

**Department of Health Behavior
Enrolled Students Procedures**

	Step 1	Step 2	Step 3	Step 4	Step 5	Notes
Registration						
Adding a class	Check add deadlines for adding online or by paper (after online deadline).	If needed, obtain paper form from SSO.	Complete form and obtain required signatures (student, academic advisor).	Complete Late Add Justification Form. Submit to SSO with add form.	Form will be sent to GS and OUR, for final approval and processing.	Course overload form is needed if student exceeds 16 credits.
Dropping a class	Check drop deadlines for adding online or by paper (after online deadline).	If needed, obtain paper form from SSO.	Complete form and obtain required signatures (student, academic advisor).	Submit drop form to SSO within 5 business days before drop deadlines.	Form will be sent to GS and OUR, for final approval and processing.	Check your enrollment to ensure you are not considered part-time.
Inter-institutional Registration (IIR)	Review IIR guidelines .	Complete and print IIR form .	Obtain required signatures (student, academic advisor).	Submit IIR form to SSO 5 business days before online add deadline .	Form will be sent to GS and OUR, for final approval and processing.	Register for all UNC classes first. Course overload form is needed if student exceeds 16 credits.
Independent Study	Speak with potential Independent study advisor.	Download, complete, print Independent Study Learning Agreement from the HB Student Resources Page .	Complete form and obtain required signatures (student, study director).	Submit learning contract to SSO 5 business days before online add deadline .	SSO will enroll student.	Course overload form is needed if student exceeds 16 credits.
Credit Overload (16+ credit hours)	Download, complete, and Print the Credit Overload Request form from the HB Student Resources page .	Complete form and obtain required signatures (student, academic advisor).	Submit form to SSO 5 business days before online add deadline .	Form will be sent to GS and OUR, for final approval and processing.	Student should be able to enroll approx. 3-5 days after form is sent to GS.	
Course exemption/credit transfer						
SPH Core Course Exemption	Review guidelines for core course exemption .	Obtain course syllabi to support the exemption.	Download and complete exemption application form .	Email required materials to SSO (by end of 1st semester).	Form sent to course instructor and SPH Academic Affairs.	Student will be notified by SPH Academic Affairs with decision.
Transfer Credits	Review program guides regarding transfer credits.	Download and complete Transfer Credit form .	Submit form, supporting documents to SSO (MPH) or Program Director (Doctoral).	Student will be notified of request decision.	Signed HB requests will be sent to GS for final approval.	MPH requests should be made during 1st semester.
Proof of Student Status						
Release of Student Record to 3rd Party	Complete FERPA release form online.					
Official Enrollment Verification	Order through MyUNC portal. (directions).					Loan deferment or student rates for conferences, memberships, software.
Transcript Requests	Order through MyUNC portal. (directions).					Allow at least 10 business days for processing.
Leaves						
Requesting Leave of Absence	Meet with advisor and/or program director.	Download and complete Request for Leave of Absence form .	Consult with SSO about leave consequences and to finalize paperwork.	Submit form to SSO as soon as possible.	Form will be sent to GS and OUR, for final approval and processing.	Student will be notified of request decision.
Parental Leave Application	Meet with academic advisor and/or program director.	Download and complete Request for Parental Leave Application .	Obtain required signatures (advisor, program director, department chair)	Submit forms to GS	Student will be notified of request decision by GS.	
Withdrawal	Meet with advisor and/or program director.	Consult SSO about financial and academic consequences.	Obtain form from SSO and secure appropriate signatures.	Visit appropriate UNC offices for clearance.	Submit request to GS. Student will be notified with a decision.	