



***Student Handbook for
Undergraduate Public Health Majors***

Academic Year 2016-2017



WVU Health Sciences Center
School of Public Health
P.O. Box 9190
Morgantown, WV, 26506-9190

[WVU SPH UG Program](#)

Table of Contents

WVU School of Public Health Basics

Let's Get Started!

Step 1: Schedule a Meeting with the SPH Office of Undergraduate Programs

- Contacts and Information

- Walking Directions (to the School of Public Health Office of Student Services)

Step 2: Learn about the Public Health Major Program Requirements

- General Education Foundations (GEFs)

- The Public Health Major

- The Areas of Emphasis (AoEs)

 - Public Health Sciences

 - Community and Population Health

- PUBH and CHPR Electives

Step 3: Academic Information and Other Important Stuff

- General Information (WVU and New Student Packets)

- WVU Portal

- Registering for classes and the WVU Registrar's Office

- Financial aid

- Dropping a class

- Leave of Absence or Withdrawal

- Where public health classes are held

- Getting around the WVU Campuses (parking, transportation [PRT & Buses], maps)

Step 4: Taking Care of Technology

- Computer Recommendations

- Campus Computer Access (Portal and My ID)

- Communications (student mix emails and HSC faculty emails)

- eCampus and SOLE (Secure Online Learning Environment)

- Communicating (Student Mix emails and Faculty emails)

- DegreeWorks

Step 5: Finding Essential Places and People

- WVU Libraries

- Bookstore

- Student Association of Public Health (SAPH)

- WVU SPH Faculty

Step 6: Important SPH and WVU Policies and Information

- SPH Undergraduate Academic Standards

- WVU Family Educational Right and Privacy Act (FERPA)

- WVU Nondiscrimination and Sexual Harassment Policy

- WVU Research Compliance and Training

- Information for International Students

WVU School of Public Health Basics

This **Handbook** introduces students to the undergraduate public health major, leading to a Bachelor of Science degree in Public Health from the School of Public Health (SPH) at West Virginia University. It serves to guide you through the curriculum and includes information and processes commonly encountered.

The SPH is located on the Health Sciences Center (HSC) campus. The SPH currently does not have a single location, but has offices located mainly on the third floor (south), the first floor (south) and the ground floor (north).

The SPH is accredited by the Council on Education in Public Health (CEPH) and offers the following degree programs:

BS in Public Health

Master of Public Health (majors in Biostatistics, Epidemiology, Occupational and Environmental Health, Health Policy and Management, and Social and Behavioral Sciences)

Master of Science in Biostatistics

Master of Science in School Health Education

PhD in Public Health Sciences (majors in Epidemiology, Occupational and Environmental Health, and Social and Behavioral Sciences)

Let's Get Started!

STEP 1: [Schedule a Meeting to discuss the Undergraduate Public Health degree!](#)

Information or Advising Request

The School of Public is glad to answer your questions in person, by phone (304-293-3551), via email (publichealthUG@hsc.wvu.edu) or in a visit. Please contact us and if we can't speak to you directly, we will get back to you shortly.

Leah Adkins, BA, LSW, Undergraduate Liaison with the Office of Student Service

Megan O'Dell, MPH, School of Public Health Recruiter

Janet B Hunt, MPH, Assistant Dean for Program Planning and Operations

Once admitted, each student will be assigned a Faculty Advisor, who will meet with students at least once each semester.

Note: When leaving a voice mail message, please provide: *first and last names, phone number and e-mail, and briefly relate the issue in which you are calling.*

Getting to the School of Public Health Office of Student Services

Finding our offices can be tricky. Here are some basic directions to help you find us.

1. In the parking garage at the Mountaineer station, take the elevator up to the 7th floor. Follow the elevated walkway past the PRT (Personal Rapid Transit) station.
2. Follow the signs and covered walkway until you are in the circular sidewalk section and take the sidewalk to your right.
3. Follow that sidewalk around the building (you will take a left on the sidewalk)
4. Continue on past the large columns and doors (on your left). Bear to the right and proceed to the very front of the building with the multiple doors...this often called the Betty Puskar Breast Care Center) on your left.
5. Enter the doors and walk through the lobby, through the second set of doors and turn to the right. Walk a short distance and follow the hallway to the left. Walk past the rest rooms (on your left) to the elevators, which are further up that hallway (around that little bend) and to your left.
6. Take the elevator to the 3rd floor
7. When you exit the elevators, turn so you are facing towards the Prevention
8. Research Center (PRC) ---- the opposite direction from the Orthopaedic Department. You will also be facing the Exit door and the PRC.
9. Turn right and follow the hallway immediately to your left (if you continue straight, you will be at the service elevators).
10. As you approach the large double wooden doors, you will turn right.
11. Go to the intersection of hallways (you will be in front of the SPH Conference Room, 3301 on your right). The entrance to the SPH Office of Student Services is directly in front of you.

