



UNC
GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH



**CERTIFICATE PROGRAM
IN
COMMUNITY PREPAREDNESS
AND
DISASTER MANAGEMENT**

Student Manual

July 2011

CERTIFICATE PROGRAM IN
COMMUNITY PREPAREDNESS AND DISASTER MANAGEMENT
JULY 2011

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ADMINISTRATIVE OFFICES OF HEALTH POLICY AND MANAGEMENT

	<u>Room</u>	<u>Phone</u>
Chair's Office		
Peggy Leatt, Chair	1101A.....	843-2748
Laurel Files, Associate Chair.....	1101B.....	966-7353
Danielle Kelly, Assistant to the Chair	1101.....	966-9122
Business Office		
David Collins, Assistant to the Chair for Resource Management	1107A.....	966-7392
Ph.D. Program		
Morris Weinberger, Director	1101D.....	966-7385
DrPH Program		
Sue Havala Hobbs, Director	1103D.....	843-4621
Master's Program		
Bruce Fried, Director.....	1104E.....	966-7355
Executive Programs		
Jim Porto, Director	114 ROS.....	966-7354
Bill Gentry, Asst. Director		
Director, Comm. Prep and Dis. Mgmt. Certificate Program	115 ROS.....	966-4228
Kim Sieler, Executive Programs Manager.....	120-A ROS.....	966-7364
Undergraduate Program		
Melanie Studer, Director	1106H.....	843-1219
Student Services Office		
Lynnette Jones, Registrar.....	119-B ROS.....	966-7391
Jackie Siler-Coleman, Assistant Registrar.....	119-A ROS.....	966-4609
Professional Development		
Jeffrey Simms, Director.....	117 ROS.....	966-7380
Cathy Padgett, Career Services Coordinator	118 ROS.....	966-7390
LAN Administrator		
Paul Barrett.....	1106C.....	966-6445

Revised: July 6, 2011

STAFF

Phone	Name	Email	Room
966-3121	Andrews, Susan	Susan_andrews@unc.edu	1103F
966-6445	Barrett, Paul	pbarrett@email.unc.edu	1106B
843-7244	Beach, Nancy	nbeach@email.unc.edu	1106F
843-6495	Cantrell, John	John.cantrell@unc.edu	1107E
966-7394	Capps, Karen	Karen_capps@unc.edu	1107B
966-7382	Cheek, Kathy	Kcheek@email.unc.edu	1104
966-7392	Collins, David	collinsd@email.unc.edu	1107A
966-7393	Hamilton, Sarah	Sarah.hamilton@unc.edu	1107C
966-7391	Jones, Lynnette	ljones3@email.unc.edu	119B ROS
966-9122	Kelly, Danielle	Danielle_Kelly@unc.edu	1101
966-7390	Padgett, Cathy	Cathy_padgett@unc.edu	118 ROS
966-9121	Richards, Shirley	Shirley_richards@unc.edu	1107E
966-7364	Sieler, Kim	krsieler@email.unc.edu	120A ROS
966-4609	Siler-Coleman, Jackie	jsiler@email.unc.edu	119A ROS
966-7386	White, Philip	pcwhite@email.unc.edu	1106EI

CERTIFICATE PROGRAM IN
COMMUNITY PREPAREDNESS AND DISASTER MANAGEMENT

FREQUENTLY CALLED NUMBERS

(Area Code = 919)

International Center	962-5661
Point-to-Point Transportation	962-7867
Student Stores	962-5066
Transcripts (Student Accounts Services Building)	962-2350
Transportation and Parking.....	962-0210
Triangle Transit Authority	419-8378
UNC Help Desk (Health Sciences Library).....	966-0800
University Cashier's Office	962-1368
University General Information.....	962-2211
University Registrar's Office.....	962-3954
Visitor's Center.....	962-1630
UNC One Card	962-1385

IMPORTANT TELEPHONE NUMBERS

(Area Code = 919)

Jim Porto, Executive Programs Director	966-7354
Bill Gentry, CPDM Director.....	966-4228
Kim Sieler, Executive Programs Manager.....	966-7364
Nancy Beach, Distance Learning Specialist (Adobe Connect and Sakai issues, questions).....	843-7244
Lynnette Jones, HPM Registrar	966-7391
Jackie Siler-Coleman, HPM Assistant Registrar	966-4609
University Cashier's Office	962-1368
HPM Registrar FAX.....	843-4980
CPDM Program FAX	843-4980

FREQUENTLY ACCESSED WEB SITES

Chapel Hill Transit	www.townofchapelhill.org
CPDM program and courses	
http://www.sph.unc.edu/hpaa/community_preparedness_and_disaster_management_cpdm_720_6530.html	
Executive Programs	www.sph.unc.edu/hpaa/executive_masters_programs_2690_6538.html
Health Sciences Library.....	www.hsl.unc.edu
HPM Department.....	www.sph.unc.edu/hpaa
Connect Carolina	https://my.unc.edu
UNC.....	www.unc.edu
Univeristy Cashier's Office	http://www.unc.edu/finance/cashiers
University Registrar's Office.....	http://regweb.unc.edu/

ADVERSE WEATHER AND EMERGENCY HOTLINE

CPDM students should call this number to hear a recorded message when there are questions concerning class schedules that may be affected by adverse weather or other emergency. This message will tell you if there is indeed such a condition.

