

# NORTH CAROLINA A&T STATE UNIVERSITY COMPREHENSIVE ACADEMIC ADVISING HANDBOOK

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## PREFACE

Academic advising is an essential part of the educational process and an important aspect of the teaching and learning process. The primary function of advisors is to monitor closely the progress of their students while stressing to them the importance of accepting academic responsibility. Through proper advising, students are motivated to clarify their values, set goals, establish priorities, develop management and leadership skills, and understand how the academic system works and their role in it.

North Carolina A&T State University recognizes the value of good advising and makes an institutional commitment to provide accurate advising information to students. In addition, the University provides a variety of academic resources to assist students in successfully completing degree programs.

The purpose of this academic advisement handbook is to serve as a resource for all University academic advisors; however, it is not intended to replace the *University Undergraduate Bulletin*. Its purpose is to aid in the advising process.

This advisement handbook could not have been produced without the unwavering commitment of the individuals listed below:

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To the committee members, I thank you for all of your dedication and commitment to produce this handbook. Without each of you, I would not have been able to complete this project. To the Layout and Editing committee, you are awesome! Thank you ever so much for your diligence and your *spirit of excellence!* To University advisors, I hope this handbook serves as a helpful resource in advising our students.

*Dawn Murphy*

North Carolina A&T State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age or handicap. Moreover, North Carolina A&T State University is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a large number of white students.

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## Chapter 1

# ROLES AND RESPONSIBILITIES

## FACULTY AND PROFESSIONAL ADVISORS' RESPONSIBILITIES IN THE ADVISING PROCESS

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### ADVISOR'S RESPONSIBILITIES IN THE ADVISING PROCESS

To be an effective academic advisor, it is important to go beyond routine course scheduling to help students achieve their academic and career goals. **An effective advisor:**

#### **Is Available and Accessible.**

**Be accessible.** Make time for students. Post and keep a reasonable number of office hours. Increase office hours during registration periods. Advisors should post an appointment schedule during that time.

#### **Demonstrates Concern for Each Advisee.**

**Take some time before an advising session to become familiar with the student's record.** Show interest in the student's needs and concerns regarding academic abilities, interests and background. Respect the advisee's privacy with regard to confidential information.

#### **Is Realistic.**

**Assist students by helping them obtain a realistic assessment of their choice of major as well as their career and educational goals.** False reassurance may only delay problems and position students for impending failure. The advisor's realistic, but kind, appraisal of students' grades and progress will open the door to talk about their concerns.

Sometimes it is best to be a good listener and let advisees discover how they can solve their own problems rather than quickly solving problems for them. Quality listening will allow an advisor to gain greater insights into a student's problems and concerns. Advisors should keep good records by making notes after an advising session. In addition, advisors should let students know when they are pleased with their achievements. Students deserve and need encouragement.

#### **Is Knowledgeable.**

**Be knowledgeable concerning the degree requirements at the University, college/school, and departmental units.** Nothing is more frustrating to a student than to come for advising and realize that the advisor does not know the academic requirements.

It is better for advisors to tell students when they do not know rather than to speculate. Advisors should know when and where to refer students.

**Be knowledgeable about career opportunities and job outlook.** Students expect their major advisor to be up-to-date about job opportunities within the major. When advisors do not feel comfortable with career advisement, they should make an appropriate referral to someone in their department who can assist. They should encourage students to use the services of the Office of Career Services in 101 Murphy Hall.

### **Provides Accurate Information.**

**Keep adequate records of advising sessions.** Advisors should take the time to review these records each time they meet with a student. A complete record of what the student asks and the advice given will prevent misunderstandings in the future.

### **Provides Program Planning.**

**Advisors should confer with advisees at least once a semester** and assist them in planning their academic programs. This process is easier if the advisor has reviewed:

1. The advisee's file folder
2. The current *University Undergraduate Bulletin*
3. The program's course curriculum

When giving advice regarding the student's academic programs and graduation requirements, advisors must be careful to explain which courses are **required** and which are **recommended**. **They should:**

- Be sure that students are taking the prerequisite courses before registering for courses without adequate preparation. (The advisor should consult the SIS screen 136 for a list of courses previously taken.)
- Be alert to specific course sequences that are required in each student's major program, particularly those taught by other departments.
- Assist students in deciding how to choose their electives to best meet their goals.

The advisor should keep in mind that the choices belong to the student, and **the advisor's responsibility is to give accurate information and advice.**

### **Makes Appropriate Referrals.**

**Advisors are not expected to know everything.** When faced with a situation that requires additional information or other campus resources, the advisor should be knowledgeable enough of the support services on campus to call and refer the students to

another office. A list of possible resources is located in this manual under the heading, “Academic Support Services.”

It is, of course, desirable that advisors not refer students too quickly, but rather take the time to fully understand the students’ concerns to determine the best course of action. When a referral is appropriate, the advisor should help the student understand why the referral is being made and explain what the student might expect from the referral service. A phone call to set up the first appointment is the most effective way of insuring that the student will make the all-important first contact with the referral service. Whenever possible, advisors should refer students to a specific person rather than to a service.

## **STUDENTS’ RESPONSIBILITIES IN THE ADVISING PROCESS**

Students are expected to be equally involved in the advising process. Ultimately, the students are responsible for their education and successful matriculation. Students have the following responsibilities:

1. Acquire knowledge about the University and college policies, procedures, deadlines and requirements.
2. Own a copy of the *University Undergraduate Bulletin* and be familiar with its information.
3. Obtain a semester *Schedule of Classes* and review possible course options prior to an appointment with the advisor. Complete a trial schedule prior to meeting the advisor.
4. Schedule and keep advising appointments.
5. Know and fulfill school or college requirements.
6. Obtain, complete and get final approval of all required forms and signatures necessary for obtaining a degree.

**“GOOD ADVISING IS INTERACTIVE. BOTH THE STUDENT  
AND THE ADVISOR CONTRIBUTE.”**

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

## **What is FERPA?**

FERPA is a federal law, also known as the Buckley Amendment.

## **What does FERPA do?**

- It protects the privacy of a student's educational records.
- It applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education.

## **SPECIAL “DON'TS” FOR FACULTY AND SUPPORT STAFF**

To avoid violations of FERPA rules, DO NOT:

- Discuss student records on the telephone, e-mail or fax
- Use the entire social security number of a student in a public posting of grades
- Link the name of a student with that student's social security number in any public manner
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students
- Circulate a printed class list with students' names and social security numbers or grades as an attendance roster
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student
- Provide anyone with class rosters for any commercial purposes
- Provide anyone with student schedules or assist anyone other than University employees in finding a student on campus

If you have any questions about what you can or cannot release, check with your supervisor, the Office of Legal Affairs, ext. 47592, or the Office of the Registrar, ext. 47795.

## Chapter 2

### WHAT IS ACADEMIC ADVISING?

Academic advising is a developmental process, which assists students in the clarification of their life/career goals and the development of educational plans for their realization of these goals. It is a decision-making process, which assists students in realizing their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both students and advisors. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and a referral agent to other campus services as necessary.

David S. Crockett, Noel-Levitz Group

Adpated from Gordon, Virginia. Habley, Wesley (2000). Academic Advising: A Comprehensive Handbook, A Wiley Company, San Francisco.

**“ACADEMIC ADVISING IS A KEY TO RETENTION.”**

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## ADVISING TIPS

**Recommend courses based on student's current records.** When advising new students, make course recommendations based on a review of the student's current record and potential performance. Review SAT scores and placement test scores before the advising process begins. It is important to ask the student: "Did you have a 4<sup>th</sup> year (beyond Algebra II) high school math course in which you studied trigonometry?" before advising the level of math. If placement test scores are not available, advise according to SAT scores.

**Pay close attention to credit loads.** Many freshmen have difficulty successfully completing more than 16 credits the first semester. Many students work part-time or full-time. Recommend a lighter load if academic ability is in question. Recommend an average of 12-15 hours for entering freshmen, particularly if the student is enrolling in any developmental courses; e.g., MATH 099 or FRST 098. (Remember MATH 099 and FRST 098 are not available for degree credit toward a bachelor's degree). **Also, please inform students taking only 12 credit hours that dropping below 12 credit hours and becoming a part-time student could affect their housing and financial aid (see Financial Aid for more information).**

**Recommend a balanced schedule.** A balanced schedule is as crucial to academic success as the credit load. Encourage a variety of classes; e.g., humanities, social sciences and general electives each semester.

**Remind students of calendar deadlines.** Be sure to point out the deadlines for making changes. Show students the University calendar of deadlines in the *Schedule of Classes* and the *University Undergraduate Bulletin*. Specifically, point out the deadlines for adding a course and the last day to drop a course without grade evaluation.

**Require students to have a schedule prepared prior to their advising appointment.** Students should have already prepared a schedule prior to entering the advisor's office. After an advising session, give students their personal identification numbers (PINs). Students may choose to register online through *Web for Students/Aggie Access*.

**Check courses for prerequisites.** Prerequisites are noted in the *Schedule of Classes* and listed in the *University Undergraduate Bulletin*. Remind students to pay close attention to notes regarding prerequisites.

**Don't pretend to know answers.** Students often perceive advisors as ultimate authorities and make mistakes based upon misinformation. If you don't know the answer to a student's question, refer the student to the appropriate office or department or have the student come back later after you have investigated the issue. For help, see the "Who to Call" list, page 62.

**Encourage students to complete the required number of semesters of a foreign language and of mathematics consecutively.** Students often beg to "take a semester off" between foreign language and mathematics courses. This is not a good idea. How quickly we forget. Encourage consecutive semester completion.

**Warn students that withdrawals from courses count against them.** Advise students that withdrawals from courses do count against them as attempted hours. Withdrawals do count against students if courses are dropped before the official Last Day to Drop a Course date. Attempted hours ultimately affect financial aid and could result in a 25% tuition surcharge. Withdrawals from courses require a *Change of Schedule* form, also known as a Drop/Add slip, with a signature from an advisor. Students are not officially withdrawn from courses until the Office of the Registrar processes the Drop/Add slips. Advise students to keep a copy of the Drop/Add slip for their records.

**Advise students that taking courses over the summer at other institutions does not improve their GPAs.** Be sure to make it clear to students that they can only improve their GPAs by taking courses at North Carolina A&T State University. Students may take courses over the summer at other institutions; however, they will only be awarded the credit hours for the course if the grade is a “C” or better. Additionally, students must complete the *Permission to Take Courses from Colleges Other Than North Carolina Agricultural and Technical State University form* (See Appendix B, Form 13.) Students are required to obtain approval from their school/college dean before registering at another institution. Course descriptions are needed in order for accurate evaluations to be done. The *Permission to Take Courses from Colleges Other Than North Carolina Agricultural and Technical State University form* is available in the Office of Admissions. Also refer to the *North Carolina Community College System General Education Core Courses and North Carolina A&T State University Equivalent Courses* (See Appendix B, Form 14.)

**“MAKING A DIFFERENCE THROUGH INFORMED ACADEMIC ADVISING.”**

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## ADVISING UNDERGRADUATE STUDENTS WHO WORK

The majority of North Carolina A&T State University students work while they attend college and should be cautioned to plan their time carefully. Studies indicate that it is difficult for students to simultaneously attend college full-time and work full-time. If students carry 15 credit hours during a semester, it is recommended they work no more than 20 hours per week. If students take evening classes and work full-time, it is recommended that they take a maximum of two courses. The recommended course load listed below may be valuable in helping students determine how many courses they can handle.

### TIME REQUIRMENTS FOR COLLEGE UNDERGRADUATES WHO WORK

<b>ATTENDING COLLEGE FULL-TIME AND WORKING PART-TIME</b>	<b>ATTENDING COLLEGE PART-TIME AND WORKING FULL-TIME</b>
HOURS	HOURS
<b>COURSEWORK</b> 15 (CLASS TIME)	<b>COURSEWORK</b> 6 (CLASS WORK)
<b>STUDY TIME</b> 30 (2 HOURS OUTSIDE OF CLASS FOR EACH HOUR IN CLASS)	<b>STUDY TIME</b> 12 (2 HOURS OUTSIDE OF CLASS FOR EACH HOUR IN CLASS)
<b>PART-TIME JOB</b> 20	<b>FULL-TIME JOB</b> 40
<b>PERSONAL MAINTENANCE</b> 15 (EATING MEALS, COMMUTING, ETC.)	<b>PERSONAL MAINTENANCE</b> 22 (EATING MEALS, COMMUTING, ETC.)
<b>TOTAL PER WEEK</b> 80	<b>TOTAL PER WEEK</b> 80

(Adapted from Weber State College Advisor Handbook, 1989)

*See Appendix B, Form 12 for Weekly Activity Plan. The Weekly Activity Plan Form is recommended to assist students in scheduling weekly activities, such as work and school.*

## ADVISING ADULT STUDENTS

More than one-third of the students at North Carolina A&T State University are adult students. Many are returning to complete degrees started earlier, transferring from another institution, or entering college for the first time. Education can be a very rewarding experience for adult students. But it can also present some unique challenges.

