



UNC  
GILLINGS SCHOOL OF  
GLOBAL PUBLIC HEALTH

Department of Health Behavior  
**Enrolled Students  
Policies & Procedures**

2013-2014

## Important Dates for the 2013-2014 Academic Year

Date	Event
Tuesday, August 13	Master's Comprehensive exams
Thursday, August 15	Graduate School Orientation
Monday, August 19	SPH and HB new student orientation
Tuesday, August 20	First day of classes
Monday, August 26	Last day for all students to <b>add</b> a course or late register <i>using the web registration system</i> .
Monday, September 2	Labor Day holiday (No classes, Offices closed.)
Tuesday, September 3	Last day to drop a course to have tuition adjusted
Friday, September 27	Last day for Students to file a degree application in ConnectCarolina for degree to be awarded in
Saturday, October 12	University Day
Monday, October 14	Last day to submit Pass/Fail Declarations.
Wednesday, October 16	Fall Break – Instruction ends 5:00PM
Monday, October 21	Fall Break – Instruction resumes 8:00AM
Monday, November 18	Electronic dissertations and theses for December graduation candidates must be submitted to The Graduate School by 4 PM for review and approval.
Monday, November 18	Last day for Graduate Students to drop a course
Mid-November	Pre-payment or Financial Aid proof period begins for Spring 2014 registration
Friday, November 22	MPH Practicum presentations
Wednesday, November 27	Thanksgiving holiday (No classes)
November 28 and 29	Thanksgiving holiday (No classes, Offices closed.)
Wednesday, December 4	Last day of fall classes
Wednesday, December 4	Absences (AB's) and Incompletes (IN's) from Fall Semester 2012 change to F
Thursday, December 5	Reading Days
Wednesday, December 11	
Early December	MPH Comprehensive Exam Retake
December 6, 7, 9, 10, 12, 13	UNC Exam days
Mid-December	Tuition and fees due for Spring 2014 term
Sunday, December 15	December commencement
Wednesday, January 8	First day of Classes (Spring 2014)
Tuesday, January 14	Last day to register or add a course
Monday, January 26	Martin Luther King, Jr holiday (No classes, Offices closed.)
Jan.	Last day to drop a course to have tuition adjusted
Feb.	Last day to apply for May graduation
March 10-14	Spring break (No classes.)
Thursday, April 10	HB Student Awards Celebration
Friday, April 18	Spring holiday (No classes, Offices closed)
Early April	Last day to drop a course
Early April	Final signed copies of dissertations due to Graduate School by 4:00 pm for May graduation candidates
Wednesday, April 23	MPH Capstone Celebration Day
Friday, April 25	Last day of classes
April 30 and May 3	Reading days
April 28, 29; May 1, 2, 5, 6	Exam days
Saturday, May 10	Doctoral Hooding Ceremony
Saturday, May 10	School of Public Health Commencement
May 19 and 20	Doctoral Comprehensive exams

## Table of Contents

Introduction .....	1
Key University Policies .....	2
Student Services.....	4
Student Services Office (HB) .....	4
Communication.....	6
Registration Policies.....	7
Release of Student Information.....	11
Leave and Withdrawal Policies .....	12
Financial Aid.....	14
Tuition and Residency Information.....	16
Tuition and Fees.....	16
North Carolina Residency for Tuition Purposes.....	16
HB Resources .....	18

# Introduction

The Student Services Policy Manual provides comprehensive information on policies and procedures for the current academic year for all students and faculty in the Department of Health Behavior. Many forms are referenced throughout this document and can be found at the links below or on the [Health Behavior Registration](#) site (in the “Current Student” section of the site).

Every effort is made to ensure that the information presented herein and on our website is accurate and complete. However, students should be aware that errors and omissions do sometimes occur; for this reason, minor changes and/or clarifications may be required at a later date.

There are several important references with which you need to be familiar. They contain important information about Department and UNC policies and procedures. These references include:

## **Health Behavior Website**

The [HB website](#) is a great starting point for finding information. Before you consult with others or the Student Services Office, please check the HB website. Resources for students are updated on a regular basis, especially in the “Current Student” section.

## **The Graduate School Handbook**

The Graduate School Handbook outlines policies for all degree programs. You are responsible for adhering to these policies. They are not necessarily re-stated in this document. The Handbook is available [online](#).

## **The Graduate Record**

The [Graduate Record](#) contains basic information about the doctoral-level and master's-level programs in the UNC-Chapel Hill Graduate School. Included are tuition and fees, financial aid information, academic and research resources, and program and course descriptions. This is a very useful resource for discerning whether a course is considered a graduate level course.

## **Connect Carolina**

Go to the [MyUNC](#) portal to:

- register
- check grades
- financial aid/billing
- print unofficial transcripts
- request official transcripts
- update your address
- more

## **The Graduate School Theses and Dissertation Guide**

This [Guide](#) is essential for PhD students.

# Key University Policies

## Honor Code

The [Honor Code](#) is the heart of integrity at UNC-CH. The Honor Code prohibits lying, cheating, or stealing when these actions involve academic processes or University, student or academic personnel acting in an official capacity. The Campus Code requires students to conduct themselves in such ways as not to impair the welfare or the educational opportunities of others in the University community.

[The Instrument of Student Judicial Governance](#) is the definitive document on student conduct and the judicial system. In an effort to ensure academic integrity, this document stipulates that students must sign a pledge on all written work. All written, individual assignments should include the Honor Pledge, which states: *"On my honor, I have neither given nor received unauthorized aid on this assignment."*

Instructors may allow the option of simply writing on your work "Pledge" and signing your name. **When in doubt about instructor expectations regarding team work on projects, crediting the work of others, or using previously submitted work, ask the instructor to clarify.** UNC students accept a commitment to the Honor Code and the Campus Code, and the principles of academic integrity, personal honesty, and responsible citizenship on which they were founded more than 100 years ago. Academic dishonesty in any form is unacceptable, because it circumvents the purpose of the University's life and work. All faculty members have a responsibility to report any possible Honor Code violations to the Student Attorney General. Private action by faculty regarding suspected or admitted Honor Code violations is prohibited by faculty policy. If you have any concerns or questions regarding the Honor Code you should contact the [Office of the Dean of Students](#) (919-966-4042) or the Office of the Student Attorney General (919-966-4084).

