



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
Postdoctoral Affairs

The University of North Carolina at Chapel Hill

RESOURCE HANDBOOK FOR POSTDOCS

Office of Postdoctoral Affairs

123 West Franklin St, Carolina Square
Chapel Hill, NC 27599-4100

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Web site: <http://postdocs.unc.edu>



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Welcome to Carolina!

As a postdoctoral scholar at Carolina, you are joining an exciting and dynamic community of researchers and innovators who are at the forefront of discovery and advancement in their fields. Our postdocs are crucial to fueling the progress of both our research and educational enterprise, and their expertise, innovation, and creativity are important reasons why we continue to be one of the leading public research institutions in the country. At the Office of Postdoctoral Affairs (OPA), we are dedicated to supporting you throughout your research journey and beyond—offering a wealth of resources to help you hone your professional skills and thrive, whether in academia or in the broader world.

As you embark on your postdoc journey, you will be onboarding into the university and your respective unit. To ensure your transition is smooth, we have put together a comprehensive overview of what to expect and the invaluable resources available to you. This handbook is designed to equip you with essential information—from postdoctoral policies to strategies for achieving a healthy work-life balance—empowering you to make the most of this pivotal stage in your career. Whether you're just starting or preparing for the next step, this handbook is your guide to making your postdoctoral experience a truly rewarding one.

We also invite you to explore our OPA website, where you'll find a wealth of resources at your fingertips. Dive into our calendar of events, discover networking and professional development opportunities, and take advantage of career exploration resources, all designed to propel your success. We are confident that your time at Carolina will be unforgettable and will serve as the launchpad for a remarkable career in research, innovation, and service.

Sincerely,

Essie Torres, PhD, MPH

Director of the Office of Postdoctoral Affairs

Director of Workforce Strategy and Community Partnerships

Office of the Vice Chancellor for Research

Overview – About Us

MISSION

The Office of Postdoctoral Affairs (OPA) at UNC-Chapel Hill is dedicated to enhancing, supporting, and promoting postdoctoral training across all disciplines. Our mission is to foster the success of postdoctoral scholars today to prepare them for impactful research careers tomorrow. OPA serves as a central resource for scholars, faculty, and human resources professionals, providing guidance on recruitment, hiring, policy, benefits, and professional development. Visit the OPA webpage [here](#).

SERVICES

Services for Postdocs:

- New Postdoc Orientation
- Confidential crisis intervention and advising
- Consultations on mentoring relationships, postdocs rights, and policy issues
- Individual Career Counseling
- Career and Professional Development Programs
- Monthly newsletter

Services for Faculty:

- UNC Postdoctoral Scholar Policies
- Resources for Mentors
- Faculty Mentors Listserv

Services for HR:

- New Postdoc Orientation
- Appointment letters, Promotion and Extension Procedures
- Postdoc Health Insurance Information

PROFESSIONAL DEVELOPMENT

OPA offers a range of professional development programs tailored to postdocs, providing individual career counseling, seminars, workshops, and targeted training opportunities. These resources are designed to support postdoctoral scholars in maximizing their capabilities and achieving their goals. You can find more information about our programs under the “Events” tab on our website [here](#), and you can check our calendar of events [here](#). We also provide [institutional memberships](#) that grant access to web-based career resources.

COMMUNICATIONS

The Office of Postdoctoral Affairs (OPA) keeps postdoctoral scholars connected through a dedicated listserv and regular communications, including direct emails, a Weekly Newsletter, and a monthly Professional Development Newsletter. To ensure you receive these updates, please add opa@unc.edu to your safe senders list and check that messages aren't directed to your "junk" or "other" folders. Postdocs are typically added to the listserv automatically upon their arrival at UNC-Chapel Hill. If you believe you have not been added, please email opa@unc.edu with the subject line "Subscribe."

UNC Postdoctoral Association (PDA)

The UNC Postdoctoral Association (PDA) is a volunteer-driven organization dedicated to creating a postdoctoral community and addressing the needs UNC-Chapel Hill's postdoctoral scholars. Working closely with the Office of Postdoctoral Affairs, the PDA fosters a sense of community by hosting social activities, and advocates for improvements to the postdoc experience. Monthly meetings provide opportunities for postdocs to contribute ideas and get involved in shaping the association's efforts. You can find more information about the PDA [on their website](#).

LEADERSHIP

CHAIR(S)

The Chair(s) oversee the PDA's leadership team, act as a liaison with the Office of Postdoctoral Affairs, and coordinate activities for the year.

ALLIANCES

- *BIPOC Alliance*: Builds professional networks for underrepresented racial and ethnic postdocs and organizes diversity-promoting events.
- *International Postdoc Alliance (IPA)*: Supports international scholars by fostering community, hosting events, and serving as an informational resource.

COMMITTEES

- *Social Committee*: Brings postdocs together through social events such as picnics, meetups, and holiday gatherings.
- *Community Outreach and Education (COE)*: Engages postdocs in local volunteer initiatives like DNA Day, Community Garden, and the Postdoc Research Café.
- *Parenting Group*: Supports postdoc parents with resources and organizes family-centered activities.

POSTDOC REPRESENTATIVES

- *Campus Health Advisory Board*: Provides postdoc perspectives on health services.
- *Advisory Committee for Transportation & Parking (ACT)*: Offers feedback on transportation and parking needs.
- *GPSG Senator*: Represents postdocs on the Graduate and Professional Student Government.

The PDA is always looking for new members and welcomes fresh ideas to enhance the postdoc experience. Get involved and help shape the vibrant UNC postdoc community! Email opa@unc.edu to learn more.

UNC Postdoctoral Scholar Policy

The full UNC Postdoctoral Policy can be found [here](#), and procedures can be found [here](#).

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CONTACT INFORMATION

POLICY CONTACTS

If you have any questions about this Policy, please contact OPA at (919) 962-9982. Additional information is available in the Handbook and on OPA's website.

OPA has one location and can be contacted using the information below:

OPA Main Campus Location

123 West Franklin St, Suite #600B

Carolina Square – CB #4100

Chapel Hill, NC 27599-410023

Phone: (919) 962-9982

Email: opa@unc.edu

UNIVERSITY POLICIES, STANDARDS, AND PROCEDURES

Please see below for a non-exhaustive list of policies that relate to this Policy. For more information, please contact OPA or the Office of Human Resources, or visit the University's website on [Campus Policies and Procedures](#).

- [Postdoctoral Scholar Appointment Procedure](#)
- [Policy on Research Code of Conduct](#)
- [Whistleblower Policy](#)
- [Policy Statement on Non-Discrimination](#)
- [Policy on Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking](#)
- [Policy on Religious Accommodation](#)
- [Policy on ADA Reasonable Accommodations for Employees, Applicants, and Visitors](#)
- [Policy on Reporting of Criminal Convictions for Currently Employed Faculty and Staff](#)
- [Policy on Background Checks for Faculty and Non-Faculty Employees, Student Employees, and Affiliates](#)
- [Policy on Unpaid Volunteers, Interns and Visiting Scholars](#)
- [Policy on Individual Conflicts of Interest and Commitment](#)
- [Copyright Policy](#)
- [Patent & Invention Policy](#)
- [Personal Use Policy](#)
- [Violence in the Workplace Policy](#)
- [Research Data Ownership](#)

Postdoctoral Travel Policy

The Office of Postdoctoral Affairs developed an SOP for Postdoc Travel outlines procedures to assist postdoctoral scholars with business travel expenses at UNC-Chapel Hill. Departments can use P-Cards for conference registration, while airfare and hotel bookings must be made through Concur, requiring pre-travel approval. Postdocs may request travel advances for expenses like ground transportation, hotels, and per diems, with unused funds returned to the University. Expense reconciliation and reimbursement are managed through Concur. For assistance, postdocs should contact their department business manager, UNC Travel Services, or the Concur Support Desk. The full SOP [can be found here](#).

