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The Department of Allied Health Sciences

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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

Master of Health Sciences – Physician Assistant

GOVERNING BODY

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

**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 Studies
* Transitional Physical Therapy
* BS in Radiologic Sciences
* BS in Clinical Laboratory Science

STUDENT SERVICES ORGANIZATION

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. These services include processes that support several areas important to the academic and professional experiences of students enrolled in our programs:

|  |  |
| --- | --- |
| * Academic Advising | * Financial Aid |
| * Admissions | * Graduation |
| * Adjunct Faculty/FERPA | * Paper Reduction |
| * Clinical Fieldwork | * Records Retention |
| * Course Evaluations | * Recruitment |
| * Course Scheduling | * Registration |
| * Data Management | * Residency |
| * Email Address | * Special Events and Orientation |
| * Enrollment | * Policies Checklist |
| * Faculty Access |  |

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](file:///C:\Users\zachs199\Downloads\connectcarolina.unc.edu) 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://unc.policystat.com/policy/5357980/latest/> . 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 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](http://registrar.unc.edu/academic-services/uncferpa/ferpa-instructions/). 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](http://www.med.unc.edu/ois/divisions-staff/classroom-services) and requests cannot be guaranteed by the Office of Student Services.

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# 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](https://unc.policystat.com/policy/5741276/latest/).

# 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](http://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 (<https://cashier.unc.edu/tuition-fees/>). 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](http://gradschool.unc.edu) 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](#Governing) 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>. The application is open each year in April. Questions can also be sent to [ahs\_financialaid@med.unc.edu](mailto: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](http://registrar.unc.edu/academic-services/graduation/applying-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](http://registrar.unc.edu/academic-calendar/).

# LOCKERS

Allied Health students are able to 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 Allied Health students and may not be used by other students. Allied Health 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 the duration of 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 students are also able to 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 locker of personal belongings before their separation or graduation from the University. The Department of Allied Health Sciences is not responsible for storing any personal items until a student is able to 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 Jamont Beatty at [jamont\_beatty@med.unc.edu](mailto:jamont_beatty@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 regards to [records retention](http://library.unc.edu/wilson/uarms/gen_sched/). 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.](https://archives.ncdcr.gov/government/retention-schedules)

# 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](https://connectcarolina.unc.edu/) 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](http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/independent-study-policy/).

# 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..

For Fall 2021, students who are in programs housed by the Graduate School will use the Graduate School’s online residency application. The link for the UNC Graduate School residency application is available here: [Graduate School Residency Application](http://gradschool.unc.edu/studentlife/resources/residency/). .

For students seeking residency for the Spring 2022 semester or beyond, you will use the [Residency Determination Servic](https://ncresidency.cfnc.org/residencyInfo/)e 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 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:

|  |  |
| --- | --- |
| **Events** |  |
| * Allied Health Career Fair | Professional Development |
| * 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.

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

**THE SCHOOL OF MEDICINE**

**DEPARTMENT OF ALLIED HEALTH SCIENCES**

Policies Checklist

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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UNC Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_ **Academic Integrity** - [UNC Honor System](http://honor.unc.edu)

\_\_\_\_\_ **AHEC** – [NC AHEC - North Carolina Area Health Education Centers Program](http://www.med.unc.edu/ahec)

\_\_\_\_\_ **AHS Ambassadors** [AHS - The Department of Allied Health Sciences at UNC Chapel Hill](https://www.med.unc.edu/ahs/students/allied-heath-ambassadors/)

\_\_\_\_\_ **Career Services** – [UNC Chapel Hill University Career Services](http://careers.unc.edu)

\_\_\_\_\_ **Parking** – [University of North Carolina at Chapel Hill Department Of Public Safety](https://police.unc.edu/)

\_\_\_\_\_ **Disability Services** – [Accessibility Resources and Service](http://disabilityservices.unc.edu/)

\_\_\_\_\_ **Judicial System** - [The Office of the Dean of Students](http://honor.unc.edu/instrument/)

\_\_\_\_\_ **My.unc.edu** – [Login to MyUNC](https://connectcarolina.unc.edu)

\_\_\_\_\_\_**Scholarships and Student Aid** – [The Office of Scholarships & Student Aid at UNC-Chapel Hill](http://studentaid.unc.edu)

\_\_\_\_\_ **Sexual/Racial Harassment** – [SEXUAL HARASSMENT POLICY AND PROCEDURES](http://www.unc.edu/campus/policies/harassanddiscrim.pdf)

\_\_\_\_\_ **Student Health Services** – [https://campushealth.unc.edu/](http://campushealth.unc.edu/)

\_\_\_\_\_ **Student Activities and Organizations** – [Carolina Union > Student Activities and Organizations](http://carolinaunion.unc.edu/activities_orgs/index.html)

\_\_\_\_\_ **Learning Services** -[Academic Services - Learning Center](https://learningcenter.unc.edu/)

\_\_\_\_\_ **Learning Disabilities Services** - [UNC - Learning Disabilities Services](https://learningcenter.unc.edu/services/ldadhd-services/)

\_\_\_\_\_ **Writing Center** – [UNC Writing Center: Home Page](https://writingcenter.unc.edu/)

\_\_\_\_\_ **HIPAA** – [HIPAA Resources](http://www.med.unc.edu/hipaa)

\_\_\_\_\_**UNC Plagiarism Policy** -- [Plagiarism Tutorial](http://www.lib.unc.edu/plagiarism/)

\_\_\_\_\_\_ **Veterans Affairs GI Bill Educational Benefits --** [Veteran Affairs](http://registrar.unc.edu/academic-services/veteran-affairs/) and [Veterans Resources](https://deanofstudents.unc.edu/student-support/veterans-resources)

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 2021/spring 2022 semester.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_