Many violations of the Honor Code occur due to an improper or insufficient understanding of procedures and expectations rather than an attempt to deceive. When in doubt, it is imperative that students consult with instructors or other appropriate resources. Even though ignorance is often the cause, it does not excuse the act of Honor Code infringement. Areas that are frequently troubling include the following:

- Submission of work previously submitted and graded for another course (It is the nature of some courses to build upon work previously submitted. Always check with the instructor before doing so.)
- Failure to properly cite work from previously developed materials. (You must cite yourself if re-using your own writing for another purpose.)

## Nondiscrimination Policy

The University is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the University's policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of age, gender, race, color, national origin, religion, creed, disability, veteran's status or sexual orientation. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied. A copy of the University's EPA and SPA Equal Opportunity Plans are available on the University's [website](#). The Dean of Students (919.966.4042) has been designated to handle inquiries regarding the University's [non-discrimination policies](#).

## Clery Act Report

UNC Police are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to disclose campus crime statistics on a regular basis. The Clery Act also requires campus police to notify students and employees in a timely manner of crimes that threaten their safety on campus. The Act is aimed at providing the campus community with accurate and timely information about campus security in order to help them make informed decisions.

**Sexual Harassment Policy**

The Office of the University Counsel maintains a formal statement of policy and procedures concerning sexual harassment. Please visit this [site](#) for more information.

# Student Services

## Student Services Office (HB)

The goal of HB student services is to help students in the Department navigate their educational experience. This is accomplished through connecting students with department and campus resources, providing up-to-date information, and serving as a resource for all student-related issues.

As adult learners, all students have a different degree to which they will utilize the Student Services Office. The Office is supportive of students but also challenges them, as actively engaged adult learners, to take responsibility for their learning and the attendant duties that come with this process. The Student Services Office will provide students with the information they need to be successful. However, it is the student's responsibility to follow through and use the information in a timely and effective manner.

Select functions of the Student Services Office include:

<b>Admissions and recruitment</b>	Recruitment events (Open House, Admissions Information Sessions, Admitted Students Day), admissions management
<b>New Student Orientation</b>	Continuing the discussion into the year, we will have brown bags on campus resources (schedule is forthcoming)
<b>Registration and enrollment</b>	General guidance and advising on courses, Drop/add forms, withdrawal, and course overload forms, arranging independent studies, Information about upcoming deadlines, core course exemption requests, name changes
<b>Student records</b>	Maintain student educational records and forms at department level, initiating paperwork for name changes
<b>Support for students</b>	Connecting students to campus resources, discussing program of study, general advice
<b>Financial aid</b>	Department financial aid, assisting with job searches, answering basic billing questions

## Hours

The Student Services Office, located in Rosenau Hall 302E, has open office hours from 10 am – 3 pm, Monday through Friday.

## Meeting with the Student Services Manager

The Student Services Manager is available via email and generally responds to students within 48 hours during University business hours. When the Student Services Manager's door is open, you are welcome to stop in. You can also schedule an appointment by emailing [hbstudentservices@unc.edu](mailto:hbstudentservices@unc.edu) or calling at 919- 966-5771 (email is preferred).

## General advice from the Student Services Office

### Utilize Campus Resources

UNC is very rich in free student resources. However, sometimes it can be difficult to navigate all that is available. The Office of Student Affairs's site offers a comprehensive list of [campus student resources](#).

### Student Billing Questions

Remember to always check your student account detail through your [MyUNC](#) portal before asking the Student Services Manager to clarify billing questions.

*Note that most tuition awards cannot be finalized until after the semester begins. Students who anticipate receiving financial aid (loans, tuition remission, in-state tuition) should be sure to submit a deferment to the Cashier's Office by the due date. Once a student receives confirmation that she or he has qualified for a tuition award, she or he should allow several weeks for the awards to be posted to her or his account. Students should not panic about bills they receive for*

*tuition if they have a tuition award.*

Students receiving a tuition remission and/or in-state award should keep in mind that there is a gap between the Academic Affairs tuition rate and the Public Health tuition rate. Students are required to pay the difference between the two tuition rates and for student fees.

If you have questions about your bill, [Diana Malinsky](#) is an excellent contact in the Cashier's Office.

### **Loan Refunds**

Loans are typically processed before departmental tuition awards are made. This can cause confusion about exactly how much of a loan award a student is eligible for. Students should make sure that their tuition awards have been processed before spending their loan money. This step will help to ensure that students don't have to pay back any excess loan money refunded to them.

### **Manage Stress**

Managing and relieving stress is an important part of succeeding in Graduate School and necessary for the student's health. Campus Health Services offers an excellent [guide](#) for recognizing and helping to abate stress.

### **Transitioning to Graduate School**

The transition to graduate school can be difficult, given how different it is from undergraduate studies and full-time work. It's not unusual for students to wonder, "How did I get in?" "Should I be here?" "How am I going to make it through the semester?"

There are many resources to help students deal with the problems sometimes encountered during the transition to graduate school, including academic anxiety, perfectionism, group work, writing, getting back into the classroom, and time management. [The Learning Center](#) and [Writing Center](#) offer useful resources for student success.

# Communication

## E-mail

E-mail is an essential communication tool. Communication between students and the Student Services Office, faculty, and other offices/individuals on campus will be primarily by e-mail. Students should read all e-mails sent out by Student Services the MPH Program Manager , and the Program Directors.

Note: There can be serious consequences for missing deadlines; such problems cannot be easily fixed

Each student is provided with an UNC email account upon enrollment. Students' UNC accounts are the **only** ones allowable for campus communication. In fact, it is a formal UNC policy that all UNC-related business must be conducted using your UNC email account. You are required to abide by this policy; failure to do so can have immense consequences. The bottom line is that you should utilize UNC e-mail only for academic business. Please review the [UNC email policy](#).

## Listsers

Department listsers help facilitate communication within the department. All listsers are closed (with the exception of the HB jobs list)--membership is restricted to select groups. Students are automatically subscribed to the Department list, the HB Students list, and their cohort list.

All list members must use the UNC e-mail address listed in the [UNC Directory](#); please make sure you notify the list administrator if you change your UNC e-mail address or start using an alias account. **Email will not be delivered to the lists if you use an alternative email account.**

[Laura Pearson](#) serves as the listserv administrator; please contact her with any updates or questions.

