

Under state law, North Carolina residents are eligible for a lower tuition rate to state universities, including The University of North Carolina at Chapel Hill (*the University*). In order to qualify as a resident for tuition purposes, a person must have established legal residence (*or domicile*) in North Carolina and maintained that legal residence for at least twelve (12) months prior to his or her classification as a resident for tuition purposes.

Students in programs housed by the Graduate School will use its online residency application. The link for the UNC Graduate School residency application is available here: Graduate School Residency Application.

For students seeking residency for each semester, you will use the Residency Determination Service to apply for residency.

The NC Residency Determination System decides a person's residency status based on the day they initiate an online residency determination. As stated on the NC Residency Determination System website, "The residency statute mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for in-state tuition." Therefore, students should wait until they believe that they are a NC resident before initiating an online residency determination.

SPECIAL EVENTS AND ORIENTATION

Special events are often important to the success and growth of the Department of Health Sciences. As always, your support for these events is appreciated. These events add to the social atmosphere experienced by our students. Some examples of previously held events are:

Events

- Professional Development
- Allied Health Week
- Clinical Preceptor Appreciation
- UNC/Novant Preceptor
- Financial Aid Lunch and Learn
- Difference Matters
- Information Sessions
- Special Guest Speakers
- Department Orientation
- Student Recognition Ceremony

Each division plans orientation sessions for incoming students. Student Services staff support these events by reserving rooms, creating handouts, ordering food, distributing locker assignments, creating photo composites, requesting School of Medicine access badges, updating calendars, and communicating with students.

Alliance Health Ambassadors

The Office of Student Services helps advise a student-run organization called the Alliance Health Ambassadors. The goal of the organization is to promote interdisciplinary student involvement. More information on the program can be found here.

Policies Checklist

The Department of Health Sciences has a simple policy checklist to help divisions inform their students about the various university-wide services and support available. Please see the checklist on the following page for services and links. **THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL THE SCHOOL OF MEDICINE**
DEPARTMENT OF HEALTH SCIENCES

Policies Checklist

Name _____
Please print

UNC Email_____
Please print

_____ **Academic Integrity** - UNC Honor System
_____ **AHEC** – NC AHEC - North Carolina Area Health Education Centers Program
_____ **HS Ambassadors -** AHA Ambassadors
_____ **Career Services** – UNC Chapel Hill University Career Services
_____ **Parking** – University of North Carolina at Chapel Hill Department Of Public Safety
_____ **Disability Services** – Accessibility Resources and Service
_____ **Judicial System** - The Office of the Dean of Students
_____ **My.unc.edu** – Login to MyUNC
_____**Scholarships and Student Aid** – The Office of Scholarships & Student Aid at UNC-Chapel Hill
_____ **Equal Opportunity Policies and Procedures** – Policies
_____ **Student Health Services** – Campus Health
_____ **Student Activities and Organizations** – Carolina Union
_____ **Learning Services** -Academic Services - Learning Center
_____ **Learning Disabilities Services** - UNC - Learning Disabilities Services
_____ **Writing Center** – UNC Writing Center: Home Page
_____ **HIPAA** – HIPAA Resources
_____**UNC Plagiarism Policy** -- Plagiarism Tutorial
_____ **Veterans Affairs GI Bill Educational Benefits --** Veteran Affairs and Veteran Resources

I have read the information and acknowledge my responsibility to understand the UNC-CH position regarding each topic. I will sign this form and return it to the administrative assistant in my discipline of study at the beginning of the fall/spring semester.

Signature_____ Date _____

The Department of Health Sciences

STUDENT SERVICES POLICY MANUAL

UNC SCHOOL OF MEDICINE

TABLE OF CONTENTS

Structure of Health Sciences 3-4
Governing Body 4
Student Services Organization 5
Responsibilities 5
Policies and Procedures 6-14
Academic Advising 6
Admissions 6
Adjunct Faculty/FERPA 6-7
Clinical Fieldwork 7-8
Course Evaluations 8
Course Scheduling 8
Data Management 9
Email 9
Enrollment 9
Financial Aid ..... 9 -10
Scholarships 10
Graduation 10
Lockers 10-11
Paper Reduction 11