Executive Programs Adverse Weather & Emergency Hotline: (919) 843-2515

**CERTIFICATE PROGRAM IN
COMMUNITY PREPAREDNESS AND DISASTER MANAGEMENT
FACULTY CONTACT INFORMATION**

June 29, 2011

Couch, Nelson

Address: 112 Bounty Lane
Durham, NC 27713
Home Phone: (919) 544-2853
Fax Number: (919) 544-2853
Email: ncouch8@earthlink.net
Class: HPM 421

DeHate, Wade G.

Address: 2008 Kiser Drive
Valrico, FL 33594-6720
Cell: (813) 654-8055
Email: wdehate@verizon.net
Class: HPM 423

Dinkin, Donna

Address: 4702 Crystal Lake Drive
Greensboro, NC 27410
Home Phone: (336) 643-4165
Email: drdinkin@hotmail.com
Class: HPM 423

Egsegian, Randy

Address: 313 Raleigh Street
Fuquay-Varina, NC 27526
Home Phone: (919) 552-9732
Email: EgsegianR@durhamtech.edu
Class: HPM 420, 421

Gentry, Bill

Address: 115 Rosenau
CB# 7411
UNC – Chapel Hill
Chapel Hill, NC 27599-7411
Work Phone: (919) 966-4228
Fax Number: (919) 843-4980
Email: wgentry@email.unc.edu
Class: HPM 420, 423

Goss, Kay C.

Senior Advisor for Homeland Security
Business Continuity and Emergency
Management Services
Address: EDS
965 Harrison Circle
Alexandria, VA 22304

Work Phone: (703) 736-4052
Email: kay_goss@sra.com
Class: HPM 423

Griffin, Eric

Address: 7009 W. Friendly Ave. Apt. C
Greensboro, NC 27410
Cell Phone: (919) 777-6616
Email: egriffin8278@charter.net
Class: HPM 422

Lees, Jonathan

Address: Dept of Geological Sciences
CB #3315, Mitchell Hall, UNC-CH
Chapel Hill, NC 27599-3315
Work Phone: (919) 962-0695
Fax Number: (919) 966-4519
Email: jonathan_lees@unc.edu
Class: HPM 421

MacDonald, Pia D.M.

Address: NC Center for Public Health
Preparedness
400 Robeson Street, CB# 8165
Carrboro, NC 27510
Work Phone: (919) 843-3415
Fax Number: (919) 843-5563
Email: pia@email.unc.edu
Class: HPM 422

Markle, Don

Address: 4333 San Ernesto Avenue #115
Anchorage, AK 99508
Home Phone: (919) 210-9117
Email: dmarkle120@yahoo.com
Class: HPM 423

Nestler, Gary

Address: 17 22nd Avenue
Isle of Palms, SC 29451
Email: nestlerg@comcast.net
Phone: 843-478-0997
843-886-6600
Class: HPM 420

Patterson, Mike

Address: 501 Archdale Drive
Charlotte, NC 28217-4237
Work Phone: (704) 972-3498
Cell Phone: (704) 363-3767
Fax Number: (704) 522-4980
Email: mike.patterson@uss.salvationarmy.org
Class: HPM 423

Patterson, Robert "Chip"

Address: 1532 Quail Roost Lane
Jacksonville, FL 32220
Work Phone: (904) 630-2472
Fax Number: (904) 630-0600
Email: cpatters@coj.net
Class: HPM 423

Rentz, Danielle

Address: 2105 Clairmont Terrace NE
Atlanta, GA 30345
Work Phone: (770) 488-3436
Fax Number:
Cell:
Email: ffa5@cdc.gov
Class: HPM 422

Service, William S.