Listsers	Email	Description	Notes
<b>Department Listsers</b>	dept4640@listserv.unc.edu	Sends to entire department	Includes faculty, staff, students, and HB affiliates. Anyone added can send and receive from this list.
<b>MPH 2012</b>	hbmph2012@listserv.unc.edu	MPH Class of 2014	
<b>MPH 2013</b>	hbmph2013@listserv.unc.edu	MPH Class of 2015	
<b>Doctoral Students</b>	hbhedocs@listserv.unc.edu	All doctoral students	
<b>PhD 2013</b>	hbphd2013@listserv.unc.edu	PhD starting in 2013	
<b>PhD 2012</b>	hbphd2012@listserv.unc.edu	PhD starting in 2012	
<b>PhD 2011</b>	hbhephd2011@listserv.unc.edu	PhD starting in 2011	
<b>PhD 2010</b>	hbhephd2010@listserv.unc.edu	PhD starting in 2010	
<b>PhD 2009</b>	hbhedocs2009@listserv.unc.edu	PhD starting in 2009	
<b>PhD 2008</b>	hbhedocs2008@listserv.unc.edu	PhD starting in 2008	
<b>HB jobs listsers</b>	hbhejobs@listserv.unc.edu	Open list, anyone can send or subscribe	Administered by Megan Landfried

# Registration Policies

Course schedules and registration information can be found on the HB Registration page, [Office of the Registrar site](#), and [MyUNC](#) portal. The following section highlights common procedures that students follow and often ask the Student Services Office for information. Please consult Health Behavior specific processes outlined below. Specific details on policies can be found in the [Graduate School Handbook](#).

## Registration Requirements

The Graduate School requires that graduate students meet one of following enrollment requirements during the fall and spring terms:

- Registers for 9 or more graduate credit hours in a fall and spring semester
- Registers for a minimum of 3 hours of dissertation if you are a doctoral student who has completed your coursework and comprehensive exams (994) – including the summer

Students in the Department of Health Behavior must be continuously enrolled in the program. Please refer to your program handbook for specific policy information.

Full-time student status must be maintained for loan deferment or student visa status. Students not using University resources may either apply for a leave of absence (which “stops the clock” for time to degree) or simply not register (both require readmission to the Graduate School). These forms can be found on the Graduate School’s [forms site](#). Students must be registered for at least 3 hours in order to receive a stipend and/or qualify for University Graduate Student Health Insurance. Refer to the [Graduate School Handbook](#) for additional details.

Full-time enrollment exceptions are possible for doctoral students in the second or third year for MSPH/PhD students under special circumstances subject to approval by the department chair and doctoral program director (see the Doctoral Program Guidelines for more information).

## Receiving Course Credit

The Graduate Record lists all graduate level courses that count towards elective credits. Please consult the [Graduate Record](#) before enrolling in a course to ensure it counts for elective credit. Courses approved for undergraduate credit only (at UNC-Chapel Hill, those numbered below 400), including required prerequisite courses, will not be counted toward academic program requirements, do not count toward full-time enrollment status, do not carry either course or residence credit, and will not be entered into the student’s Graduate School academic eligibility calculation. For more information, please consult the chart below:

Course Level	Yes	No	Notes
UNC 100-399 level (undergraduate)		X	Students can take a course “for fun” but not toward degree credit requirements.
UNC 400-699 level (undergraduate P/F)		X	Pass/fail courses do not count toward degree credit requirements.
UNC 400-699 level (undergraduate graded)	X		
UNC 700-999 level (graduate graded)	X		
UNC 700-999 level (graduate P/F)		X	Pass/fail courses do not count toward degree credit requirements.
Inter-institutional course (Duke, NCCU, NCSU, UNCG)	X		The Registrar’s Office will not allow students to register for pass/fail courses or undergraduate level courses through inter-institutional registration.
Graduate School professional development courses (GRAD 704, 721)		X	Pass/fail courses do not count toward degree credit requirements. These are for professional enrichment only.

## Pass/Fail Courses

All required graduate courses, including those taken on this campus or elsewhere (via inter-institutional registration, Study Abroad, etc.), may not be taken on a pass/fail basis. Students who wish to take a non-graduate level course pass/fail should contact The Graduate School.

The Graduate School offers professional development courses that are open to all graduate students. These courses include GRAD 704 (Effective Presentation Skills), GRAD 721 (Research Ethics), and GRAD 810 (Communicating in the American Classroom for ITAs). Students may enroll in these courses for professional development only. These courses DO NOT count toward degree requirements.

## Dropping a Course

Students may drop a course through their MyUNC portal during the first two weeks of classes. After the second week of classes and before the end of the twelfth week of classes, the student must:

1. Obtain a paper drop/add form from the Health Behavior student lounge.
2. Complete the form and secure required signatures (student, academic advisor). Make sure that you enter complete all required information or the form may be returned to you.
3. Submit the drop/add form to the HB Student Services Office no later than 5 business days before the final [drop deadline](#).

Completed drop forms will be sent to the Graduate School for Dean's signature/approval. If approved, the Graduate School will send the form to the Office of the University Registrar for processing. If the request is not approved or the form is incomplete, it will be returned to the HB Student Services Office, which will notify you by email.

Please make sure to adhere to deadlines. Requesting to drop a class after the deadline requires the approval of the Graduate School and will only be granted for extenuating circumstances.

**Important:** Students receiving tuition awards must remain in the same tuition credit bracket (0-2.9; 3- 5.9; 6-8.9; 9 or more). Any registration changes after the "last day to add" may result in a tuition change that is not covered by the in-state tuition award. Consult with Student Services Office before making changes.

## Adding a Course

Students may add a course through the MyUNC portal during the first two weeks of classes. After the second week of class, students must complete the following steps to add a class:

1. Obtain a paper add form from the Health Behavior student lounge.
2. Complete the form and secure required signatures (student, academic advisor, and course instructor). Make sure that you enter complete all required information or the form may be returned to you.
3. Complete a Late Add Justification form.
4. Submit the add form and late add justification form to the HB Student Services Office.

Completed add and late add justification forms will be sent to the Graduate School for Dean's signature/approval. If approved, the Graduate School will send the form on to the Office of the University Registrar for processing. If the request is not approved or the form is incomplete, it will be returned to the HB Student Services Office, which will then notify you by email.

Please make sure to adhere to the online add deadlines. Requesting to add a course after the deadline requires the approval of the Graduate School and will only be granted for extenuating circumstances.

## Inter-Institutional Registration

Students may take a maximum of two graduate-level courses through inter-institutional registration during a fall or spring term or a maximum of one graduate-level course during a summer term, provided that the student is also registered for the balance of his/her normal load (at least three credit hours) at UNC-Chapel Hill. Students may take these courses at North Carolina State University, the University of North Carolina at Greensboro, the University of North Carolina at Charlotte, North Carolina Central University, or Duke University.