UNC Postdoc Medical Plan

ABOUT

- Provides health coverage for eligible postdoctoral scholars classified as Postdoc Research Associates or Postdoc Research Trainees working full-time and enrolled in the UNC Payroll system.
- Administered by Blue Cross and Blue Shield of North Carolina (BCBSNC) under the 'Student Blue' plan.
- Includes comprehensive health benefits, including vision and dental coverage for postdoctoral scholars.
- Postdocs are automatically enrolled in the health plan, with coverage starting on the first of the month after their hire date.
- Monthly premiums for individual postdocs are fully covered by the institution (department or funding source).
- Dependents' premiums (for spouses or children) are paid by the postdoc and can be added during open enrollment or after qualifying life events.
- Postdocs who choose not to enroll must sign [a waiver form](#).
- Postdocs have access to cost-effective care through Campus Health Services on the UNC-Chapel Hill campus.

CURRENT RATES & BENEFIT COVERAGE

Click on the links below to access the most up to date information on rates and coverage:

- [Current Rates \(2024-2025\)](#)
- [Summary of Benefits](#)
- [Vision Benefits](#)
- [Dental Benefits](#)

ENROLLMENT

To view your account, change your address, or enroll dependents, [login to the Student Blue Dashboard](#).

OPEN ENROLLMENT

Open Enrollment is held annually from July 1 – July 31. If a spouse and/or children are not currently insured under this plan, the Postdoc may add dependents during the open-enrollment period. Otherwise, dependents may only be added within the first 30 days of hire or with a qualifying life event (birth, death, job change, etc.).

ELIGIBILITY

- In order to be eligible for the Postdoc Medical Insurance Plan, the Postdoc must hold the HR position title of a postdoctoral trainee or postdoctoral research associate and be on payroll at least 30 hours per week.
- Eligible postdocs are automatically enrolled via the monthly enrollment file by UNC payroll to BCBSNC following the postdoc's appointment date. For example, if a Postdoc's appointment date is December 1, BCBSNC will be notified of that Postdoc's eligibility at the end of December and coverage will begin on the following month (for this example, January 1).
- Postdocs can complete enrollment for dependents, change their mailing address or terminate coverage using the online portal provided by Student Blue NC [website](#). Coverage begins on the first day of the month following the month of the Postdoc's appointment effective date. If the Postdoc wishes to opt out of the plan, they must sign the [waiver form](#).
- If a Postdoc enrolls a dependent, monthly premiums (initial TWO months) will be deducted from their paycheck. Future monthly premiums will be a payroll deduction.

CONFIRMING YOUR ENROLLMENT

- Confirm with your department that your hire action was fully completed in the HR system, ConnectCarolina.
- Once your hire action is completed, on or after your start date, you should login to ConnectCarolina > Self Service > Personal Information > Addresses and ensure that you have a domestic (US) address on file for your home address. You can edit this address, if needed.
- Within 5-10 days after your hire date, you will be able to login to the BCBS portal, using your UNC email to get a one-time passcode. Here, you can ensure that your address and other contact information is correct, and update if needed. This BCBS portal is where you can confirm your enrollment status in the UNC Postdoc Health Plan. Please note that postdocs cannot enroll or view enrollment in Medical/Dental/Vision coverage via the Benefits tile in ConnectCarolina (this is for permanent employees only).
- Postdocs are automatically enrolled in the Postdoc Health Plan effective the first of the month after their hire date. You should receive an ID card mailed to that address within the first week of that month, but you can also get a digital card from Student Blue (BCBS) if needed urgently.
- Postdocs (and spouses, if you are covering them) also get access to visit Campus Health on the first of the month after your hire date. Before your first visit to Campus Health,

postdocs should complete the [Campus Health Services packet](#) and turn it in either in person or via mail (including campus mail).

ENROLLING DEPENDENTS

Visit the BCBS portal to enroll dependents. within your first 30 days. Dependent coverage is also effective on the first of the month after the hire date. The [Student Blue Dashboard Guide](#) can help you to navigate this process.

ID CARDS

- It typically takes about 45 days from a postdoc's appointment date for the Postdoc to receive an ID card. The ID card can also be viewed online using the Student Blue NC [website](#) 7-10 days after your appointment effective date. The [Student Blue Dashboard Guide](#) has instructions on how you can view your enrollment and update your mailing address as a newly enrolled postdoc. We highly recommend that you do this as soon as possible so your card does not get mailed to your previous address.

ADDITIONAL LINKS

[Free Multi-Language Interpreter Services](#)

[Frequently Asked Questions](#)

[Waiver Form](#)

Additional information can be found on the [OPA Health Benefits webpage](#), including details regarding COBRA, alternative health providers, and additional dental insurance options.

CONTACT

If you have questions about your coverage, please contact:

Web: www.bcbssnc.com/uncch-pd

Email: email@studentbluenc.com

Phone: 1-800-762-8505

Campus Health Services

CAMPUS HEALTH

Campus Health is an on-campus health care provider for students and postdoctoral fellows. Campus Health offers comprehensive primary medical care at a reduced cost, including general health evaluations, laboratory testing, radiology, and pharmacy services. Postdocs and their spouses or partners enrolled in the Student Blue medical plan receive financial benefits by using Campus Health as their primary care provider. Campus Health is located in the [James A. Taylor Building, CB# 7470, Chapel Hill, NC 27599](#).

The fee to access Campus Health is \$42.50 per month, but like the health insurance fee, this is fully covered by the institution (department or funding source). For spouses/partners to access Campus Health, the \$42.50 fee must be covered by the postdoc. Spouses must provide proof of

insurance and marital status and pay the health fee to access services, but children must seek medical care outside of Campus Health Services due to coverage limitations.

Postdocs need to [complete the Campus Health Services Packet](#) and either mail it to CHS at Campus Health Services at James A. Taylor Building, CB 7470, Chapel Hill, NC 27599 or bring the completed forms to their first visit.

Campus Health operates two pharmacies on campus:

- [Campus Health Pharmacy](#), located on the ground floor of the Campus Health building.
- [Student Stores Pharmacy](#), located in the Student Stores on South Road.

Both pharmacies provide prescription services, over-the-counter medications, and various health products. Postdocs enrolled in the Student Blue Medical Plan enjoy reduced rates when using the Campus Health Pharmacy and the Student Stores Pharmacy for their prescriptions.

Campus Health at UNC-Chapel Hill offers dental services through [Campus Smiles](#), conveniently located within the Campus Health facility. Campus Smiles provides comprehensive dental care, including exams, cleanings, fillings, crowns, root canals, and cosmetic services like teeth whitening and Invisalign. They accept all major PPO insurance plans and are open five days a week.

For more details, visit the [Campus Health website](#). For general information and appointments, call 919-966-2281.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Counseling and Psychological Services (CAPS) is a key component of Campus Health, providing specialized mental health support alongside the broader medical services offered by Campus Health. CAPS provides mental health services to postdoctoral fellows, including initial assessments, brief therapy, group counseling, medication management, and academic interventions. Walk-in hours for new appointments are Monday through Friday from 9:00 a.m. to 3:30 p.m. CAPS also offers crisis intervention services during business hours, with a 24/7 support line available at (919) 966-3658 for urgent needs. In addition to individual and couples therapy, CAPS hosts wellness workshops and provides educational resources on stress management, fitness, and substance use.

Wellness services at Campus Health offer education and health promotion programs designed to support various aspects of well-being, including fitness and nutrition, alcohol and substance use, stress management, massage therapy, and sexual behavior. These programs aim to empower individuals with the tools and knowledge needed to maintain a healthy and balanced lifestyle.