Address: 2930 Claremont Road
Raleigh, NC 27608
Home Phone: (919) 571-0921
Work Phone: (919) 715-6431
Email: Will.service@ncmail.net
Class: HPM 422

Sweat, David

Address: 2332 Brasstown Lane
Apex, NC 27502
Home Phone: (919) 303-8964
Email: David.Bergmire-Sweat@ncmail.net
Class: HPM 421

Waters, Bennet

Address: Chertoff Group, LLC
1110 Vermont Avenue NW, Suite 1200
Washington, DC 20005
Phone: 202-649-4263
Email: bennet.waters@chertoffgroup.com
Class: HPM 420

West, Dewayne

Address: 132 Westgrove Street
Newton Grove, NC 28366
Phone: 910-594-1383
Email: dewayne.west@nextel.blackberry.net
Class: HPM 420, 496

Woods, Christopher W.

Address: Service 113, Durham VAMC
508 Fulton St
Durham, NC 27705
Work Phone: (919) 286-0411 Ext. 6681
Pager: (919) 970-0351
Cell: (919) 451-9795
Fax Number: (919) 286-6818
Email: cwwoods@email.unc.edu
Class: HPM 422

**Department of Health Policy & Management
Faculty Primary Areas of Interest**

Andrea K. Biddle	Associate Professor	<ul style="list-style-type: none"> • Access to healthcare for children • Childhood vaccination • Healthcare reform • Pharmaceutical economics
Edward F. Brooks	Clinical Associate Professor	<ul style="list-style-type: none"> • Health Services Policy • Rural health services • Alternative forms of medicine • Health care access
Paul Brown	Research Associate Professor	<ul style="list-style-type: none"> • Cancer • Health economics • Health services • Comparative effectiveness
Bill Carpenter	Assistant Professor	<ul style="list-style-type: none"> • Cancer prevention and control • Cancer carequality and outcomes • Clinical research trials • Organization design and behavior • Diffusion of innovations • Translating research into practice
Peggye Dilworth-Anderson	Professor and Associate Director Aging and Diversity, Institute on Aging	<ul style="list-style-type: none"> • Family care giving and aging • Health disparities • Long-term care • Dementia and care giving
Marisa E. Domino	Associate Professor	<ul style="list-style-type: none"> • Health economics • Mental health economics and policy • Medicaid policy
Laurel A. Files	Associate Professor and Associate Chair	<ul style="list-style-type: none"> • Organizational development and change • Strategic planning • Graduate education
Bruce J. Fried	Associate Professor and Director, Master's Program	<ul style="list-style-type: none"> • Human resources management in healthcare • Mental health services research • Global health • Comparative health systems • Strategic Planning
William Gentry	Lecturer and Director of CPDM Program	<ul style="list-style-type: none"> • Disaster management • Operations planning • Disaster consequences * Public Health roles in disasters
Dean M. Harris	Clinical Associate Professor	<ul style="list-style-type: none"> • Healthcare law and ethics • Health administration ethics • Antitrust law and policy • Certificate of need regulation • Healthcare regulation in developing countries
Suzanne Havala Hobbs	Clinical Assistant Professor and Director, Doctoral Program in Health Leadership	<ul style="list-style-type: none"> •Food and nutrition policy (domestic and international) •Dietary guidance policy •Health communication •Cultural proficiency in health services delivery • Alternative and complementary health services

Sheila Leatherman	Research Professor	<ul style="list-style-type: none"> • Quality of care • Health systems performance • International health policy • Managed care
Peggy Leatt	Professor and Chair	<ul style="list-style-type: none"> • Organizational behavior • Health system reform • Quality improvement • Outcomes research
Kristen Hassmiller Lich	Assistant Professor	<ul style="list-style-type: none"> • Applying operations research complex systems and econometrics tools to problems in health and health care • Tobacco policy (domestic and international) • Tuberculosis control • Infectious disease modeling
Joseph Morrissey	Professor and Deputy Director for Research, Sheps Center for Health Services Research	<ul style="list-style-type: none"> • Mental health • Substance abuse • Justice services/policy • International systems • Managed care • Depression in primary care • Families and autism
Jonathan Oberlander	Associate Professor	<ul style="list-style-type: none"> • Medicare • American politics and public policy • Health politics and policy • Health care reform • Medicaid • Aging and public policy
John Paul	Clinical Associate Professor	<ul style="list-style-type: none"> • Organizational behavior in healthcare • Pharmaceutical development and pharmaeconomics • Health outcomes research • Organization and delivery healthcare in developing countries
George H. Pink	Associate Professor	<ul style="list-style-type: none"> • Performance measurement • Integrated health care • Health services accounting and finance
James V. Porto	Clinical Assistant Professor and Director, Executive Programs	<ul style="list-style-type: none"> • Substance abuse treatment • Comparative evaluation methodology • Public policy development and assessment
Kristen Reiter	Assistant Professor	<ul style="list-style-type: none"> • Healthcare financial management • Healthcare accounting • Hospital pay-for-performance
Thomas C. Ricketts	Professor and Director, NC Rural Health Research Programs	<ul style="list-style-type: none"> • Rural healthcare • Primary care • Regionalization of services • Political philosophy • Policy implementation and development