To register for an inter-institutional course, a student must complete the following steps:

1. Review the [Graduate School](#) and [Office of the University Registrar's](#) inter-institutional registration policies.
2. Complete and print the [inter-institutional registration form](#). If the course requires the instructor's permission, please print a copy of an e-mail verifying you have the instructor's approval to register.
3. Obtain academic advisor's signature.
4. Complete a [course overload request form](#) if student exceeds 16 credits for the semester.
5. Submit the inter-institutional registration form to the HB Student Services Office no later than 5 business days before the [add deadline](#).

Complete inter-institutional registration forms will be sent to the Graduate School for Dean's signature/approval. If approved, the Graduate School will send the form on to the Inter-institutional Registration Coordinator at the UNC Office of the University Registrar for processing. If the request is not approved or the form is incomplete, it will be sent back to the HB Student Services Office. You will receive an email from HB Student Services if this happens.

Please make sure to adhere to inter-institutional registration policies. Students cannot enroll in pass/fail or undergraduate courses through inter-institutional registration.

## Independent Studies

In certain cases, a student will choose to pursue specialized, rigorous, individual research or practice experiences with a faculty advisor. Independent study courses require that a student devote at least three hours of independent study work per week for each unit of credit earned. A student must also meet on a regular basis with an independent study director. A student must follow these steps to enroll in an independent study course:

1. Discuss the possibility of an independent study course with a potential independent study advisor.
2. If the faculty member agrees, download, complete and print the [Independent Study Learning Agreement](#).
3. Obtain the required signatures (student, academic advisor, independent study advisor)
4. Complete a [course overload request form](#) if student exceeds 16 credits for the semester.
5. Submit a signed copy of the independent study learning agreement to HB Student Services no later than 5 business days before the [add deadline](#).

The HB Student Services Office will register a student for the course within 5 business days of receive a complete independent study learning agreement and any associated forms.

## Audit Policy

To audit a course in the Department of Health Behavior, all students must wait until the end of the official registration period (last day for students to add a class or late register) when it is determined that there is still space available in the class. After this period, auditors must:

1. Review the University's [policy on auditing courses](#).
2. Obtain an add form from the HB student lounge.
3. Complete the add form (AUD should be used to add an audited course)

4. Obtain required signatures (advisor, course instructor)
5. Submit the form to the HB Student Services Office. The Student Services Manager will secure the department chair's signature if all auditing conditions are met.
6. Pay an auditor fee (if not enrolled in a degree program).

Complete add forms will be sent to the Graduate School for Dean's signature/approval. If approved, the Graduate School will send the form on to the Office of the University Registrar for processing. If the request is not approved or the form is incomplete, it will be sent back to the HB Student Services Office. You will receive an email from HB Student Services if this happens.

**Note:** Students who have audited a course may not subsequently enroll in and receive course credit for the same course they have audited.

### **Course Overload Request**

Graduate student enrollment is capped at 16 credit hours per semester during the fall and spring semesters (8 credit hours during the summer terms). However, in extraordinary circumstances, a student may submit a course overload request. This mechanism should not be used to "shop" for classes (overloading so that the student can choose between two courses at a later date). To seek a course overload request, a student must complete the following steps:

1. Download and complete the [course overload request form](#), including a detailed justification for the request.
2. Secure required signatures (student, academic advisor, and student services manager). Make sure that you enter complete all required information or the form may be returned to you.
3. Submit the form to the HB Student Services Office Services no later than 5 business days before the [add deadline](#).

Complete forms will be sent to the Graduate School for Dean's signature/approval. If approved, the Graduate School will send the form on to the Office of the University Registrar for processing. The student will then receive an e-mail from the Registrar's office indicating that their credit limit has been increased. The student can then add additional courses/credits to their schedule. If the request is not approved or the form is incomplete, it will be sent back to the HB Student Services Office. You will receive an email from HB Student Services if this happens.

### **Core Course Exemption**

All MPH, MSPH-to-PhD, and PhD students without an MPH, are required to take courses in the public health competency areas. The core areas constitute the intellectual framework through which public health professionals in all specializations approach problem-solving. These courses are also the means by which the school assures the Council on Education in Public Health, our accrediting organization, that all professional degree students have a sufficient understanding in the basic areas of public health. The School requires all students in professional degree programs to pass each of the core public health courses *or* to be officially exempt on the basis of prior experience with the specific core course content. Health Behavior students must enroll in HPM 600, EPID 600, ENVR 600, and HBHE 601 (equivalent to BIOS 600).

To receive an exemption/substitution from any of the core courses, a student must demonstrate an understanding of the competencies addressed in the course. This understanding is typically demonstrated through completion of a comparable course within the five years prior to enrollment in the current degree program in which the student received at least a "B". Work experience that covers course content may also be considered as the basis for the exemption. The previous course(s) and/or experience must be certified by the relevant core course instructor as being at least as rigorous as the SPH core course.

Students seeking a core course exemption must complete the following steps:

1. Review the [core course exemption/substitution guidelines](#).
2. Obtain relevant course syllabi to support course exemption request.
3. Download and complete [core course exemption forms](#).
4. Submit materials to the HB Student Services Office Services by the end of the first semester enrolled.

The Student Services Office will review the exemption request and certify it. The request will then be sent SPH core course instructor and SPH Academic Affairs Office for review and approval. If approved, the SPH Academic Affairs Office will send an approval notice (copies of the approved request) via email to the student and HB Student Services Office. This process can take several weeks; students should seek exemption requests before the end of their first semester enrolled in a program.

### **Core exemption vs. transfer credit**

Keep in mind that requesting a core course exemption does not mean that course credit will be transferred into a degree program. If students plan to seek transfer credit for an exempted SPH core course, they must also follow the guidelines for credit transfer (refer to the next section for details).

### **Credit Transfer**

Requests for courses to be transferred for credit toward a graduate degree are review by the Graduate School upon recommendation of the student's academic program. The course must be graduate-level and consistent with the level of instruction at UNC.

MPH students are allowed to transfer in up to 20% of the credits required for the degree (10 out of 54 credits) with the approval of the MPH Program Director,.

Doctoral students are permitted to transfer in up to six credit hours required for the degree. Specific requirements for transferring credits into the doctoral program can be found in the Doctoral Program Handbook.