Records Retention 11
Recruitment 11-12
Registration 12
Residency 12-13
Special Events and Orientation 13
Policies Checklist 14

STRUCTURE OF HEALTH SCIENCES

The Department of Health Sciences is a vibrant and growing department housed with programs administered by the UNC School of Medicine and The Graduate School. Currently, there are eight divisions within the department:

DIVISION OF CLINICAL LABORATORY SCIENCE
- BS in Clinical Laboratory Science
- MS in Clinical Laboratory Science

DIVISION OF CLINICAL REHABILITATION AND MENTAL HEALTH COUNSELING
- MS in Clinical Rehabilitation
- MS in Mental Health Counseling

DIVISION OF NEURODIAGNOSTICS AND SLEEP SCIENCE
- BS in Neurodiagnostics and Sleep Science

DIVISION OF OCCUPATIONAL SCIENCE AND OCCUPATIONAL THERAPY
- MS in Occupational Therapy
- Ph.D. in Occupational Science

DIVISION OF PHYSICAL THERAPY
- Entry Level Doctor of Physical Therapy

Ph.D. in Human Movement Science

DIVISION OF PHYSICIAN ASSISTANT STUDIES
- Master of Health Sciences – Physician Assistant

DIVISION OF RADIOLOGIC SCIENCE
- BS in Radiologic Science: Interventional Radiology or Sonography concentrations

MS in Radiologic Science
Certificate in Radiography

DIVISION OF SPEECH AND HEARING SCIENCES
MS in Speech-Language Pathology
Clinical Doctorate in Audiology
Ph.D. in Speech and Hearing Sciences

GOVERNING BODY

There are various programs offered in these Department of Health Sciences divisions, each governed by rules depending on their home unit: The Graduate School or The School of Medicine. Below is an outline of the home units and the programs housed within those units:

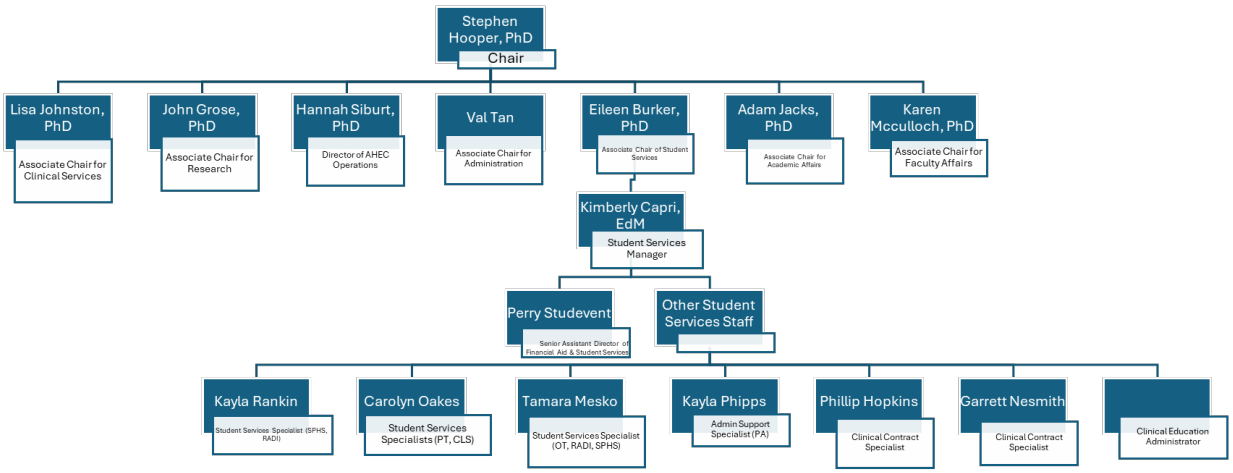
THE GRADUATE SCHOOL ACADEMIC PROGRAMS

- MS in Clinical Rehabilitation
- MS in Mental Health Counseling
- MS in Occupational Therapy
- MS in Speech-Language Pathology
- Ph.D. in Human Movement Science
- Ph.D. in Occupational Science
- Ph.D. in Speech and Hearing Sciences