Advisement pertaining to degree requirements is the same for adult students as it is for traditional students. The approach used to advise students who work could also be used in advising adult students as the majority of adult students also work full-time. Additionally, in working with adult students, advisors should:

- Be mindful of the challenges facing adults seeking educational opportunities, such as:
  - balancing multiple life roles (parenting, full or part-time work)
  - coping with reduced income and seeking financial aid
  - learning how to study again
  - figuring out how the “system” works
  - feeling very different than traditional-age students
  - feeling anxious or afraid
- Be flexible in scheduling advisement sessions
- Be considerate of the specific needs and concerns of the individual, as each circumstance can be unique. Many adult students may not be able to handle a full load while working full-time with family responsibilities.
- Be patient when answering questions or explaining processes and procedures (Some adults are easily intimidated and may withdraw because of their feelings of anxiety or lack of knowledge.)
- Be helpful in identifying specific campus resources; e.g., library services, personal counseling services, financial aid.

(Because of their busy schedules and other priorities, many adults are not well connected to campus and what it has to offer.)

- Maintain regular and open channels of communication, for example:
  - e-mail, telephone, or fax
  - inviting web sites, chat lines, or discussion rooms
  - web-assisted classes
- Be willing to schedule some evening/weekend office hours to accommodate students requiring additional help or information.
- Be willing to listen. Academic advisement does not stop at signing forms!

## ADVISING INTERNATIONAL STUDENTS

**Who are International Students?** International students are persons who have been permitted to enter the United States on a temporary, nonimmigrant visa to engage in a specific course of study/academic program and matriculate toward the completion of a degree at North Carolina A&T State University. Generally, these students are not U.S. citizens, lawful permanent residents (Green Card holders), resident aliens, or naturalized citizens. When students are Green Card holders, naturalized citizens, or resident aliens, they will be asked to provide documentation to the Office of International Students and Scholars (ISSO) confirming their citizenship; however, they are due the same rights and privileges of U.S. citizens and are not subject to the rules and regulations of Immigration and Naturalization Services (INS) or the Department of State relative to maintaining legal status in the U.S. Enrollment in classes will not be completed until citizenship is confirmed. **Upon arrival to campus, all international students must immediately report to the Office of International Students and Scholars.**

The only exception to the definition provided above pertains to the fact that international students participating in the University of North Carolina Exchange Program are here for only one semester.

1. **The I-20** is issued by the ISSO as the Certificate of Eligibility for Non-immigrant (F-1) student status and for academic and language students. The INS Form I-20 may be issued only to students who have been admitted to North Carolina A&T State University for a full-time program and who plan to register for a full-time course of study with sufficient financial support to live and study here for the duration of the program without employment. The document shows the following:
  - a. The name of the person authorized to attend the University
  - b. The level of education being sought and authorized
  - c. Authorized dependents of the F-1 student
  - d. The authorized course of study
  - e. The expected program's beginning and ending dates
  - f. The normal length of study required to complete the program of study
  - g. The English proficiency requirement
  - h. Estimated costs for the academic term (usually per academic year)
  - i. Financial certification in the amount necessary to meet the expected costs and identified sources of support
2. **Major Medical Insurance** coverage is MANDATORY for all non-immigrants covered by the I-20. **Effective fall semester 2003 (August) all F-1 students must purchase the plan offered by North Carolina A&T State University.** No exceptions will be made. The current cost per semester is \$249 and is included in the fees. F-1's are also responsible for providing coverage for each dependent. Verification of dependent coverage must be submitted to the ISSO at the beginning of each semester or before the expiration date of the current coverage.

## Enrollment and Academic Standing (F-1)

International students must satisfy the requirements listed here in order to remain in legal status. Students who fail to maintain lawful nonimmigrant status are ineligible for any immigration benefits such as employment or change of status. If the terms of nonimmigrant status are violated, the student is not allowed to work on campus in any capacity, including assistantships. It may be possible to enroll for less than full time studies under certain circumstances; however, students should consult with their academic advisor and ISSO staff prior to acting on any desire to drop below the required number of hours. A written plan of action will be required as part of such requests and must be signed off by the academic advisor, the department chairperson and the ISSO. **International students must:**

1. **Have a valid passport and I-20 at all times.** Specific reference sections impacting lawful status on the I-20 are:
  - a. **#5 (Major)** International students cannot change the major identified on the I-20 **without** consulting the ISSO. Changing the major without permission will render International students “Out of Status.”
  - b. **#5 (Report and Completion Date)** International students who are not physically present to register for and attend classes at the beginning of the semester will be considered “Out of Status.” International students who do not have permission to extend the completion date on the I-20 will also be considered “Out of Status.”
  - c. **#8 (Financial Support)** International students who have had a negative change in sponsorship used to estimate support for a twelve (12) month period will be considered “Out of Status” and will be required to provide new financial documents. It is the student’s responsibility to report all changes in financial support.
  - d. **#9 (Medical/Insurance Coverage)** All international students (and approved dependents) are required to purchase and maintain University approved medical and health insurance coverage. This cost is included in the fees. If students choose to purchase insurance outside that approved and provided by the University, approval and documentation must be provided by and to the ISSO at the beginning of each academic semester. International students with lack of insurance documentation will be considered “Out of Status.”
  - e. **#10 (School Certification)** The I-20 must be certified by a designated official at North Carolina A&T State University.
  - f. **#11 (Student Certification)** The I-20 must be signed by the student to whom it is issued.

2. **Maintain continuous full-time enrollment during the fall and spring semesters.** International students must enroll in and complete a minimum course load each semester: **undergraduate students** (12 semester hours) and **graduate students** (9 semester hours). International students are not allowed to withdraw from classes without the knowledge and consent of the ISSO. An ISSO signature is required before any request to drop below the required number of hours is processed. It is the student's responsibility to inform the ISSO if he/she is having difficulty in classes resulting in the need to decrease the number of hours. Dropping below the required number of hours will result in the student's being "Out of Status." Exceptions to maintaining full-time enrollment that are given consideration are listed below:
  - a. Undergraduate and Graduate (non-thesis) students who are in the final semester of study may take less than 12 credit hours (undergraduates) and less than 9 credits (graduate non-thesis) if the lesser course credits are all they need in order to graduate at the end of that final semester.
  - b. Graduate students who are doing thesis or dissertation research only and are in the final semester of study may take less than 9 credit hours if the lesser is all that is required to graduate at the end of that final semester. Approval for Extension of Stay following the final semester will require the approval of the academic advisor, the department chair, and the Dean of the Graduate School effective Spring Semester 2003.
  - c. International students are not required by INS to register for 12 credit hours (undergraduate) or 9 credit hours (graduate level) during summer sessions.
  - d. Medical illness that prevents full-time studying. Matters in this regard require full documentation and approval by ISSO. Reference will be made to new INS regulations identifying reinstatement procedures before approval can be granted. There are categories of illness that might not meet reinstatement approval status that have in the past; i.e., pregnancy, pregnancy complications, etc.
3. **Maintain academic grade point average requirements.** Each International student is required to maintain minimal grade point average requirements in order to remain in lawful status: **undergraduate requirement (2.0) and graduate school requirement (3.0)**. This requirement is necessary to show that students are matriculating toward the successful completion of the degree within the designated attendance time-frame and meet at least the minimum academic degree requirements set by the University for matriculation and graduation.
4. **Limit on-campus employment (including teaching and research assistantships).** International students are restricted to approved on-campus work

assignments only. They should not commit to more than 20 hours per week while school is in session. Students found to be working more than 20 hours per week will be “Out of Status.” Work approved for off-campus must be applied for through the ISSO and would be considered based on Economic Hardship and/or Practical Training regulations only.

### **Withdrawing from North Carolina A&T State University**

International students who plan to withdraw from the University or plan to take a leave of absence or plan to be outside the U.S. for one or more semesters should consult with the ISSO to discuss how these plans will affect their current and future immigration status. After the fact notification is not acceptable and will result in students being “Out of Status.”

1. Undergraduate Students may only interrupt the program of study by withdrawing from the University. The following procedures are required:
  - a. Consult with the ISSO regarding circumstances. If assistance can be provided so that the withdrawal can be aborted, it will be discussed and researched. If the withdrawal cannot be aborted, the student will be advised of the INS ramifications of the withdrawal and instructed to obtain:
    - i. A Withdrawal Request Form from the Counseling Services Office, Room 108 Murphy Hall;
    - ii. The signature of the ISSO official on the form
2. Graduate students in good academic standing may interrupt the program of study for valid reasons including family emergency and illness by requesting a leave of absence from graduate study for a definite period of time not to exceed one (1) calendar year. This request must be coordinated through the academic department to the Graduate School. It is the student’s responsibility to notify the ISSO of this recommendation and provide copy of the same to ISSO for the student’s file. An ISSO official will also inform the student of the implications such a leave may have on nonimmigrant status and eligibility to remain in the U.S. Following the consultation, if the request cannot be aborted, the ISSO will notify the Graduate School that the student has contacted the ISSO and has been counseled regarding any legal consequences of taking a leave of absence. In order to resume the program of study, the student will be required to apply for readmission to the University and complete a new Certificate of Financial Responsibility before a new Form I-20 can be issued. All matters between the student and the University must be cleared before readmission can be approved; e.g., outstanding balances, unfulfilled assistantship obligations, removal of incompletes from transcript, etc.

For more information regarding international students and these elements, please visit the Office of International Students and Scholars in Room 221, Murphy Hall. The telephone number is ext. 47551.

## ADVISING STUDENTS WITH DISABILITIES

Faculty members have a responsibility to cooperate with the Office of Veteran and Disability Support Services when working with students diagnosed with disabilities. Documentation is confidential and kept in a separate file in the office. Accommodations, adjustments and support services should be provided in a fair and timely manner. The faculty member receives a Disability Verification Form notifying him/her of the needs adjustments, etc. Once this has been received, the faculty member is expected to meet with the student and review the accommodations and adjustments and what this means for his/her particular class. The student should be able to comprehend the course material and communicate back to the professor what has been learned. The accommodations and adjustments give the student the opportunity to achieve that outcome without altering the fundamental essentials of the course or program.

Some of the services offered by the Office of Veteran and Disability Support Services are:

- counseling (academic, personal, career)
- monitoring of academic progress
- classroom adjustments and request for excused absences
- enlarged print handouts
- note takers
- cassette tapes of handouts
- instructions given orally and in writing
- permission to use a tape recorder in class
- use of spell-checker in class
- test administration – extended time on tests
- enlarged print
- test questions and answers taped
- tests taken in place of least distraction
- reader and scribe
- oral exam
- use of computer
- supervised breaks during exams
- format variations
- request to make up test because of disability

The office will also arrange for textbooks to be received on tape through the Recordings for the Blind and Dyslexic or scan the textbook on a CD for the student to use on a computer using the Kurzweil 3000 software. Both of these (tape and CD) are the actual textbooks in auditory form. All accommodations, academic adjustments and support services are decided on a case-by-case basis.

The Office of Veteran and Disability Support Services is located in Suite 005, Murphy Hall, ext. 47765.

## ADVISING TRANSFER STUDENTS

All attempted hours are counted in determining the 152-hour limit, including transfer hours, whether or not financial aid was received or the course work was successfully completed. Transfer credits include hours earned at institutions other than North Carolina Agricultural and Technical State University. Transfer hours will be included in “total hours attempted” to determine the 152-hour requirement and to determine the cumulative grade point average required. Transfer students are required to earn the required number of hours depending upon enrollment status (full-time or part-time). To determine the number of semesters in attendance, accepted transfer hours are divided by 12 and will be added to full-time semesters at North Carolina A&T State University. If the remainder is 1-5 hours, it is not counted; if the remainder is 6-11 hours, it is counted as ½ of a semester.

### Steps Involved in Advising Transfer Students

- Step 1:** Review transcript credits awarded. Refer to SIS screen 141 or *Web for Faculty*, under the heading “transfer credits.”
- Step 2:** From major curriculum guide, check off courses previously taken.
- Step 3:** Advise students of remaining required courses and have them prepare schedules accordingly.

Note: Refer to the *Appendix B, Form 14* for the *North Carolina Community System General Education Core Courses and North Carolina A&T State University Equivalent Courses*.

**“ADVISING PROMOTES EXCELLENCE.”**

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## ADVISING UNDECLARED STUDENTS

The Center for Student Success and the Academic Advisement Program are committed to providing quality academic advising to aid students in declaring majors. The Center has made great strides in reducing the number of students classified as undeclared by implementing the following strategies:

- Developing a daily advisement routine that requires undeclared students to meet with advisors a minimum of three times per semester.
- Requiring advisors to contact advisees at least three times during each semester via letter, telephone, and e-mail.
- Requiring students who are on probation or who were granted a waiver of suspension to meet with advisors a minimum of four times each semester.
- Developing advisement forms for documentation of advisement activities.

### Academic Advisement Strategies

- Meet with advisees individually at least three times a semester.
- Build a rapport with advisees.
- Practice good listening skills.
- Be an advocate for students.
- Refer students to appropriate academic support services as needed.
- Provide access to the *University Undergraduate Bulletin*.
- Provide current semester and summer school schedules of classes.