R. Gary Rozier	Professor	<ul style="list-style-type: none"> • Oral epidemiology • Dental public health • Fluoride exposures and outcomes
Christopher M. Shea	Clinical Instructor and Director, BSPH Program	<ul style="list-style-type: none"> • Organization studies • Information system adoption and implementation • Business communication
Pam Silberman	Research Associate and President, NC Institute of Medicine	<ul style="list-style-type: none"> • Managed care • Uninsured • Medicaid • State child health insurance program • State health policy • Rural health
Jeffrey Simms	Clinical Assistant Professor	<ul style="list-style-type: none"> • Children's health care • NC Medicaid Managed Care Program • Access to health insurance
Sally C. Stearns	Associate Professor	<ul style="list-style-type: none"> • Health economics • Health policy • Applied statistical methods
Melanie Studer	Clinical Instructor	<ul style="list-style-type: none"> • Effectiveness of EMR system implementation • Performance and publically financed health care • Improving health care quality and safety
Harsha Thirumurthy	Assistant Professor	<ul style="list-style-type: none"> • Development economics • Health economics • Applied microeconomics
Marci Thomas	Clinical Assistant Professor	<ul style="list-style-type: none"> • Non-profit governance • Internal control in not-for-profit organizations • Fraud • Grant compliance • Strategy and operations
J. Bennet Waters	Clinical Assistant Professor	<ul style="list-style-type: none"> • Emergency preparedness/disaster management • Fiscal and operational performance management • Organizational structure/governance • Leadership/administering change in healthcare
Morris Weinberger	Professor and Director, Doctoral Program	<ul style="list-style-type: none"> • Health services research • Primary care • Patient-centered outcomes research • Pharmaceutical care • Quality of care

Bryan J. Weiner	Associate Professor	<ul style="list-style-type: none"> • Governance in health care • Quality improvement implementation • Community health partnerships
Rebecca Wells	Assistant Professor	<ul style="list-style-type: none"> • Strategy process development • Health and human service organizations serving vulnerable populations • Community health centers • Drug abuse treatment centers • Child welfare agencies
William N. Zelman	Professor	<ul style="list-style-type: none"> • Healthcare financial management • Cost management • Institutional performance measures • Instructional design • Distance learning

**Certificate Program in
Community Preparedness and Disaster Management
Course Schedule & Deadlines
2011**

Course	UNC- Designated Term	Course Dates	Tuition Payment Deadline
HPM 420: Community and Public Health Security (3 credit hours)	Summer Session II	July 13 – October 4, 2011	June 14, 2011 (Not applicable to new admits)
HPM 421: Community and Public Health Disasters (3)	Fall	October 5 – December 27, 2011	August 9, 2011
HPM 422: Emergency Management I (3)	Spring	January 11 – April 3, 2012	TBA
HPM 423: Emergency Management II (3)	Summer Session I	April 4 – June 26, 2012	TBA
HPM 496: CEM Certification (1) <i>*year-long project – registration for the course will take place in the final semester</i> <i>**this course is optional</i>	Final Semester	July 2012 until completion of CEM	TBA

On-Campus Visits:

July 8 – 9, 2011 (Orientation)

July 6 – 7, 2012 (Program Wrap-up & Graduation)

Program Break:

December 28, 2011 – January 10, 2012

Understanding and Managing Your ONYEN Account

First of all, what does the acronym **ONYEN** (pronounced just like *onion*) mean? It means the **Only Name You'll Ever Need**, and it refers to the user ID you are given to access the academic computer systems here at the University. This single ID (and the password connected to it) enables you to access your email account (which is automatically generated at the time of the creation of your ONYEN), your Adobe Connect and Sakai distance learning courseware, the Connect Carolina website and most other computer systems that you will use while you are a student here. Your ONYEN is also your identifier for your email address (email addresses are always yourONYEN@email.unc.edu), and will allow you to make changes in your contact information in the UNC online Campus Directory.

IMPORTANT NOTE: While the ONYEN user ID is public knowledge, no one but you knows your password!! Try not to forget it or lose it, because it cannot be retrieved, and can only be reset by a few people who are authorized to do so.

