

Academic Information, Regulations and Policies

Course Of Study

Students should refer to the requirements of their respective department or school/college regarding their program of study and confer with their advisor when problems arise. Students are expected to follow the program outlined as closely as possible. This is very important during the first two (2) years when students are satisfying their basic degree requirements and CAPP prerequisites for advance course work.

Declaring A Major

Students are required to declare a major at or before completing 45 semester hours. Students with an undeclared major will not be able to register.

Declaring A Double Major

Students who desire to obtain a double major must file a double major form in the Office of the Registrar. Students who have double majors whose program design involve two (2) departments or two (2) schools/colleges must satisfy the major requirements for each department or school/college. To graduate with a double major, students must complete requirements for both majors during the same semester or summer.

Consortium Study Agreement

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

NC A&T SU (home institution) students who wish to enroll in a course at one or more of the above named institutions may obtain the necessary forms from the Office of the Registrar. Approval of the department chairperson, Treasurer's Office and the Office of the Registrar is required. Equivalent course must be listed on the consortium form for each school. The student will then take the appropriate copy of the form to the host institution and follow their procedures for registering for the course(s). Students who make changes in their schedules must follow the drop/add procedure at the host institution and adhere to their registration time line and course restrictions.

Students from other institutions who wish to enroll at NC A&T SU should present the approval forms to the Office of the Registrar, located on the first floor of the Dowdy Administration Building, on Saturday, August 16, 2008. Registration for consortium students will continue through Friday, August 22, 2008. (NO EXCEPTIONS)

Classification Scale

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

Audit of Courses

Course auditing is available to any student upon payment of all applicable fees. Full time students (all on-campus, or all distance) may audit courses without additional charges. Students auditing courses are not required to participate in class discussion, prepare assignments, or take examinations. A student must be registered for and the class paid for before s/he can audit. Course auditing is without credit. Please view the university calendar for dates regarding auditing a course.

Course Number And Classification

Each course bears a distinguishing number which identifies it within the department and indicates broadly, it's level. The number system is as follows:

- 100 - 399 lower level courses primarily for freshman & sophomores
- 400 - 599 upper level courses primarily for juniors & seniors
- 600 - 699 courses for seniors and graduate students
- 700 - 799 graduate and doctoral students & professional students
- 800 - 999 graduate and doctoral students (primarily doctoral students)

Incomplete

Students are expected to complete all requirements of a particular course during the semester in which they are registered. However, if at the end of the semester a small portion of the work remains unfinished and should be deferred because of serious circumstances beyond the control of the student an 'I' incomplete may be assigned.

An incomplete grade must be removed within six weeks after the beginning of the next semester. The incomplete is automatically changed to an 'F'. If the student has not removed the incomplete within the time specified. Developmental, thesis and research courses are exempt from the six week period. Failure to enroll in the next semester does not exempt a student from receiving a 'F' for the incomplete.

Pre-requisite And Co-requisite Checking

A pre-requisite is a course that must be completed before another course may be taken. Pre-requisites are indicated in the on-line Undergraduate Bulletin. Students may pre-register for a course that requires a pre-requisite if the student is enrolled in the pre-requisite course at the time of registration. Once the final grade has been submitted for the course, and the student has not passed the pre-requisite the course will be dropped from the students' schedule.

A co-requisite course is a specific course that must be taken simultaneously with another course. Pre-requisite and co-requisite courses are indicated for any course offered at NC A&T SU on the on-line catalog. Consortium students must also adhere to NC A&T SU catalog for pre-requisite and co-requisites.

Withdrawing From The University

A student who wishes to withdraw from the University or is asked to leave the University at any time during the semester shall complete and file an official withdrawal form. These forms may be obtained from the University Counseling and Testing Center, located in Murphy Hall, room 108. They should be completed and submitted to the Office of the Registrar for processing.

Students who withdraw from the University by the published deadline shall receive a 'W' in all classes enrolled. Failure to execute and file these forms by the published deadline will result in the student receiving an 'F'.

Disclaimer Statement

This booklet contains the schedule of classes for the fall 2008 semester. Please keep it because the supply of extra books is limited. This is the only complete schedule of class booklet that will be published and will serve undergraduate, graduate, doctoral, visiting, distance learning, consortium and PBS students. The fall schedule book contains cost, procedures, policies and regulations in effect on the date of this publication. NC A&T SU reserves the right to make changes at any time without notice to reflect revisions in cost, procedures, policies and course offerings. Courses may be changed and or cancelled. THIS BOOKLET IS FOR INFORMATION PURPOSES ONLY.