Counseling and Psychological Services (CAPS) is situated on the third floor of the James A. Taylor Building within Campus Health.

For inquiries or urgent mental health concerns, call 919-966-3658. Postdocs can also connect to the 24/7 crisis line for immediate support using the same number.

Conflict Resolution

CONFLICT AND CRISIS INTERVENTION

Individual consultations are available to all postdocs through the Office of Postdoctoral Affairs. The OPA director can provide resources, make referrals, and assist you in resolving a conflict or difficult situation. Appointments are available to discuss:

- Conflicts or challenges that may arise in the postdoc/mentor relationship
- Conflicts or challenges that may arise in the workplace
- Other matters of concern related to your postdoc appointment at UNC

To schedule an appointment email essie.torres@unc.edu.

MEDIATION/CONFLICT MANAGEMENT

THE UNIVERSITY OMBUDS OFFICE

Tel. 919-843-8204

<https://ombuds.unc.edu/>

The University Ombuds Office is a safe place where all Carolina staff, faculty, and administrators are welcome to come and talk in confidence about any workplace issue, problem, or dispute. Our office supplements, but does not replace, the University's formal channels, such as the grievance policy. Use of our services is voluntary and free. Visitors will find our office a safe place to discuss their concerns, no matter how large or small. We also welcome suggestions about how to improve the workplace at Carolina, and we invite you to share good news with us.

EQUAL OPPORTUNITY AND COMPLIANCE OFFICE

THE EOC OFFICE

<https://eoc.unc.edu>

Phone: (919) 966-3576

eoc@unc.edu

About the Equal Opportunity and Compliance Office:

Vision Statement: The Equal Opportunity and Compliance Office seeks to facilitate a welcoming and inclusive environment which supports the right of every member of the Carolina community to learn and work in an atmosphere that promotes fairness, equity and access to its employment and educational programs.

Mission Statement: The mission of the Equal Opportunity and Compliance Office is to provide leadership and guidance in support of the University's commitment to equal opportunity,

affirmative action and diversity; effectively partner with leaders and members of the university community to promote equity and fairness in employment, education and university life; and continually advocate for a diverse, welcoming, and inclusive environment at UNC Chapel Hill.

The University of North Carolina at Chapel Hill is committed to providing equal access to our employment environment and ensures that all employment-related decisions are in accordance with the principles of equal opportunity.

In addition to the services above, this office also serves UNC faculty and staff persons with disabilities of need of accommodation. The University has adopted a policy on Reasonable Accommodations in Employment. Please address your questions to the equal opportunity or your HR facilitator. Visit the websites below for more information.

[View disability information.](#)

WELLNESS AND SUPPORT RESOURCES FOR POSTDOCS

When you are feeling anxious or overwhelmed, help is available. In addition, postdocs can take advantage of the [Counseling and Psychological Services \(see section above\)](#) or the [Employee Assistance Program](#) for faculty and staff. Wellness resources to support employees' physical and mental well-being are also available on the [Work Life](#) section of the Benefits page including Wellness Wednesday Webinars.

- If you require flexibility with your work schedule or arrangements due to things such as child or eldercare issues, or transportation concerns, we ask that you work with your supervisor or department chair.
- [Employee Assistance Program \(EAP\)](#) remains available to postdocs and their families and provides a range of emotional support services and resources.
- Visit the [Healthy Heels blog](#) for tips and tools for coping through the continuum of your daily stress.

Career Coaching

CAREER COACHING

Individual career coaching sessions are available virtually for all postdoctoral scholars.

With individual career coaching, we can help you:

- Clarify and define your career goals
- Research and evaluate career options
- Implement an Individual Development Plan (IDP)
- Identify your strengths and develop an effective self-marketing strategy
- Enhance your job search materials (e.g., CV, resume, cover letter)
- Prepare for upcoming interviews

To schedule an appointment, email Dara Wilson-Grant, Director of Postdoc Career and Professional Development, at dwgrant@email.unc.edu or Alan Farber, Career Counselor at afarber@email.unc.edu.

Campus Events

[OPA EVENT CALENDAR](#)

The Office of Postdoctoral Affairs (OPA) Event Calendar lists various events, including training opportunities, workshops & webinars, social gatherings, and other activities throughout the year.

[UNIVERSITY'S MASTER CALENDAR OF EVENTS](#)

The UNC Event Calendar lists upcoming events, including workshops, lectures, exhibits, performances, conferences, and academic milestones. It provides details on in-person and virtual activities, highlighting opportunities for faculty, staff, students, and the public to engage with arts, culture, research, career development, and community celebrations.

[SCHOOL OF MEDICINE'S UPCOMING EVENTS](#)

The UNC School of Medicine Office of Research Events page provides information about upcoming and past events, including funding deadlines, workshops, and training sessions to support research activities.

[UNC RESEARCH EVENT REGISTRATION](#)

Register for upcoming conferences, classes, workshops, seminars, and other training activities sponsored by various departments and offices at UNC-Chapel Hill.

Fitness & Sports

[CAMPUS RECREATION](#)

101 Student Recreation Center, CB #8610

<http://campusrec.unc.edu/employee-recreation>

919-843-PLAY (919-843-7529)

Campus Recreation can help you achieve a healthy lifestyle. Find out how you can take advantage of our facilities and programs and stay or get fit and healthy, socialize with colleagues, make new friends, and engage in healthy competition. To participate in Campus Recreation activities, programs, and facilities, Postdocs may purchase Recreation Membership through the UNC One Card Office (UNC Student Stores) which is located on the basement/ground floor of the Daniels Building. Be sure to bring proper identification (UNC One Card) with payment for membership. Memberships can also be purchased for spouse, partner, and/or dependents. For information on

Campus Rec Memberships: <https://campusrec.unc.edu/memberships/>. For information on Guest Eligibility: <http://campusrec.unc.edu/guest-eligibility-policies>.

Campus Recreation offers the following:

- Intramural Sports offers more than 60 programs for men and women at varying levels of competition and skill.
- Fitness Facilities and Group Fitness Classes, housed in the Student Recreation Center and Rams Head Recreation Center, offers many hours of recreational weight training, a variety of group fitness classes, and many special events and motivational programs.
- Pool and gym privileges for postdocs and/or their spouse and dependent children age 18 and under (must be residing in home).
- Walking Maps
- Wellness Resources.

SPORTS/ CAROLINA ATHLETICS **(ACC-Atlantic Coast Conference)**

Visit goheels.com for all UNC varsity sports information including schedules, and ticket purchases. At Carolina, we educate and inspire through athletics. Follow our 28 varsity teams, the talented athletes who compete and the inspirational coaches who guide them. Whether it's wrestling in Carmichael Auditorium or a track meet on the new Irwin Belk track at Fetzer Field, UNC has excellent facilities to partake in your favorite sporting events. Major basketball universities (N.C. State, Wake Forest, and Duke) are just down the road, so things heat up quite a bit during the regular basketball season when the Tar Heels play their local rivals, and sizzle even more during March Madness!

FACULTY & STAFF ATHLETICS PROGRAM

As a member of UNC's Faculty, be sure to join the UNC Athletics Faculty & Staff Program for various discounts, exclusive special athletics events, and more! The goal of UNC Athletics is to increase UNC faculty and staff knowledge, involvement, and interest in Carolina Athletics, and to do so in the context of informative newsletters and enjoyable family-oriented events.

To take advantage of all of these benefits and stay informed, be sure to join the FANS listserv by sending an email to listmanager@listserv.unc.edu with message "SUBSCRIBE FANS".

TICKETS FOR SPORTING EVENTS

Before planning to attend sporting events at UNC, become familiar with UNC Faculty and Staff Athletic

Ticket Policies:

http://www.goheels.com/ViewArticle.dbml?DB_OEM_ID=3350&ATCLID=205495131

Postdoc Scholars are not eligible to participate in the student lottery.