THE SCHOOL OF MEDICINE ACADEMIC PROGRAMS

- Clinical Doctorate in Audiology
- Doctor of Physical Therapy
- Master of Clinical Laboratory Science – Molecular Diagnostic Science
- Master of Health Sciences – Physician Assistant Studies
- Master in Radiologic Science
- BS in Clinical Laboratory Science
- BS in Neurodiagnostics and Sleep Science
- BS in Radiologic Science

STUDENT SERVICES ORGANIZATION



RESPONSIBILITIES

The Office of Student Services provides administrative support to the divisions and academic programs. To provide the best level of support, all faculty, staff, and students must work cooperatively, professionally, and reasonably in setting timelines. It is imperative that deadlines are met because they are often tied to other offices on campus such as the University Registrar, University Cashier, The Graduate School, and Medical School. We will strive to communicate deadlines and important information early and often. These services include processes that support several areas important to the academic and professional experiences of students enrolled in our programs:

- Academic Advising
- Admissions
- Adjunct Faculty/FERPA
- Clinical Fieldwork
- Course Evaluations
- Course Scheduling
- Data Management
- Email Address
- Enrollment
- Financial Aid
- Scholarships
- Graduation
- Records Retention
- Recruitment
- Registration
- Residency
- Special Events
- Policies Checklist
- Lockers

POLICIES AND PROCEDURES

ACADEMIC ADVISING

Forms may require the signatures of faculty who are assigned academic advisors. The Office of Student Services requests that Health academic advisors understand their role in helping students meet University enrollment policies, complete degree requirements, and relay accurate information to students. This includes selecting the correct course numbers, sections, credit hours, and instructor.

Academic advisors should familiarize themselves with the various policies and procedures concerning drop/add, withdrawal, cancellation, leave of absences, and the Academic Advising feature in ConnectCarolina to access transcripts and course histories. Policies and procedures not followed may affect areas such as billing, financial aid, degree completion, and other areas such as student audit forms and graduation.

ADMISSIONS

Each program has specific requirements for admissions. Each student is responsible for meeting these requirements and following the official processes outlined by each program. Each division's admissions committee has the final determination of students who are admitted. Please review your prospective program's admissions information for the most updated application policies and procedures. Final transcripts for newly admitted students must be received by November 1st of each year or registration holds will be placed on students' records to prevent enrollment for their first spring term.

ADJUNCT FACULTY/FERPA

All adjunct and visiting faculty must be officially affiliated with the University of North Carolina and/or the Department of Health Sciences (DHS). They should have completed FERPA training and the Terms of Use certification with their ONYEN and a PID number. FERPA training can be completed online at (http://registrar.unc.edu/academic-services/uncferpa/ferpa-instructions/) and Terms of Use certification can be done online at Terms of Use for Administrative Systems - ConnectCarolina User Information (unc.edu) The University Registrar will not assign faculty members to a faculty role without proof of completed FERPA training and Terms of Use certifications. Faculty members given access to student information via sites such Canvas, Blackboard, or other online tools without first completing FERPA or via their non-UNC

assigned email address are in violation of Federal and University Policies.

CLINICAL FIELDWORK

The Office of Student Services supports the clinical fieldwork required for students to gain the necessary knowledge and skills to succeed in their profession. Clinical Coordinators must work with Student Services to collaborate on needed help by ensuring they are aware of dates of rotation and assignments. All students with clinical components must submit completed documentation according to the stated division deadline. Students are notified well in advance of the deadlines and late submissions may affect their assigned rotation and fieldwork. Students are expected to communicate regularly and promptly with the Clinical Education Assistant. Division Directors and Clinical Coordinators will be immediately notified of non-compliance. CastleBranch is one of our main vendors for storing all the students' prerequisites needed prior to their clinical rotations. Which include background checks, drug testing and all the students' immunizations.

Student Health, Safety, and Immunization Compliance Policy (Effective Fall 2024):
Students must stay in compliance with required immunizations, background checks, and other health and safety requirements throughout their program. All incoming Health Science students must meet the NC Required Immunizations requirement and may need to complete additional requirements mandated at students assigned facility for clinical education placements. Failure to comply puts patients, physicians, and fellow students at risk and will result in:

- Two email warnings (between two weeks) from Student Services Specialist including the Division Director and Clinical Coordinators. If the student receives two email warnings and stays non-compliant, professional consequences may be taken such as not being permitted to attend classes, with such absence designated as an unexcused absence and being pulled from their clinical rotations. Students with repeated missed compliance deadlines may result in additional professional consequences. Please refer to your Division's Policies or Clinical Coordinator for more information.