***“ADVISING IS A PROCESS OF GIVING STUDENTS GUIDANCE,  
SUPPORT AND ENCOURAGEMENT.”***

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## ADVISING GRADUATING SENIORS

1. Advise a graduating senior to apply for graduation at the beginning of the semester during which he/she intends to graduate. The last day to apply for graduation normally coincides with the last day to add a course.
2. Schedule a meeting with the graduating senior to make sure that he/she will complete all requirements for graduation by the end of the final semester. This meeting should be scheduled before the last day to add a course. By scheduling the meeting before the last day to add a course, the student will be able to make adjustments in his/her schedule, if needed.
3. Make sure necessary substitutions and waivers for courses have been submitted to the Office of the Registrar for the graduating senior (*see Appendix B, Form 6 for Course Substitution Waiver form*).
4. Advise the student to make sure that all transcripts containing transfer courses needed to meet requirements for graduation have been submitted to the Office of the Registrar.

## TRANSFER OF UNDERGRADUATE CREDITS FOR GRADUATE SCHOOL

Graduate credit may be allowed for up to 6 hours of the minimal 30-hour requirement of courses taken at North Carolina A&T State University provided each course:

- is at the 600 level or higher,
- yields a grade is “B” or better,
- was not counted to fulfill undergraduate requirements,
- is recommended by the student’s undergraduate advisor prior to enrollment in the course.

Graduate credit will only be allowed for excess credits completed at North Carolina A&T State University.

### Graduate Course Levels

Courses numbered 600 – 699 are open to both seniors and graduate students. Courses numbered 700 and above are open only to graduate students.

Reference: *North Carolina A&T State University Graduate Catalog*, 2001-2003, p. 35.

# ADVISING STUDENTS CALLED TO ACTIVE MILITARY DUTY

## Policy for Students Called to Active Military Duty

The purpose of this policy is to acknowledge the patriotism of our students who are called to active military duty after enrolling in the University. The intent of the policy is to cause the least amount of suffering for these individuals.

Students called to active military duty after enrolling in the University will have two options depending upon the time of the call.

- **Option One** applies to retroactive withdrawal with full reimbursement of all tuition, room, board and fees paid by the student.
- **Option Two** applies depending upon the time of the call. If the student has completed 80 percent of the semester, the student has the option of accepting all grades at the time of the call. No refund will accompany Option Two.

Students will qualify for graduation if they:

- are called to active military duty and have successfully completed 80 percent of the semester
- are in good academic standing
- chose Option Two.

**“GOOD ADVISING IS VITAL TO THE LONG-TERM SUCCESS OF  
THE INSTITUTION.”**

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## WHY CHOOSE GROUP ADVISING?

There are a number of reasons why group advising sessions are beneficial to students. A few of these reasons are as follows:

- Students have an opportunity to meet other students with the same majors. Students can begin to know their fellow classmates and establish peer groups.
- Students can learn from each other and gain valuable insights from others who have taken courses that they may be considering for the coming semester.
- Advisors can advise large numbers of students with a limited pool of advisors.
- Advisors can convey pertinent departmental information all at one time rather than repeating the same information again and again.
- Advisors can go over major requirements, policies, procedures, and registration information and afterwards distribute PINs for students to register themselves using the *Web for Students/Aggie Access*.

### **In preparing for group advising sessions:**

1. Divide students according to a specific major.
2. Have copies of the most current curriculum guide, schedule of classes, and copies of the most current *University Undergraduate Bulletin* available for students.
3. Facilitate introductions and icebreakers. They are critical to establishing a climate in which students feel comfortable.
4. Try to remember names of group members and use them frequently, establishing a climate of trust and respect between advisors, students and other group members.
5. Avoid having one group member dominate the questions and discussions.
6. Discuss the broader purpose of advising as a means of assisting students in establishing appropriate and meaningful educational plans.
7. After discussing primary goals, move to more specific information related to course scheduling or major requirements.

Adapted from Gordon, Virginia and Habley, Wesley (2000). *Academic Advising: A Comprehensive Handbook*, A Wiley Company, San Francisco.

The advisor should avoid supplying all the answers and encourage students to think for themselves.

## ADVISING STUDENTS WHO ARE IN ACADEMIC DIFFICULTY

As the semester progresses, some students will realize that they are not doing well in one or more courses. Advisors should be prepared to assist advisees in determining why they are having difficulties and begin planning strategies to help them improve academically.

Students will present their problems with classes in a variety of ways. Most will have received low grades on tests or papers and know they are likely to fail a class before discussing it. Below are suggestions for resolving academic problems:

### 1. Determine the reason for the problem.

Some common problems are:

- Poor class attendance
- Inadequate preparation for class (readings, assignments)
- Poor note taking skills
- Poor study habits
- Test anxiety or other problems with taking tests
- Poor time management

Recommend The Center for Student Success' Advanced Retention Dynamics Series Workshops, The Center for Student Success, 312 Hodgin Hall, ext. 47942 or 47838. In addition, students should enroll in an orientation course that is offered in various departments. Also, recommend Counseling Services, 108 Murphy Hall, ext. 47727.

### 2. Discuss possible solutions and when appropriate refer students for help.

Stress the importance of meeting with the instructors. Complete the *Course Evaluation Form* and the *Intervention Agreement Form* (see Appendix B, Forms 17 and 18).

### 3. Discuss possible consequences of failing.

Be sure that students understand the grading system and the impact individual grades have on their semester and their cumulative grade point averages. If students need to repeat a course, complete a *Repeat Course Form* (see Appendix B, Form 1).

### 4. Record your suggestions in the student's folder so that you can follow up.

Advising notes help to insure continuity in the advising process and also help you avoid repetitious questions and discussion.

## ACADEMIC ADVISEMENT STRATEGIES

Academic advising provides a unique opportunity to help students form accurate perceptions of the college experience, correct misperceptions leading to adjustment problems and form accurate perceptions about excellence. The Center for Student Success is charged with the responsibility of providing quality advising. As professional advisors, we have to protect our integrity and be accountable for our actions in the academic advising process. To that end, it is of utmost importance to document interactions with students. Listed below are a few suggestions that can be implemented as documentation strategies in the academic advisement process:

1. After your advisee has been advised during registration, have him/her sign the original printout of the course schedule. Advisors should keep a copy for their files.
2. Often students are taking 17 to 18 hours **without** being advised to do so. Once this is detected, advisors should make arrangements for such students to sign a waiver of responsibility stated that the advisor, **did not** advise the student to register for the enrolled number of hours.
3. If the advisor recommends summer school for an advisee, the advisor should document such in the student's file.
4. If an advisee elects to drop below the hours required for financial aid, the advisor should have the student sign a waiver of responsibility stating that the advisor did advise the student of the ramifications of such actions.

### DOCUMENTATION, DOCUMENTATION, DOCUMENTATION

***“ADVISING PROMOTES STUDENT LEARNING.”***

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## ACADEMIC ADVISING TRAINING

### “ACADEMIC ADVISING FOR STUDENT SUCCESS AND RETENTION”

*Noel-Levitz*

The Academic Advisement Program leads the University-wide initiative in delivering a comprehensive, on-going, strengths-based program for academic advising. The Center for Student Success, in partnership with the faculty, chairpersons and academic deans have collaborated to deliver this initiative. The Academic Advisement Program offers training and workshops to enhance current academic advising practices. Academic Advisement Program, TCSS and the University are collaboratively working with the Noel-Levitz Group, a consulting firm specializing in enrollment management, financial aid and student retention to improve the quality of student life and learning at North Carolina A& T State University. TCSS purchased 80 copies of Noel-Levitz’s Academic Advising for Student Success and Retention program booklets, accompanying videos and training manuals for use in faculty workshops.

The focus of Academic Advising for Student Success and Retention is on students and on advising students in ways to promote the development of talent within students. (Noel-Levitz)

The program is designed to:

- Focus on the important relationships between advising and student success and retention.
- Help faculty and professional advisors make the connection between advising and institutional mission and goals.
- Reinforce the connection between advising and student learning and classroom behavior.
- Promote a strength-based approach to advising and student development.
- Teach advisors principles of good retention practices along with good advising practice.

Academic advisement training workshops are offered each semester and are customized to the individual department’s needs. **To arrange a training workshop, contact The Center for Student Success, ext. 47855.**

*“Research in the area of retention, in nearly all instances, concludes that the single most important contributor to student persistence is the development of strong relationships between students and members of the faculty and staff. Because academic advising is the only structured service on the campus in which all students have the opportunity to develop an on-going, one-to-one relationship with a concerned member of the college community, quality academic advising should be a major strategy in every college’s retention planning.”*

Adapted from the National Academic Advising Association (NACADA)

North Carolina Agricultural and Technical State University  
**Practical Tips for Academic Advisors**

“How to Conduct an Effective  
Advising Appointment in  
20 Minutes”

- ◆ Establish the purpose of the appointment. What does the student need or want? What needs to be accomplished? By whom?
- ◆ Summarize what will be done during the appointment by advisor and advisee.
- ◆ Conduct the advising interview as a goal-oriented activity. Review goals set during the last meeting. Establish goals for the next meeting.
- ◆ Review how the semester is going. Identify trouble spots and make necessary referrals.
- ◆ Use questions to probe beyond the “presenting problem.”
- ◆ Review curriculum checklist and grades.
- ◆ Summarize the conference. Ask, “Have we accomplished what you needed?” “Is there anything else?”
- ◆ Give “assignments” and set expectations for the next appointment.

Adapted from Noel-Levitz

**The Center for Student Success**  
*“Empowering Students for Academic Success in the 21st Century”*

## CHAPTER 3

# CHECKLIST OF TYPICAL BEHAVIORS OF AT-RISK STUDENTS

**Check all that apply:**

- Experiences excessive absences or habitual tardiness
- Fails two or more exams
- Exhibits adjustment problems
- Expresses concern about grades
- Experiences problems with an instructor
- Appears depressed, apathetic, or lacks motivation to become involved academically or socially
- Appears to need assistance with study skills
- Articulates personal or family problems
- Earns below a “C” grade point average
- Talks about dropping out or transferring to another institution
- Does not socialize on campus
- Is not involved in student activities

*If two or more items were checked, the student may be at-risk for academic difficulty. This checklist is a proactive effort to increase retention.*

(Source: Adapted from Noel Levitz Retention Opportunities Analysis: Report on Findings and Recommendations, NCA&T State University, July 31, 2000, p. 20)

## OPTIONS FOR UNDERGRADUATE STUDENTS WHO DO NOT MEET ACADEMIC STANDARDS

### Option 1: Repeating Courses

Repeating a course should always be considered when attempting to improve the GPA. Students should review their repeat options with an academic advisor.

### Option 2: Summer School at NC A&T

A student who does not meet the required academic standards may enroll in summer school and attempt to raise the grade point average by taking new courses or repeating courses. Summer sessions do not count as terms of probation. Students should see academic advisors to determine which courses would be appropriate to take.

### Option 3: Permission to Take Courses Elsewhere

North Carolina A&T State University degree seeking students who desire to take courses elsewhere (summer, fall, or spring) are required to obtain approval from their school/college dean before registering at another institution. Course descriptions are needed in order for accurate evaluations to be done. Only credit hours will transfer to North Carolina A&T State University, and a minimum grade of “C” is required for a course to transfer. The University does not accept credit from proficiency examinations or grades of Pass/Fail. The *Permission To Take Courses From Colleges Other Than North Carolina A&T State University* forms are available in the Office of Admissions (see *Appendix B, Form 13 for The Permission To Take Courses From Colleges Other Than North Carolina A&T State University form*).

### Option 4: Return Policies

#### Academic Suspension

Any student who is placed on academic suspension at the end of the spring semester may attend both sessions of summer school to remove academic deficiencies. However, if the suspended student does not raise his/her average to the required minimum grade point average, the student will remain suspended.

## **Academic Dismissal**

Any student who is dismissed from the University must be out for a minimum of one year before an appeal may be made to the Committee on Admission and Academic Retention. Appeals are to be addressed to the Committee on Admission and Academic Retention in care of the Office of the Vice Chancellor of Academic Affairs.

The application for readmission should reach the Office of the Registrar 30 days prior to the beginning of the semester in which the student wishes to re-enroll. Upon enrolling, the student is required to achieve a minimum semester grade point average of 2.0 (*see Appendix B, Form 11 for Readmission Application for Undergraduates*).

***“EFFECTIVE ADVISORS CARE ABOUT STUDENTS AND WANT TO  
MAKE A DIFFERENCE IN THEIR LIVES.”***

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## STEPS TO ACADEMIC SUCCESS

### 1. Meet with your Academic Advisor.

All probationary students are expected to meet with their advisors at least four times per semester to review their planned programs of study and to develop a plan of action for success.

It is important to determine individual interests and select a major field of study. Students who are happy with their chosen majors make better grades.

