



Instructions for Completing the Alcohol and Other Drug Mandated Education Program Fall Semester 2020

As a result of UNH campus safety policies related to COVID-19, we have created a process by which you will be able to meet your requirement for alcohol and other drug wellness education through remote learning.

The following process applies to students with their first conduct violation:

1. **Schedule an Individual Telehealth Session:** Login to [MyHealth&Wellness](#) and select *Schedule Appointment*. Select *Living Well Services* and follow the prompts. Your appointment is not scheduled until you reach the confirmation page.
2. **Attend Your Scheduled Telehealth Session:** Login to [MyHealth&Wellness](#). Check-in to your appointment by completing the following steps in the order shown below:
 - a. Click on *Survey Forms* and complete the surveys that are shown;
 - b. Click *Scheduled Appointments*;
 - c. Click *Check-In* on your scheduled appointment date/time to access your session. If you check-in late, you may not see your appointment as you have been marked a no show. You will then need to reschedule your appointment.Your session will begin when your counselor joins the meeting. Near the end of the session, you will be scheduled for a virtual education class.
3. **Attend the Virtual Class:** You will receive a reminder email from Health & Wellness with the Zoom link one day in advance of the date of your scheduled class. We recommend you access the link ten (10) minutes prior to the start of the class as late arrivals will not be allowed access and will need to reschedule.
4. **Complete the Post-Test and Program Evaluation:** Login to [MyHealth&Wellness](#). Click *Messages* to access the post-test link. After you complete the post-test you will be redirected to the program evaluation. Both must be completed to fulfill your sanction requirement.

If you are a student who completed your initial session prior to summer break and did not complete the class, post-test, and program evaluation please contact Health & Wellness at 603.862.3823 and request to be scheduled for a virtual class, then follow steps 3. and 4. noted above to complete the process.

Community Standards will be informed of your completion after your test responses have been received and reviewed. If you were referred solely through UNH Community Standards, you do not need a letter of completion.

If you were mandated by the legal system you are required to submit documentation of your completion. The post-test will have a "Need Letter" box which you must check to obtain your letter. Letters will be available 3-5 days after you complete the program. You will be able to view and print your letter from [MyHealth&Wellness / Messages](#). Please note that you are responsible for printing and mailing the letter to the entity(ies) that mandated you, e.g., court, police department, attorney, or other.

If you are a student referred for alcohol or other drug education following a second conduct violation, please contact Health & Wellness at 603.862.3823 to schedule your initial appointment.

Please keep this instruction sheet handy to help you navigate and complete the process in a timely manner.

We look forward to getting to know you!

Nancy Bushinsky and Mike Glennon - Alcohol, Nicotine, & Other Drug Wellness Educators



Alcohol and Other Drug Mandated Education Program
Fee and Attendance Information
Fall Semester 2020

Alcohol and Other Drug Education Program (first conduct violation):

Program includes:

- Individual Telehealth Counseling and Assessment Session (50 minute session)
- Virtual Alcohol or Marijuana Education Class (Part I – 75 minutes and Part II 60 minutes)
- Pre- and Post- Tests and Program Evaluation
- Cost: \$75

Alcohol and Other Drug Education Program (second conduct violation):

Program includes:

- Up to three (3) individual telehealth counseling sessions
- Cost: \$60 per session

Payment:

Payment is due upon completion of the program.

Payment Options:

- Preferred: Email Gregory.Turcotte@unh.edu and request that your balance be transferred to your Wildcat account
- Payment by credit, debit, or cash (discouraged) may be made at the Health & Wellness Registration Desk
- Health & Wellness is unable to process payments over the phone at this time

Please note that appointment changes require 24 hours notice due to the high demand for these programs. This means that late cancellations, late reschedules, late arrivals to appointments, and no shows will incur the following additional charges per incident:

\$75 First Program

\$60 Second Sanction Program