



**UNC**  
GILLINGS SCHOOL OF  
GLOBAL PUBLIC HEALTH

**DEPARTMENT OF HEALTH POLICY  
AND MANAGEMENT**

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Welcome to the Carolina Family!

The Health Policy and Management PhD Program at UNC Chapel Hill-Gillings School of Global Public Health extends a warm welcome and congratulations as you enter your first semester with us in Fall 2021. We know that you bring a level of intellectual maturity and engagement that will contribute greatly to the richness of our academic community.

I am here to assist with registration, advisement and any other needs or challenges that you may have while working towards completing your degree. Below are a few things to help you in the transition to UNC-Chapel Hill.

This letter gives you basic information about planning your fall schedule, registering for classes, residency and health insurance. Please follow the checklist, consult all the links, and make an advising appointment as soon as possible if you have any questions or concerns that you would like to discuss.

**CHECKLIST FOR GETTING STARTED**

**First Steps after Admission:**

1. **Create your UNC ID login.** Your UNC ID login name is called your Onyen, which stands for the **Only Name You'll Ever Need**. You will use your Onyen to access the online student center (ConnectCarolina), your UNC email, and other services.

To create your Onyen, visit [Onyen services](#) and click on "**Create an Onyen.**" Enter digit Personal Identification (PID) Number from your online admission offer, your first and last name, date of birth, and gender. If you do not know your PID, you can find it here: your 9- [What's My PID?](#) An Onyen will be created for you and you will be asked to create a password.

2. **Create your UNC email address:** Once you have created an Onyen and Onyen password, you need to manually signup for the email service by visiting the [Email Self Service Tool](#).

For more information, visit [Office 365 Email Setup](#) or contact the [ITS Help Desk](#).

Once you have a UNC email account, please email Valerie Hooker with your UNC email to [vhooker@email.unc.edu](mailto:vhooker@email.unc.edu)

**We will send all official university correspondence to your UNC email.**

3. **Request official transcripts and monitor transcript checklist:** Once you have officially accepted your admission, you must request that official transcripts for each post-secondary school attended be sent to The Graduate School at UNC-Chapel Hill. You will not be able to register for classes until we receive all of your official transcripts. This includes all transcripts from colleges, universities, community colleges, summer sessions, or extension programs you have attended since graduating from high school. Academic transcripts uploaded to the online application are considered unofficial and do not fulfill this requirement.

**Official transcripts:**

- Must be received directly from each post-secondary school on paper or by certified electronic copy, such as those provided via eSCRIP-SAFE, Parchment Send, or the National Student Clearinghouse.
- Must be properly signed or authenticated.
- Must be complete (not select courses).
- Must include full course names and grades.
- Must be issued in the original language and be accompanied by certified English translations (when applicable).
- Must show the award of degree if completed. If your school's transcripts do not indicate degrees (e.g., mark sheets), you must include a separate certified copy of the diploma or degree certificate.

**We cannot accept:**

- Unofficial transcripts.
- Transfer credit listed on the transcripts of other schools.
- Transcripts must be submitted directly from the school at which the courses were taken.
- Incomplete transcripts.
- If you have recently completed a degree, you may need to wait before requesting a transcript. Please check with your institution's transcript office.
- Your transcript must show that all of your coursework is complete and that your degree has been awarded.
- We cannot accept credential evaluation reports such as those issued by WES or ECE. These reports may be used as certified translations, but they do not take the place of official transcripts issued directly by the school.

**Mail final, official transcripts to:**

The Graduate School  
ATTN: Graduate Admissions  
200 Bynum Hall, CB# 4010  
University of North Carolina at Chapel Hill  
Chapel Hill, NC 27599-4010

OR:

Request that your school(s) or its authorized agent email an authenticated electronic transcript to: [gradadmissions@unc.edu](mailto:gradadmissions@unc.edu).

For any questions about transcript processing, please contact [gradadmissions@unc.edu](mailto:gradadmissions@unc.edu).

**Before the semester begins:**

1. **Access ConnectCarolina** through the [ConnectCarolina campus portal](#).

You can use ConnectCarolina to:

1. Review financial aid
2. Monitor official transcript checklist
3. Pay tuition and fees
4. Register for classes
5. Check for registration holds

2. *If you have not been a UNC student previously, submit your immunization and health form.* Incoming students should visit the [ConnectCarolina Student Service Center](#) and click on the "General Items" under To Do List to access the "Immunization Health History" link for instructions to submit immunization records. To learn more, view the [Required Immunization and Health History Information](#).

3. **Health insurance.** As a residential UNC student, you must have health insurance. To learn more about student health insurance options, please visit the [Campus Health Services website](#).

You will be automatically enrolled and billed for the UNC System-Wide Student Health Insurance plan (Student Blue), unless you [submit a waiver](#) to show that you have an alternate health insurance plan.