### 2. Repeat failed courses.

Students should plan to repeat failed courses as soon as possible to improve their grade point average. If students need to repeat a course, complete a *Repeat Course Form* (see Appendix B, Form 1).

### 3. Sign up for tutoring as needed.

Students should visit The Center for Student Success (TCSS) early in the semester to sign up for tutoring in courses that are challenging. They should also use other resources such as the Reading and Math Labs. It is also recommended that students check with their major departments for additional tutorials. The Student Support Office also offers tutoring services in mathematics, physical science, chemistry, biology, zoology and physics. (Refer to page 48 for requirements.)

### 4. Talk with professors.

Faculty members are happy to assist students and can often suggest actions that may improve their chances for success.

### 5. Find student resources.

The Center for Student Success and most major departments offer freshman orientation courses on topics such as note taking, test anxiety, talking to professors, time management, study skills, goal setting, and managing stress. (Refer to *Schedule of Classes* booklet for a complete list of freshman orientation courses offered each semester.)

# ACADEMIC PROBATION AND SUSPENSION

## Grade Point Average Requirements

The normal load for an undergraduate student is sixteen (16) credit hours per semester. The minimum load for a full-time undergraduate student is twelve (12) credit hours per semester. The student is expected to make normal progress toward a degree. Normal progress is the completion of sixteen or more semester hours each semester with a 2.0 grade point average or higher for a full-time student.

## Grade Point Average Requirements

To be in good academic standing, a full-time student must have the following minimum grade point average and the following semester hours passed:

Semester Hours	Grade Point Average
12	1.40
24	1.50
36	1.60
48	1.80
60	1.90
72	2.00
84	2.00
96	2.00

## Probation and Repeat Policies

### Probation

A student who fails to meet the cumulative grade point average requirement is placed on academic probation. The student is permitted one probationary term during the regular academic year (fall/spring). Failure to meet academic standards after one term of probation results in suspension. Students will receive written correspondence from the Office of the Registrar indicating probation status.

### Repeat of Course

A student may repeat courses in which the grade falls below "C." The lowest course grade will be excluded from the grade point average. Although the grade no longer is included in the GPA, the letter grade will still appear on the student's official transcript. The student must complete a *Repeated Course Form* with the Office of the Registrar to indicate which course(s) is/are to be excluded under this policy. No single course may be repeated more than two (2) times. Course withdrawals do not count. Course drops do not count toward the attempts (*see Appendix B, Form 1, Repeated Course Form*).

## Understanding How to Calculate Students' Grade Point Averages

### A. Quality Points

Quality points are computed by multiplying the number of course credits per semester by the following:

- 4 for a grade of A
- 3 for a grade of B
- 2 for a grade of C
- 1 for a grade of D
- No quality points are given for a grade of F

Example 1:	<u>Course</u>	<u>Grade</u>	<u>Credit Hours</u>	<u>Quality Pts.</u>
	MATH 131	B	4	12
	PSYC 320	C	3	6

Quality Points = Grade Points x Credit Hours

12	=	3	x	4
6	=	2	x	3

### B. Grade Point Average

The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours attempted.

Example 2:	<u>Course</u>	<u>Grade</u>	<u>Credit Hours</u>	<u>Quality Pts.</u>
	BIOL 100	A	4	16
	ENGL 100	C	3	6
	FRST 100	B	1	3
	HIST 202	C	3	6
	MATH 101	B	3	9
	PHED 105	A	<u>1</u>	<u>4</u>
			15	44

**GPA= 2.93**

For more information, contact The Center for Student Success, 312 Hodgin Hall  
336-334-7855  
[www.ncat.edu/~tcss](http://www.ncat.edu/~tcss)

## CHAPTER 4

# GENERAL ACADEMIC INFORMATION POLICIES AND PROCEDURES

### Academic Dismissal Appeals

Any student who has been dismissed from the University must be out for a minimum of one semester before an appeal may be made to the Committee on Admission and Academic Retention.

### Academic Good Standing

To be in good academic standing, a full-time student must have the following minimum grade point average and the following semester hours passed.

Semester Hours	Grade Point Average
12	1.40
24	1.50
36	1.60
48	1.80
60	1.90
72	2.00
84	2.00
96	2.00

### Academic Probation/Suspension

A student who does not meet the above requirements will be placed on academic probation for the next semester of enrollment and is required to remove the deficiency prior to the beginning of the following semester. Failure to remove this deficiency during the probation semester will lead to a one-semester suspension. A student who is suspended for a given semester may petition the dean of his/her academic unit to waive the suspension. The student who has been suspended and re-admitted with a waiver from his or her dean is required to make a minimum grade point average of 2.0 each semester or summer session following re-enrollment until such time as the minimum cumulative grade point average is at or above minimum appropriate progression requirements.

A student who is placed on academic suspension at the end of the spring semester may attend both sessions of summer school to remove deficiencies. However, if the student does not raise his or her average to the required minimum, the student will remain suspended.

A student who fails to meet the minimum academic requirements after having been suspended and readmitted is subject to permanent academic dismissal. There is an appeal procedure for academic dismissal.

### Classification of Students

Students are classified on the basis of semester hours completed excluding remedial and deficiency courses. The following classification scale applies to all students regardless of enrollment date:

<u>Classification</u>	<u>Semester Hours Completed</u>
Freshman	0 - 29
Sophomore	30 - 59
Junior	60 - 89
Senior	90 or above

### Closed Sections

Each course/section has a specified enrollment limit. When enrollment in a course section reaches the limit, it is considered “closed,” and no further enrollments will be processed. Students wishing to enroll in a specific course/section that has been closed may contact the chairperson of the department housing the closed course and ask for special permission. The department will enroll the student in the course if permission is granted.

### Core Requirements of the University

The University has approved the principle of greater flexibility in the course offerings that can be taken to satisfy the core requirements of the University. The areas in the core and the minimum semester hour requirements are as follows:

**Minimum Number of Semester Hours**

<b>Areas</b>	<b>Required</b>	<b>Suggested Courses</b>
English	6	English 100, 101
Social Science	6	History 100, 101
Natural Science	6	Biological Science 100 Physical Science 100 Physics 101 Zoology 160 Chemistry 106
Humanities	6	Humanities 200, 201
Mathematics	6	Mathematics 101, 102
Health or Physical Education	2	Personal Health

In order to graduate, each incoming student beginning with the 1995-1996 academic year is required to complete a three-hour course of African/African American Studies and a three-hour course of Global Studies.

## **Course Load**

The majority of North Carolina A&T State University academic programs require 128 semester hours. In order to complete a 128-hour degree program in 8 semesters, students must carry a course load consisting of an average of 16 semester hours or complete 32 semester hours in an academic year. Undergraduate students enrolled in twelve (12) or more semester hours are designated as full-time students and must pay full tuition and fees. To enroll in more than 18 semester hours, students must get approval from their department chair and dean.

## **Disruptive Behavior In The Classroom**

An instructor may withdraw a student from a course for behavior he/she deems to be disruptive to the class. The grade assigned will be “W” if the behavior occurs before the deadline for dropping a course without academic penalty, and the instructor has the option of giving a “W” or “F” if the behavior occurs after the deadline.

### **1. Binding Procedures for Instructors**

The instructor must provide an opportunity for the student to be heard. In providing this opportunity, the instructor must follow the procedure described below:

- The student should be notified in writing at the next class attended that the instructor proposes to drop the student from the course for disruption of the class, and the instructor should provide the student with written instructions regarding the time and place for a meeting with the instructor. A copy of this written notification must be sent to the instructor’s department head at the same time.
- There is a time limit of five working days (M-F) from the time written notification is given for the student to be heard by the instructor.
- The date of notification establishes whether the withdrawn student will be given a “W” or “F.” A “W” is appropriate before the 8-week drop dates, and either “W” or “F” is appropriate after that date, at the instructor’s discretion.
- The instructor may suspend the student from class until the instructor takes final action to withdraw the student from class or allow the student to continue in the class. The final decision to withdraw or continue the student is the instructor’s.
- At the resolution meeting, either party may invite one other person of the University community to be present as an observer.

### **2. Student’s Right to Appeal**

If the student wishes to appeal the instructor’s decision to withdraw the student from class, he/she should follow the academic appeal procedures outlined in the section on grading in the *University Undergraduate Bulletin*.

## Normal Credit Load

The normal load for an undergraduate student is sixteen (16) credit hours per semester. The minimal load for a full-time undergraduate student is twelve (12) credit hours per semester.

## Placement Tests of Freshman Students

Depending upon declaration of major, freshmen are given placement tests in algebra, trigonometry, and foreign languages during summer, fall, and spring New Student Orientation. Testing is administered by Counseling Services. Students' placement scores are published online at *Web Focus* before the advising period. Listed below are the recommended courses based on the students' raw test scores. The English Exam is optional; however, if students choose to take it and pass, they receive credit for and are exempted from English 100.

Beginning fall 2003, upon declaring a major, new freshmen will be required to take an English proficiency exam. (Refer to school or college for listing.)

Algebra score	0-9	MATH 099
Algebra score	10 or above	MATH 101/111
Trigonometry score	0-10	MATH 110
Trigonometry score	11 or above	MATH 131
Spanish score	0-19	FOLA 104 (Elem. I)
Spanish score	20-31	FOLA 105 (Elem. II)
Spanish score	32-40	FOLA 320 (Inter. I)
French score	0-19	FOLA 100 (Elem. I)
French score	20-31	FOLA 101 (Elem. II)
French score	32-40	FOLA 300 (Inter. I)

Students who miss any of their placement tests must report to Counseling Services in Room 108 Murphy Hall. They will receive a placement slip based on their SAT Verbal and/or Math or ACT scores to present to the advisor.

## SAT/ACT ALTERNATIVE PLACEMENT

*(SAT placements are based upon re-entered scores.)*

SAT (ACT)	Verbal score	429 (16) and below	FRST 098
SAT (ACT)	Math score	399 (16) and below	MATH 099
SAT (ACT)	Math score	400 (17) and above	MATH 101/111
SAT (ACT)	Math score	479 (25) and below	MATH 110
SAT (ACT)	Math score	480 (26) and above	MATH 131

## Permission to Take Courses Elsewhere

North Carolina A&T State University degree-seeking students who desire to take courses elsewhere during the summer, fall, or spring are required to obtain approval from their school/college dean before registering at another institution. Course descriptions are needed in

order for accurate evaluations to be done. Only the credit hours will transfer to A&T and a minimum grade of “C” is required for a course to transfer. The University does not accept credit from proficiency examinations or grades of P/F.

*The Permission To Take Courses From Colleges Other Than North Carolina A&T State University forms (see Appendix B, Form 13) are available in the Office of Admissions or from the student’s advisor. If a form is obtained from the advisor, it must be signed by the dean and chairperson of the school or college and then forwarded to the Admissions Office. In cases of Community College summer admission, please see the North Carolina Community College System General Education Core Courses and North Carolina A&T State University*

## **Prerequisites**

A course that is designated as a prerequisite to another course indicates that the prerequisite is required before taking the next course.

Credit may be granted to indicate acceptable performance in the prerequisite course content by successful completion of standardized tests under the College Level Examination Program (CLEP) or successfully passing an examination adopted or prepared by the department granting the credit.

## **Readmission of Former Students**

All students who withdraw from the University, voluntarily leave the University, or are suspended must obtain a permit to register before resuming their studies at the University.

The Office of the Registrar must receive the request for a permit at least thirty (30) days prior to the beginning of the semester in which the student plans to register. When requesting a permit, the student should fill out a *Readmission Application for Undergraduates* in the Office of the Registrar (see Appendix B, Form 11 for a *Readmission Application for Undergraduates*).

Before a student who voluntarily leaves or withdraws is readmitted, his or her academic record is reviewed.

Former students who have been dismissed from the University for failure to meet the scholastic eligibility requirements may appeal to the committee on Admissions and Retention for a review of their cases. The appeal should be addressed to the committee in care of the Vice Chancellor for Academic Affairs.

## **Repetition of Courses**

A student who has received a failing grade in a required course at this University must repeat and pass the course unless the dean of the college/school authorizes a substitute course. No single course may be repeated more than two (2) times. Course withdrawals do not count. Course drops do not count toward the attempts. A course completed with a grade of “C” or higher may not be repeated for a higher grade.

In order to officially repeat a course, the student must fill out the *Repeated Course Form* in the Office of the Registrar (*see Appendix B, Form 1 for a Repeated Course Form*).

Any student who is placed on academic suspension at the end of the spring semester may attend both sessions of summer school to remove deficiencies. However, if the suspended student does not raise his or her average to the required minimum, the student will remain suspended.

A student who fails to meet the minimum academic requirements after having been suspended and readmitted is subject to permanent academic dismissal. There is an appeal procedure for academic dismissal.

### **Twenty-Five Percent Tuition Surcharge**

The 1993 Regular Session of the General Assembly enacted a special provision directing the Board of Governors to impose a **25% tuition surcharge** on students who take more than **140 degree credit hours** to complete a baccalaureate degree in a four year program or more than 110% of the credit hours necessary to complete a baccalaureate degree in any program officially designated by the Board as a five-year program.