There is a wealth of services available to you via your ONYEN, and there is a master web page you can go to to manage all aspects of your account. It is:

https://onyen.unc.edu/cgi-bin/unc_id/services

The top of the page looks like this:



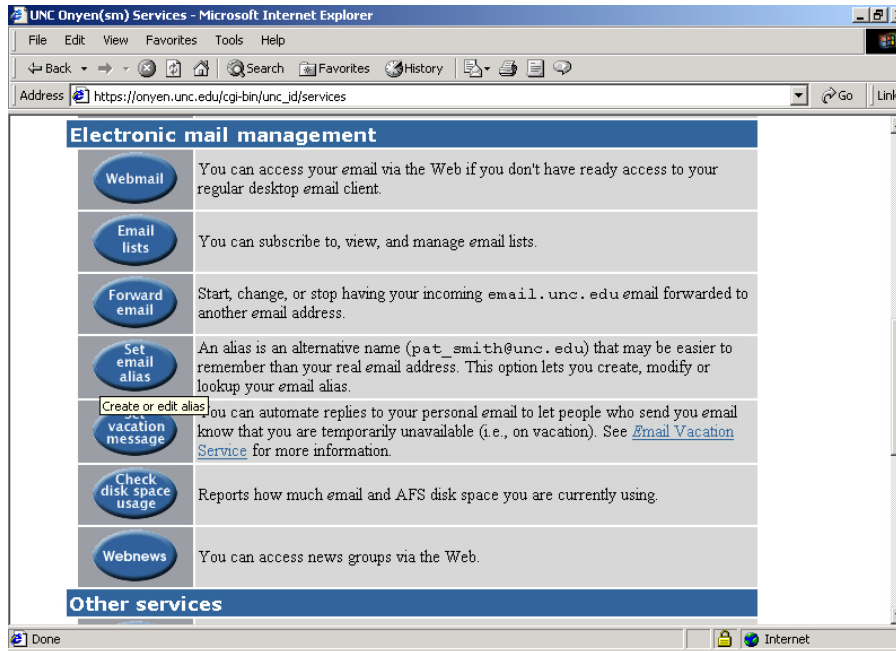
The screenshot shows a web browser window titled "UNC Onyen(sm) Services - Microsoft Internet Explorer". The address bar shows "https://onyen.unc.edu/cgi-bin/unc_id/services". The page content includes the Onyen logo (a blue onion character) and the text "Welcome to Onyen Services." Below the logo is the slogan "The Only Name You'll Ever Need." There are three buttons: "Create an Onyen", "Forgotten Onyen?", and "Forgotten password?". A section titled "Onyen management" contains three items: "Create an Onyen", "Change password", and "Change name or shell", each with a brief description of the service.

Onyen management	
Create an Onyen	Gives you an <i>Onyen</i> ^(sm) and password, disk space, Internet access, Web pages, and an email.unc.edu email address. (This requires knowing your UNC PID, which you can go look up here .)
Change password	If you know your current password, you can get a new one (i.e. change your password).
Change name or shell	You can change the name associated with your <i>Onyen</i> (e.g. "Pat Smith" versus "Pat T. Smith"). You also can select which of the supported UNIX login shells to use by default.

You can come to this page if you have forgotten your ONYEN user ID, if you would like to change your password, or you need to access or make changes to your email account.

Accessing and Managing ONYEN Email Accounts

An entire section of the web page above is devoted to assisting you with accessing and managing the email account that is automatically created at the time your ONYEN is assigned. The mail management section is in the middle of the page and it looks like this:



Accessing your UNC mail account via Webmail

One of the functions available on this page is Webmail, an Internet-based email system that allows you to view and read your UNC email. It is slower than using an email client such as Outlook or Netscape Communicator, but requires no setup. Just click the Webmail button, enter your ONYEN user ID and password, and you will be taken to your Inbox. If you would like instructions on setting up client email software for your UNC account, contact Nancy Beach at nbeach@email.unc.edu.

IMPORTANT NOTE: Your UNC email account is considered the default account for all University communications so it is important to check your email box regularly.

Email Forwarding

If you would rather have your mail directed to another account, use the Email Forwarding function to do this. Simply click the Email Forwarding button and follow the online instructions.

For More Help

If you have questions or require further assistance with your ONYEN account, contact Nancy Beach at nbeach@email.unc.edu or call 919-843-7244. Office hours are 8 am to 4:30 pm from Monday-Friday. For help outside of business hours, call the IT Response Center at 919-962-HELP. The Response Center is open 24 hours a day, 7 days a week.

CERTIFICATE PROGRAM IN
COMMUNITY PREPAREDNESS AND DISASTER MANAGEMENT
POLICIES AND PROCEDURES

ON-CAMPUS REQUIREMENT

During the year, students will attend a total of four days on campus at the University of North Carolina at Chapel Hill, an orientation at the beginning of the program, and a closing session at the end of the program.