Any one in this Office can help direct you.

Parking: Please see information in Step 3 or go to [HSC Transportation Options](#)

STEP 2: Learn about the Public Health Major Program Requirements

The Bachelor of Science in Public Health (120 credit hours)

West Virginia University General Education Curriculum (GEF) Requirements			
Requirement Type	Cr.	Requirement Type	Cr.
GEF 1 Composition & Rhetoric (ENGL 101 & 102 or 103)	3-6	GEF 5 Human Inquiry & the Past	3
GEF 2A/B Science & Technology (BIOL 101 & 103 or ↑)	4	GEF 6 Arts & Creativity	3
GEF 3 Math & Quantitative Skills (MATH 121 or ↑)	3	GEF 7 Global Studies & Diversity	3
GEF 4 Society and Connections	3	GEF 8 Focus (fulfilled with the completion of a minor)	9
		WVU 199 First Year Seminar	1
Total GEC Requirements			32-37
Complete course listing and additional information: http://registrarwvu.edu/current_students/general_education_curriculum			

Public Health Major Courses			
PUBH 101 Introduction to Public and Community Health	3	PUBH 241 Biological Aspects of Public Health	3
PUBH 199 Public Health Orientation	1	PUBH 243 Issues in Environmental Health	3
PUBH 201 Global Perspectives in Public Health	3	PUBH 331 Introduction to Health Policy	
PUBH 202 Social Determinants of Health	3	Capstone (select one: 491 or 496)	3
PUBH 211 Biostatistics for Population Health (Pre- Requisite: MATH 121 or higher)	3	PUBH 491 Professional Field Experience	
PUBH 222 Epidemiology for Population Health (Pre- Requisite: PUBH 211)	3	PUBH 496 Senior Thesis	
Total Major Credits			25

Areas of Emphasis (AOE)

Every student in the Public Health major must choose an Area of Emphasis:

Public Health Sciences or Community and Population Health

Public Health Sciences Area of Emphasis (PHS AoE)	
PUBH 311 Data Management for Health Research (Pre-Requisite – PUBH 221)	3
PUBH 423 Introduction to Epidemiological Research (Pre- Requisite – PUBH 222)	3
PUBH 442 Health in the Workplace (Pre-Requisites – PUBH 222 & 243)	3
CHPR 440 Clinical Research Methods and Practice	3
PUBH or CHPR Elective	3
Public Health Science AoE Total Credits	15

Community and Population Health Area of Emphasis (CHP AoE)	
CHPR 305 Disease Across the Life Span	3

Community and Population Health Area of Emphasis (CHP AoE)	
PUBH 331 Introduction to Health Policy	3
PUBH 352 Introduction to Social/Behavioral Science (Pre-Requisite – PUBH 202)	3
PUBH 454 Intro to Public Health Research Methods (Pre-Requisites – PUBH 222 & 352)	3
PUBH or CHPR Elective	3
Community and Population Health AoE Total Credits	15

Current Public Health Electives	
Students must take at least one 3-credit PUBH or CHPR course as part of their AoE.	
PUBH 333 Comparative Health Systems and Policy (Pre-Requisite – PUBH 331)	3
PUBH 586 Public Mental Health (senior petition only)	3
PUBH 334 Emergency Preparedness	3
Any AoE course not part of selected AoE may also be taken as a PUBH elective	

STEP 3: Taking Care of Classes

General Information

The [Welcome to WVU](#) website is a one stop shop for most student questions and links to student resources! Additionally, check out the [New Student Packet](#) for several step-by-step instructions

What is the WVU Portal?

Through the WVU Portal, you will gain access STAR, DegreeWorks and eCampus — all important online programs. Through WVU Portal, you can send and receive emails via MIX (Mountaineer Information Xpress), pay your academic deposit, tuition and fees, check your grades, track the status of the PRT (Personal; Rapid Transit), keep up with University events and news, and access the University calendar. You access WVU portal with your user name and password (see Admission Letter for initial information).