### **Withdrawal from the University**

Prior to leaving campus at any time during the semester, a student must complete and file official withdrawal forms. These forms may be obtained from Counseling Services and should be completed and submitted to the Office of the Registrar. (*Note: Please advise students who are not planning to return to the University for the semester to complete and file an official Withdrawal Form to avoid negative consequences if they should ever want to return to the University in the future.*)

Students who withdraw from the University within 15 calendar days of the beginning of the final examination period for the semester shall receive a “W” in all classes enrolled. Failure to execute and file these forms in a timely manner will result in the student’s incurring an “F” for each course in which he or she was enrolled during the semester in question.

## CHAPTER 5

# GENERAL REQUIREMENTS FOR GRADUATION

A candidate for a degree from North Carolina Agricultural and Technical State University must satisfy the following minimum requirements:

1. Choose a specific curriculum leading to a degree in one of the schools/colleges and complete the requirements of this curriculum.
2. Complete a minimum of 124 or 128 semester hours excluding deficiency courses and remedial work for the bachelor's degree.
3. Complete the core requirements of the University in English, mathematics, natural science, social science, humanities, and health and physical education for the bachelor's degree.
4. Earn an average of two (2) grade points for every semester undertaken including hours passed or failed. After completing the number of credit hours required for graduation, if the student is deficient in grade points, he or she must take additional courses that have been approved by his or her academic dean to secure these points. The student must also obtain an average of 2.0 or more in his or her major field.
5. Complete a minimum of three semesters as a full-time student in residence at the University. This requirement includes the two semesters immediately prior to the period when the student completes his/her requirements for graduation. At least one half of the credits in the student's major field must be earned at the University. Exception to either of these provisions may be made upon the recommendation of the chairperson of the student's major department with the approval of the school dean.
6. Clear all academic conditions by the end of the semester preceding graduation.
7. Pay all University bills and fees.
8. File an application for graduation with the Office of the Registrar in accordance with the schedule below (*see Appendix B, Form 8 for a Application for Undergraduate Degree*):
  - a. May Graduation – By last day for late registration for spring semester
  - b. Summer Graduation – By the end of the second week of class in the summer session
  - c. December graduation – By the last day for the late registration for the fall semester

## **Commencement Participation**

Two commencement programs are scheduled each year. Students who complete degree requirements during the summer sessions are invited to participate in the commencement exercises held at the end of the fall semester. Students who complete degree requirements in the fall and spring are invited to participate in the May commencement.

Students who have been cleared for graduation are those students who have applied for graduation and who are currently enrolled in those required courses remaining to complete their degrees.

## **Graduating with Honors**

Undergraduate candidates who complete all requirements for graduation in accordance with the following stipulations earn the following honors:

<b>GPA</b>	<b>HONOR</b>
3.50-4.00	SUMMA CUM LAUDE
3.25-3.49	MAGNA CUM LAUDE
3.00-3.24	CUM LAUDE

All hours attempted are included in their grade point average computation for honors. This means that when a course is repeated, both grades are added in the computation. For a transfer student a minimum of 60 percent of the credit hours required for a degree program must be earned at North Carolina Agricultural and Technical State University to be considered for honors. For example, if the program requires a total of 128 credit hours, 77 of those hours must be earned at North Carolina Agricultural and Technical State University. Publication of honors and scholarships are made at commencement.

## **Graduation Under a Given Catalog**

Students may expect to earn a degree in accordance with the requirements of the curriculum outlined in the catalogue in force when they first entered the University, provided the courses are being offered. Moreover, students must complete these requirements within six years. In addition, students may graduate under any subsequent catalogue published while they are students. If students elect to meet the requirements of a catalog other than the one in force at the time of their original interest, they must meet all requirements.

## CHAPTER 6

# REGISTRAR INFORMATION

### **Change of Name and Address**

It is the obligation of every student to notify the Office of the Registrar of any change in name or address. Failure to do so can cause serious delay in the handling of the student's records and in notification of emergencies at home. To change a name, a student must first have a legal court document (*see Appendix B, Form 10 for a Change of Address Form and Appendix B, Form 2 for a Change of Name Form*).

### **Consortium Program**

The Greater Greensboro Consortium is a program designed to expand the course options available to degree seeking students from Bennett College, Elon College, Guilford College, Guilford Technical Community College, High Point University, Greensboro College, North Carolina Agricultural and Technical State University, and the University of North Carolina at Greensboro (UNC-G).

North Carolina A&T State University students who wish to enroll in courses at one or more of the above named institutions may obtain the necessary forms from the Office of the Registrar. The schedule of classes for each of the participating schools is available in the Office of the Registrar. Approval from the department chairperson, Treasurer's Office and the Office of the Registrar Office is required.

The student will then take the appropriate copy of the form to the Host Institution and follow the procedures for registering for the course(s). Students who make changes in their schedules must satisfy the drop/add procedure at the Host Institution. Students from other institutions who wish to enroll at North Carolina A&T State University should present the approval forms at the Consortium Station located in Corbett Gym during registration.

### **Registration Process**

1. **Advising & PINs** - All North Carolina A&T State University students must obtain their PINs from their advisors during Advisement and Registration Week.
2. **Aggie Access Registration Worksheet** – Students should plan schedules using the Aggie Access Web For Students and complete course information including the 5 digit call numbers for all courses. Alternate call numbers should be listed in the event their first choice is filled.
3. **Registration Methods** - (a) **Aggie Access** - Go to [www.ncat.edu](http://www.ncat.edu) and click on Aggie Access. Students will need a PIN in order to access the system. A time limit of 15 minutes has been established (b) **Walk-In Registration** - students who do not enroll in

courses using Aggie Access may register at their designated registration sites if steps 1 and 2 have been completed.

4. **Review Printed Schedule** - Schedules are located at the bottom of students' school bills. Printed copies may be obtained from the registration site and/or Aggie Access. It is the student's responsibility to review this information and contact the Office of the Registrar if there are any changes or corrections. If students' schedules change after the bills have been printed, they should obtain an updated copy of their schedules.
5. **Payment of Fees (Validation)** - Students are billed by the Treasurer's Office for tuition, room and board, and various other University charges. It is the student's responsibility to ensure the Office of the Registrar has a correct mailing address. Failure to receive a billing statement will not exempt students from the late fees. Students must register early to receive billing statements. If students fail to complete validation, their classes will be cancelled.

Note: Students are responsible for ensuring that they are on the official class roster for all courses for which they have registered. **STUDENTS ARE NOT VALIDATED IF THEY ARE NOT ON CLASS ROSTERS.** If a student is not listed on the roster, it is his/her responsibility to inquire in the Office of the Registrar.

### Transcript of Records

Requests for transcripts of students' records should be addressed to the Office of the Registrar. The cost is \$3.00 per copy. Go to [www.ncat.edu/~registra/forms](http://www.ncat.edu/~registra/forms) for transcript requests.

### Validation

To be validated at North Carolina A&T State University, the student must complete the following:

1. **COURSE SELECTION**
2. **PAYMENT** (total required for tuition, fees and other charges)

If students complete only the course selection and pay less than the amount required, the student is **NOT VALIDATED**. Students' names will not appear on official class rosters and will not be permitted to attend classes, live in University housing, or utilize University facilities. Receiving an award letter from Financial Aid, paying partial payment on their accounts, or receiving an award letter for funds does not mean students are enrolled and validated.

**“INFORMATION IS CRITICAL TO THE ADVISOR IN ASSESSING AND BUILDING STRENGTHS.”**

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

# NORTH CAROLINA A&T STATE UNIVERSITY

## FREQUENTLY ASKED QUESTIONS ABOUT THE REGISTRATION PROCESS

*Note: This section is written from the students' perspective. Please share with students as needed.*

(Treasurer's Office)

### **What is validation?**

Validation is the official enrollment in the University.

To be validated you must complete both of the following:

- Course selection
- Payment of outstanding tuition, and other charges, including any prior balances.

Your name will not appear on the official class roster, and you are not permitted to attend classes, live in University housing or otherwise utilize University facilities if only one part of the above is completed.

### **How will I know if I am validated?**

Go to the A&T homepage ([www.ncat.edu](http://www.ncat.edu)) and click on *Aggie Access On-Line*. Go to Web for Students. Click on the "Registration Status" link.

If you see the message "*YOU ARE OFFICIALLY ENROLLED FOR THE \_\_\_\_\_ SEMESTER,*" you are validated.

If you see the message, "*YOU ARE NOT OFFICIALLY ENROLLED IN THE \_\_\_\_\_ SEMESTER,*" you are not validated.

### **How will a University employee know if I am validated?**

Screen 119 on SIS *Plus* will reflect a "Y" beside the "validated" field.

### **Is there a late registration fee?**

Yes, there is a late registration fee. A late registration fee of \$20 will be charged for anyone registering on and after the last day of regular registration.

### **How do I get a book allowance (voucher)?**

Continuing students, incoming freshmen, and other new students with a credit balance on their account must request a book allowance at the Bookkeeping Station in Corbett Gym. The maximum amount that a student can get for a book allowance is \$350. Book allowances will be downloaded to the Aggie OneCard (student ID). The OneCard cannot be used to purchase books until 24 hours after the book allowance has been requested. Once the book allowance has been downloaded to the OneCard, the total amount of funds must be spent at the University Bookstore or other locations that honor the Aggie OneCard.

#### **(Office of the Registrar)**

I was enrolled the Fall semester and did not register for spring semester, where do I go?

- See your Academic Advisor and get a schedule request form.
- Report to the Computer Course Entry Station of your designated registration site. See *Schedule of Classes* booklet for registration site information.
- Report to the Cashier Station in Corbett Gym 8 a.m. to 5 p.m. on Tuesday, Wednesday, Friday; Thursday, 8:00 a.m. to 7 p.m.; Saturday and Sunday, 8:30 – 12 noon.

### **How do I change my course schedule online?**

Obtain a *Change of Schedule Form* (Drop/Add) from your department or the Office of the Registrar and complete the information requested.

1. Discuss the change with your Academic Advisor and obtain his/her signature on the form.
2. If approved, report to your designated registration site and submit the *Change of Schedule Form*. The change indicated on the form will be entered into the Student Information System (SIS). You will receive a copy of your new schedule.

### **How do I audit a course?**

A course may be audited on a space available basis. The regular registration procedure is to be followed. Obtain an audit form from the Office of the Registrar before the last day to add. Take the audit form to your school or college dean for the dean's signature certifying that you are auditing the course. Return the form to the Office of the Registrar. The instructor and the dean will receive a copy of the audit form. Check with the Office of the Registrar for the last day to complete an audit form.

### **Where do I go to be readmitted?**

Report to the Office of the Registrar and complete the Readmission Application for Undergraduates (*see Appendix B, Form 11.*)

### **I am a consortium student. Where can I register?**

Report to the Registrar's Station in the Corbett Gym (A&T students)  
Report to the Registrar's Station in the Corbett Gym (visiting students)

### **Can parents receive copies of students' grades?**

Yes, if the student completes the *Permission to Release Student Records form* (see Appendix B, Form 9.)

## **(Counseling Services)**

### **For Admission**

1. Complete an *Application for Undergraduate Degree* and submit with application fee (see Appendix B, Form 8.)
2. Upon being admitted to North Carolina A&T State University, complete required information for:
  - Health Services (Sebastian Health Center) - Immunization & Physical Examination
  - Housing and Residence Life (226 Murphy Hall) - Application for Housing (Pay housing fee as instructed for on-campus housing.)  
*Note: For Off-Campus Housing (Aggie Suites) - Secure Housing according to directions from off-campus residence contact.*
  - Student Financial Aid (Dowdy Administration Building) - Complete all financial aid forms as instructed.

### **For Validation**

1. Orientation Activities: Take Placement Tests  
Test Sites: At designated sites

*Note: Placement tests are required for all NEW FRESHMAN students.*

A Special Math Placement Test will be administered for **TRANSFER** students who are interested in or admitted to Electronics & Computer Technology, Mathematics, Biology, Chemistry, Physics or Engineering.

2. File health immunization records with Sebastian Health Center.
3. File all final transcripts with the Office of Admissions.
4. Complete academic advisement and course registration in selected major area.
5. Complete the process for securing the AGGIE ONE-CARD (ID Photo).
6. Pay tuition, and other charges, including any prior balances – Validation (official enrollment into the University).

### (Admissions Office)

#### **I am a transfer student. Where do I go for my transfer evaluation?**

Report to the Office of Admissions in the lower level of Webb Hall and speak with a counselor. Academic advisors may check screen 141 or Web for Faculty if the transfer student was admitted prior to course registration.

#### **I received advanced placement credits in high school. Where do I go to receive a record of my credits?**

Report to the Office of Admissions in the lower level of Webb Hall and speak with a counselor.

#### **What should be done if a student's admit status does not equal IE (intend to enroll) on screen 206? *Note: IE reflects that the student is not yet officially enrolled in the University.***

Call the Office of Admissions and speak with data entry personnel to verify the status.