UNC Athletic Ticket Office is located in the Ernie Williamson Athletic Center (two buildings to the left of the Dean E. Smith Center on Skipper Bowles Drive), 8:00 a.m.–5:00 p.m., Monday–Friday

FREE ACCESS SPORTS

UNC employees and postdocs gain free access for themselves and their immediate families to regular season home Olympic Sport* events, regular season home Women's Basketball games, and regular season home Baseball games by displaying either their complimentary pass, UNC One Card or UNC Hospitals ID at the gate of the sporting facility, based on availability in all instances. (*Olympic Sports include Men's and Women's Soccer, Women's Basketball, Men's Lacrosse and Baseball.)

NOTE: UNC One Cards, UNC Hospital IDs and complimentary passes are not valid for post-season ACC and NCAA Championship events.

Dependent Care and Family Life Resources

WORK /LIFE PROGRAMS

UNC Human Resources

Tel. 919-843-2300

The Benefits Services Department of the UNC Office of Human Resources (HR) operates Work-Life programs, at no cost, designed to help meet the needs of students and postdocs who have responsibilities for children and elderly relatives or adults dependent on them for care. The office provides, at no cost, childcare information, including an information network of local childcare resources, a directory of family daycare and in-home providers, a childcare assistance program and a summer recreation program. For more information contact Work/Life Programs, 919-962-6008.

Services offered by Benefits Services include:

- Child and Elder Care Resource and Referral: The Work/Life Manager is available to provide individual assistance to families searching for dependent care related providers and information. (Please see Childcare and Elder Care sections below.)
- Helping Heels Child and Elder Care Provider List: Published each semester, the directory lists UNC-Chapel Hill students and employees interested in providing short-term and occasional care for children and the elderly. You can download the most up-to-date version of this searchable list by going to the website and clicking on the "[Helping Heels Provider list](#)" link.
- UNC-Chapel Hill Childcare Financial Assistance Program: Limited funds are available to assist eligible students and employees with the costs of state-regulated childcare. For more information, call 962-6008
- Lactation/Breastfeeding Resources (see below)

CHILDCARE RESOURCES

HR Website: The Office of Human Resources at the University of North Carolina at Chapel Hill provides information on a number of [childcare programs and resources](#).

UNC Child Care Scholarship Program

UNC-sponsored childcare scholarships are available through Child Care Services Association (CCSA) for full-time UNC-Chapel Hill students and employees who meet maximum annual income guidelines. Click on the following link for more details: <https://research.unc.edu/unc-ch-child-care-scholarship-program/>

[Child Care Services Association, Inc.](#)—offers childcare resources and referrals

(919) 967-3272

(Orange County)

Chatham County Partnership for Children

(919) 542-7449

(Chatham County)

Durham Day Care Council

(919) 688-8661

(Durham County)

[NC Division of Child Development](#)

[Search for Child Care Facility in North Carolina](#)

Kids ROCK! This program offers free recreational opportunities open to children of UNC faculty, staff and postdocs. Activities are selected to encourage fun interaction between parents and kids. Kids ROCK! also aids in the fight against a national rise in juvenile obesity and diabetes. Basketball, climbing, water sports, and fun runs are among the planned events.

Parents/guardians are asked to RSVP for events at least two days in advance, and are required to stay and participate. Children 5 and up are welcome to attend. For more information and the activity schedule: <http://campusrec.unc.edu/special-events>.

LACTATION/BREASTFEEDING RESOURCES

Lactation spaces on campus: If you are a breastfeeding mother attending school or working at the University, you'll be glad to know about the many on-site lactation stations. The lactation stations provide privacy for mothers who have their own hand- or battery-operated pumps. Some of the lactation spaces also include hospital grade multi-user pumps. The list of lactation spaces can be found at: http://hr.unc.edu/benefits/work-life-and-wellness/parenting/CCM1_028715

CHillKids: CHillKids (short for Chapel Hill Kids) is an online resource for families and kids of all ages in the Chapel Hill, Carrboro and greater Triangle area. If you are looking for something to do

this weekend or can't remember when your favorite festival or holiday event will take place in the Spring, Summer, Fall or Winter, just visit their website www.ChillKids.com.

PARENTING RESOURCES

Positive Parenting: Positive Parenting is dedicated to providing resources and information to help make parenting more rewarding, effective and fun! <http://positiveparenting.com>

ELDER CARE RESOURCES

HR Elder Care webpage: The Office of Human Resources at the University of North Carolina at Chapel Hill provides information on several elder care programs and resources. <http://hr.unc.edu/benefits/work-life-programs/elder-care-programs/>

A Helping Hand: Serves older adults (60 and older), and younger adults who need assistance because of a temporary or permanent disability, accident or injury in Chapel Hill, Hillsborough, Durham, and surrounding communities. (919-969-7111) <https://www.handshelpinghands.org/>

Orange County, North Carolina
Department on Aging
Tel. 919-968-2087

[Orange County Community Resource Guide for Seniors and Their Families](#)

Ameda Breast Pump Purchase Program: The Work/Life office in collaboration with Ameda is able to offer the sale of Purely Yours Breast Pumps at a significant discount. For current pumps available in the office or for current pricing contact 962-6008.

HOUSING

Off-Campus Housing Resources

To find information and off-campus housing availability, visit these websites:

- <https://offcampushousing.unc.edu/>
- <http://millsrentals.com/>
- <https://classifieds.newsobserver.com/nc/rentals/search>
- <https://www.carolina-blue.com/>

Financial Resources

STATE EMPLOYEES' CREDIT UNION

<https://www.ncsecu.org>

Postdocs are eligible for membership in the State Employees' Credit Union. As a Credit Union member, you are eligible for all services, including several different types of loans, disability and credit life insurance, an automated Voice Response system, Funds Transfers, Wire Transfers, Direct Deposit, Payroll Deduction, Taxes Online, and a Debit Card.

WELLS FARGO UNC DEBIT CARD

<https://onecard.unc.edu/features/unc-debit-card/>

If you are seeking to expand your payment and banking options, Wells Fargo Bank now offers a UNC Visa Debit card as part of its Wells Fargo Campus Card program, available to current students, faculty and staff and accepted anywhere VISA cards are accepted. Visit the Wells Fargo Service Center on the second floor of Student Stores for an application and more information.

If your Debit Card is lost or stolen, contact Wells Fargo at 1-800-869-3557

RETIREMENT PLAN

<https://hr.unc.edu/benefits/plans/retirement/voluntary-403b/>

Postdoctoral scholars subject to FICA are eligible to participate in UNC's voluntary 403(b) (Tax-Deferred) retirement program. Postdocs can get additional information and set up a 403(b) supplemental retirement plan at the above link.

STUDENT LOAN DEFERMENT

Education-Related Student Loan Deferment / National Student Loan Program

<http://www.nslp.org/borrowers/forms/>

Postdoctoral research associates may be eligible for deferment of Stafford, Perkins, and similar student loans because they are engaged in a full-time fellowship program at an institution of higher learning. As a postdoc, you may qualify under the condition of continuing your professional training at this institution. Education-related deferment forms may be obtained at the National Student Loan Program (NSLP) site, above.

Lending agencies may differ in their deferral requirements, and therefore will make the final determination of eligibility. You are, however, responsible for timely payment of any unsubsidized loans. Follow the guidelines on the website and refer to the Deferment Form Guide on the NSLP webpage (link above) to view a list of available deferments and links to other forms.

Who signs the document: Trainee-Director of Training Grant/Department Chair/Respective Dean

NIH STUDENT LOAN REPAYMENT

The University of North Carolina at Chapel Hill's Office of Sponsored Programs (OSP) provides guidance for the 2024 NIH Loan Repayment Programs (LRP). To assist applicants, OSP has developed an internal (departmental) certification form for the NIH Extramural Loan Repayment

Program. This form is available on the OSP website and should be completed as part of the application process. For detailed information on eligibility criteria, application procedures, and institutional requirements, please refer to the [OSP's guidance page](#).