The Office of Student Serices works collaboratively with Clinical Coordinators to ensure that Affiliation Agreements are active and renewed. Clinical Coordinators must work to ensure Student Services are aware of needed agreements in a timely manner. The Office of Student Services submits Contract Request Forms to the School of Medicine's Office of Professional Service Contracts and Affiliations for them to facilitate the agreements with external entities. Below are The Office of Student Services Policies for contract requests:

- A list of all facilities each program knows they will need a renewal, or a new contract submitted to your representative Clinical Contracts Specialist **3-4 months prior to the needed date.**
- For out-of-state contracts please provide a list for your representative, Clinical Contact Specialist, **6 months prior to the date needed.**

- Programs will follow the below procedure when requesting a contract:
    - Physical Therapy and Occupational Therapy – Please email your representative Clinical Contract Specialist directly to request the contracts.
    - Audiology, Speech-Language Pathology, Radiologic Science, and Clinical Rehabilitation and Mental Health Counseling – Please use the New Contract Request or Renewal form.

COURSE EVALUATIONS

The Office of Student Services recognizes that instructors can change from one semester to the next. It is the responsibility of each Division Director to confirm instructors with their student services representative as early in advance as possible so that they can be assured access to their course evaluations. All instructors who wish to receive course evaluations must be assigned a PID number, ONYEN, and a UNC email address and have completed FERPA training and Terms of Use certification. In addition, they will be added as an instructor within ConnectCarolina. If a course needs their evaluations sent out earlier or later than the typical Fall, Summer, or Spring term dates, Faculty must inform their Student Services representative. Course Evaluations are typically sent out between the last day of classes and the end of finals based on the system dates in ConnectCarolina.

COURSE SCHEDULING

Division Directors are responsible for creating, managing, and disseminating information to the Student Services staff to request classroom space in a timely manner. The Office of Student Services follows the School of Medicine Classroom request deadline found here. It is important that all staff/faculty abide by these deadlines to ensure classrooms are reserved properly. Classroom requests should include the course name, number, date requested, time requested, and faculty members assigned to teach the course.

All faculty members with access to student information must be affiliated with the University as an employee, have a PID number, have a UNC email address, and have completed FERPA training. Faculty cannot be assigned to a course unless they have met these conditions.

Once the division/program directors have finalized course offerings, Student Services staff members will enter final classroom requests each semester. Courses for the summer terms are entered in February. Courses for Fall can be entered in March, and Spring courses can be submitted in early October. Classroom availability is ultimately determined by the School of Medicine Scheduling Office and requests cannot be guaranteed by the Office of Student Services.

DATA MANAGEMENT

The Office of Student Services reports information on various constituencies within the Department of Health Sciences. Data is gathered and reported on prospective, current, and graduates of the academic programs. Report topics include graduation rates, admission statistics, retention, PRAXIS scores, AHEC, employment, and enrollment data. A minimum of two weeks' notice is required for all data requests.

EMAIL

All students, staff, faculty, and administrators are assigned an official UNC-Chapel Hill email address which must always be used for official business. Auto-forwarding of university email accounts is not allowed. Students in graduate programs within the Department of Health Sciences must create and use their own med school email addresses. Student services staff will send information to all incoming students each year about this process, and it should be completed no later than the first day of class. Please review the University's official Email Address Policy.

Student Services Policy: Student Services Staff can reply to an email correspondence within 2 days of the date it is received. Circumstances may vary depending on the situation (Weekends, Vacation leave, Sick leave, etc.).

ENROLLMENT

In some of our programs, the Office of Student Services will enroll students in the first semester of their program, while some of our programs require the new students to register on their own. Students should be fully aware of the enrollment procedures and deadlines. For information and guidance on registration, please visit the University Registrar's website at http://registrar.unc.edu. All graduate programs in the Department of Health Sciences require the payment of an enrollment deposit. Students will not be allowed to enroll without the payment of the enrollment deposit.

