

WELCOME TO THE DEPARTMENT OF ART & ART HISTORY

GETTING STARTED

BEFORE YOU ARRIVE ON CAMPUS

Graduate Student Profile

Please fill out the form below and submit it ASAP. If you haven't already set up your Personal Identification Number (PID), UNC log-in credentials or UNC email address, the Grad Student Profile will guide you through these processes:

[Click here to fill out your Grad Student Profile](#)

Personal Information Security

For security purposes, do not use your personal email or social security number to conduct University business. Your PID and UNC email address are meant to take the place of both those things. **Do NOT attempt to have your UNC emails forwarded to your personal email account;** Information Technology Services (ITS) has security protocols in place that will eventually block your emails from forwarding.

You will be required to use two-step verification to log-in to most UNC web-based platforms and networks. Two-step verification is a process that involves two authentication methods performed one after the other to verify your identity before accessing an online service. UNC's two-step verification adds an extra layer of security to protect you from hackers and identity theft and is required to access many UNC online services. Visit this page to set up two-step verification: <https://its.unc.edu/2-step/>

University & Department Communications

It is critically important that you transition away from using your personal email and begin checking your UNC email account *daily*. This is the primary University-to-student communication channel used by staff and faculty for information regarding funding, classes, enrollment, health insurance, important deadlines, etc. Check your email account online at heelmail.unc.edu or use an email client such as Microsoft Outlook (recommended), accessible to students at no additional cost as part of the Office 365 application suite (<https://office365.unc.edu/>).

ConnectCarolina

ConnectCarolina is a campus-wide integrated web-based system used by students, faculty, and staff that facilitates course registration and planning, bill payment, transcript requests, personal information management, and more. While ConnectCarolina is frustratingly flawed, it is critical that students learn to use, at minimum, the Student Information, Student Center, and Student Finances modules. The best way to do this is to simply log-in and explore your account.

For information regarding student finances in ConnectCarolina, visit the Cashier's New Students page: <https://cashier.unc.edu/student-accounts/new-students/>.

For information regarding course enrollment in ConnectCarolina, review this [Quick Reference Guide](#) or use the Registrar's more detailed Registration Guide: <https://registrar.unc.edu/guide/>. Degree requirements are covered in more detail further down.

STUDENT ID

Obtain your student ID (otherwise known as a UNC One Card) from the One Card office. Be sure to have it with you when you are on campus. You will need it to access some academic buildings (especially at night), the gym, your library account, parking, etc. For information on obtaining and using a One Card, please visit: <https://onecard.unc.edu/orientation/>.

NC RESIDENCY FOR TUITION PURPOSES

Out-of-State Students

We strongly encourage you to establish residency for tuition purposes, and it takes a year to do so. This will decrease your tuition costs tremendously. **You won't be applying until next summer, but it is vital that you do your research and start planning now.** Please visit The Graduate School's web page on residency and read it carefully: <http://gradschool.unc.edu/student/residency/>

Become a North Carolina Resident

The applicant bears the burden of proof and must establish, by a **preponderance of the evidence**, that he or she is a bona fide domiciliary for tuition purposes. The following actions are considered as intent to establish a permanent domicile in North Carolina. This list represents examples of acts that can be taken and does not represent a comprehensive set of actions, nor does it serve as a checklist for a residency decision. *No one action by itself guarantees or denies North Carolina residency status for tuition purposes.*

- Voter registration and activity: <https://www.ncsbe.gov/registering/how-register>
- Car registration: <http://www.dmv.org/nc-north-carolina/car-registration.php>
- Driver's license: <http://www.dmv.org/nc-north-carolina/apply-license.php>
- State identification card: <http://www.dmv.org/nc-north-carolina/id-cards.php>
- Financial independency/Employment (this means you cannot be claimed on a parents' taxes):

It is strongly recommended that applicants retain copies of all documentation that can help support an application for residency, though submission of this documentation is not required as part of the application process.

Examples include:

- North Carolina driver's license or state identification card
- Rental leases or property deeds
- Sources of financial support
- Vehicle registration
- North Carolina state taxes
- Visas/immigration status documents
- Military affidavits
- Employment letter (only if full-time permanent employee in the UNC system)

FUNDING & BILLING

For students expecting University funding, please note that **funding won't be applied to your tuition bill until after your bill is due**. Funding is disbursed in this manner every year, and it **is the student's responsibility to request an annual billing deferment**, though deferments can be requested as often as needed. Failure to pay your bills on time can result in account holds that block your ability to register for classes and even graduate. Billing deferments will extend the due date of your tuition/fee bills by a month.

Students may [request a deferment](#) by logging in to [ConnectCarolina Student Center](#) and selecting "Request Deferment" from the drop-down menu under the "Student Financials" section. **You can only defer tuition after receiving a bill from the Cashier. Your first tuition bill notification should arrive via your UNC email account by mid-August.** If you have questions or concerns about this, please [contact the Cashier](#). An overview of important billing information for new students is available on the Cashier's website: <https://cashier.unc.edu/student-accounts/new-students/>.

Please retain copies of your funding letters for future reference. They contain explicit details and stipulations regarding your award package. If you have questions about your Departmental award, email Abby Brooks at abrooks@email.unc.edu or contact the Director of Graduate Studies. For questions about non-UNC funding awards, please contact the funding institution or reach out to the Office of Scholarships and Student Aid: <https://studentaid.unc.edu/>.

