1. **What is the Office of the Dean of Students?**
The Office of the Dean of Students is a Student Affairs unit whose mission is to provide support and assistance to the University of North Carolina at Chapel Hill community focused on empowering students, to succeed in navigating the University environment.

We often serve as a beginning point of contact for students, faculty, staff, families, and community constituencies regarding various student concerns. Whatever is happening in your life – personal or academic, know that we are here for you.

2. **Where is the Office of the Dean of Students located?**
We are located in Student and Academic Services Building (SASB) North Suite 1106 and open from 8 am to 5 pm, Monday through Friday.

3. **I'm a First Year Student who needs parking on campus.**
First year student parking is no longer handled by the Office of the Dean of Students. To see details about first year student parking and contact information, please visit UNC Transportation and Parking.

4. **What is the Student Emergency Fund? How do I apply?**
The Student Emergency Fund (SEF) is a joint venture between the Division of Student Affairs and Scholarships and Student Aid. The SEF assists Carolina students by providing financial support when they need assistance with unexpected, unforeseen, and unavoidable emergency expenses surrounding situations such as accidents, illness, death of a family member, fire damage or need for temporary housing.

Read the requirements and complete the online Student Emergency Fund Application.

5. **Do I need an appointment?**
Under normal circumstances, our office has walk-in hours Monday through Friday from 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm. However, due to COVID-19, our office is currently working remotely and all appointments are now happening virtually. Enrolled students are encouraged to email us to set up a virtual appointment.

6. **Who should I speak with regarding Student Veterans?**
Carolina Veterans Resource Center
- Visit the Carolina Veterans Resource Center website
- Visit the Carolina Veterans Resource Center (CVRC)
  - Hours of Operation: Monday through Friday, excluding school closings and holidays 8:30am to 5:00pm
  - Address: 211 Branson St, Chapel Hill, NC 27514
- Email the CVRC: cvrc@unc.edu
- Call the CVRC: (919) 962-9640
7. I'm interested in events hosted by the Office of the Dean of Students. See the calendar of upcoming events and follow ODOS on Instagram and Twitter at @UNC_ODOS.

8. I want/need to withdraw from UNC. What do I do? There are several ways to separate from the University. These include medical withdrawal, academic withdrawal, retroactive withdrawal, and cancellation.

Click HERE for additional information about different types of withdrawal as an Undergraduate student.

Click HERE for additional information about different types of withdrawal as a Graduate student.

Click HERE for policies relating to cancellation and withdrawal for all students.

9. How does a student notify professors of a future absence? The University Approved Absence Office handles class absences and issues University Approved Absences (UAA). Read the Class Attendance Policy, requirements for a University Approved Absence, and complete the online Class Absences Notification Request Form if you need a UAA.

10. I need forms completed regarding my conduct status at UNC. This is called a Dean's Certification. This is completed by the Office of Student Conduct.

11. Where do I get a Final Exam Excuse? Neither the Office of the Dean of Students nor the University Approved Absence Office issues final exam excuses. Academic Advising issues final exam excuses due to a personal or family emergency. Campus Health Services and Counseling and Psychological Services (CAPS) issues final exams excuses due to mental health and illness or injury.
Medical or Mental Health Illness During Final Examination Period

*Campus Health does not issue medical excuses for class absences or for exams given during the semester.

**VISIT CHS OR CAPS PROVIDER**
CHS/CAPS Provider authorizes the “Official Permit” if it is determined that the student’s ability to prepare for or take the final exam was significantly impaired by a medical or mental health illness.

- Student’s name, PID number, exam date and time, and name of authorizing CHS provider is placed on the “Excused Examination List.”
- Student emails instructor about final exam excused absence.
- CHS transmits “Excused Examination List” daily to the University Registrar and Academic Advising Office.
- Student must go to the University Registrar Office to obtain an official “Permit to Take a Final Examination” and present the permit to their instructor.

**VISIT NON-CHS OR CAPS PROVIDER**
Student faxed documentation of medical/mental health visit to CHS Health Information at 919-966-0616 with specific dates and times of requested excused exam(s).

- CHS Health Information forwards scanned medical documentation to the Triage Nurse or CAPS/associate director for review and authorization. Triage Nurse or CAPS staff documents the status of final exam excuse through a telephone encounter.

For more information about Academic Advising Program Final Examination Excuses, go to advising.unc.edu/policies-and-procedures/final-exam-excuse