### (Student Financial Aid)

#### **Where do I go to apply for financial aid?**

Report to the Student Financial Aid Office located on the first floor of Dowdy Building. A copy of the student's and/or parents' current tax return will be needed (if required to file).

#### **What do I do if I am suspended from financial aid?**

Write a letter of appeal to the Student Financial Aid Director at North Carolina A&T State University, 100 Dowdy Administration Building, Greensboro, NC 27411. Telephone number: (336) 334-7973. Check with the Student Financial Aid Office for the deadline for appeals.

#### **Where do I go to sign my Perkins Loan promissory note and receive Federal Workstudy Assignment?**

Dates and times of the workshops will be posted at the entrance to the Student Financial Aid Office and in the Dowdy Administration Building.

### (Graduate School)

#### **Where should graduate students go to be readmitted?**

Report to the Graduate School Office in Gibbs Hall.

**(Other)**

**My account has a hold flag. Where should I go?**

The Department/Operator code on screen 148 of SIS indicates the office that posted the flag. Call the office indicated in the Dept/Oper field. Primary office numbers are listed at the bottom of the page.

**Where do I go to obtain a parking permit?**

Parking permits are issued from Ward Hall.

**Where can I pick up my OneCard (ID) card or where can I have my OneCard (ID) card made?**

ID cards may be picked up or made in the Student Memorial Union, Room 215.

NOTES:

**AGGIE SHUTTLE**

<b>On Campus</b> – Monday – Friday	7:30 a.m. – 5:45 p.m.
<b>Aggie Inn</b> – Monday – Friday	7:00 a.m. – 10:30 p.m. (only one van after 6:00 p.m.)
<b>Aggie Inn</b> – Saturday	8:00 a.m. – 6:00 p.m.
<b>Aggie Inn</b> – Sunday	9:00 a.m. – 6:00 p.m.

**TELEPHONE EXTENSIONS**

**University Office**

**Extension**

Admissions	4-7946
Treasurer	4-7721
Registrar	4-7595
Student Financial Aid	4-7973
Housing	4-7708
Health Center	4-7880
Aggie Suites	510-1801
Enrollment Management	4-7946
University Police	4-7731
Emergency	4-7675
OneCard Processing	4-7114

## HELPFUL SIS SCREENS FOR ADVISORS

Faculty advisors can access useful data for students on the University's Student Information System (SIS). Faculty or staff who need access to SIS should contact Mr. Linwood Blanchard in the Computer Center, IRC Building at ext. 47440.

- 002 Inquiry
- 003 Addresses
- 104 Registration/Drop/Add
- 105 Course Selection Scan
- 107 Class List
- 109 Student Schedule
- 110 Academic Program Maintenance
- 111 Student Housing
- 148 Messages/Holds and Comments
- 118 Academic Statistics
- 119 Validation and Advisor Assignments
- 141 Transfer Credits Maintenance
- 136 Transcript
- 010 Student E-mails
- 103 Student Personal Identification Number (PIN)
- 206 Decision Date on Applicant
- 209 High School History
- 210 Placement Test Score
- 221 Test Score Display
- 409 Balance Due
- 681 Student Degree Audit Request (tab 4x) enter "P" (To exit numlock 9)
- SP3 Check Mid-term Grades

***“ADVISING IS A PROCESS OF GIVING STUDENTS GUIDANCE,  
SUPPORT AND ENCOURAGEMENT.”***

*Noel-Levitz. (1997). Academic Advising for Student Success and Retention*

# WEB FOR STUDENT USER'S GUIDE

## Step 1

To begin your Aggie Online journey, open [www.ncat.edu](http://www.ncat.edu). Click the link "Aggie Access ONLINE."

A new window opens describing Web For Students. Click "Aggie Access ONLINE" anywhere on the page.

## Step 2

On the next page, click the Key Icon "Login to Student Services."

## Step 3

You are now on the login screen. Enter your ID and PIN. Click the login button. The next screen requires PIN confirmation.

**Note on PINs:** PINs are issued by academic advisors only. They are automatically changed at the end of each semester. If a PIN is lost, the student must go to his/her advisor to obtain the PIN.

**The Office of the Registrar will not replace PINs.**

## Step 4

On the next screen, select the bar icon "Registration & Schedule."

## Step 5

Select Drop/Add Classes

## Step 6

Select the term to schedule from the drop down list and click the select button.

## Step 7

This registration screen is the place to drop and/or add classes.

### Drop/Add Classes

To drop a class, select the Drop action in the Action field. Use the Add Class section to register for the class by entering the correct call number.

**When drop/adds are complete, click Submit.**

Once submitted, the only confirmation will be a refreshed updated screen. A common error in using the Add Class dialog box is the use of Course IDs.

Example:

10024

PHYS 225-60

College Physics I

The call number is the five-digit number on the left, in this case 10024.

### **Troubleshooting: Registration & Schedule**

1. **The session for your login has expired.** Try to login again.
2. **Maximum credit hours exceeded.** To correct this, the student will need to follow the procedures in section Course Load of the *University Undergraduate Bulletin*. Only the Office of the Registrar can make this change and only when the correct signed documentation is provided.
3. **Pre-Requisites or Co-Requisites Required.** Approval of overriding requisites is by the department controlling that course. The advisor or the Office of the Registrar must enter on SIS.
4. **Invalid Call Number.** Students should check with the *Schedule of Classes* booklet for course availability.
5. **Class is full.** The department chair is the only person who can permit this override and is responsible for the data entry for that class.

**Very important!**

*Students must log-off for their own protection.*

## **WEB FOR FACULTY**

**W**eb For Faculty is a graphical front-end for the SIS system that allows better and quicker reporting and the powerful new feature of grading online. Services available include:

- Online Grading
- Class Rosters
- Student Academic Progress Reports (Degree Audit)
- Advisees' Transcripts

Contact the Office of the Registrar for needed assistance.

Student lost PINs can only be obtained from that student's advisor or department chair. Lost Faculty PINs can be replaced only through the Office of the Registrar.

# MAJOR CODES AND DEGREE PROGRAMS

**School of Agriculture, Environment & Allied Sciences Dean: Dr. Alton Thompson, 111 Webb Hall**

Major	Level	Degree Program
0200	BS	Agricultural Economics
0243	BS	Agricultural Economics (Agricultural Business)
0271	BS	Agricultural Education
0270	BS	Agricultural Education (AG Professional Service)
0111	BS	Laboratory Animal Science
0203	BS	Animal Science (Animal Industry)
0204	BS	Animal Science
0179	BS	Child Development: Early Education and Family Studies (Teaching)
0065	BS	Child Development
0247	BS	Food & Nutritional Sciences (Food Science)
0206	BS	Agricultural Science, Earth and Environmental Sciences (Earth and Environmental Sciences)
0207	BS	Agricultural Science, Earth and Environmental Sciences (Landscape Horticulture Design)
0208	BS	Agricultural Science, Earth and Environmental Sciences (Plant Sciences)
0209	BS	Agricultural Science, Earth and Environmental Sciences (Soil Science)
0210	BS	Agricultural Science, Natural Resources (Plant Sciences)
0103	BS	Landscape Architecture
0213	BS	Family and Consumer Science Education
0248	BS	Food & Nutritional sciences (Dietetics)
0231	BS	Family and Consumer Science (Fashion, Merchandising, & Design)
0192	BS	Agricultural and Biosystems Engineering

**College of Arts & Sciences Dean: Dr. Caesar Jackson (Interim), 100 Crosby Hall**

0217	BS	Visual Arts, Art Education
0216	BS	Visual Arts, Design
0017	BS	Biology
0018	BS	Biology, Secondary Education
0026	BS	Chemistry, Secondary Education
0025	BS	Chemistry
0046	BS	English, Secondary Education
0045	BA	English
0235	BS	Romance Languages & Literatures, French, Secondary Education
0237	BS	Romance Languages & Literatures, Spanish, Secondary Education
0234	BA	Romance Languages & Literatures, French
0236	BA	Romance Languages & Literatures, Spanish
0052	BS	History, Secondary Education
0051	BA	History
0059	BS	Mathematics, Secondary Education
0223	BS	Applied Mathematics
0087	BS	Mathematics
0190	BS	Music Education

<b>Major</b>	<b>Level</b>	<b>Degree Program</b>
0149	BA	Music (General)
0150	BA	Music (Performance)
0068	BS	Physics, Secondary Education
0222	BS	Engineering Physics
0088	BS	Physics
0069	BA	Political Science
0080	BS	Psychology
0073	BSW	Social Work
0074	BA	Sociology
0264	BA	Journalism and Mass Communication (Electronic Media and Journalism)
0267	BA	Journalism and Mass Communication (Print Journalism)
0266	BA	Journalism and Mass Communication (Media Management)
0268	BA	Journalism and Mass Communication (Public Relations)
0263	BA	Journalism and Mass Communication (Broadcast Production)
0265	BA	Journalism and Mass Communication (Journalism and Mass Communication)
0160	BA	Speech (Speech Pathology/Audiology)
0261	BFA	Professional Theatre
0096	BA	Speech

**School of Business & Economics Dean: Dr. Quiester Craig, 138 Merrick Hall**

0020	BS	Accounting
0227	BS	Business Education (Administrative Systems)
0228	BS	Business Education (Vocational Business Education)
0229	BS	Business Education (Vocational Business Education–Data Processing.)
0021	BS	Business Administration
0151	BS	Management
0245	BS	Management (Management Information Systems)
0152	BS	Marketing
0153	BS	Finance
0102	BS	Transportation
0028	BS	Economics

**School of Education Dean: Dr. Lelia Vickers, 103 Hodgkin Hall**

0139	BS	Elementary Education
0145	BS	Special Education
0167	BS	Health & Physical Education (Teaching)
0215	BS	Recreation
0226	BS	Health & Physical Education (Fitness/Wellness Management)

**College of Engineering Dean: Dr. Joseph Monroe, 651 McNair Hall**

0120	BS	Chemical Engineering
0011	BS	Architectural Engineering
0170	BS	Computer Science
0104	BS	Industrial Engineering
0192	BS	Agricultural & Biosystems Engineering
0185	BS	Civil Engineering
0042	BS	Electrical Engineering
0060	BS	Mechanical Engineering
0260	BS	Bioenvironmental Engineering

**School of Nursing**

**Dean: Dr. Patricia Price-Lea, 101 Noble**

0066            BSN            Nursing

**School of Technology**

**Dean: Dr. Elazer Barnette, 204 Smith Hall**

0156            BS            Construction Management  
0184            BS            Electronics Technology  
0075            BS            Vocational- Industrial Education  
0178            BS            Manufacturing Systems  
0094            BS            Occupational Safety & Health  
0273            BS            Technology Education (Technology Education, Teaching)  
0274            BS            Technology Education (Trade and Industrial Education, Teaching)  
0275            BS            Technology Education (Training and Development for Industry)  
0157            BS            Graphic Communication Systems

**The Center for Student Success    Director: Dr. Rita Lamb, 312 Hodgin Hall**

0199            Undeclared Majors

***“ADVISING CAN MAKE A DIFFERENCE.”***

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## CHAPTER 7

# STUDENT FINANCIAL AID

### SATISFACTORY ACADEMIC PROGRESS

The Student Financial Aid Office allows full-time undergraduate students 11 semesters not including summer school for completion of a 124-semester hour degree, which enables students to take up to 152 hours. Less than full-time students will be extended additional semesters on a pro-rata basis not to exceed the equivalent of 11 semesters of full-time enrollment. Once a student has completed the 11 semesters of enrollment, the student is no longer eligible for financial aid regardless of whether aid was received. University guidelines require a student to carry 12 quality credit hours per semester to be considered full-time; therefore, satisfactory academic progress is based on the assumption that a full-time student must accumulate the minimum of 24 quality hours per academic year or 80 percent of 30 semester hours per year. Determination of academic load is made at the end of the add/drop period each semester. Withdrawing from class(s) after the add/drop period may affect the student's ability to earn the required hours.

All attempted hours are counted in determining the 152-hour limit, including transfer hours, whether or not financial aid was received or the course work was successfully completed.

An **Incomplete (I)** grade indicates that a student has not finished all coursework required for a grade and is included in the cumulative credits attempted. An "I" will not count as hours passed until a final grade is posted in the Office of the Registrar.

**Suspended students** who are allowed to return to the University must attend one semester and earn a minimum of 12 credit hours and a 2.0 semester grade point average before consideration to re-instate financial aid eligibility is reviewed. After attending one semester, the student may appeal for financial aid reinstatement. If the appeal is granted, the student must meet the specified eligibility requirements in the academic year.

**Withdrawals ("W's")**, which are recorded on the student's transcript, will be included as credits attempted and will have an adverse effect on the student's ability to maintain satisfactory academic progress. Students who officially withdraw from the University must make up the deficient hours and are encouraged to attend summer school to remove them.

### REESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Any student whose financial aid has been terminated may reestablish satisfactory progress by any of the following methods:

- Taking courses during the summer session(s)
- Repeating failed courses
- Removing incomplete grades

## Summer School

Satisfactory academic progress for summer school will be based on the student's current eligibility status. Students who are suspended from financial aid are encouraged to attend summer school to remove their academic deficiencies. Financial aid for summer school is not available to students not maintaining satisfactory academic progress. Students attending summer school to remove deficiencies must contact the Student Financial Aid Office for evaluation of their progress after summer school grades post.

***“GOOD ADVISING IS VITAL TO THE LONG-TERM  
SUCCESS OF THE UNIVERSITY.”***

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

## Chapter 8

# SUPPORT SERVICES

## COUNSELING SERVICES

<http://www.ncat.edu/~counsel>

Counseling Services is designed to assist students in accomplishing their personal, academic and career goals through counseling, testing and enrichment programs. Counseling Services provides high quality services to students who may be experiencing psychological, academic, career or behavioral difficulties to help enhance their collegiate success.

Academic counseling is provided to students who report that they cannot concentrate, do not know how to study, are failing courses, have poor academic averages and seek assistance in discovering and overcoming the causes of such difficulties.

Career counseling is available to students who wish to appraise their talents and interests and to select programs of study or majors appropriate to their career or personal objectives. Counseling Services utilizes interest inventories, printed and computer materials and community resources to measure interests, values and aptitudes.

Personal counseling is available to students who have personal concerns and emotional difficulties that may interfere with effective learning. Counseling Services provides a safe, confidential environment where students can explore issues of concern, gain awareness and insight, and become increasingly active in taking charge of their lives.

Office hours are from 8:00 a.m. to 5:00 p.m., Monday - Friday. For additional information, contact the Counseling Services' Director, 108 Murphy Hall, ext. 47727.

## VETERAN AND DISABILITY SUPPORT SERVICES

<http://www.ncat.edu/~odss/>

The Office of Veteran and Disability Support Services operates as an integral part of the Division of Student Affairs at North Carolina A&T State University. The scope of the services offered is essential to our students' total development as they matriculate at the University. The basic philosophy of the Office reflects an attitude of human worth, value and ability in all persons. Thus, the mission is that of providing the necessary services and aid for the comprehensive development of the students served.

Students with documented disabilities and who are registered with the Office have access to services such as personal, career and academic counseling. These services include testing accommodations, note takers/scribes, assertive listening devices, use of tape recorders (2 and 4 track), accessible housing, classroom and program accessibility, assistance with textbooks on tape, and assistance with the registration process. (This is only a partial listing of services

available.) Services are fashioned in response to individual student disability and need. Students must request accommodations and academic adjustments.

Office hours are from 8:00 a.m. to 5:00 p.m., Monday - Friday. For additional information, please contact Peggy Oliphant, Veteran and Disability Support Services, Room 005 Murphy Hall, ext. 47765 or e-mail her at [oliphant@ncat.edu](mailto:oliphant@ncat.edu).

## **HEALTH SERVICES**

**<http://www.ncat.edu/~health>**

A director of Health Services manages the Sebastian Health Center. Medical services are available to all students in the student health center if they have paid a student health fee as part of their general University fee. Medical services are available from the university physicians who are in attendance in the Health Center daily (hours for routine treatment are posted) and “on 24 hour call” for any emergency situation. The basic components of the Health Service Program are as follows:

- Medical Services
- Nursing Services
- Laboratory Services
- Medical Records
- Pharmacy Services
- Health Education Services

For medical assistance or additional information, visit Sebastian Health Center, ext. 47880.

## **STUDENT SUPPORT SERVICES – SCHOOL OF NURSING**

**<http://www.son.ncat.edu/supportservices.shtml>**

The School of Nursing Student Support Services unit serves as a communication link between students, faculty, administration, and University offices. Recruitment and retention of students are major functions of the unit. Student Support Services is a liaison with the Registrar, Financial Aid, Admissions, and the Division of Student Affairs.

Student Support Services provides a full-time counselor who is available to nursing students for academic or career counseling. During the academic year the counselor conducts workshops and is available for individual sessions to address the following topics: test-taking strategies, time management, study skills, communication and stress management. In addition, personal counseling is available to students who are experiencing problems or difficulty, which may interfere with their academic success. As deemed necessary, the counselor will make referrals to other departments on campus to appropriately address students' needs. For additional information, contact the Student Support Services Office, Room 119, Noble Hall, ext. 47750.

## **STUDENT SUPPORT SERVICES**

<http://www.ncat.edu/~support>

The Student Support Services Program has been active at North Carolina A&T State University since 1977. The goal of the Student Support Services Program is to provide supportive services designed to meet the special needs of 175 educationally disadvantaged students relative to their gaining admission to and successfully graduating from North Carolina A&T State University. The Office of Student Support Services offers tutoring services in mathematics, physical science, chemistry, biology, zoology and physics. It also offers counseling, office services and cultural activities.

In order to qualify for the Student Support Services Program, students must meet the following requirements:

1. Be a citizen or national of the United States, be a permanent resident of the trust territory of the Pacific Islands; or be a permanent resident of the United States,
2. Be enrolled or accepted for enrollment in the next enrollment period at North Carolina A&T State University,
3. Have a need for academic support in order to successfully pursue a post-secondary educational program, and
4. Be, at the time of initial selection, one of the following:
  - a low-income individual, or
  - a first-generation college student, or
  - physically handicapped.

A “low-income individual” means an individual whose family’s taxable income meets the financial guidelines of the U.S. Department of Education.

For application or additional assistance, contact Executive Director, 213 Murphy Hall at ext. 47800.

## **CAREER SERVICES**

<http://www.careerserv.ncat.edu>

The primary mission of the Office of Career Services at North Carolina Agricultural and Technical State University is to provide centralized, comprehensive and progressive programs, services and resources designed to prepare students to successfully pursue meaningful career opportunities. Continuous career development assistance is also available to alumni of the University. Individuals who are formally enrolled in a degree program at North Carolina Agricultural and Technical State University or who are A&T graduates are eligible to use the facilities, programs and services of the Office of Career Services. These services include the following:

1. Student Employment Programs
  - a. Cooperative Education Program (Co-op)
  - b. Part-time employment

- c. Summer Internships
- 2. Permanent Career Options
  - a. On-campus Recruitment
  - b. Job Listing Services
- 3. Awareness Programs\Career Fairs
  - a. Career Awareness Program
  - b. Graduate & Professional School Career Fair
  - c. Career Day for Nurses
  - d. Career Day for Teachers
  - e. N.C. State Government Day
  - f. Greensboro Area Business Career Day
- 4. Additional Services
- 5. Career Resources Library

For more information or career placement assistance, contact Executive Director, 101 Murphy Hall, ext. 47755.

## **MINORITY STUDENT AFFAIRS**

<http://www.ncat.edu/~minority/>

North Carolina A&T State University is committed to enrollment and retention of minority students. It has made Minority Student Affairs an integral part of the University through its Student Affairs Division. The Office of Minority Student Affairs provides programs and services that support the academic mission of the University by enhancing the educational, personal, cultural, and social development of all students, including Native and Asian American, Caucasian and Hispanic/Latino students.

The Office is particularly committed to providing contact and support for minority students to assist them in becoming highly functioning members of the student body. It is our intention to have young people make a connection that makes them feel welcome to the University and facilitates matriculation from initial enrollment to graduation.

The Minority Student Affairs Office assists in enrollment support of prospective students with personal telephone calls and letters. Form letters and brochures are mailed to all prospective minority students who inquire about A&T State University. Additionally, telephone calls and interviews are held with Teaching Fellow prospects as well as other prospective students as appropriate. Visits are made to support the efforts of the Office of Admissions at local and regional activities.

The Minority Student Association offers leadership opportunities, social and service activities for minority students, often in cooperation with other campus organizations. For more information contact, Executive Director, Minority Student Affairs, 219 Memorial Union, ext. 47982.

## OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

<http://www.ncat.edu/~isa>

**Who are International Students?** International students are persons who have been permitted to enter the United States on a temporary, nonimmigrant visa to engage in a specific course of study/academic program and matriculate toward the completion of a degree at North Carolina A&T State University. Generally, these students are not U.S. citizens, lawful permanent residents (Green Card holders), resident aliens, or naturalized citizens. When students are Green Card holders, naturalized citizens, or resident aliens, they will be asked to provide documentation to the Office of International Students and Scholars (ISSO) confirming their citizenship; however, they are due the same rights and privileges of U.S. citizens and are not subject to the rules and regulations of Immigration and Naturalization Services (INS) or the Department of State relative to maintaining legal status in the U.S. Enrollment in classes will not be completed until citizenship is confirmed.

The Executive Director's office is located in Murphy Hall, Room 221, at the corner of Nocho Street and S.G. Thomas Drive. The telephone number is (336) 334-7551 and the fax number is (336) 334-7001.

## RONALD E. MCNAIR PROGRAM

The Ronald E. McNair Post Baccalaureate Achievement Program is a TRIO Program funded by the U.S. Department of Education under the TRIO subpart of the Higher Education Act of 1965. The U.S. Congress authorized the establishment of the McNair Program in 1986 and funded the Program in 1989 to prepare talented undergraduate low income, first generation college students and students from groups underrepresented in graduate education to pursue doctoral degrees and to increase the number of individuals from these backgrounds on college and university faculties. The program addresses the serious shortage of graduate degree recipients, particularly at the doctoral level, among these groups of Americans.

The McNair Program is built upon the assumption that doctoral education for the nation's low income and underrepresented groups is linked to establishing a pipeline at the undergraduate level. It further assumes that the tools of inquiry and study during the undergraduate years enhance successful graduate school matriculation and graduation.

For additional information, contact the Executive Director, Ronald E. McNair Program, 201 Memorial Union, ext. 47109.

## UPWARD BOUND PROGRAM

<http://www.ncat.edu~ubprog>

The Upward Bound Program is a department within the Division of Student Affairs. Its purpose is to generate in participants the skills and motivation necessary to graduate from high school, enter and graduate from a post-secondary institution. Upward Bound serves 124 low-income high school students who are potentially the first generation in their families to

graduate from college. This Upward Bound Program serves the Guilford County area and McMichael High School in Mayodan, located in Rockingham County.

For additional information, contact Executive Director, Upward Bound Program, 1020 E. Wendover Ave., ext. 47659.

## OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students assists the Office of the Vice Chancellor for Student Affairs in the overall administration of the Student Affairs Division, which includes student services, student life and student development for undergraduate, and graduate students. In addition the Dean of Students oversees the operations of the Student Government Association. The office strives to promote campus safety and harmony by maintaining an environment consistent with the educational purposes and operations of the University through the enforcement of the Student Code of Conduct.

The Office of the Dean of Students serves in an advocacy role to improve student life through cooperation and collaboration with students, faculty, administration, and staff. The Dean of Students is responsible for the day-to-day administration of student disciplinary procedures; it seeks to educate students and university staff regarding ethical conduct and responsible student behavior according to university rules, regulations, and policies. It oversees the operations of the Student Government Association, supervises and supports the activities of the following administrative units:

- International Students and Scholars
- Counseling Services
- Veterans and Disability Support Services
- Minority Student Affairs

For additional information, contact Dean of Students, 206 Murphy Hall, ext. 47791.

## OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

<http://www.ncat.edu/~staffair/>

The Division of Student Affairs at North Carolina Agricultural and Technical State University thrives on providing student services that compliment the academic colleges and schools within the University community. Service is our motto as we offer comprehensive opportunities that aid in the personal, social, educational, cultural and physical development of students. The Division of Student Affairs is committed to helping students become dynamic citizens of the University and the world. Our diverse program components prepare students in leadership positions for both national and international arenas. These services are offered through fourteen departments. **The diversity of student life knows no boundaries, only opportunities.**

For additional information, contact the Vice Chancellor for Student Affairs Office, 100 Murphy Hall, ext. 47696.

## **MEMORIAL STUDENT UNION**

<http://www.ncat.edu/~union/>

The mission of the Memorial Union at North Carolina A&T State University is to serve as the "Community Center" for all constituents of the University. The Union seeks to provide quality services, conveniences, and amenities for the students, faculty members, administrators, alumni, and guests of the University and to provide a campus setting wherein the members of the University family may get to know and understand one another through informal associations outside of the classroom. Additionally, the Union represents an integral part of the educational process at the University by providing services, programs, and activities that lead to the well-rounded development of students.

For additional information regarding services provided, contact Director, 100 Memorial Union, ext. 47571.

## **HOUSING AND RESIDENCE LIFE**

We continue to make progress in developing a comprehensive residential life program at North Carolina Agricultural and Technical State University. Some of our major accomplishments include:

- Re-designing of the room assignments process.
- Continuing with a progressive maintenance and renovation program.
- Two main improvements in the Residence Life area include creating Living/Learning Communities and the formalization of the Residence Hall Judicial Process.

For additional information or a student application for housing, contact Executive Director, 226 Murphy Hall, ext. 47708.

## **EXECUTIVE DIRECTOR STUDENT DEVELOPMENT**

The mission of the Office for Student Development is to provide leadership in planning and implementing quality programs/activities that will enhance the growth and development of the students, foster effective leadership skills and establish a sense of appreciation/cooperation for and among student organizations.