1. Students may add a transfer of credit request by following these steps: Review the Graduate School Handbook [policy on transferring course credit](#).
2. Download and complete the [Transfer Credit Recommendation](#) form.
3. Gather [materials](#) supporting credit transfer request.
4. Secure required signatures (student, academic advisor, program director).
5. Submit the form and associated materials to the HB Student Services Office.

A complete transfer credit recommendation form and associated materials will be review edby HB Student Services and then sent to the Graduate School for Dean's signature/approval. If approved, the Graduate School will send the form to the Office of the University Registrar for processing. The transfer credit will appear on the student's course history when applied to the degree program. If the request is not approved or the form is incomplete, it will be returned to the HB Student Services Office, which will then notify you by email.

## **Release of Student Information**

### **Official Transcripts**

The Office of the University Registrar will provide an [official transcript](#) of a student's academic record issued directly to the student or to a third party provided the student has given proper authorization to the Registrar's Office. Official transcripts are printed on University transcript paper and include the Registrar's signature and University Seal. Official transcripts issued directly to students/alumni are in a sealed envelope with the Registrar's signature across the back flap. To order a transcript as a current student, please log in to the MyUNC Portal (<http://my.unc.edu>).

**Important:** The Registrar’s Office gets extremely busy during admissions season. Students who need to request copies of their transcript must anticipate that processing will take at least 5-6 business days. Make plans to obtain a transcript with ample time for processing. Also, The Office of the University Registrar will not process any transcript requests from students who have an outstanding balance or unfulfilled obligation to the University.

## Course History/Unofficial Transcripts

All students have access to their own course history through the Student portal. The course history does not include institution information. The Student Services Office is not able to issue unofficial transcripts.

## Enrollment Verification

The Office of the University Registrar provides [enrollment verifications](#) to financial institutions, organizations, or agencies requiring proof of registration/student status. Students who would like to request a deferral of their student loans from previous institutions should request an enrollment verification request. Enrollment verifications can be used for obtaining student conference registration rates, memberships, or software licenses.

The certification, which includes the University logo and the Registrar’s signature, provides the following information: Student’s First and Last Name, UNC-CH PID, Effective Date of the Certification, Current Program of Study (*major*), Terms Specified for Certification (*also includes term dates*), Career (*Graduate/Professional School*), and Enrollment Status (*full-time, half-time, less than half-time*). If any additional information is being requested to add to the certification (insurance policy number, expected graduation date, etc.), please make a specific request in the comment section of the form.

## Release of Student Information to Third Party

The Family Educational Rights and Privacy Act ([FERPA](#)) protects “the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.” Key components of the law include:

- College students must be permitted to inspect their own education records
- School officials may not disclose personally identifiable information about students, nor permit inspection of their records, without written permission unless such action is covered by exceptions permitted by the Act. A notable exception is disclosing information to school official determined by the institutional as having a legitimate education interest (e.g. Student Services asking a faculty member for a grade to make sure you’re cleared to take comps)

The HB Student Services Office, faculty, or staff cannot release any aspect of student's academic record directly to the student or to a third party until the student has given proper authorization. Students must complete a [FERPA release form](#) in order to have a faculty member write a letter of recommendation or serve as a reference for you.

# Leave and Withdrawal Policies

## Leave of Absence

Within the time limits for a Masters or Doctoral program, a student in good academic standing may request one leave of absence from graduate study for a definite, stated period of time (up to one year) during which the student does not plan to make academic progress. To be eligible for a leave of absence, a student must not have received an extension of the degree time limit and must not have temporary grades of IN or AB on courses taken. A leave of absence between degrees is not allowed. For specific guidelines, please review the [Graduate School Handbook](#).

A student must follow these steps when seeking a leave of absence:

1. Discuss the leave of absence with the program director (and academic advisor when appropriate).
2. Download and complete the [Request Leave of Absence form](#).
3. Consult with the HB Student Services Manager about leave consequences and to finalize paperwork.

A complete request for leave of absence form will be sent to the Graduate School for Dean's signature/approval. If approved, the Graduate School will send a letter to the student via e-mail granting the leave. Ordinarily, a leave of absence may not be renewed. Students taking advantage of the Parental Leave Policy do not need to file a separate Leave of Absence request.

Students should be aware that while on leave, they are not enrolled students and therefore will not have access to campus services and benefits afforded to enrolled students, such as eligibility for student employment (e.g., TA or RA), student health insurance, and library privileges.

## **Withdrawal**

Official withdrawal from the University is required if a student wishes to drop all courses after a semester begins. Students who withdraw during the first semester of enrollment in an academic program will have to formally apply for new admission (application form, application fee, etc.) to that program if they wish to pursue the degree at a future date. A student seeking a withdrawal must:

1. Discuss the leave of absence with the program director (and academic advisor when appropriate).
2. Consult with the HB Student Services Manager about leave consequences and to initiate the withdrawal form.
3. Obtain appropriate signatures and clearances from UNC offices and course instructors.
4. Submit the request directly to the UNC Graduate School (Leslie Lerea).

If approved, the Graduate School will send a letter to the student via e-mail granting the withdrawal request.

Student should note that withdrawal from the University has financial consequences for students who have been awarded tuition remission and/or an in-state tuition award through a fellowship or assistantship appointment. Students who have received a tuition remission and/or in-state tuition award who withdraw from the University (i.e., drop all classes) prior to the fulfillment of their term commitment (for personal, financial, medical, or any other reason) will have the full amount of their tuition remission and/or in-state tuition award rescinded and are then personally responsible for paying the full costs of tuition for that semester.

## **Medical Withdrawal**

In certain circumstances, a student may request a medical withdrawal from the University. A student seeking a medical withdrawal must follow these steps:

1. Discuss the leave of absence with the program director (and academic advisor when appropriate).
2. Obtain medical clearance from UNC Counseling and Wellness Services.
3. Consult with the HB Student Services Manager about leave consequences and to initiate the withdrawal form.
4. Obtain appropriate signatures and clearances from UNC offices and course instructors.
5. Submit the request directly to the UNC Graduate School (Leslie Lerea).

If approved, the Graduate School will send a letter to the student via e-mail granting the medical withdrawal request. A student who receives a medical withdrawal may be required to receive medical clearance before being readmitted.