Access WVU Portal via link at bottom of the page: <http://www.wvu.edu/>

How do I register for classes and when?

For complete, step-by-step instructions to register for courses, please see [Registration](#) or you may use scheduler in your Portal.

WVU students pre-register for courses in priority order, from those with the most advanced standing to those with the least. For more information on specific dates, please see [Priority Registration](#)

Office of the University Registrar (OUR) Contact Information
P.O. Box 6878 Morgantown, WV 26505

304-293-5355 (office) | 304-293-8991 (fax) | registrar@mail.wvu.edu

Who do I talk to about financial aid?

Students may discuss their financial aid issues and questions with either the Health Sciences Center or downtown Financial Aid Offices.

<u>Main Office (Downtown)</u>	<u>HSC Office</u>
Evansdale Crossing Financial Aid	HSC Financial Aid
Phone: (304) 293-5242	Phone: (304) 293-3706
	Email: hscfinaid@mail.wvu.edu

Can I drop a class?

First, determine the effect of dropping a course on your status as a full-time student, for issues such as health insurance and financial aid. Typically, undergraduate students must be registered for at least 12 credit hours to be considered a full-time student. Once you have determined that there will be no ill effects from this decision, you may drop a course with no consequences up to the last day of the end of the first week of classes (fall: Tuesday, August 23; spring: Friday, January 13).

You may withdraw (drop) a class after the [drop deadline](#); however, you will receive a W (withdrawal) on your transcript. This will not affect your grade-point average, but it does remain as a W on your transcripts. This will affect your [percent completion rate](#), for those students with federal financial aid. For more information, please see [Withdrawal Policies](#).

What if I need to take a leave of absence?

Students who find that they must be away from their academic endeavors at WVU for one or more semesters, but who intend to return to complete the degree, are eligible for an academic leave of absence. A leave of absence status must be requested before the beginning of the semester for which the leave is desired.

For more information, please see [Leave of Absence](#).

Where are classes held?

Public Health classes are primarily held at the [HSC](#) (near football stadium and hospital).

Getting to the Health Sciences Center (HSC)

Parking and Transportation

Students who desire to drive to the HSC for classes and appointments, will park at the Mountaineer Station Parking Garage, located 1112 Van Voorhis Drive, down the hill from the medical center PRT station. Please note that

this garage often is filled to capacity and it is recommended that students use the PRT or public transportation to get to the HSC.

Short-term parking in the garage is \$1.25 per hour. There are pay stations inside the lobby and on the 7th floor (credit or debit cards). There is also an ATM located on the first floor of the Mountaineer Station. Students are NOT permitted to park in the parking lots up near the HSC...those are for patients.

For more information, please see [Transportation](#) or Call 304-293-5502

Personal Rapid Transit (PRT)

Students may use this transportation system (electric powered, computer-driven) at no cost. The PRT runs from downtown to the HSC campus, with three stations in between.

Students may check the status of the PRT in WVU Portal or download the PRT app, developed by a WVU student for [Android](#) users (from Google Play Store) [Android PRT App](#)

For more information please see [Student Transportation](#).

Buses

Students have free access to both WVU and Morgantown buses. Out of state travel through partnerships with outside entities is also available.

For more information, please see [Buses](#).

Maps

The Health Sciences Campus can be a troublesome place to navigate. To help you find your way, check out the following:

[Indoor HSC Map](#)

[Outdoor HSC Area Map](#)

For a more personalized experience, please see [WVU interactive maps](#).

STEP 4: Taking Care of Technology

What type of computer do I need?

WVU School of Public Health does not require undergraduate students to purchase a new pc, mac, or tablet. However, we strongly advocate that students have a personal device that meets the WVU minimum recommendations (Windows 7 Pro).

Please note that the current School of Public Health recommendations on this page refer to graduate students only.

How do I log on to computers in the library or computer labs?

A student must first be registered for classes to have access to the computers in the library or computer labs. Students must then activate their WVU MyID.

WVU MyID is a single set of login credentials (username and password) that can be used with numerous WVU Systems including eCampus, Libraries, MIX, MyAccess, and encrypted wireless. These are set by the University and your permanent user name and temporary password are included in your WVU acceptance letter (not the one from the Public Health). You will be required to change your password every three months.

For more information, to activate your MyID or to change your password see [MyID](#).

