

# **Academic Advising Program Handbook**

**College of Arts and Sciences**

**The University of North Carolina at Chapel Hill**

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# Academic Eligibility

As of January 1, 2013, the academic eligibility standards approved by Faculty Council in 2007 apply to all the students we advise, including those who began college prior to summer 2007.

Students are expected to maintain a grade-point average of 2.000 and to maintain minimum earned credit hours before entering each semester. Students who are academically ineligible may not enroll in classroom courses in a fall or spring semester without permission of the appeals committee (see “Probation” on p. 67).

See an assistant dean or experienced advisor on your division for questions related to academic eligibility. Steve Dobbins is our most knowledgeable about eligibility, especially if there seems to be an error or problem in ConnectCarolina.

## Eligibility Status

A student's academic eligibility status is denoted by one of four categories:

- *Eligible – In Good Standing*
- *Eligible – On Academic Probation*
- *Ineligible*
- *Ineligible (Pending)*

### *Eligible – In Good Standing*

*Eligible – In Good Standing* entitles a student to enroll in classroom classes in a fall or spring term. Good standing is not required for students to enroll in summer terms, Maymester, or Carolina Courses Online.

To be *Eligible - In Good Standing* requires a minimum 2.000 cumulative UNC–CH GPA and the following cumulative number of academic semester credit hours earned:

- 9 academic hours to enter a second semester (15 hours is recommended)
- 24 academic hours to enter a third semester (30 hours is recommended)
- 36 academic hours to enter a fourth semester (45 hours is recommended)
- 51 academic hours to enter a fifth semester (60 hours is recommended)
- 63 academic hours to enter a sixth semester (75 hours is recommended)

- 78 academic hours to enter a seventh semester (90 hours is recommended)
- 93 academic hours to enter an eighth semester (105 hours is recommended)
- Special permission of the dean to enter a ninth semester (see “Eight-Semester Limit” on p. 39)

## ***Eligible – On Academic Probation***

Students who fall short of the standards for ordinary good standing will be considered *Eligible – On Academic Probation* for one semester provided they passed at least nine credit hours of graded coursework (excluding BE, PL, and transfer credits) in the preceding semester and were not already on probation.

For example: In December, a student completes his third semester with the necessary 36 cumulative academic credit hours passed but with a cumulative UNC-CH GPA that is below 2.000. If he passed at least nine academic credit hours in the fall semester that just ended, he is automatically approved to attend the upcoming spring semester on academic probation (see “Probation” on p. 67). If he did not pass at least nine academic credit hours in the fall semester that just ended, he is academically ineligible.

## ***Ineligible***

Students who do not qualify for automatic probation or who do not meet cumulative academic eligibility standards after a probationary term are *Academically Ineligible* and may not enroll in courses on campus in a spring or fall semester. Students are encouraged to see an academic advisor to develop a plan for returning to good standing. Students may complete Carolina Courses Online or pursue summer school coursework to restore good academic standing.

Students who are academically ineligible may submit a petition based on extenuating circumstances in which they request to be eligible on academic probation for one semester. In their request, students should explain the circumstances that led to their academic ineligibility, what steps they have taken to improve the situation, and a plan for making any necessary adjustments in the following semester to help them return to good academic standing. Students should include any appropriate documentation with their appeal.

## ***Ineligible (Pending)***

Students who do not meet the standards for good standing at the end of an enrolled spring semester on campus will have an academic status of *Ineligible (Pending)* during

the summer of that same calendar year. Students with the *Ineligible (Pending)* status may still enroll in coursework that summer.

If students have not restored their eligibility prior to the start of the subsequent fall semester, their academic status will change to *Ineligible*.

## Calculating Transferred Semesters

Several academic procedures, including determination of academic eligibility, depend on the tally of semesters that students have completed. A student is allowed a maximum of eight fall and/or spring semesters of full-time enrollment at the University; therefore, when credit hours are transferred, a calculation must be made as to the number of semesters the student is regarded as having completed (see “Transfer Students” on p. 95).

Students are regarded as having used up one semester for every full multiple of 15.0 semester credit hours accepted for transfer. Excluded from this calculation are transfer hours awarded for courses taken concurrent with high school or in any summer term after the student’s first term at UNC-CH.

## Part-Time Classroom Studies Eligibility

There are academic eligibility standards unique to students who are approved for part-time study.