# Financial Aid

Paying for or affording graduate school is often at the top of entering students' minds. Sources of financial aid include, but are not limited to:

## Scholarships and Fellowships

- Self-nominated awards
- Department awards

## External resources

- Office of Scholarships and Student Aid External Funding Search
- Veterans Affairs benefits

## Loans

- Federal
- Private

## Student employment

- Research Assistantship
- Teaching Assistantship
- Graduate Assistantship

## Graduate School Resources

The [Graduate School funding site](#) helps connect students with funding options. One of the best resources is the [Graduate Funding Information Center](#). The GFIC is a resource for UNC graduate students seeking information on funding sources for independent research, collaborative projects, fellowships, research assistantships, and other scholarly activities. Students can browse opportunities by discipline or area (e.g. health and medical sciences), search funding databases, and set funding alerts.

## Office of Scholarships and Student Aid

The [Office of Scholarships and Student Aid](#) strives to maximize available funds available to qualified students. This is done primarily through offering student loans (federal and private) and grants (Tuition Enhancement Grants).

## FAFSA

Students who wish to apply for aid at UNC must file a Free Application for Student Aid or FAFSA by the March 1<sup>st</sup> priority deadline every year. The FAFSA application must be completed online at [www.fafsa.gov](http://www.fafsa.gov). UNC's Title IV code is 002974. Students must submit a FAFSA in order to be eligible for aid. Students who do not submit the FAFSA by March 1<sup>st</sup> are still eligible to apply for student loans and can submit an application at any time during the academic year.

The Office of Scholarships and Student Aid uses the FAFSA results to build a financial aid package for students.

## Enrollment Requirements

Students wishing to take a loan must meet specific enrollment requirements to qualify. For example, students enrolled in 2 credit hours during the summer qualify for summer student loans. Please make sure to consult with a counselor at the Office of Scholarships and Student Aid about the enrollment requirements.

## School Awards

Each year, outstanding SPH students receive awards, scholarships, and honors recognizing their excellence in teaching, research and service or supporting their professional development. This page highlights scholarships and honors throughout the school and UNC campus. These awards are supported by generous contributions from the School's donors who value the current and future contributions of UNC's public health students. The School administers self-

nominated awards and travel funding for current students. For more information visit the [awards tab](#).

## **Student Employment**

A variety of support mechanisms are available for graduate students at UNC-CH, including teaching assistantships (TAs), research assistantships (RAs), fellowships, traineeships, and hourly employment. This section provides an overview of the various types of positions available:

### **Research Assistantship**

All first-year and continuing are eligible to hold Research Assistant (RA) or Graduate Assistant (GA) positions. Students can secure RA or GA positions with faculty in the department or throughout the University. For more information on research assistantships, visit the [Graduate School site](#).

A student who secures a position where they earn the minimum stipend requirement and are paid on a monthly basis, may qualify to receive insurance and in-state tuition. Students considered non-residents for tuition purposes may qualify for tuition remission (see Tuition Remission below).

### **Teaching Assistantship**

PhD students and second year MPH and MSPH-to-PhD students are eligible for Teaching Assistant positions in the Department. The Department sends an e-mail to all students highlighting Teaching Assistant opportunities for the next semester. Teaching Assistantships are awarded as .5 and 1.0 FTE positions. Students who secure positions in the Department qualify to receive the Graduate School assistantship minimum stipends (pro-rated for .5 TAs), insurance, and in-state tuition. Students considered non-residents for tuition purposes qualify for tuition remission.

### **Hourly, Temporary or Flat Rate Employment**

Many projects and programs at UNC hire students for temporary or hourly employment opportunities. Temporary or hourly positions are not benefit eligible. Positions generally pay between \$12 - \$18 per hour or at a fixed rate negotiated with the employer. Students typically work up to 15 hours per week. The types of positions include conducting surveys or helping with implementation of a project.

### **Tuition Remission**

Each year the Department receives a limited number of [tuition remissions](#) from the Graduate School to support out-of-state residents. An out-of-state student who is awarded a fellowship or assistantship appointment may be eligible for a Tuition Remission Award reducing tuition to in-state rates. In addition to tuition remission, non-resident and resident students who are awarded a fellowship or assistantship appointment may be eligible for an In-State Tuition Award.

Tuition remission and in-state tuition awards are available fall and spring semesters only. No summer awards are made. Students must be on-campus unless the award requires their presence at another campus or research center.

Students must meet the following criteria to qualify for tuition remission and/or in-state tuition awards:

- Students must be full-time, degree seeking, and on-campus.
- Students must have an appointment as a teaching assistant or research assistant. The appointment must be in effect for a period of not less than one full semester for the student to be eligible for, and to retain, tuition remission and/or an in-state tuition award.
- The employer must pay a stipend meeting the [minimum stipend levels](#) to qualify for an in-state tuition award
- The employer must pay the student's insurance and in-state tuition award

Non-resident students in their first year will be given priority for tuition remission. Any non-resident student who meets

the tuition remission criteria will receive remission if the budget allows. No separate application is necessary. If the Department is close to exceeding its budget, requests will be processed on a first-come, first-serve basis. Continuing students may be eligible for tuition remission after first year students are covered. Continuing students are encouraged to apply for residency when they are eligible.

Students who no longer meet the eligibility requirements to receive a tuition remission and/or in-state tuition award will have the full amount of any tuition remission and/or in-state tuition award rescinded; they are then personally responsible for paying the full costs of tuition for that semester.

### **Health Behavior Assistantship Appointment Form**

All Health Behavior students employed on campus are required to have their employer complete the Department's Assistantship Appointment Form. The form and associated directions can be downloaded [here](#). Students cannot be put on payroll without completing the Assistantship Appointment Form.

### **Seeking Employment Opportunities**

The HB Employment & Financial Aid Resources [page](#) is a good place to start when seeking job opportunities. Student employment or volunteer opportunities sent to HB Student Services will be posted there. Keep in mind that many job postings are sent out by email later in the fall and spring semesters. Students should consider the following when job searching or looking for other funding:

- Review opportunities on the Graduate Funding Information Center [site](#).
- Prepare a cover letter and update your resume to send to send to potential employers.
- Talk with your academic advisor about paid and unpaid opportunities.
- Contact faculty with similar interests in Health Behavior or at UNC, but do not send blanket emails.
- Sign up for and review jobs posted to the Department's jobs listserv ([hbhejobs@listserv.unc.edu](mailto:hbhejobs@listserv.unc.edu)).
- Look at the bulletin boards around campus to find job postings
- Review the sites of [research centers, institutes, or departments on campus](#) for job opportunities.
- Students with degrees in Biology, Chemistry, Psychology, or Physics, may want to contact those Departments about Teaching Assistant positions. While there are limited positions, the science departments will often hire first year students as TAs for introductory courses and labs.