Campus Resources for Research and Scholarship

INSTITUTIONAL MEMBERSHIPS

NATIONAL POSTDOCTORAL ASSOCIATION

The National Postdoctoral Association (NPA) is a professional association that provides a unique, national voice for postdoctoral scholars. Founded in 2003, the NPA has an ambitious agenda to enhance the quality of the postdoctoral experience. Since its founding, the NPA has assumed a leadership role in addressing the many issues confronting the postdoctoral community that are national in scope, requiring action beyond the local level. Key alliances are being forged at all levels, and new standards and policies proposed by NPA are being considered and adopted by federal agencies and research institutions throughout the U.S.

The UNC Office of Postdoctoral Affairs holds institutional membership in the National Postdoctoral Association (NPA). As an institutional member of NPA, all UNC postdocs are members of the NPA and enjoy access to programs, services, and resources offered by the association.

Want to become a member of NPA? All postdoctoral scholars at UNC Chapel Hill qualify for a free affiliate membership in the National Postdoctoral Association (NPA). Register for your free affiliate membership today. This offer applies to students and alumni. In effect, anyone who has an email address ending with an institutional e-mail address can join the NPA for free.

- [Affiliate membership](#)
- [Membership instructions](#)

NPA (National Postdoc Association) Resources

- [NPA Core Competencies](#)
- [Work-Life Resources](#) addressing topics that range from career planning to diversity to retirement.
- [Mentoring Plans for Postdoctoral Scholars](#) – toolkit for mentors
- [Diversity Programs & Resources](#) – resources and fellowship opportunities
- [Resources for International Postdocs](#) – International Postdoc Survival Guide and other publications and resources
- [POSTDOCKET](#) — NPA's quarterly newsletter

THE VERSATILE PHD

The Versatile PhD mission is to help graduate students and postdocs identify, prepare for, and excel in professional careers outside of academia. [The Versatile PhD](#) provides unique and instructive content, networks, job analytics and readiness tools.

The site includes:

- **PhD Career Finder** — Provides information about careers in various disciplines.
- **The PhD Pathways Webinar Series** — Provides an “outside the academy” perspective on career preparation and opportunities across a range of skills, trends and industries.
- **Members Directory** — Is searchable and can assist in networking.
- **Meetups** — Which occur regularly in many cities across North America.
- **MyVPhD** — Lets you manage your account and sign up for email notifications of forum discussions and/or jobs.

NATIONAL CENTER FOR FACULTY DEVELOPMENT & DIVERSITY (NCFDD)

[NCFDD](#) is an independent faculty development center dedicated to providing external mentoring, professional development, and a supportive community for advanced graduate students, postdocs, and faculty members across institutions. Visit the website and register as an Institutional Sub-Account Member. You must use your UNC email address for registration.

- **The Monday Motivator** – A weekly message that reinforces core ideas presented in webinars and provides support for individuals making the transition to a faculty position.
- **Webinars** – Monthly 60-90 minute Guest Expert professional development sessions.
- **Multi-Week Courses** – Intensive workshop series guided by expert facilitators.
- **Discussion Forum** – A place for members to connect, share information, peer-mentor, problem solve, and celebrate each others’ success.
- **The Library** – A resource that provides transcripts, slides, and audio recordings of past webinars.
- **Career Center** – Search job openings, subscribe to new posting notifications in your field, and learn more about the job search process.
- **Resources** – Recommended readings, writing clubs, productivity apps, and more.

CENTER FOR THE INTEGRATION OF RESEARCH, TEACHING, AND LEARNING (CIRTL)

The University of North Carolina at Chapel Hill is a member of a network of research universities committed to preparing outstanding future faculty with the ultimate goal of improving undergraduate education. Our membership in this network enables graduate students and postdocs to take advantage of career development courses and workshops offered locally & online by other network member institutions, build your teaching portfolio and gain a competitive edge for the academic job market through teaching-related learning communities. [Learn more about CIRTL here.](#)

BEYOND THE PROFESSORiate

[Beyond the Professoriate](#) is the only online professional development training platform for graduate students, postdocs, faculty, and PhDs that helps them successfully transition into

academic or nonacademic careers. This research-driven platform is informed by nearly a decade of experience supporting PhDs to launch new careers with their skills and training. Trusted by 60+ institutions (and growing), Beyond Prof's **Career Training Platform** helps grad students and PhDs leverage their education into meaningful careers, whether in academia or beyond the professoriate.

LINKEDIN LEARNING

With access to over 20,000 expert-led courses, [LinkedIn Learning](#) can help you gain new skills and advance your career. You can receive course recommendations tailored to your professional development needs, including essential communication skills, project management, managing a team, persuasive writing, and more. Get unlimited access to their entire course library anywhere, anytime.

CAMPUS LIBRARIES

The UNC Libraries resource is invaluable for postdocs, offering access to extensive academic journals, databases, and research tools. It provides spaces for collaborative work, workshops on research methodologies, and expert assistance with data management, citation, and publishing. Additionally, it supports interdisciplinary exploration, enabling postdocs to advance their research and professional development. Learn more at [UNC Libraries](#). The [UNC Library calendar](#) lists upcoming free workshops, tutorials, and resources offered by the libraries, including workshops focused on developing data analysis and programming skills in tools such as Excel, R, and Python.

CAROLINA WOMEN'S CENTER

215 W. Cameron, CB#3302

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

919-962-8305

The Carolina Women's Center pursues gender equity on behalf of the students, postdoctoral scholars, faculty and staff at UNC. Our current work focuses on five major gender equity issues: family advocacy; violence prevention; closing gender gaps; combating sex trafficking; and gender, difference and diversity. We provide educational and co-curricular programming, engage in policy and advocacy initiatives, and facilitate interdisciplinary research that supports work on our gender equity issues.

Our Mary Turner Lane Reading and Resource Room is full of books and DVDs about women's and gender issues; visit the CWC Carriage House and check it out. And, if you're a parenting student, feel free to make use of our lactation space.

Sign up for our weekly listserv at cwc@unc.edu, visit our webpage to read our blog and newsletters, or join us at the numerous programs and events we sponsor throughout the year.

THE WRITING CENTER ENGLISH LANGUAGE SUPPORT

<https://writingcenter.unc.edu/esl/>

919-962-7710

writing_center@unc.edu

Carolina attracts students and scholars from around the world. Our English Language Specialists offer a range of professional development opportunities designed to support successful academic and social communication through mini-courses, writing groups, speaking groups, workshops, southern culture movie series, and other resources.

ODUM INSTITUTE

228 Davis Library, CB#3355

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

919-962-3061

oduminstitute@unc.edu

Our mission is to help grow and lead a world-class social science research infrastructure at UNC Chapel Hill to ensure that researchers can conduct scientifically rigorous research that contributes to better lives for the citizens of North Carolina and the world. The Institute enables researchers at UNC to produce important research, helps them broaden the scope and impact of their research, and contributes to the training of the next generation of leaders and researchers in social science.

We do this by providing:

- [Research data collection](#)
- [Data management](#)
- [Data preservation](#)
- [Research cyberinfrastructure](#) support
- [Quantitative](#), [qualitative](#), and [mixed methods](#) services, training, and consulting
- Comprehensive proposal development and grant management services
- [Data management planning](#) and [broader impacts statement support](#)
- Seed grants and new project support
- Graduate student support,
- [Teaching labs](#) designed to spur research creativity

INSTITUTE FOR THE ARTS & HUMANITIES

<https://iah.unc.edu/>

919-962-0249

iah@unc.edu

The Institute for the Arts and Humanities empowers faculty to achieve their full potential by creating community and cultivating leadership. The IAH supports its mission through its [Faculty Fellows Program](#); by sponsoring conferences, lectures, and public conversations. The Institute trains and supports current and emerging university leaders through the [Academic Leadership](#)

[Program](#). The Institute promotes community through its [Faculty Programs](#) that build mentoring networks for faculty at all stages of their academic careers.

