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STRUCTURE OF ALLIED HEALTH SCIENCES

The Department of Allied 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 six divisions within the department with an additional planned division:

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 and Mental Health Counseling

DIVISION OF OCCUPATIONAL SCIENCE AND OCCUPATIONAL THERAPY
  MS in Occupational Therapy
  PhD in Occupational Science

DIVISION OF PHYSICAL THERAPY
  Entry Level Doctor of Physical Therapy
  Transitional Doctor of Physical Therapy
  PhD in Human Movement Science

DIVISION OF RADIOLOGIC SCIENCE
  BS in Radiologic Science
  MS in Radiologic Science
  Certificate in Radiography

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

DIVISION OF PHYSICIAN ASSISTANT STUDIES
  MS in Health Sciences – Physician Assistant
There are a variety of programs offered within these divisions and each program is 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 particular programs housed within those units:

**THE GRADUATE SCHOOL ACADEMIC PROGRAMS**
- MS in Clinical Rehabilitation and Mental Health Counseling
- MS in Occupational Therapy
- MS in Speech-Language Pathology
- PhD in Human Movement Science
- PhD in Occupational Science
- PhD in Speech and Hearing Sciences
- PA Program (Pending)

**UNC SCHOOL OF MEDICINE ACADEMIC PROGRAMS**
- Clinical Doctorate in Audiology
- Doctor of Physical Therapy
- Masters of Clinical Laboratory Science – Molecular Diagnostic Science
- Masters in Radiologic Science
- Master of Health Sciences – Physician Assistant
- Transitional Physical Therapy
- BS in Radiologic Sciences
- BS in Clinical Laboratory Science
RESPONSIBILITIES

The role of the Office of Student Services is to provide administrative support to the divisions and academic programs. In order to provide the best level of support, all faculty, staff, and students must work cooperatively, professionally, and reasonably in regards to set 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 the Medical School. We will strive to communicate deadlines and important information early and often. This manual will be reviewed annually for modification. 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
- Faculty Access
- Financial Aid
- Graduation
- Paper Reduction
- Records Retention
- Recruitment
- Registration
- Residency
- Special Events and Orientation
- Policies Checklist
POLICIES AND PROCEDURES

ACADEMIC ADVISING

Forms may require signatures of faculty who are assigned academic advisors. The Office of Student Services requests that Allied 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 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 in order to access transcripts and course histories. Policies and procedures that are not followed may have an effect on 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. It is the responsibility of each student to meet these requirements and follow 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 update 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 are required to be officially affiliated with the University of North Carolina and/or the Department of Allied Health Sciences (DAHS). 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 https://itsapps.unc.edu/ITSSelfStudy/CCTermsOfUse. The University Registrar will not assign faculty members to a table without proof of completed FERPA training and Terms of Use certifications. Faculty members given access to student information via sites such Sakai, 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. All students with clinical components are required to 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 in a timely fashion with the Clinical Education Assistant. Division Directors and Clinical Coordinators will be immediately notified of non-compliance.

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.

COURSE SCHEDULING

Division Directors have the primary responsibility for creating, managing, and disseminating information to the Student Services staff in order to request classroom space. 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 January. Courses for Fall can be entered in March, and Spring courses can be submitted late July. 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 Allied Health Sciences. Data are 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. You must change your password to your ONYEN every 90 days. Students in graduate programs within Allied Health are required to 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.

ENROLLMENT

The Office of Student Services will normally enroll students in the first semester of their program. 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 Allied 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 should complete the Free Application for Federal Student Aid (www.fafsa.ed.gov) 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 Allied Health Sciences are set each year by the NC General Assembly and can be found at the University Cashier’s website (http://finance.unc.edu/saur/student-account-services/ tuition-and-fees/#charges-for-attendance). Total costs for each program are based upon the specific program of study and 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. Students applying for programs housed in the Medical School should ask their program directors about scholarship application procedures.
All students admitted to a degree program are eligible to apply for Department of Allied 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](http://www.med.unc.edu/ahs/student-services/financial-assistance). The application is open each year in April and closes June 1. Questions can also be sent to ahs_financialaid@med.unc.edu.

**GRADUATION**

Each program has specific degree requirements that are 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. Allied Health degrees are officially conferred by the University Registrar on specified days listed on their academic calendar.

**PAPER REDUCTION**

As technology becomes more user-friendly, intuitive, and accessible, the Office of Student Services will actively work to become more paperless. And more 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 regards 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 policy manual.](http://www.med.unc.edu/ahs/student-services/financial-assistance)

**RECRUITMENT**
The Office of Student Services works to increase interest in the academic divisions and programs within the Department of Allied 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. Each student is classified as an in-state or out-of-state resident upon admission. If you believe that you qualify as a North Carolina resident for tuition purposes, you may apply for in-state resident status by submitting the appropriate forms to the Admissions Office through which you were last admitted. Links to the forms and relevant resources are provided below.

Residency information is available on [the University Registrar’s website](#). Deadlines and procedures are determined by state law and are strictly followed. Late or incomplete applications will not be reviewed. A residency classification manual and residency guide are available for students who are interested in applying for NC Residency for Tuition Purposes.
Applicants with programs housed in The Graduate School (MSCRMH, MSOCCT, MSSPHS, PHDHMSC, PHDOCSC, PHDSPHS) should submit The Graduate School’s electronic residency application. Students housed in academic programs in the Medical School (AuD, DPT, MSCLS, MSRADI, PA) will submit the residency application available here. Please note that the Department cannot predict whether a student will be granted residency nor can they coach the student on the application process. Students must review the application materials and provide all necessary information in an accurate fashion.

SPECIAL EVENTS AND ORIENTATION

Special events are often important to the success and growth of the Department of Allied 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 previous held events are:

**Event**

- Allied Health Career Fair
- Allied Health Week
- Clinical Preceptor Appreciation
- Difference Matters
- Financial Aid Lunch and Learn
- Information Sessions
- Special Guest Speakers

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, scheduling appointments for access badges, updating calendars, and communicating with students.

Policies Checklist

The Department of Allied Health Sciences has a simple policy checklist to help divisions inform their students about the various university-wide services and support available. Please see checklist on the following page for services and links.
DEPARTMENT OF ALLIED HEALTH SCIENCES

Policies Checklist

Name ________________________________________________________________

UNC Email_____________________________________________________________

Please print

I have read the information and acknowledge my responsibility to understand the UNC-CH position regarding each topic. I will signed this form and return to the administrative assistant in my discipline of study at the beginning of the fall 2015/spring 2016 semester.

Signature_________________________________ Date ___________________________

_____ Academic Integrity - UNC Honor System
_____ AHEC – NC AHEC - North Carolina Area Health Education Centers Program
_____ AHS Ambassadors AHS - The Department of Allied Health Sciences at UNC Chapel Hill
_____ Career Services – UNC Chapel Hill University Career Services
_____ Parking – University of North Carolina at Chapel Hill Department Of Public Safety
_____ Disability Services -- Disability Services
_____ Insight Out – Insight Out
_____ 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
_____ Sexual/Racial Harassment – SEXUAL HARASSMENT POLICY AND PROCEDURES
_____ Student Health Services – http://studenthealth.unc.edu/
_____ Student Activities and Organizations – Carolina Union > Student Activities and Organizations
_____ 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 Veterans Resources