[What is the preferred method for communicating about academic issues?](#)

The student email system, referred to as MIX or MIX Gmail, is integrated with Google Mail (Gmail). All MIX email addresses end in @mix.wvu.edu. Student Mix emails are the preferred method of communicating with students about academic and all other School of Public Health issues, events and notifications. You need to check your MIX email at least daily. You may elect to transfer your mix emails to a different email account.

Gmail has a lot of great features that we do not cover in our Knowledge Base, because the information is easily available online. If you need assistance with Gmail that is unrelated to access or WVU policies, browse [the Gmail Help Center's website](#)

[What is the best way to communicate with faculty, advisors and staff?](#)

Please note that while most faculty on the Downtown and Evansdale Campuses use Mix email addresses (for example: jdoe@mix.wvu.edu), the faculty on the HSC Campus (all School of Public Health faculty) have emails that end in @hsc.wvu.edu (for example: jdoe@hsc.wvu.edu).

Contact your instructors per their preferred method, which should be noted in their syllabus. This may be to: meet with them during office hours (all faculty have office hours), send them an email or call them at their office number.

[What are eCampus and SOLE?](#)

eCampus is the online learning management system used throughout WVU for World Wide Web based educational environments.

For more information, go to [WVU eCampus](#).

SOLE is the online learning management system used on the Health Sciences Campus. To log in to SOLE, go to [SOLE Log in](#).

Students in the Public Health program will have classes that use both systems.

What is DegreeWorks?

DegreeWorks is an online list of degree requirements for students and their advisors to use to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help you easily identify courses you have completed and what courses you still need to complete your degree.

For the DegreeWorks Guide for Students, please see [DegreeWorks](#).

STEP 5: Finding Essential Places and People

Where are the WVU Libraries?

WVU has [four libraries](#) that are open to students: Downtown Campus Library, Evansdale Library, Health Sciences Library, and the Law Library.

For more information, visit [WVU Libraries](#).

Where is the WVU Bookstore?

Barnes and Noble is the official campus bookstore to buy new and used books, rent and return textbooks, purchase eBooks, and get cash back from old textbooks. The main branch of the bookstore is located on the downtown campus next to the [Mountainlair](#). There is a small bookstore on the ground floor of the HSC North.

For more information, please see [WVU Bookstore](#).

What is the Student Association for Public Health (SAPH)?

The Student Association of Public Health (SAPH) is a club for those who are dedicated to promoting public health issues throughout WVU and the community through service and education. Although anyone may join, the majority of members are from SPH programs.

For more information, please see [SAPH](#).

Who will be teaching my classes?

Public health's interdisciplinary nature is represented by the SPH departments and their faculty, with backgrounds in the five core disciplines: Biostatistics, Epidemiology, Health Policy and Management, Occupational and Environmental Health Sciences, and Social and Behavioral Sciences. These faculty teach all of the undergraduate and graduate courses.

Students are strongly encouraged to learn about the faculty and their interest.

For more information, please see [SPH faculty](#).

STEP 6: Important SPH and University Policies and Information

SPH Undergraduate Academic Standards

The SPH undergraduate “Student GPA and Grade Policy” comprises two conditions:

- 1) Students are required to maintain a cumulative GPA of 2.5 or higher while in the undergraduate public health program, and to graduate.
- 2) Students are required to earn at least a C- or higher in all major and Area of Emphasis (AoE) courses.

For more information on this policy, please see [GPA and Grade Policy](#).

Beyond that, SPH students are expected to adhere to academic requirements and standards in all academic settings, classrooms, laboratories, clinics, and at any other activities that are part of academic requirements. Students who fail to meet the academic requirements or standards, including those for academic dishonesty, may be subject to penalties as described in the WVU Undergraduate Catalog.

For more information on WVU’s Undergraduate Academic Standards, please see [Academic Standards](#).

WVU Family Educational Rights and Privacy Act (FERPA)

Designed to protect the privacy of education records, this act established the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

For more information on WVU’s FERPA policy or to provide permission for your guardians to access your information, please see [FERPA](#).

WVU Non-discrimination Policy, including Sexual Harassment

For more information, please see [Non-discrimination Policy](#).

WVU Research Compliance and Training

Not all students will be interested in research. But for those who are interested, they will have to complete training and abide by the University’s research compliance policies. Discuss your interests with faculty and seek guidance on the training you will need to complete.

For more information, please see [Research Compliance](#).

WVU Information for International Students

For information about international student policies and procedures at the Office of International Students and Scholars, please see [International Student Information](#).