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## Policies & Procedures

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North Carolina Agricultural and Technical State University is an equal opportunity institution committed to the principle that access to study be afforded on the basis of individual merit and without regard to race, gender, age, religion, national origin or disability. Unless otherwise specified, admission to all undergraduate curricula are under the jurisdiction of the Director of Admissions.

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### Submission of Application

Inquiries and applications for admission should be made to the Office of Admissions, North Carolina Agricultural and Technical State University, Greensboro, North Carolina

27411. A non-refundable fee of \$45.00 is required with each application. The University does not accept fee waivers.

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### **Application Deadline**

The recommended deadlines for submitting the application for admission is June 1 for the Fall Semester and December 1 for the Spring Semester. Applications received after these dates will be honored on a day-to-day basis as long as classroom space is available. Applications for early decision must be received by November 1 prior to Fall Semester of intended enrollment. In all cases, early application is encouraged because class space and housing facilities dictate to some extent the number of new students that can be admitted for each semester.

International students on non-immigrant VISA's are required to submit the application by May 1 for Fall Semester and November 1 for the Spring Semester.

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### **Supporting Documentation**

- To be considered official, all transcripts from high school and/or college must be sent directly to the Office of Admissions from the sending institutions.
- SAT or ACT scores, when applicable, must be official and reports sent directly from the testing agency. The University's CEEB code for the SAT report is 5003; the code for the ACT report is 3060. Official scores listed on high school transcripts and student received reports may be utilized for admission consideration.
- The submission of a final or complete transcript from the last school attended is the responsibility of the student. Thus, the University reserves the right to withdraw any offer of admission if the applicant fails to satisfy all requirements prior to the beginning of the first semester of enrollment. Students enrolled in classes that have not fulfilled admission requirements will be withdrawn from classes by the university.

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### **Notice of Admission and Confirmation**

The University practices "rolling admission"; therefore, decisions are made as soon as a file is complete. Early decision notices are mailed between December 1 and December 15. Candidates who are offered admission must notify the University of their intent to enroll by January 15. Students approved for admissions are forwarded a certification of admission. The candidate reply date of May 1 for freshmen students for each fall term is honored by the University. Transfer students should confirm within two weeks of receipt of the admission letter. Failure to comply may affect adversely the candidate's reserved space. Persons who are not approved for admission will also be notified.

Prior to registration for each semester, the final official high school transcript showing the date of graduation must be received for all new freshmen and the final official college transcript must be received for all transfer students. In addition, the Medical Health Form must be completed by your physician and returned along with a copy of your Immunization Record to the Director of Health Services. All required immunizations and the Medical Health form must be received by Sebastian Health Center prior to orientation/registration.

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### **Filing of Credentials**

Applicants should take the proper steps to see that their credentials (transcripts, etc.), are sent to the Director of Admissions as early as possible, preferably no less than thirty (30) days before the beginning of the semester in which they plan to enroll.

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### **Interviews and [Campus Visits](#)**

Interviews are not required for admission, however, persons with unusual circumstances are welcome to schedule appointments to discuss these matters with an Admissions Counselor or the Director of Admissions. Campus visits are encouraged and campus tours are routinely given. Reservations for the tour are highly recommended.

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### **Orientation, Registration and the Opening of the Semester**

All newly admitted students are expected to attend Orientation and freshman students living on-campus must arrive the day preceding Freshman Orientation program (See [University Calendar](#)). Orientation for transfer and special students is scheduled for the day preceding registration. Placement testing is required of all freshmen in Mathematics, English and Reading. These tests are designed as aids for academic advising and scheduling and students who fail to show proficiency in these academic areas will be assigned remedial course work. Transfer students for programs in Engineering, Mathematics, Computer Science, Animal and Plant Science, Chemistry, Physics and Biology are required to take a special mathematics test.

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### **Permission to Take Courses Elsewhere**

North Carolina Agricultural and Technical State University degree seeking students who desire to take courses elsewhere, i.e., 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. The maximum number of transferable credits is eighty (80) semester hours from a four year college and sixty-four (64) semester hours from a two year college and course credit must be the same as that of the course at A&T. 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. Transient Study Forms and Guidelines for off-campus study are available in the Office of Admissions.

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### **Regulations for Veterans and Children of Deceased and Disabled Veterans**

Veterans and children of deceased and disabled veterans must meet regular admission requirements. Preliminary application for any educational benefits due them should be made to the nearest regional office of the Veterans Administration well in advance of the desired admission date in order that the necessary information and documents may be obtained.

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## **Graduate Applicants**

Graduate School admission is under the supervision of the Dean of the Graduate School, North Carolina A&T State University, Greensboro, North Carolina 27411. Information concerning admission to the Graduate Degree Programs can be found at the [Graduate School's Homepage](#).

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## **Continuing Education/Summer School Applicants**

Summer session, the evening and weekend college and continuing education, off-campus and non-credit courses, are under the supervision of the Assistant Vice Chancellor for Academic Affairs. Information concerning admission and/or enrollment should be directed to that office. The address is:

Office of Continuing Education and Summer School

1020 E. Wendover Ave.  
North Carolina A&T State University  
Greensboro, NC 27411  
(336)334-7810

Generally admission requirements for continuing education classes are the same as those for comparable work in regular classes on campus. However, the persons may enroll without being officially admitted for non-credit courses and programs not applicable to a University degree. A continuing education applicant is usually one of matured years, with special training along particular lines or of long experience in special fields of knowledge, thus such a person can be either a degree or unclassified applicant. Continuing education enrollees who have taken compatible courses for credit may later choose to change their status to degree seeking. At the time of application for admission to degree status, the continuing education applicant is required to satisfy the standard admission policies.

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