Once they have attempted nine or more credit hours in UNC–Chapel Hill courses, students with an Approved Academic Load of Part-Time must maintain a minimum cumulative UNC–Chapel Hill grade point average of 2.000 in order to remain in good standing. Students who fail to meet this standard may submit a written petition requesting to be approved for continued enrollment on academic probation.

Students who earn 15 or more semester credit hours for courses taken in fall or spring semesters while enrolled in Part-Time status will be regarded as having used up one or more of the eight full-time fall and spring semesters in which degree-seeking students are allowed to enroll.

# **Restoring Academic Eligibility**

## ***Raising Grade-Point Average***

If the academic probation or ineligibility is due to an insufficient grade-point average, students must pass additional UNC-CH courses in order to improve their grade-point average. Courses taken at other institutions have no impact on a student's UNC-CH grade-point average. Students may do this by attending UNC-CH in the summer term; or by enrolling in and completing appropriate Carolina Courses Online (Internet courses) offered by the Friday Center for Continuing Education at UNC-CH (see "Friday Center Credit Programs" on p. 49).

## ***Raising Cumulative Hours Earned***

If student have the necessary 2.0 cumulative GPA but are ineligible or on probation or ineligibility due to an insufficient number of academic credit hours earned, students may pursue the options noted above, or they may transfer credits from another college, subject to the approval of the Office of Undergraduate Admissions and an advisor (see "Transferring Courses" on p. 101).

## ***Resolving Temporary Grades***

Some students may improve their academic standing by completing an AB or IN grade from a previous term to a passing grade. AB grades should be completed by the end of the nest term; IN grades by the end of the first 8 weeks in the next term.

# Add, Drop, Audit

After the second week of class, students must conduct add, drop, and audit requests through their college or school dean's office. College of Arts and Sciences students must conduct add, drop, and audit requests through the Academic Advising Program. Juniors and seniors admitted to professional schools must conduct adds through their professional school regardless of whether or not the course is offered by a department in that school.

The College of Arts and Sciences and professional schools use the same form for add, drop, and audit requests.

## Adding

Students may add classes to their schedules through ConnectCarolina during the online registration period. Online registration ends on the fifth class day for fall and spring terms, and on the second class day for Maymester and summer terms. Students should confirm their registration period on ConnectCarolina and identify important dates and deadlines on the University Registrar calendar.

During the second week of class, adds are processed directly through academic departments. This process varies department by department, but generally students are required to first obtain approval from the course instructor.

Beginning the third week of class, students must obtain an add/drop/audit form from a staff member or an advisor on their major division within the Academic Advising Program. These forms should only be issued if the student has already obtained verbal permission from the instructor. Students will need to have their instructor initial the form in the space designated for departmental approval for each course they wish to add, then return to Advising for the final signature/advisor approval. The College discourages adds after the first week of classes and advisors should not send students to professor asking to be added late or for independent study courses. All independent study and directed reading courses must be added by the last day of late registration.

Students must obtain permission of a dean in order to add a course that will increase their academic load to more than 18 hours in fall/spring or 8 in summer (see "Overloads" on p. 59).

### PROCESSING ADDS

1. Make sure that the instructor has initialed the correct line on the add/drop/audit form. We cannot sign the add/drop/audit form unless it contains the instructor's initials.
2. Make sure to indicate an "A" for an add.

3. Make sure that the course name, section, and class number are correct. If the student does not know that information, look it up on Connect Carolina.
4. You may find the class number listed in parentheses after the course section number on Connect Carolina. Ex. PSYC 210-001 (1021)
5. Check to make sure that adding this course (s) will not exceed the 18 credit load limit (unless permission was granted by a Dean).
6. Check to see if the student has any holds on their account that would prohibit an add/drop/audit form from being processed.
7. The student and advisor will both sign the form. Give the student the blue copy, keep the yellow copy for Advising's records, and send the white and pink copies to the Registrar's office.

## Dropping

Students may drop a course within the first eight weeks of classes as long as the student does not drop below 12 academic hours. Students may drop a course via Connect Carolina during the first two weeks of classes. After the first two weeks of classes, students will need to obtain an add/drop/audit form from a staff member or advisor on their major division within the Academic Advising Program. Student athletes must obtain the additional permission of their athletics advisor to drop a class.

Permission of a Dean is required to drop ENGL 100, 105, and introductory foreign language courses through level three (unless a student has already completed the university foreign language requirement) after the first two weeks of classes. Permission is granted only in extraordinary circumstances.