Given the foregoing, this office monitors the activities of student organizations and cooperatively works with other administrative departments to accomplish this goal. Further, the Office for Student Development has a supervisory function which includes overseeing three student service oriented areas: (1) Upward Bound, (2) Ronald E. McNair Program, and (3) Student Support Services. Programmatically, the Office of Student Development provides the means and resources for academic, cultural, political, social and spiritual development to A&T students. This effort is accomplished through the coordination of campus organizations spearheaded by The Student Government Association, Council of Presidents (COP) and the National Pan Hellenic Council (NPHC). Annual campus-wide conferences are implemented, including a

Campus Safety Conference, Student Leadership Awareness Conference, Student Leadership Retreat, Political Awareness Issues and the Pan Hellenic Summit. Mainly these conferences address contemporary issues/events and how they affect the campus and the campus community.

## **ACADEMIC SUPPORT SERVICES**

### **SCHOOL OF LEARNING ASSISTANCE CENTER (LAC)**

<http://son.ncat.edu/lac.shtml>

**T**he **School of Nursing** Learning Assistance Center (LAC) has been in operation since 1978. Its purpose is to assist in the learning process by facilitating simulated nursing practice, promote critical thinking, support remediation, and utilize advanced technology.

The LAC is a well-equipped area, which fulfills students' learning needs by simulating the clinical environment. Structured skills and competencies are provided in conjunction with clinical practice under faculty supervision. Supportive materials are available, which include audio visual aids, models, textbooks, graphs, and charts for faculty and students. Instructors may give students assignments which provide remediation, practice, and demonstration to enhance specific nursing skills.

The LAC is located in the lower level of Noble Hall, Room 012. It is open Monday-Friday, 8:00 a.m. - 5:00 p.m. Additional hours are posted each semester. For additional information, contact Ms. Mary Wall, Noble Hall, ext. 47750 or e-mail her at [wallsm@ncat.edu](mailto:wallsm@ncat.edu).

The School of Nursing computer lab is a specifically designed site. The laboratory site was completed in 1999. Services available to students include word processing, Internet capability and training for development and enhancement of computer skills. The laboratory is also available to help students develop and improve their academic performance in nursing. The lab provides a variety of computer software programs related to nursing care. The lab is located in the lower level of Noble Hall. For additional information, contact computer lab attendant @ ext. 47750.

### **STUDENT ATHLETE TUTORIAL PROGRAM**

<http://www.ncat.edu~tcss/athletics>

**T**he Student Athlete Tutorial program provides academic support to all first-year athletes. Upper level athletes who are at risk (below 2.00 GPA) or who have demonstrated a need for tutoring in specific courses are also included in the program. Tutorials are free to all student athletes. Tutors assist in entry-level, high-risk courses in mathematics, English, chemistry, physics, biology and Spanish. Tutorial services are provided each academic semester and during summer school. The Student Athlete Tutorial program provides tutoring Monday-Thursday in conjunction with study hall.

The tutor's role is to assist athletes in developing the skills and knowledge required to complete assignments or academic tasks in the courses in which they are enrolled. Tutorial services are available to athletes at no cost. The Coordinator of Academic Monitoring should be contacted for information about other academic resources available to athletes on campus.

For additional information, contact The Center For Student Success, the Coordinator of Academic Monitoring, 318 Hodgin Hall, ext. 47855.

## **THE CENTER FOR STUDENT SUCCESS (TCSS)**

**<http://www.ncat.edu/~tcss>**

**T**CSS has two fully operable skills laboratories. Each laboratory has full access to the University's Local Area Network (LAN) as well as the Internet. Additionally, each has full access to the department's website, [www.ncat.edu/~tcss](http://www.ncat.edu/~tcss), which not only contains vital information about the department, but also provides students with links to sites that offer helpful assistance in mathematics, reading and writing. Advice on topics such as study skills, declaring a major, and on-campus tutorial information can also be found.

Each laboratory is equipped with state-of-the-art computers and printers, computer workstations and Smart Boards for presentation. The following software packets are installed on each computer: Windows NT 4.0 Operating System, Norton Antivirus 5.0, Netscape and Microsoft Internet Explorer 5.0, Microsoft Office 2000, and QVT for accessing e-mail.

Tutorial software packets include Beginning Algebra, PreCalculus, Reading Vocabulary Development, and Reading Comprehension. The Mathematics Skills Laboratory has 14 computers and the Reading Laboratory has 11 computers and one shared printer. There are four student computer laboratory attendants on staff to assist students in the laboratories. **The hours of operation are 8:00 a.m. to 5:00 p.m., daily.**

TCSS offers freshman and sophomore level English and mathematics tutorial assistance in an "open door" setting in order to meet the needs of the individual student. **Tutorial assistance is also offered in the following:**

- **chemistry**
- **history**
- **English**
- **biology**
- **psychology**
- **math (i.e., algebra, precalculus and calculus).**

**Tutoring is free to all students.** For more information, contact the Tutorial Services Coordinator in The Center for Student Success, Rooms 301 and 303 Hodgin Hall, ext. 47855.

## WHO TO CALL

<b>Office of Admissions</b>	<b>Contact Person(s)</b>		<b>Extension</b>
	Lee Young	Asst. VC of Enrollment/ Director of Admissions	4-7976
Webb Hall	Mozelle Weston	State Residency Issues	4-7946
	Patricia Jenkins	Chancellors Incentive Scholarships	4-7946
<b>Financial Aid</b>	Sherrri Avent	Director	4-7939
Dowdy Building	Christine Evans	Assistant Director	4-7939
	Tracy Chavis	Places Scholarships on System	4-7939
	Emma Farrington	Promissory Notes/Scholarships	4-7032
	(Contact only after student has gone through financial aid process and has at least 2.5 GPA.)		
<b>Housing</b>	Dr. Carmen Tillery	Executive Director	4-7706
Murphy Hall	Vanessa Woodard	Assistant Director	4-7523
	Fredrick Stocks	Assistant Director Facilities and Maintenance	4-7708
<b>Registrar</b>	Doris Hunter	Director	4-7595
Dowdy Building	Earla Thornhill	Office Assistant	4-7595
	Deborah Livingston	Assistant Director	4-7570
	Bill Woods	Registration\Records	4-7595
	Deborah Mayhem		4-7595
<b>Student Affairs</b>	Dr. Roselle Wilson	Interim Vice Chancellor	4-7696
Murphy Hall	Robin Woods	Admin. Assistant	4-7696
	Deborah Lindsay	Office Assistant	4-7696
	Denise Iverson-Payne	New Student Orientation	4-7696
	Dr. Judy Rashid	Dean of Students	4-7791
<b>Treasurer</b>	Kim Sowell	Director	4-7721
Dowdy Building	Angela Dubose		4-7722
<b>Academic Affairs</b>	Dr. Carolyn Meyers	Provost\Vice Chancellor	4-7695
Dowdy Building	Dr. Charles Williams	Associate Vice Chancellor	4-7695
Wendover Building	Dr. Gilbert Casterlow	Interim Associate VC/ Summer Sessions and Continuing Education	4-7810
<b>Aggie Suites</b>	Rocque Williams		1-877-626-9875
Booker Street	Frantz Dautruche		510-1801 or 510-1802
<b>Health Center</b>	Linda Wilson	Director	4-7880
Sebastian	Sharon Moye	Admin. Assistant	4-7880

<b>University Police</b> Ward Building	Marlon Lynch	Director	4-7731
	John Williams	Chief of Police	4-3815
		Emergency	4-7675
<b>The Center for Student Success</b>	Rita Lamb	Director	4-7838
	Alice Monroe	Admin. Assistant	4-7942
	Pamela Johnson	Office Assistant	4-7855
<b>Evening and Programs</b>	Phyllis Cole	Director	4-7607
	Veronica Ford	Associate Director	4-7607
	Janet Ham	Secretary	4-7607
<b>Deans</b> (Interim)	Alton Thompson	School of Agriculture	4-7979
	Caesar Jackson	College of Arts & Sciences	4-7806
	Quiester Craig	School of Business	4-7632
	Lelia Vickers	School of Education	4-7757
	(Interim) Kenneth Murray	School of Graduate Studies	4-7920
	Joseph Monroe	College of Engineering	4-7589
	Elazer Barnette	School of Technology	4-7567

***“THE SUCCESS OF STUDENTS AND THE SUCCESS OF THE UNIVERSITY ARE INSEPARABLE.”***

*Noel-Levitz (1997). Academic Advising for Student Success and Retention*

SAMPLE  
**INTRODUCTION LETTER**

August 25, 2000

John Doe  
3066 Stonecutter Terrace  
Greensboro, NC 27455

Dear John:

I have been assigned as your Academic Counselor for this school year. Please meet with me as soon as possible to discuss your desired major and your present academic performance this semester.

I am committed to assisting you with developing a plan of action to ensure your success at North Carolina A &T State University.

My office is located in \_\_\_\_\_ and my office hours are posted. You may reach me by telephone at \_\_\_\_\_ or e-mail \_\_\_\_\_.

Please come by my office or call to schedule an appointment at your convenience.

Sincerely,

Academic Advisor

SAMPLE  
**UNSATISFACTORY ACADEMIC PERFORMANCE**

December 18, 2001

John Doe  
P.O. Box 1414  
Pinehurst, NC 28370

Dear John:

According to the University's *Academic Good Standing Policy*, your academic performance during the \_\_\_\_\_ semester was unsatisfactory. For more information on the University policy on *Academic Good Standing*, please refer to your University Undergraduate Bulletin, pages 72-73. In order to prevent academic probation/suspension from the University, it is imperative that you seek assistance in developing a plan of action to improve your academic performance.

We are committed to providing services that you may need to succeed while you are a student at North Carolina A&T State University. The Center for Student Success offers tutorial services, academic support, and skill building labs to aid you in mathematics, chemistry and reading. All of these programs are available to you on the third floor of Hodgin Hall in Rooms 301 and 303.

It is imperative that we discuss this matter as soon as possible. Please contact me at \_\_\_\_\_ to schedule an appointment. I look forward to meeting with you to develop a plan of action to ensure your successful matriculation at North Carolina A&T State University.

Sincerely,

Academic Advisor

SAMPLE  
**ACADEMIC PROBATION LETTER**

Name  
Address  
City State Zip

**URGENT!!!**

Dear Student:

This letter is to remind you that you have been placed on *academic probation* by the North Carolina A&T State University's Office of the Registrar. The University's policy on academic probation states that a student who fails to meet the cumulative grade point average requirements, as well as the required semester hours, will be placed on academic probation. Failure to meet these requirements after one semester on probation results in suspension. ***Please read the enclosed brochure for more detailed information.***

We are committed to providing services that you may need to succeed while you are a student at North Carolina A&T State University. The Center for Student Success offers tutorial services, academic support, and skill building labs to aid you in mathematics, chemistry and reading. All of these programs are available to you on the third floor of Hodgin Hall in Rooms 301 and 303.

**Please contact me no later than \_\_\_\_\_ at 334-\_\_\_\_\_,** so that we can discuss your academic progress and other concerns or questions that you may have relating to your academic success here at North Carolina A&T State University. ***Your actions at this point will determine your continuation at this University.***

Thank you for your prompt attention to this matter.

Sincerely,

Academic Advisor

Enclosure

SAMPLE  
SUMMER SCHOOL LETTER

May 22, 2001

John Doe  
1132 Backwoods Road  
Roper, NC 27970

Dear John:

Summer greetings to you and your family!

The purpose of this letter is to share with you important information concerning your academic progress at North Carolina A&T State University.

According to your academic record for the spring semester, you did not earn the necessary grade point average that would place you in satisfactory academic standing at the University.

As your academic advisor, I strongly suggest that you attend summer \_\_\_\_ session of summer school at North Carolina A&T State University. This will give you an opportunity to earn grades that will *improve your cumulative grade point average and add credits toward your graduation*. The dates for the second session are from \_\_\_\_\_.

Please feel free to call me for further discussion, course selection and registration for summer school. My office telephone number is (336) 334-\_\_\_\_\_.

Let's make this a progressive summer by working together to upgrade your academic status.

Sincerely,

Academic Advisor

SAMPLE  
**EARLY REGISTRATION LETTER**

March 12, 2001

John Doe  
917 Bluford Street  
Greensboro, NC 27406

Dear John:

I trust your spring semester is going well. I know you are going to be on the dean's list with at least a "B" average. This semester may be challenging, but I know you can handle it.

**Advisement and Registration** is soon approaching. Fall \_\_\_\_\_ Semester's Advisement and Registration begins \_\_\_\_\_. Take advantage of early registration!

Please call your academic advisor to schedule an appointment to discuss your present academic performance and complete your schedule for the fall semester. You may also contact me via e-mail. My e-mail address is \_\_\_\_\_.

I look forward to meeting with you to develop a plan of action to ensure your successful matriculation at North Carolina A&T State University.

Sincerely,

Academic Advisor