TIME LIMIT AND LEAVE OF ABSENCE

Admission to the Community Preparedness and Disaster Management Certificate Program is designed to be completed in one year. Students who are unable to complete all courses as scheduled have a three-year time limit to complete the program. Also, students who receive an Incomplete (IN) for a semester grade will have one year from the end of that semester to complete the course. If a permanent grade is not assigned by this time, the University will assign the student a grade of F*. When special circumstances warrant, extension of time may be granted upon petition by the student to the program director for a leave of absence.

Withdrawing during a fall or spring semester, taking a leave of absence, or failing to register for any semester, constitutes a complete withdrawal from the University. To resume their studies, students must apply for readmission to the program, this is not a new admissions application.

HONOR CODE AND CAMPUS CODE

Students of the university have accepted responsibility for their conduct and discipline in academic and non-academic affairs. The University Honor System was created by students, faculty, and administrators and is maintained, fostered, and administered largely by students. It is up to all students to keep the system working well.

The Instrument of Student Judicial Governance (<http://instrument.unc.edu/>) is the “constitution.” It specifies offenses, sanctions, the rights of defendants, and procedures for reporting violations.

The Honor Code states that “it shall be the responsibility of every student ... to obey and to support the enforcement of the Honor Code, which prohibits lying, cheating, or stealing when these actions involve academic processes or University student or academic personnel acting in an official capacity.”

It is the consensus of the student body that academic cheating cannot be tolerated at UNC-CH. In 1978, the students voted to make suspension the normal sanction for cheating. Unless unusual mitigating circumstances exist, a student who is found guilty of cheating on a test or of plagiarizing a paper, for example, will be suspended. The decision reflects the strength of the Honor Code.

The Campus Code requires that every student “...conduct oneself so as not to impair significantly the welfare or the educational opportunities of others in the University community.” The Campus Code covers violations such as hazing, damaging property, selling or possessing illicit drugs, and the physical abuse of another individual.

The Honor and Campus Code apply to *ALL* students, including graduate and professional certificate students. Students with questions should contact the Student Attorney General’s office (966-4084) or the Office of the Dean of Students (966-4045).

Student Responsibilities Under the Honor Code:

To conduct all academic work within the letter and spirit of the Honor Code, which prohibits the giving or receiving of unauthorized aid in all academic processes.

To consult with faculty and other sources **to clarify the meaning of plagiarism; to learn the recognized techniques of proper attribution of sources used in the preparation of written work; and to identify allowable resource materials or aids to be used during examinations or in completion of any graded work.**

To sign a pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work.

To comply with faculty regulations designed to reduce the possibility of cheating -- such as removing unauthorized material or aids from the room and protecting one's own examination paper from view to others.

To maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student yet to write that same examination.

To treat all members of the University community with respect and fairness.

To report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. Such report should be made to the Office of the Student Attorney General or the Office of the Dean of Students.

To cooperate with the Office of the Student Attorney General and the defense counsel in the investigation and the trial of any incident of alleged violation, including the giving of testimony when called upon. Nothing herein shall be construed to contravene a student's rights enumerated in Sec. V.A. 2.b of the Instrument.

(Extracted from *The Instrument of Student Judicial Governance*, Section I.A.6.a)

Academic work is a joint enterprise involving faculty and students. Both have a fundamental investment in the enterprise and both must share responsibility for ensuring its integrity. Therefore, in relation to the Honor Code, specific faculty responsibilities parallel the students' responsibilities.

FINANCIAL AID

Financial aid is not available through the University to students in certificate programs, who are considered by the University to be part-time. However, in the past, professional associations, fraternal organizations, tribal councils, and community groups have been sources of sponsorship and scholarship funding for working professionals returning to school on a part-time basis. In addition, many students have obtained low-interest loans through their local lending institutions. We recommend that you discuss these options with your employer or Human Resources Director to identify any available funding opportunities.

For further guidance regarding additional sources of financial aid, call the Office of Scholarships and Student Aid at (919) 962-8396 or visit its web page at:

<http://studentaid.unc.edu/>.

The Veteran's Services Office is located in 3100 SASB, 450 Ridge Road, CB# 2100, and can be reached at (919) 962-9864.

TUITION PAYMENT

Tuition payment is required within the time frame set by the University Cashier's Office. Tuition payments, questions, or concerns should be taken up with the University Cashier's Office, at (919) 962-1368.