After the drop deadline, students may submit petitions to drop a class for extenuating medical, psychological, or non-medical reasons (see "Appeals" on p. 21). Students may also request to drop below 12 hours for compelling reasons at any time in the semester.

If a student wishes to drop all courses for a semester, the student must see an advisor to complete a withdrawal form (see "Withdrawals" on p. 107). If a student has not attended even one session of any class, either the student can request a cancellation by e-mailing the Registrar before classes start or an advisor can issue a registration cancellation. Documentation of non-attendance may be required ("Cancellation of Enrollment" on p. 29).

### PROCESSING DROPS

1. Ask the student which course(s) they would like to drop.
2. Make sure to indicate a "D" for a drop.

3. Make sure that the course name, section, and class number is correct. If the student does not know the section or the class number, look it up on Connect Carolina. Be sure to drop the recitation if applicable.
4. You may find the class number listed in parentheses after the course section number on Connect Carolina. Ex. PSYC 210-001 (1021)
5. Check to make sure that dropping the class will not put the student below 12 hours unless the student has an approved medical underload or is transferring to Part-Time Classroom Studies.
6. Check to see if the student has any holds on their account that would prohibit an add/drop/audit form from being processed.
7. Check the student's cumulative hours for eligibility purposes and discuss eligibility with the student if necessary.
8. The student and advisor will both sign the form. Give the student the blue copy, keep the yellow copy for AAP records, and send the white and pink copies to the Registrar's office.

### **PROCESSING DROPS FOR ATHLETES**

- If a student-athlete comes in with a drop form already signed by his or her athletics counselor, you may proceed with the steps outlined above.
- If the student-athlete comes in before seeing his or her athletic's counselor, complete the form as outlined, keep a yellow copy for AAP records, and direct the student to take the remainder of the form to his or athletic's counselor for approval.

## **Auditing**

Students who audit a course may not subsequently receive course credit for that course.

To audit a course, students must obtain permission from the course instructor and the department chair and should be designated on the form with a written signature. Requests to audit a course may be submitted only after the last day for students to add a course via Connect Carolina.

Auditing is permitted only in lecture-based courses and never in courses that include laboratories or performances. Auditing is not permitted in courses that focus on the development of written or oral communication skills or that rely heavily on class participation. Auditing is not permitted in independent studies courses, internships, special topics, directed readings, or similar courses. Students may not audit courses in the Friday Center for Continuing

Education (Part-time Classroom Studies, Carolina Courses Online, Self-paced Courses, or Tutorial Programs), or courses preparing the student for Credit By Exam.

Auditors do not write papers, take quizzes or examinations, request review of written work, and do not participate in class discussions unless otherwise directed by the course instructor.

Auditors will be required to register for any course that they have been approved to audit. Auditors will appear on the instructor's class roll but may not request grades.

## **PROCESSING AUDITS**

1. Make sure that the instructor has signed the correct line on the add/drop/audit form. We cannot sign an add form unless the form contains the instructor's initials.
2. Make sure to indicate an "AUD" for an audit.
3. Be sure of the course name, section, and class number. If the student does not know the class number, look it up on Connect Carolina.
4. You may find the class number listed in parentheses after the course section number on Connect Carolina. Ex. PSYC 210-001 (1021)
5. The student and advisor will both sign the form. Give the student the blue copy, keep the yellow copy for our records, and send the white and pink copies to the Registrar's office.



# Advisor-Student Contact

Advisors in the Academic Advising Program serve students in the College of Arts and Sciences, as well as Professional School students who may be pursuing second majors in the College of Arts and Sciences.

Academic advisors are grouped into three divisions modeled after the divisions of the College of Arts and Sciences: Natural Sciences and Mathematics; Social and Behavioral Sciences; and Fine Arts and Humanities. This allows advisors to develop expertise in the majors housed in their assigned division, and ensures that students can see an advisor who is aware of the details and nuances of their chosen major. We encourage students to see an academic advisor who serves their intended major.

Students may arrange to see an advisor in one of two ways: a scheduled appointment or as a walk-in during established, routine walk-in hours that are consistent among advising divisions.

Advisors should be available for student contact for at least 30 hours per week; senior advisors for at least 25 hours a week; assistant deans for at least 20 hours a week. Student contact includes scheduled appointments, walk-in meetings, and group advising workshops or programs.