UNC STATISTICAL CONSULTING CENTER

318 Hanes Hall CB#3260

<https://stor.unc.edu/outreach/consulting/>

919-843-6024

stor@unc.edu

The Department of Statistics and Operations Research offers free statistical consulting services, in the context of a course on statistical consulting, STOR 765 (formerly Stat 190). This graduate level course aims to both serve the university community, and to instruct students in the art of consulting.

Course particulars – The instructor for the consulting course is Professor J.S. Marron. Credits are 1.5 course hours per semester for two semesters.

For students – Students typically work on two projects per year, either alone, or as part of multidisciplinary teams when appropriate. Students are expected to attend client presentations, to contribute to projects, to document their results and findings, and to give occasional project status updates to the entire class.

For prospective clients – We welcome inquiries from potential users on or off campus, though preference is given to those on campus. Professors, research staff, and postdocs are welcome to contact us directly; graduate students working on PhD projects are also welcome, but should first obtain the approval of their advisers.

THE CENTER FOR FACULTY EXCELLENCE

316 Wilson Library, CB#3470

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

919-966-1289

The Center for Faculty Excellence (CFE) is the campus-wide professional development center at UNC, providing faculty members with the support they need to achieve excellence as teachers, scholars, mentors, and leaders. The CFE tailors its programs and resources to meet the diverse needs of faculty members throughout all stages of their careers. The Center collaborates with other units across campus to ensure efficient and effective delivery of support services.

The CFE also offers a wide array of programs and resources for postdoctoral students, including:

- Workshops, seminars, and symposia, in teaching, leadership, and research
- Individual consultations for teaching, research, and leadership needs
- A library of resources on teaching, research, mentoring, and academic leadership

For information on teaching resources and course design visit: <https://cfe.unc.edu/about/our-services/grad-prof-students-postdocs/>

NORTH CAROLINA TRANSLATIONAL AND CLINICAL SCIENCES INSTITUTE (NC TraCS)

The NC TraCS Institute at the University of North Carolina at Chapel Hill offers a comprehensive suite of services to support translational science research. These services encompass clinical informatics, research operations, engagement and recruitment strategies, proposal development, funding opportunities, team science initiatives, research analytics, design, data management, and training and career development. You can read more about NC TraCS [here](#).

TIBBS (TRAINING IN BIOMEDICAL AND BIOLOGICAL SCIENCES)

TIBBS (Training in Biomedical and Biological Sciences) at UNC supports PhD life scientists by providing resources aimed at career development. It offers career exploration, internships, grant resources, and community-building opportunities, as well as training to enhance skills needed for success in various career paths. TIBBS focuses on preparing students for both academic and non-academic careers, with a particular emphasis on career awareness and professional development. For further details, you can visit the [TIBBS website](#) or join the TIBBS listserv [here](#).

RESEARCH SUPPORT OFFICES

The University of North Carolina at Chapel Hill offers a comprehensive array of support and compliance offices to assist researchers throughout the research process. These offices provide essential services, including guidance on research compliance, funding opportunities, and ethical considerations. Collectively, they ensure that researchers have access to the necessary resources and support to conduct high-quality, compliant, and impactful research. Read more about these different units [here](#).

UNC RESEARCH CORE FACILITIES

A core facility is a centralized, shared resource within an institution that provides access to specialized equipment, technologies, services, and expert consultation to support scientific and clinical research. At the University of North Carolina at Chapel Hill, the Office of Research Technologies oversees more than 50 core facilities across various disciplines. These facilities offer state-of-the-art technologies and expert support to assist researchers in experimental design and analysis. The core facilities are organized into several categories, including:

- Animal Models and Husbandry
- Immunoassays and Cytometry
- Bio-specimen Collection and Processing
- Histopathology and Immunohistochemistry
- Tissue Procurement and Cell Culture
- Light Microscopy and Electron Microscopy
- Genetics and Genomics
- Vector Production
- Preclinical Imaging, Physiology, and Neurobiology
- Bioinformatics, Biostatistics, Data Analytics

- Clinical Trial Resources and Support, Behavioral Interventions
- Innovation, Entrepreneurship, and Program Evaluation
- Fabrication, Nanofabrication, and Engineering
- Analytical Chemistry
- Drug Development
- Structural Chemistry and Biology
- Metabolomics, Proteomics, Mass Spectrometry

Researchers can explore and locate specific core facilities through the [UNC Core Facilities Directory](#) or view a PDF catalog [here](#). For personalized assistance or inquiries about specific core facilities, researchers can contact the Office of Research Technologies at corefacilities@med.unc.edu.

CONTINUING EDUCATION

Formerly known as the Friday Center for Continuing Education, Digital and Lifelong Learning is UNC-Chapel Hill's central resource for online, flexible, and lifelong learning. Admission to UNC-Chapel Hill is required for enrollment into the classroom courses and a non-refundable application fee. The full range of graduate and undergraduate courses is available. For graduate-level courses, you will need permission from the professor teaching the course to register for the class. Course offerings and information on how to apply for Non-degree Studies can be found on Digital and Lifelong Learning Website. Postdocs are not eligible for the employee tuition waiver, so the cost will be out of pocket for all courses at the university. To search for courses through Lifelong Learning: <https://lifelonglearning.unc.edu/>. Click [here](#) to learn how to apply and [here](#) to view course offerings.

Postdoctoral scholars at UNC-Chapel Hill can audit lecture-based courses by obtaining permission from both the course instructor and department chair. Auditors are exempt from assignments, exams, and class discussions unless the instructor specifies otherwise. A \$20 fee per course applies, payable to the University Cashier's Office. Auditing does not provide course credit. To proceed, postdocs should complete the necessary registration forms and submit them to the University Registrar's Office after the official registration period has concluded and if space is available in the desired class. Postdocs should read carefully the criteria on the [University Registrar's Office](#) for more information.

Campus Services

UNIVERSITY IDENTIFICATION CARDS (ONE CARDS)

UNC ONE CARD OFFICE

UNC Student Stores

8:00 a.m. to 5:00 p.m., Monday through Friday

www.onecard.unc.edu

Tel. 919-962-8024

The UNC One Card is a multipurpose identification and on-line accounts card. You can use it for anything on campus from Chick-Fil-A® to Parking Tickets. It is the official ID card for students, faculty, & staff of UNC. Your One Card provides access to certain facilities & events, and also serves as your UNC Library card. The website includes information about how to obtain your UNC ONE card, add value to your ONE CARD, and report lost or stolen cards.

HOW TO GET A UNC ONE CARD: <http://www.onecard.unc.edu>

The UNC One Card Office is conveniently located on the third floor of UNC Student Stores. Postdocs may obtain a UNC One Card at the One Card office when all information (EPA Web, if paid by University payroll, or Affiliate System, if not paid by University payroll) has been processed by Employee Records. Once you have been issued a PID AND entered into the University's Human Resources (HRIS) database or the Affiliate System, the One Card Office can issue you a One Card. You may activate your Faculty/Staff Expense account or sign up for Gym privileges at the UNC One Card Office. If you are not sure of the status of your paperwork, contact your HR Facilitator or call the UNC One Card Office at 919-962-8024 to see if you are in the system yet. If you are not sure whether or not you have a PID, you may look it up here:

<http://pid.unc.edu/PIDLookup.aspx>. All postdocs MUST present a picture ID (valid driver's license, State ID card, Military ID, or Passport) before their photos can be taken.