Check or Credit Card Payment

Tuition payments by check must be made payable to the UNC-CH and mailed to or hand delivered to:

Student Accounts & University Receivables
Suite 2215 SASB North
CB 1400
450 Ridge Road
Chapel Hill, NC 27599-1400

OR

(**from checking**) through the Student Center in ConnectCarolina, from 7:30 a.m. to 5 p.m., excluding holidays. There is currently no transaction fee for the use of this online service. Online payments from your checking account must be drawn from a U.S. bank. A \$25 processing fee will be assessed for online payments that can not be processed due to insufficient funds or a closed account. ****The pop-up blocker must be disabled to allow online payments to process.****

ONLINE ONLY (**credit card**) through the Student Center in ConnectCarolina, from 7:30 a.m. to 5 p.m., excluding holidays, with your credit card (MasterCard or Diners Club card only). There is a 2% non-refundable transaction fee for the use of this online service. Students can access their account through the Student Center in ConnectCarolina by using their Onyen and password. ****The pop-up blocker must be disabled to allow online payments to process.****

THIRD PARTY PAYERS

Some students have third party payers who request the University to bill them directly. Upon receipt of billing authorization from the payer, we bill the third party, but not until after the first two weeks of class for each term, when most students have settled into a class schedule. Since we generate hundreds of these bills, it can take several weeks to send all of them. The student remains responsible for ensuring that his or her account is resolved in full and will continue to receive bills until the third party pays and the account is paid in full.

TUITION PAYMENT PLAN

CPDM students are eligible to participate in the University's tuition installment plan. This option is offered through Tuition Management Systems, Inc. (TMS) for the Fall and Spring terms only. Eligible expenses are tuition, fees, meal plans and on-campus housing. For information about the plans, see our [FACT SHEET](#) (PDF). To enroll, phone 1-800-722-4867 or view <http://www.afford.com/unc>.

The University has a payroll deduction plan to allow graduate student employees to pay tuition and fees from their paychecks during the fall and spring terms. For more information, [click here](#)

TUITION WAIVER

Employees of the University of North Carolina at Chapel Hill (not UNC Hospitals) are eligible for two (2) free courses per year, taken in the fall, spring or summer of each year, one course at a time. This waiver applies to tuition only for the course being taken. The tuition waiver form can be found at:
http://www.unc.edu/finance/fd/c/sa/waiver_studentfees.pdf

You must complete the “Tuition Waiver Request for UNC CH Employee” form that can be obtained from the Training and Development Office via the website listed above. This form must be completed with appropriate approval signatures and submitted to the Training and Development Office for processing. After their verification, T&D normally forwards the forms to the University Cashier’s Office.

Tuition Waiver Request forms must be submitted to Training and Development by the Registration and Tuition by the established deadline. Payment deadlines will be published by CPDM in a timely manner prior to each semester to ensure timely processing of tuition waivers.

RESIDENCY STATUS FOR TUITION PURPOSES

It is the student’s responsibility to ensure that the University records reflect the student’s correct residency status. This is normally accomplished when completing the initial UNC Certificate Program Application. Be sure to verify your residency records in order to make the appropriate tuition payment. Go to the MyUNC Portal at <http://myunc.edu> and log on to verify status. Otherwise, your registration may be delayed or you may be charged the out of state tuition rate.

If you need to complete an Application for North Carolina Residency for Tuition Purposes, go to <http://regweb.oit.unc.edu/residency/index.php> and download the form. Submit the completed form to the Certificate Program Office for residency classification.

REFUND POLICY

Refund policies and dates for prorated refunds of tuition to students will be determined by University guidelines. Deadlines are set and published for receipt of full payment each semester. Students who do not meet payment deadlines will be dropped from class rolls.

If you drop a fall or spring CPDM course, the amount of the tuition to be refunded will be prorated over a period of nine weeks at a rate of one-tenth of the tuition per week, after deduction of a non-refundable portion. For CPDM summer courses, the refundable part of the tuition will be prorated over a period of three weeks at a rate of one quarter of the tuition per week, after deduction of the non-refundable portion.

REGISTRATION

Students will be registered each semester by the Executive Programs Manager. General registration information can be found on the University Registrar’s Calendar located at <http://regweb.unc.edu>. NOTE: If payment of tuition and fees or a Tuition and Fees Deferment Form indicating your appropriate financial aid source is not received in the Cashier’s Office by the deadline, your registration will be automatically CANCELED. Late registrations will be charged a \$20.00 late fee.

GRADES

Grading System Explanation

H	Clear Excellence
P	Entirely Satisfactory
L	Low Passing
F	Failed
IN	Work Incomplete

A student who receives a grade of “F”, or three semester hours of “L”, is ineligible for continued studying in the certificate programs.

A student becomes academically ineligible to continue in the certificate program if he or she receives a grade of F, F*, or L. Registration in following semesters for academically ineligible students will be cancelled automatically. When special circumstances warrant, students so made ineligible may be reinstated upon petition to the director of the program. If reinstated, any subsequent grade below a P will result in the student becoming ineligible again. No mark falling below the standard represented by the grade of L is counted for credit.