If you are a Graduate Research Assistant (RA), Teaching Assistant (TA), Fellow, or Trainee, you may be enrolled in the UNC-Chapel Hill Graduate Student Health Insurance Plan (GSHIP). If you are enrolled in GSHIP, you will need to [submit a waiver](#) to opt out of the UNC System-Wide Student Health Insurance plan.

Please visit the [Campus Health Services website](#) for information on the waiver process.

You will receive a form from the department (sometime in July) so that you can inform us of your insurance status (**be sure to complete and return**).

4. **Check your residency status.** View [your admission offer](#) to check your residency status for tuition purposes.

To learn how to establish in-state residency, see [North Carolina Residency for Tuition Purposes](#).

5. **Will you take out federal loans?** Visit the [Office of Scholarships and Student Aid](#) to learn about [federal loans](#).

6. **Save the Dates** - Orientation (all dates/formats tentative at this writing)

**[Graduate School Orientation](#)**

Please visit this site to review the Virtual Orientation Videos and Presentations

*\*\*Follow [@UNC GradSchool](#) on twitter for the latest updates.*

**[Graduate School New Student Modules](#)**

Every year, we hear from students that they're overwhelmed by the amount of information presented to them. This year, we took this feedback and created 12 short pre-orientation modules to answer your most critical questions. Make sure to review these modules IN ADVANCE of registration and attendance so that you can let us know any additional questions you have beyond the basics.

**[International Student and Scholar Services \(ISSS\) Mandatory New Student Orientation](#)**

Please visit this page to register.

**[Gillings New Student Orientation and Welcome Events](#)**

Please visit this webpage for updates and details about our welcome and orientation events.

7. **Learn about housing and life in Chapel Hill.** Learn about housing and other student resources by visiting The Graduate School's [Campus & Community Resource Guide](#).
8. **Review your resources.** Learn more about graduate student resources by visiting [The Graduate School's information on new student resources](#). **\*tutoring information and any other resources listed here\***
9. Another useful link is to the [Registrar's Academic Calendar](#).

Next Steps – Choosing Classes and Registering for the Fall Semester:

GETTING REGISTERED! **Attached to this email** you will find your program worksheet for your review. See courses and descriptions here <https://sph.unc.edu/hpm/hpm-course-list/>.

1. I will register you for your required Fall classes. You will register for any prerequisite courses, electives, or minor courses. You should take this time to go over your worksheet with your faculty advisor and come up with a projected plan/outline of the courses that you plan to take each semester for the duration of the program. Please contact me if you have any questions or need clarity on any of your program requirements. I will need your completed checklist in the Spring of your second year. Please register for your minor area courses or prerequisite courses. **\*Register before July 16<sup>th</sup>**

2. Schedule an appointment with me ([krsieler@email.unc.edu](mailto:krsieler@email.unc.edu)) to discuss your course worksheet to make sure that your degree plan meets all program and graduate school requirements. You can schedule an appointment with me via phone or zoom. **If any changes need to be made to your fall schedule, we can make them during our meeting.**
3. Regarding the PLCY Bootcamp sequence: This is required for finance minors; econ minors can either take this or the econ department sequence, although in the last few years most of the econ minor students fulfill their requirement from PLCY courses; and other minors are certainly welcome to take the PLCY microeconomics sequence, but should discuss with their advisors prior to committing to take these courses.

PLCY 700 will begin on August 2<sup>nd</sup> and run for two weeks. The PLCY department will send an official message to HPM when they have more details to share.

**Because you are being funded by a fellowship, assistantship or training grant, please be sure to defer your tuition bill/payment (directions below).**

Students expecting financial aid, departmental funding or other third-party support may request deferment of their term bill that is due prior to the start of each term.

Deferments requests must be submitted by the due date on the first bill of each semester.

**To DEFER your bill:**

1. Log in to [ConnectCarolina](#) and access the Student Center through Self Service.
2. In the Student Financials section, select Request Deferment from the drop down box.
3. Click/check the box for Financial Aid Deferment AND the Statement of Understanding and then click submit.
4. There will be a confirmation screen after you hit submit, click OK. You must request the deferment before the due date on the billing statement.
  - o The new due date will be displayed under Charges/Bills in the Student Financials drop down list section of the Student Center.
  - o Once the new due date is less than 30 days away, the balance will show as DUE NOW instead of FUTURE DUE.

Please feel free to contact me with any questions or concerns.

We are looking forward to meeting you all very soon!

My individual booking link:

<https://outlook.office365.com/owa/calendar/GillingsSchoolofGlobalPublicHealthStudentAffairs@admin.live.unc.edu/bookings/s/yUf8aSkOmEiS3cDL8III4A2>

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