UNC PRINTING SERVICES

UNC PRINTING SERVICES

Located at UNC Student Stores

printstop@store.unc.edu

Tel. 919-962-7016

Print Services Include:

- Business Cards
- Departmental Stationery
- Color Copies
- Black and White Copies
- Posters and Banners
- Binding
- Lamination
- FAX Services
- Digital Printing

All postdocs can order standard business cards at a reduced rate by making a print request online. You must have an Onyen to use the online services for ordering your business cards. Payment for the business cards is either by departmental account number or UNC One Card. UNC Printing Services now offers the use of a credit card for payment. Delivery time is usually 10 business days from proof approval. However, we will do everything possible to meet much shorter deadlines. If you have questions about online ordering, please call **919-962-7016**.

MAIL SERVICES

UNIVERSITY MAIL SERVICES (UMS)

Tel. 919-962-1139

<https://aux-services.unc.edu/mail/>

UNC Mail offers Campus Mail Services (inter-office/department mail), U.S. Postal Services (International, Express, Certified, etc) and Bulk Mailing for large campus mailings. Be sure you use current accurate information when addressing outgoing mail, be it U.S. or Campus Mail. Use nine-digit ZIP Codes and campus box numbers where appropriate. For more information about UNC Mail Basic Services visit their website: <https://aux-services.unc.edu/mail/>

RECEIVING MAIL AT HOME

Please visit ConnectCarolina (choose “Self Service,” then “Personal Information”) and make sure that your mailing address is up to date.

PROPER ADDRESSING OF CAMPUS AND U.S. MAIL:

The ZIP Code for the University is 27599-(your campus box number). To ensure delivery, it is essential to include the CB# when addressing campus mail or when sending your address to companies for periodicals or other related mailings to be delivered to your campus address. If you are uncertain of the CB#, consult the University Directory, available online at <https://dir.unc.edu/>

The following formats can be used when addressing Campus and U.S. Mail:

Inter-office or Campus Mail:

Addressee
Department Name
Campus Box #, Building Name (may use room #)
CAROLINA CAMPUS

U.S. Postal Service Mail:

MR JOHN DOE (USE ALL CAPS)
DEPARTMENT NAME
CAMPUS BOX #1234 KING BUILDING
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
CHAPEL HILL NC 27599-1234

COMPUTER SERVICES

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS Response Center (Help Desk)

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

919-962-HELP (4357)

The ITS Response Center (ITRC) strives to provide the highest level of customer satisfaction through effective and professional IT support, in partnership with campus units. There are multiple ways to get technical support, and all can be accessed by visiting: <http://help.unc.edu/>

Submit a Help Request online

Call 919-962-HELP (4357)

Chat online with the Help Desk

View onsite locations and hours of operation

Visit <https://software.sites.unc.edu> to view available software for download.

Email Accounts

“Onyen” = “The only name you’ll ever need”

To create an “Onyen” or username, and password, postdocs can visit <https://onyen.unc.edu/>.

ITS Computer Labs

The mission of the ITS Computer Labs is to assure access to computing resources for all university faculty, staff, students, and postdocs by providing conveniently located public computer facilities with up-to-date, well-maintained hardware, software, and printing services. For location information, visit <https://its.unc.edu/services/> or contact the ITS Response Center.

UNC Medical School Office of Information Systems (OIS)

The UNC School of Medicine IT department offers a comprehensive range of personalized and innovative IT services to support students, faculty, and staff in advancing education, research, and patient care. Their services include assistance with remote work setups, computer equipment recommendations, web conferencing tools like Zoom, VPN configuration, email access, two-step verification setup, network connectivity, password resets, software downloads, online training through LinkedIn Learning, IT training, room bookings, HIPAA training, and website creation. For technical support, they provide multiple contact options: phone (919-962-HELP), live chat, help requests, and IT consultations. Additionally, they offer self-help guides and resources for working remotely. For more information, visit the [UNC School of Medicine IT website](#).

INTERNATIONAL SCHOLAR SERVICES

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

FedEx Global Education Center, Room 2004

301 Pittsboro Street, CB#5240

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

919-962-5661

International Student and Scholar Services (ISSS) serves as the principal administrative, programming, and advising office for over 2700 international students, faculty, and academic staff annually at UNC-Chapel Hill. ISSS offers the following services for international scholars who need information on visa and governmental matters and personal advising:

- U.S. government rules and regulations
- Maintenance of immigration documents
- Transfer of schools or employers
- Cross-cultural adjustment

ENGLISH LANGUAGE SUPPORT

Support for Non-native Speakers of English at the Writing Center

<https://writingcenter.unc.edu/esl/>

The Writing Center offers free ESL support for Postdoctoral Scholars and faculty who want to improve their English skills or learn more about American life and university culture. Below are a few of the services offered for non-native English speakers. Visit the Writing Center website to find more information about their workshops and services:

- **Writing groups** are structured opportunities to provide and receive feedback on your scholarly writing. Groups are facilitated by Writing Center staff: <https://writingcenter.unc.edu/esl/writing-groups/>
- **Workshops** are periodically offered on culture, communication, pronunciation, and other topics of interest: <https://writingcenter.unc.edu/esl/workshops/>
- **ESL Mini-Courses** are short, non-credit courses on academic grammar, research writing, & professional presentations: <https://writingcenter.unc.edu/esl/esl-mini-courses/>
- **Speaking Groups** discuss topics of culture, university life, or language learning strategies and resources. An English Language Specialist from the Writing Center attends each meeting to help the group members work together to improve their oral communication skills: <https://writingcenter.unc.edu/esl/speaking-groups/>

To receive regular updates about English language support services and resources, please join the mailing list: <https://unc.us4.list-manage.com/subscribe?u=1a34d766d2fdb88a05e0cdbf0&id=dfb92d6250>

TRANSPORTATION & PARKING

Department of Public Safety

285 Manning Drive

<http://www.dps.unc.edu/>

919-962-3951

Hours of operation: 7:30 a.m. – 5:00 p.m., Monday through Friday

Campus Parking

Finding a place to park on or near campus is virtually impossible, although early birds can sometimes nab a space on Cameron Avenue around 7:00 a.m. You can also vie for metered parking on Raleigh Street or Franklin Street if you are planning on coming into campus for only a few hours. If you absolutely must drive to campus, you can usually find a spot in one of the public lots or garages on Franklin Street or Rosemary Street, but these will run you between \$6 and \$10 per day. For information and a map of downtown parking options: <https://www.townofchapelhill.org/home/showdocument?id=268>

If you plan to park your car at UNC or UNC Hospitals between 7:30 a.m. and 5:00 p.m. on weekdays, you will have to apply for a parking permit from the Department of Transportation and Parking. Fees for the permits vary depending on the parking zone to which you are assigned. Your assigned zone will be the only zone in which you will be allowed to park, and you must display your permit. However, after 5:00 p.m. on weekdays, and on weekends, you can park in any unreserved space with the exception of those in resident student lots, which do not become available until 9:00 p.m.

NOTE: Parking spaces and parking permits for on-campus parking are allocated per individual departments. Please contact your HR facilitator or parking coordinator for information, fees, and availability of permits.

Vehicles parked illegally may be cited by Parking Enforcement and subsequent violations may result in further citations, immobilization (“booting”) of a vehicle, or towing. Citations may be appealed through the Department of Transportation and Parking’s Appeals Office within (10) days of citation. To appeal a citation, visit www.dps.unc.edu.