NOTE: A grade of "IN" automatically is converted to an "F*" one year following the end of the semester in which the course was taken, if at such time a permanent grade has not been earned and reported.

Other symbols shown in the grade area of the transcript are:

AB – Absent from Final Examination

NR (No Report) - Class roll not received

NG (No Grade) - No grade assigned

W - Withdrew from the course "passing"

Although instructors may award plus or minus grades, these are for your information only and are not recorded on the University's official transcript.

Accessing Grades

The Office of the University Registrar provides three methods in which students may gain access to term grades.

Method 1: World Wide Web (http://regweb.unc.edu/students/grade_reporting.php)

Students can access grades by using MyUNC on the web. Grade information is accessed using the ONYEN and password.

Method 2: In Writing

Written requests should be submitted after the first day of classes, but before the last day of classes for each term of enrollment. Written requests for grades should include the following information: full name, PID Number, and the term for which grades are being requested. The grade reports will only be mailed to the grade/billing address that is provided by the student. Requests for printed term grades should be mailed to:

Office of the University Registrar
UNC-Chapel Hill
CB#2100, 3100 SASB, 450 Ridge Road
Chapel Hill, NC 27599-2100

Method 3: In Person

Students may come in person to the Office of the University Registrar, 3100 SASB, 450 Ridge Road, to request a printed copy of grades for their last term of enrollment. The student must present some form of photo identification to receive grades. Office hours are 8:00a.m. to 5:00p.m., Monday through Friday.

Please call the Office of the University Registrar at (919) 962-0495 if you have questions about the grade reporting services.

GRADUATION

Prior to completing the fifth week of the final course, students are expected to file an Application for Graduation. You may do this online at: https://cfx.research.unc.edu/grad_appOnline/ The application is put on file with the University and helps ensure that students receive their certificates in a timely manner.

Due to the unique format of the HPM certificate programs, our academic schedule is not be synchronized with the traditional University Academic Calendar. The University Academic Calendar is used as a guideline for the CPDM schedule, but semesters do not necessarily begin and end on the same dates as for residential courses. As a result, there may be a delay between completion of the final course requirement, submission of grades, and receipt of the official certificate. Students may request a letter from the CPDM Program Office verifying that certificate requirements have been met, if such a letter is necessary for tuition reimbursement purposes.

Graduation Application Deadlines

<u>CPDM Ceremony</u>	<u>Graduation Application Due Dates</u>	<u>Official University Graduation</u>	<u>Receipt of Certificate</u>
July 2012	June 2012	August 2012	November 2012 (approximately)

TRANSFER OF CREDIT TO DEGREE-GRANTING PROGRAMS

Admission to the CPDM Program does not enable a student to transfer enrollment to a degree-seeking program within the University. If interested in a degree-seeking program, a student must apply to his or her chosen program and be accepted for admission by the program. Transfer of credits into other degree programs is possible, but at the discretion of the individual programs and within the guidelines stipulated by the Graduate School.

IMPORTANT NOTES TO REMEMBER

ADDRESS CHANGES – Go to myunc.edu ONYEN and password, and make the necessary changes to your University Records. *THIS DOES NOT TAKE THE PLACE OF SUBMITTING THIS INFORMATION TO THE CPDM OFFICE FOR INTERNAL RECORDS.* You will also need to email the Executive Programs Manager at cpdm@unc.edu.

ASSIGNMENT AND MODULE QUESTIONS – Email your current instructor.

COHORT ID and PID – Identify your cohort and PID when communicating; e.g., CPDM17 (for Summer/July 2011 admissions). Our staff deals with a large volume of students and providing this in communications helps to assist you quicker.

EMAIL FORWARDING – If you would rather have your mail directed to another account, use the Email Forwarding function to do this. Simply click the Email Forwarding button and follow the online instructions.

ADOBE CONNECT and SAKAI CLIENT PROBLEMS – Contact Nancy Beach at (919) 843-7244 or email nbeach@email.unc.edu for all problems related to Adobe Connect and Sakai, i.e., can't access, conferences or folders not on desktop, forgot login or password, etc.

GRADES – To find out course grades, go to myunc.edu using your ONYEN and password.

GRADUATION – An Application for Graduation is required online and must be submitted by the appropriate deadline. Procedures are in the Student Manual. Online graduation procedures are at: https://cfx.research.unc.edu/grad_appOnline/

ONYEN ID – If you forget your ONYEN or password, contact the Gillings School of Global Public Health's IIS Office (919) 966-8550.

PROGRAM ADMINISTRATION QUESTIONS – Please contact Kim Sieler, krsieler@email.unc.edu.

PROGRAM QUESTIONS AND CONCERNS – Please contact Bill Gentry, Program Director.

TUITION PAYMENT – Procedures are in the Student Manual.