HEALTH INSURANCE

Please note: *If you are receiving funding from the Department of Art and Art History, make sure to monitor your inboxes for an email from our department accountant, Abby Brooks. She will contact you shortly regarding payroll, health insurance, and forms you'll need to sign.*

All graduate students enrolled in at least 1 credit hour, in a degree-seeking program, and eligible to pay the student health fee at UNC-Chapel Hill are required to show proof of active health insurance coverage. For information about the mandatory health insurance requirement visit the [Campus Health website](#). Proof of active creditable health insurance may include:

- An individual plan
- Coverage from a plan by a spouse or parent
- Enrollment in the Graduate Student Health Insurance Plan (GSHIP) as an active RA/TA/Fellow-Trainee
- Enrollment in the UNC System mandatory insurance plan (Student Blue), available to all actively enrolled students

Graduate Student Health Insurance Program (GSHIP)

Eligible graduate students with a Research Assistantship (RA) or Teaching Assistantship (TA) or Fellow or Trainee appointment, must be enrolled in GSHIP by their academic department. For more information on plan benefits, consult the [BlueCross BlueShield website](#) for the UNC-CH RA/TA plan.

The policy year is August 1 – July 31. You must meet the following requirements to be enrolled in the RA/TA insurance plan:

- Be registered as a full-time student.
- Function as an active RA/TA or Fellow/Trainee.
- Meet the minimum stipend of \$5,700 per policy year.

Remember:

- All RAs, TAs, and Fellow/Trainees who also meet the tuition and fee eligibility requirements must be enrolled in GSHIP by their academic or hiring department.
- When you are enrolled in GSHIP, you must waive out of the Mandatory Student Health Insurance Plan each semester to avoid an insurance premium charge on your student account. For additional information, consult the [Campus Health website](#).
- Your insurance card is needed to waive out of the Mandatory Plan.
- Insurance cards are mailed to the local address as noted in ConnectCarolina.

GeoBlue Student Health Insurance Plan

This plan, made available in cooperation with BlueCross BlueShield, is specifically for international students. For more information on plan benefits, consult the [GeoBlue website](#). International students will receive specific GeoBlue enrollment instructions through International Student and Scholar Services and Campus Health.

Mandatory Student Health Insurance Plan

This plan, administered by BlueCross BlueShield of NC, is for students who do not have other creditable insurance coverage. Each semester the insurance premium amount will be charged to your account in Student Center in ConnectCarolina. You must register for classes to activate insurance coverage. For more information on plan benefits, consult the [BlueCross BlueShield website for the UNC-CH mandatory plan](#). Emails are sent weekly from Campus Health reminding students to take action.

Hard Waiver Process

If you have other creditable insurance coverage, you must complete the waiver process each semester before the published deadline. For details on the waiver process, deadlines and procedures consult the [Campus Health website](#).

COURSE ENROLLMENT

Register for classes based on your degree requirements:

- [MA Degree Requirements](#)
- [PhD Degree Requirements](#)
- [MSIS/MA or MSLS/MA](#)

To register and view courses [currently offered](#):

- Log-in to [ConnectCarolina](#) > Student Center > Search
- Select the appropriate term (Fall 2021) and type “ARTH” in the search field for a full listing of Art History courses
- To search course offerings from other academic departments, click the green “Select Subject” button for a list of course subject abbreviations.

INTERINSTITUTIONAL PROGRAMS

Under the Interinstitutional Program, any approved enrolled full-time degree seeking graduate or undergraduate student (excluding continuing studies, visiting, or non-degree students), may register for courses with appropriate approval at the following Universities:

- North Carolina Central University
- UNC-Charlotte
- UNC-Greensboro
- NC State
- Duke University ([View Schedule of Classes](#))

The student may take a course, providing seats are available, at a participating university if the student's academic advisor or dean can certify that the course is appropriate for the student's degree program, e.g., graduate courses are available only to graduate students, and the intended course must not be available during the same academic term at the home institution.

For enrollment provisions and instructions, visit <https://registrar.unc.edu/guide/special-enrollments/inter-institutional-programs/interinstitutional-programs-enrollment-provisions-and-instructions> or contact Special Enrollments for assistance: specialenrollments@unc.edu.

ORIENTATIONS

The Graduate School

The Graduate School plans to host orientations for incoming master's and doctoral degree students over two days, with both online and in-person components. Additional orientation seminars will be offered during the fall 2021 semester.

Online Orientation: August 12, 2021

- [Orientation website launch](#) -- will feature videos, resources, PowerPoint presentations, and more.
- Live and recorded panel discussions with faculty and graduate students (faculty panel – 12pm; student panel – 2pm).

On-campus Welcome Event: August 17, 2021

- WHERE: [The courtyard at Davie Hall \(between Davie and Howell Halls\)](#)
- WHEN: Midday event; lunch will be provided
- WHAT: Grab and go lunch, informational booths, meet and greet staff at The Graduate School and members of the Graduate and Professional Student Government

Orientation Seminars: Fall 2021

- Details will be shared closer to the start of the semester.

Please note that the in-person activities are subject to University guidance on gatherings and events and could change given the nature of the COVID-19 pandemic. The Graduate School will provide additional communications about these events as they are available.

Department of Art & Art History

- **WHEN: August 16th.**
- **WERE:** as much as possible, events will be held in person at the Hanes Art Center. Details to follow.