FINANCIAL AID

All students interested in applying for financial assistance should complete the Free Application for Federal Student Aid (https://studentaid.gov/h/apply-for-aid/fafsa) and use code 002974. Information about applying for aid, eligibility, and estimated costs of attendance can be found at The Office of Scholarships and Student Aid's website: http://studentaid.unc.edu/. Tuition and fees for programs specific to the Department of Health Sciences are set each year by the NC General Assembly and can be found at the University Cashier's website (https://cashier.unc.edu/tuition-fees/). Total costs for each program are based upon the

specific program of study and the number of hours enrolled each semester. Students applying for programs in the Graduate School should review the graduate school's website for information about applying for fellowships and assistantships. There is a departmental scholarship application available each April which allows students to apply for departmental and divisional aid. Students will be notified once the application opens. Students applying for programs housed in the Medical School should ask their program directors about scholarship application procedures.

SCHOLARSHIPS

The Office of Student Services helps to facilitate the Department of Health Sciences Awards by maintaining and sending out a department-wide application the starts in April every year and ends in June. All students admitted to a degree program are eligible to apply for Department of Health Sciences sponsored scholarships. Information about the different scholarships and the application process can be found at http://www.med.unc.edu/ahs/student-services/financial-assistance Questions can also be sent to ahs_financialaid@med.unc.edu. Once decisions are made, divisions are responsible for letting the Finacial Aid and Scholarship Assistant Director know so the awards are submitted in the system promptly.

GRADUATION

Each program has specific degree requirements outlined by each program. It is the student's responsibility to ensure that they have met all degree requirements. Division and program directors will confirm to Student Services all degree applicants who have met requirements. Students must apply for graduation prior to the designated deadline and be officially approved before a degree can be awarded. Department of Health Sciences degrees are officially conferred by the University Registrar on specified days listed on their academic calendar.

If the program is governed under The Graduate School Policies students will receive and be required to complete an Exit Survey After submitting their graduation application. Failure to submit the survey may result in delayed graduation.

LOCKERS

Department of Health Sciences students can request a locker in Bondurant Hall for personal use during their enrollment with the Department. Lockers are typically assigned to incoming students in August of each year on a first-come, first-serve basis. Lockers are reserved for currently enrolled Health Science students and may not be used by other students. Department of Health Sciences staff and faculty may be assigned a locker on a case-by-case basis for needs related to their work in the Department.

Students may use the same locker for their enrollment unless they are notified of a mandatory reassignment. First-year Physical Therapy students are given priority for usage of lockers in the women's and men's locker rooms on the lower level. PT (Physical Therapy,) students can also request a locker in Bondurant Hall with access to a gender-neutral restroom next door in MacNider Hall.

Students are prohibited from using a personal lock on their locker. Missing locks should be reported to the Office of Student Services.

Students must clear their lockers of personal belongings before their separation or graduation from the University. The Department of Health Sciences is not responsible for storing personal items until a student can claim them. Any personal belongings left behind may be donated to a local charity or discarded.

Any questions regarding this policy can be directed to Phillip Hopkins at Phillip_hopkins@med.unc.edu or Garrett Nesmith at garrett_nesmith@med.unc.edu.

PAPER REDUCTION

As technology becomes more user-friendly, intuitive, and accessible, the Office of Student Services will actively work to become more paperless. Paper applications, information packets, data collection, orientation materials, surveys, and other materials will be moved to electronic documentation when possible. With the ability of students to access electronic materials via their laptops, smartphones, and tablets, the Student Services representative or program coordinator for each program/division can create a more cost-effective, easy to manage, and easy to track system of processing information. Information will be designated as paper or electronic.

RECORDS RETENTION

Student Services staff members follow the policies and procedures of the University Registrar in regard to records retention. Each division has its own set of guidelines for program-specific documentation and record retention. However, departmental and divisional record and retention policies cannot override policies set by the State and the University Registrar. Click here for a link to the state retention schedules.

RECRUITMENT

The Office of Student Services works to increase interest in the academic divisions and programs within the Department of Health Sciences with recruitment events. These events can be initiated within a division, the

department, or from an organization outside of the University such as a high school, Project Uplift, Upward Bound, and AHEC. In some cases, Student Services staff members reserve rooms for special events, create marketing items and participate in outreach.