## **Tuition and Residency Information**

### **Tuition and Fees**

Each year, the North Carolina State Legislature makes its recommendations for tuition and fees to the University. Once tuition and fee rates are set, they are posted on the Student Billing section of the Student Accounts and University Receivables (Cashier's Office) [website](#).

### **North Carolina Residency for Tuition Purposes**

After living in North Carolina for 12 consecutive months and obtaining state issued documents to support this claims, non-residents can apply for NC residency for tuition purposes. Below is helpful information on taking the steps necessary to apply for NC residency. Health Behavior students have become very successful at applying for an receiving NC residency by following the guidance provided here.

### **The Process**

The Graduate School takes into account various aspects of a student's application for in-state residency for tuition purposes. A student must demonstrate what is called "a **preponderance of evidence**":

- that he/she established and maintained a **domicile** in North Carolina at least twelve months prior to the first

day of classes,

- with the **intent** to make North Carolina a permanent home **indefinitely**, and
- that he/she was not in North Carolina solely to attend college.

A **legal resident** is a person who qualifies as a domiciliary of North Carolina. A **domicile** is a person's permanent home for legal purposes. A domicile is not a temporary residence established for attending the University, after which the student intends to depart from the state. A person can have only one domicile, but numerous residences.

According to the Graduate School, **“it is not the day you step foot in North Carolina that starts your clock, but the accumulation of evidence that starts it.”** Waiting a few months to get your NC driver’s license or state ID, registering to vote, or registering your car (often the most important pieces of evidence) can diminish a student’s chances of obtaining residency for tuition purposes. It is important to obtain these items as soon as possible. **The Department recommends moving to the state of North Carolina in July or by August 1<sup>st</sup> at the latest.** Taking this step gives students enough time to get their documents in order and to visit the Department of Motor Vehicles, board of elections, or get a car inspected. Students must obtain all documents before the first day of classes for the fall semester (August 20, 2013). Failure to obtain documentation before the first day of classes can result in a denial of your residency application.

According to the Graduate School, the preponderance of evidence is the greater weight of evidence. The classifier (i.e., the individual who reviews residency applications) is looking for a **cluster of factual events/activities** in support of the applicant’s claim for in-state residency for tuition purposes. If the evidence shows a cluster of significant events occurring at about the same time (within the same week, for example), the classifier will start counting from that point to determine if the twelve-month requirement has been met. If, instead, the evidence has gradually accumulated over time, the classifier must decide at what point a preponderance of the evidence shows intent to establish a North Carolina domicile. If this date is after the first day of classes for the term specified on the application, the classifier will not render an in-state decision for the term in question.

**Indefinitely** refers to duration of time having no exact limits. Indefinite does not mean you intend to stay in the state forever; instead it means that you have no end date predetermined.

**Determination of Intent** takes into consideration the following items which may be significant in determining “domiciliary intent”; however, **THE LIST BELOW IS NOT A CHECKLIST. No one element by itself guarantees or denies residency, and these items are not comprehensive of all evidence that could be used in support of a case.**

- Tax dependency
- Employment
- Voter registration and activity
- Jury duty
- Sources of financial support
- Car registration
- Driver's license
- Property ownership
- State income tax returns
- Time in and out of state
- Ties to community

### **Submitting a residency application**

All enrolled students who wish to change their residency status may request re-classification once they have satisfied the requirements to become a North Carolina legal resident for tuition purposes. In order to do this, a student must complete the online residency application within the filing period dates regardless of how long she or he has lived in the state.

Those who have lived in the state for fewer than three years will be required to submit PDF copies of their evidence, including: NC driver’s license, NC state taxes, visas/green cards, military affidavits, and teacher certifications. Make sure that you have the PDF evidence ready before submitting your application. More information and the application can be found [here](#).

### **Application Filing Periods**

Students must apply before the filing period deadline for the appropriate semester. Applying outside the filing period is one of the top reasons why students are denied residency. Students who apply are strongly advised to do so as soon as

they have lived in NC for 12 months, but not a day before. Please consult the application [filing period information](#).

## Misconceptions about obtaining residency

There are various misconceptions about obtaining North Carolina residency:

Misconception	Reality
<b>Homeownership guarantees residency</b>	Owning a house does not guarantee that you will be granted residency. You still must live in the state for 12 continuous months to qualify.
<b>I must have a NC driver's license</b>	You do not have to obtain a driver's license if you do not have one. Opt instead for a <a href="#">North Carolina Identification Card</a> .
<b>You cannot leave NC during the first 12 months</b>	You may leave the state, but not for months at a time. Your 5 day trip for a holiday will not damage your chances for residency.
<b>I must be part of a religious organization</b>	You are in no way required to be part of a religious organization unless you choose to do so. This will not help or hinder your residency application.
<b>After my first year I'm guaranteed residency</b>	You are not guaranteed residency unless you take the proper steps to obtain legal residency. Make sure that you follow the steps outlined above.

## Advice about Establishing and Applying for Residency

Students applying for residency should:

- 1) Make the deadline for submitting the application.
  - An application will be rejected if the deadline is missed even if all of the documents are provided.
  - The process is heavily date driven. Make sure your documents indicate that you have lived in North Carolina for 12 consecutive months and were obtained BEFORE the state of the current semester. The classifiers will be looking at a "cluster" of events, so you need to accumulate evidence as close to your move to the state as possible.
- 2) Talk with other students who have been through the process.
- 3) Be careful about language in the application. Less is more for the narrative section. Keep your comments short and to the point. Also, students should not say that they went "home" to a certain state for the holidays; otherwise, the residency committee may conclude that "home" is the other state and not North Carolina. The committee may latch on to such carelessness as a way to deny your residency.
- 4) Show that the student is connected to the larger community outside of the School or UNC by getting involved in a project or activity (e.g. Habitat for Humanity, Orange Country Rape Crisis Center, a local farmer's market) or note local job offers in your application (i.e., if a local employer has encouraged the student to apply for a local position after graduation).
- 5) Demonstrate your commitment to the state by making travel plans in the state.
- 6) Students whose out-of-state parents claim them on their tax return for the past year will not be eligible for in-state status.
- 7) If you are under 26 and carried on your parents' health insurance, this will not count against your application if you secure all other documents.