Chapel Hill Transit

<https://www.parkonthehill.com/#>

Chapel Hill Transit operates over 15 fixed bus routes, which provide service to the towns of Chapel Hill and Carrboro and the UNC-Chapel Hill campus. The routes cover most of the apartment complexes in the Chapel Hill/Carrboro area. Buses run more frequently in the mornings and late afternoons; on weekends, they run on a much-reduced schedule. During the summer, on holidays, and on days when the University is closed, the buses also run on a reduced schedule. For standard routes and schedules visit the CH Transit website: <https://www.parkonthehill.com/#>

All routes in UNC Campus Zone are FARE FREE. Fares will still be charged for use of Tarheel Express, Orange County Public Transportation, and GoTriangle.

Visit the Triangle Trip Planner at www.gotriangle.org for advice on the best public transportation to your destination within the triangle area includes Chapel Hill, Durham, Raleigh, and TTA regional services. For complete schedules and more information, visit the Chapel Hill Transit website above.

Jump-Starts and Lockouts

Motorist Assistance Program

919-962-8006

Hours: 7:00 a.m. – 9:00 p.m., Monday through Friday

After 9:00pm, weekends, and campus holidays: contact Campus Police, 919-962-8100

The Parking Control Division operates the Motorist Assistant Program (M.A.P.) weekdays from 7:00 a.m. -9:00 p.m., offering jump-starts or lockout key retrieval to any vehicle on campus.

During all other times and campus holidays, the Campus Police will assist motorists. For more information visit their website: <https://police.unc.edu/about/security>

Park & Ride

<https://www.townofchapelhill.org/government/departments-services/transit/park-ride>

Chapel Hill Transit operates fare-free express and local bus service from Park & Ride lots in both Chapel Hill and Carrboro. Park and Ride service is a fast, efficient way to get to the UNC campus, hospitals, and downtown Chapel Hill. There are many park and ride lots to choose from located on the outskirts of Chapel Hill. Some lots require a UNC CAP permit that can be issued by calling the UNC Department of Public Safety or visiting the UNC Department of Public Safety's Employee Commuter Alternative Program (CAP) webpage (see below).

CAP (Commuter Alternatives Program)

<https://move.unc.edu/cap/>

In an effort to reduce traffic congestion and the number of vehicles parked on campus, the Commuter Alternatives Program is designed to reward UNC faculty, staff and students who do not drive a Single Occupancy Vehicle (SOV) to commute to campus. The program is free and only requires that the CAP registrant commute to school or work, and not hold an SOV permit. If you are currently commuting using an alternative mode, you are already a part of this effort, so please take the time to join. The Commuter Alternatives Program encourages all forms of alternative transportation including bicycling, walking, transit, park and ride, carpool and vanpool, and Zipcar (UNC car sharing program – see below).

Postdocs are eligible for the Employee CAP program. To join the program, visit the above website to register online. Benefits include free bike registration, access to all Park and Ride lots, local merchant discounts, free local transportation, free temporary parking passes, local prize drawings, and Zipcar discounts.

Zipcar

<http://www.zipcar.com/unc/>

866-494-7227

Offering new levels of freedom and mobility while decreasing the number of cars on campus, Zipcar offers cars by the hour or the day. Zipcars are located on campus, and you can reserve a car 24 hours a day. Simply reserve online, let yourself into a Zipcar on campus with your Zipcard and zip away. Check with your HR facilitator or Zipcar administrator to learn about Zipcar usage through your department. Or, if you plan a personal trip you can register for an individual account. Once you register and pay an annual fee, your gas, maintenance, insurance, and designated parking are all included in an hourly rate.

EZ Rider

<https://www.townofchapelhill.org/government/departments-services/transit/ez-rider>

Special services for the mobility impaired are available through the EZ Rider service. This is a demand responsive service designed for eligible passengers who have difficulty riding the fixed route service. Trips must be scheduled in advance and passengers must be certified by a physician to be eligible for the service.

GoTriangle

919-485-RIDE (7433)

<https://gotriangle.org/>

GoTriangle operates regional bus and shuttle service, paratransit services, ridematching and vanpools; provides commuter resources and an emergency ride home program; and is home to the GoTriangle Regional Information Call Center for the Raleigh-Durham-Chapel Hill area including Apex, Cary, Chapel Hill, Durham, Garner, Hillsborough, Knightdale, RDU International Airport, Raleigh, the Research Triangle Park, Wendell, Wake Forest and Zebulon.

GoTriangle offers regional bus service between UNC, Duke, Durham, RTP, and Raleigh. Visit the website for routes, schedules, fares, and pass information.

Duke-UNC Free Bus Service

919-684-2218

<https://robertsonscholars.org/the-experience/duke-and-unc/>

The purpose of the Robertson Express Bus is to facilitate cooperation between Duke University and the University of North Carolina at Chapel Hill. We would like to encourage you to take advantage of the educational, cultural, and social offerings on both campuses. Buses depart from and arrive at Duke (Chapel Circle Stop) and UNC-Chapel Hill (Morehead Planetarium Stop) on the half hour and hour. This express bus makes no stops between Duke and UNC-Chapel Hill. Service is free for all persons holding a Duke or UNC-Chapel Hill I.D.

DISABILITY SERVICES

Equal Opportunity and Compliance Office

214 W. Franklin St., CB# 9160

Chapel Hill, NC 27599-9160

eoc.unc.edu

Phone: (919) 966-3576

Fax: (919) 445-1580

eoc@unc.edu

The University of North Carolina at Chapel Hill is committed to equal opportunity in all aspects of employment for qualified disabled individuals. The University makes reasonable efforts to accommodate disabled individuals and/or veterans unless to do so would impose an undue hardship. The Equal Opportunity/ADA Officer in consultation with other University offices is responsible for ensuring that appropriate accommodations are available for employees or applicants for employment who self-identify.

Disability Parking: Applications for disability parking and transportation are available at the Public Safety Building on Manning Drive. Disability applications can also be faxed or mailed by calling The Department of Public Safety at (919)-962-3951.

Campus Map for Disability Parking: <https://maps.unc.edu/parking/accessibility-parking/>

ENVIRONMENT, HEALTH & SAFETY

EHS Department

1120 Estes Drive, CB#1650

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

919-962-5507

University Employee Occupational Health Clinic (UEOHC)

145 North Medical Drive

2nd Floor, CB#1649 <https://ehs.unc.edu/ueohc/>

919-966-9119

The University of North Carolina at Chapel Hill Department of Environment, Health & Safety supports the University's core mission of teaching, research, and service by providing comprehensive environmental, health, and safety services to the University community. This includes education through training and consultation, maintaining a safe environment through recognizing and controlling health and safety hazards, ensuring a process of regulatory compliance, and minimizing future potential liabilities.

The Environment, Health and Safety Department (EHS) at UNC provides both instructor-led and on-line training options in a variety of areas. For the instructor-led course descriptions and schedule, visit <http://ehs.unc.edu/training/>. Instructor-led courses cover a variety of topics, including:

- Employee Orientation for Clinic Environment
- Annual Bloodborne Pathogens/Tuberculosis Update
- Employee Orientation for Laboratory Environment
- Radiation Safety Orientation Course
- IACUC-Animal Training
- Shipping of Infectious Substances and Other Biomedical Materials
- Fire Extinguisher Training
- CPR Training

A list of Self-Study Courses can be found on the EHS website: <http://ehs.unc.edu/training/self.shtml>

Online course topics include:

- Bloodborne Pathogens
- Tuberculosis and Infection Control
- Healthcare Worker/Joint Commission General Safety Information
- Emergency Coordinator Annual Update
- Respiratory Protection for Tuberculosis
- Shipping of Infectious Substances and Other Biomedical Materials Annual Update
- Spill Prevention Control and Countermeasures (SPCC) Plan Training
- Laser Safety
- Safe Use of Fluoroscopic Equipment
- Using N95 for Respiratory Protection

General Information and Service Request Contact Information: <https://ehs.unc.edu/about/staff/>