REGISTRATION

The Office of Student Services is an extension of the University Registrar and is, therefore, the guiding framework for all procedures and processes including registration, drop/add, record storage, withdrawals, enrollment verification, graduation, and awarding of degrees. Registration is a regular process that students should be extremely familiar with.

ConnectCarolina is the main informational and transactional tool that students use to register or drop courses, view their schedules, and apply for graduation. Strict deadlines for registration dates and procedures are in place and should always be followed. Faculty members should not enroll students in a course Sakai site until the student is officially registered for the class. This will prevent issues with late enrollment, financial aid disbursement, and degree completion. Independent study classes should follow the University guidelines on tracking student progress.

RESIDENCY

Under state law, North Carolina residents are eligible for a lower tuition rate to state universities, including The University of North Carolina at Chapel Hill (*the University*). In order to qualify as a resident for tuition purposes, a person must have established legal residence (*or domicile*) in North Carolina and maintained that legal residence for at least twelve (12) months prior to his or her classification as a resident for tuition purposes.

Students in programs housed by the Graduate School will use its online residency application. The link for the UNC Graduate School residency application is available here: Graduate School Residency Application.

For students seeking residency for each semester, you will use the Residency Determination Service to apply for residency.

The NC Residency Determination System decides a person's residency status based on the day they initiate an online residency determination. As stated on the NC Residency Determination System website, "The residency statute mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for in-state tuition." Therefore,

students should wait until they believe that they are a NC resident before initiating an online residency determination

SPECIAL EVENTS AND ORIENTATION

Special events are often important to the success and growth of the Department of Health Sciences. As always, your support for these events is appreciated. These events add to the social atmosphere experienced by our students. Some examples of previously held events are:

Events

- Professional Development
- Allied Health Week
- Clinical Preceptor Appreciation
- UNC/Novant Preceptor
- Difference Matters
- Special Guest Speaker
- Information Sessions
- Department Orientation
- Financial Aid Lunch and Learn

Each division plans orientation sessions for incoming students. Student Services staff support these events by reserving rooms, creating handouts, ordering food, distributing locker assignments, creating photo composites, requesting School of Medicine access badges, updating calendars, and communicating with students.

Alliance Health Ambassadors

The Office of Student Services helps advise a student-run organization called the Alliance Health Ambassadors. The goal of the organization is to promote interdisciplinary student involvement. More information on the program can be found here.

Policies Checklist

The Department of Health Sciences has a simple policy checklist to help divisions inform their students about the various university-wide services and support available. Please see the checklist on the following page for services and links. **THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL THE SCHOOL OF MEDICINE**

DEPARTMENT OF HEALTH SCIENCES

Policies Checklist

Name _____
Please print

UNC Email_____
Please print

_____ **Academic Integrity** - UNC Honor System
_____ **AHEC** – NC AHEC - North Carolina Area Health Education Centers Program
_____ **HS Ambassadors -** AHA Ambassadors
_____ **Career Services** – UNC Chapel Hill University Career Services
_____ **Parking** – University of North Carolina at Chapel Hill Department Of Public Safety
_____ **Disability Services** – Accessibility Resources and Service
_____ **Judicial System** - The Office of the Dean of Students
_____ **My.unc.edu** – Login to MyUNC
_____**Scholarships and Student Aid** – The Office of Scholarships & Student Aid at UNC-Chapel Hill
_____ **Equal Opportunity Policies and Procedures** – Policies
_____ **Student Health Services** – Campus Health
_____ **Student Activities and Organizations** – Carolina Union
_____ **Learning Services** -Academic Services - Learning Center
_____ **Learning Disabilities Services** - UNC - Learning Disabilities Services
_____ **Writing Center** – UNC Writing Center: Home Page
_____ **HIPAA** – HIPAA Resources
_____**UNC Plagiarism Policy** -- Plagiarism Tutorial
_____ **Veterans Affairs GI Bill Educational Benefits --** Veteran Affairs and Veteran Resources

I have read the information and acknowledge my responsibility to understand the UNC-CH position regarding each topic. I will sign this form and return it to the administrative assistant in my discipline of study at the beginning of the fall/spring semester.

Signature_____ Date _____