## HB Resources

### Equipment Checkout

The Department of Health Behavior owns equipment that is available for checkout by HB students: transcribers, recorders, a laptop computer, conference phones, speakers, wireless presenters, microphones, flash drive, and LCD projector. When checking out equipment, all users must sign the appropriate department log, supply a phone number where they can be reached, and show their UNC One Card. See Robin Perkins for more information.

## Expense Reimbursement

If you have a pre-approved expense for which you need reimbursement, please submit a Student Reimbursement Form with the receipt for your purchase to Robin Perkins (perkinsr@email.unc.edu), the Department's accounting technician.

## Travel Reimbursement Procedures

If you are working on a grant-funded project directed by a HB faculty member, you are not eligible for travel reimbursement. Travel costs, including use of a state vehicle, should be charged to the applicable grant.

## Mail

Mail related to a Capstone project or a practicum may be sent through the department. Place a note on any mail indicating that it is "field correspondence." In the upper left corner of every envelope write the last name of the student sending the mail in case it is returned. In the faculty mailroom (Rosenau 333), place the mail in the slot labeled "Unstamped mail" (located below the faculty mailboxes).

To ensure that your mail goes out that day, it must be in the "Unstamped mail" slot by 11:00 a.m. If you are using typed address labels, use ALL CAPS, 10 or 12 point font, and NO punctuation.

For example:

JOHN SMITH  
DEPT OF HAPPY PEOPLE INC 100 HAPPY ST  
HAPPYVILLE NC 12345

## Bulk Rate Postage

In order to receive the bulk rate for postage:

- You must be mailing at least 200 pieces;
- They must be uniform (same size, same weight), and
- They cannot contain solicitation of products.
- The mailing must be placed in zip code order, but does not need to be separated by individual zip codes or bundled.

To mail bulk postage, you still need to affix a post-it note with the word "FIELD" on it so that it is charged to the correct account.

## Using the State Courier Service

As a UNC student, you have access to the state courier service. This service allows you to quickly send mail **free of charge** to state and county offices and organizations, including health departments. Via truck, courier mail first goes to Raleigh and then on to its final destination.

You must have a six-digit code that corresponds to the state or county agency in order to use the service. There is a list of codes in the HB main office, or you can get the code directly from the organization.

Address mail with the names of the recipient and the organization, as well as the six-digit code; **do not include the zip code**. You will need a mail code label that you can get from Robin Perkins, Accounting Technician or Laura Pearson, Departmental Secretary. On the label write on the upper left-hand corner your name and telephone number. Deposit mail in the slot labeled "campus mail" (located near the faculty mailboxes).

If mail is deposited prior to the last campus mail pick-up at 1:00 p.m. in the Rosenau mailroom your mail will arrive in one or two days, depending on its destination.

If your preceptor works for a state or county organization (e.g., a county health department), he or she can also use the

state courier service to send mail to the team.

The courier code to send mail to HB is 17-61-04.

### **Making Copies in the Department**

Students may use the copier in the mail room. The copier can be used for Capstone, practicum, and non- field purposes (e.g., program planning, research methods, theory). Before using the copier you must be added and assigned a code. Please see Robin Perkins to get setup in the system.

#### **Capstone copies**

To copy material related to Capstone fieldwork, enter **46401386**. There is no charge to you for Capstone-related copies. You may also make copies on special paper; this can be obtained the Capstone teaching assistants (TAs).

#### **Practicum copies**

To copy materials related to practicum enter: **46401387**.

#### **Other copies**

To make any copies **not** related to the Capstone, enter the **last five digits of your PID number**. You will be charged for these copies at a rate of \$.05 per copy. Failure to pay the department for personal copies or abuse of copier privileges will result in the loss of such privileges.

#### **Room Reservations (HB spaces)**

Students may reserve one of the HB conference rooms located at 302, 324, and 332 Rosenau. Please contact [Laura Pearson](#) in the HB Administrative office, 302 Rosenau.

#### **Telephone and Fax Policy**

The following outlines the HB department's policy concerning the use of the departmental telephones and fax machines.

##### **Telephones**

The main department telephone line is located in 302 Rosenau, 919-966-3761. Additionally, there are telephone lines and conference phones located in each of the HB conference rooms (Rosenau 304, 324 and 332). You will need reserve the conference room in advance to ensure availability. Contact Laura Pearson in the Administrative office.

##### **Conference Calls**

Students who want to have a conference call with one other individual/group of people can check out the conference call/speaker phone from Laura Pearson in the HB office. Alternatively, you can set up a "Meet Me" conference call where multiple individuals call the same number. To set up a Meet Me conference call that will be initiated on campus, call the UNC operator at 919-962-2211. To set up a Meet Me conference call that will be initiated off campus, call the State of NC operator at 919-733-1110.

If you need to set up a conference call in which participants will not incur any long-distance charges, you may set up an operator-initiated conference call. To do so, send a fax to the State of NC operator at 919-733-5279 at least one business day in advance. The fax should include the date and time of the call, the telephone number to which the call should be charged (your Capstone team phone number), the person who will be chairing the conference call, and the parties to be contacted along with their phone number. An example is provided below. On the day of the call, call the State of NC Operator at 733-1110 at least 10 minutes prior to the start time of the call to initiate.

FAX TO: 919-733-5279 (phone number: 733-1110)

DATE: *Friday, January 28<sup>th</sup>*

TIME: *3:30 – 4:00*

TELEPHONE NUMBER TO BILL TO: 919-966-3903

CONTACT PERSON/PERSON CHAIRING CONFERENCE CALL: *Tonya Smith*

PARTIES TO BE CONTACTED:

*Beth Lown – 617-738-6126*

*Adina Kalet – 212-263-1137*

### **Faxes**

Students may send and receive faxes through the fax machine (fax# 966-2921) in the mailroom (Rosenau 333). If problems arise with this machine, please notify the HB administrative office. Enter your fax destination and purpose in the log by the machine. A fax is treated the same as a phone call.

### **Phone/Fax Log**

You should be prepared to justify any calls or faxes made from the department; therefore, **you must log your calls and faxes using the logs provided at the communication stations.**

### **Student Lounge & Mailboxes**

The Department's student rooms are in 308 Rosenau. This student lounge has an open area for all HB students, two small conference rooms (4-5 people), and designated spaces for MPH and Doctoral students. Computers are available in both the MPH and doctoral student rooms on a first-come basis.

All students have a mailbox in the student lounge. Please check your mailbox on a regular basis. Course instructors may use these boxes for communication.