## Appointments

Students schedule appointments with advisors using the online appointment scheduler on the AAP website. The online appointment scheduler is linked to advisor Outlook calendars and displays appointment availability for students according to the parameters set forth in Outlook and in the Advisor Schedule/Advisor Profile in the appointment scheduler. The scheduler prohibits students from scheduling more than one appointment in a week with different advisors on the same division. They can, however, schedule more than one appointment per week if they are seeing advisors on different divisions. Here are some reasons students need to schedule an appointment:

- Declare a major or minor
- Course planning or graduation review
- Probation
- Lift advising service indicator
- Worksheet update
- Discuss academic eligibility requirements/develop plan to return to good academic standing
- Complex advising matters

- Academic difficulty

## **PREPARING FOR APPOINTMENTS**

A review of the student's record prior to an appointment may be helpful in determining topics that should be addressed, student's strengths/weaknesses, and general trends in academic performance. Identifying grades or terms that seem out of character for a student may help facilitate discussion with the student about whether some personal or medical circumstances interfered with academic performance. Note any temporary or unresolved grades from previous terms (AB/IN) and discuss plans with student regarding completing the work for the class(es).

- If possible, read advisor notes for student before an appointment or before beginning a walk-in discussion, as they may include helpful information relevant to the discussion.
- The appointment scheduler allows advisors to enter a note to be sent to the student along with the email confirmation of their appointment. In this note, you may wish to encourage students to come to the appointment prepared with topics to discuss and issues to be addressed.
- Some advisors may wish to prepare/update the academic worksheet in advance of a scheduled appointment (if possible) to make the best use of time during the appointment.

## **Walk-Ins**

Academic Advising holds regular, established walk-in hours that are consistent among all divisions. This allows students the opportunity to see an academic advisor for quick questions or simple needs. One to two advisors will be available from each division according to the established academic year schedule that is posted on our website and near the entrance to Steele Building. Fall/Spring hours are from 11am-12pm and 2-4pm daily, Summer hours are each day from 2-3:30pm. Here are some reasons a student may walk-in:

- Withdrawal
- Add, drop, or audit
- Transfer to Part-Time Classroom Studies
- Declare a class Pass/D+/D/Fail
- Obtain an exam excuse
- Request approval for Carolina Courses Online
- Transferring classes
- Discuss academic difficulty

- Discuss appeals policy and procedure
- Ask general questions about policy.

## Advising Notes

Advisors should document all student contact in Advisor Notes in Connect Carolina. These notes should provide a thorough description of the interaction between the student and the advisor. Students may share very personal information with advisors, so consider the student's privacy when completing these notes (see "FERPA" on p. 45). Notes should state clear facts, not opinions. Remember that clear and thoughtful notes are helpful for other advisors who may meet with the student later. Advisor Notes can help refresh an advisor's memory of a student's situation if they haven't worked with that student for some time. Be advised that some non-AAP advisors and administrators have access to Advising Notes.

### *Purpose of Appointment*

Advisors should note the reason for their interaction with a student. In Advisor Notes, reasons listed as options for the student interaction include Appeals, Academic Eligibility, Probation, Withdrawal, Exam Excuse, Transfer Credit, Distance Learning, Academic Concerns, Registration Advising, Worksheet/Graduation Review, Drop/Add, Major/Minor, Pass/D+/D/Fail, and Early Warning. The "Other" box can be checked for any reasons not already listed, and that reason should be included in the note. Select all that apply.

### *Type of Visit*

Advisors should indicate whether the interaction with the student was via e-mail, a walk-in, in-person, or over the telephone. Any action taken "in absentia," such as a worksheet update, should be noted as well. If a student does not show for a scheduled in-person or telephone appointment, this should be noted as "No Show." Advisors should note the amount of time spent on each appointment, walk-in, or e-mail response in "Length of Appointment." The default time is 10 minutes.

### *Referrals*

Students often need assistance from other resources on campus. If advisors refer a student to a campus resource or department, this should be included in Advisor Notes. Common referrals include Dean, Department/Director of Undergraduate Studies, Instructor, Career Services, Counseling and Wellness, Academic Services, Study Abroad,

Admissions, Pre-Law, and Pre-Health Professions. For referrals not already listed, select “Other” and include that information in the note. Select all that apply.

# Appeals

The University of North Carolina at Chapel Hill is committed to helping each student reach his or her full academic potential. Students are encouraged to give thoughtful consideration to their academic and personal goals and to take responsibility for their academic choices and decisions.

In rare and extenuating circumstances, students in the College of Arts and Sciences and General College may appeal to the Academic Advising Program for exception or variance from certain established policies and procedures. Submitting an appeal provides no guarantee of approval.

## Course Drop and Withdrawal Appeals

These drops include appeals for current semester course drops and retroactive course drops or semester withdrawals. The Appeals Committee meets weekly during the fall, spring, and summer terms on Wednesday afternoons. Chaired by a senior assistant dean, it consists of assistant deans and senior advisors in the AAP. After materials are reviewed, the committee will determine reasons for the decision and recommendations for the students. This information is shared with students by email.

All appeals concerning a current semester must start in AAP. A student must meet with an advisor or dean to begin the process if requesting a current semester drop. For retroactive appeals, it is strongly recommended but not required that a student meet with an advisor.

### **ADVISING TIPS FOR COURSE OR SEMESTER DROPS APPEALS**

- Discuss problems the student is having to determine if the situation warrants an appeal.
- Refer student to resources such as Counseling and Psychological Services or the Learning Center as necessary.
- Familiarize student with the appeals process by reviewing online instructions.
- Review the Academic Appeal Student Form with the student.
- Help the student complete sections of the appeal form as necessary.
- Advise student to obtain relevant documentation and include in appeal.
- Provide guidance on writing the appeals statement. (Advisors are not supposed to read appeals statements much less edit or revise them in some way.) Students must link their circumstances with the course they wish to drop.

- Inform student that dropping below twelve academic hours may impact Financial Aid and Immigration/Visa status.
- Help the student develop a plan for submitting the appeal and finding help.

## Probation Appeals

Probation appeals include appeals for probation and continued probation. All appeals must start in the Academic Advising Program, including appeals for medical or psychological reasons. Some students may be granted automatic probation and do not need to submit an appeal.

The Office of Undergraduate Retention monitors probation appeals. The Probation Appeals Committee consists of personnel in Retention, Undergraduate Education deans, and Academic Advising deans. While probation appeals may be reviewed at any time during the school year, the committee regularly convenes just prior to the start of the fall and spring semesters when most appeals are submitted. Decisions and recommendations are shared with students by email (“Probation” on p. 67).

### ADVISING TIPS FOR PROBATION APPEALS

- Discuss problems the student is having to determine if the situation warrants an appeal.
- Refer student to resources such as CWS or the Learning Center as necessary.
- Familiarize student with the appeals process by reviewing online instructions and help them locate the online form.
- Advise student to obtain relevant documentation and include in appeal.
- Provide guidance on writing the appeals statement and the academic action plan. (Advisors are not supposed to read appeals statements or action plans much less edit or revise them in some way.)
- Help the student develop a plan for submitting the appeal and finding help

## Grade Appeals

A grade appeal is a request to change a course grade based on an arithmetic or clerical error, arbitrariness, discrimination, harassment, or personal malice. (More information on the University’s discrimination and harassment policies is available in the Equal Opportunity/ADA Office’s policy summary.)

Generally, students who wish to appeal a course grade should first attempt to resolve the issue with their instructor. The student may also consult the chair of the academic department that

offers the class. Failing a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined in the Undergraduate Bulletin.

Students who wish to appeal a course grade through the Academic Advising Program must complete the online Grade Appeal Student Form. Grade appeals must be submitted by the last class day of the following fall or spring term. If the Appeals Committee determines there is just cause, it will ask the department to make a full investigation. The committee will make the final decision based on the outcome of the investigation.

## **Additional Semester Appeals**

Students who began their college careers fall 2007 or later have eight semesters of full-time enrollment to complete requirements for a degree program. Under rare and extenuating circumstances, students may request permission to enroll for an additional semester. College of Arts and Sciences students who are permitted to enroll in an additional semester may graduate with only a single major and no minor, even if all the work for the minor or second major has been completed. However, professional school students may graduate with a second major in the College of Arts and Sciences if all Arts and Sciences requirements are met within 8 semesters.

Students who have valid reasons to request additional semesters are encouraged to complete and submit the online Additional Semester Form.

### ***Guidelines for Requesting an Additional Semester***

#### **Petitions are usually approved:**

- to take courses required for graduation which are offered only in certain spring or fall semesters – despite the student's best efforts to complete these in a timely manner
- to complete an honors thesis
- to participate in a study-abroad program that requires the student to be enrolled as an undergraduate
- to serve the University community via special student activities that significantly benefit the campus community;
- to serve the University as a red-shirt student-athlete or in the capacity of student personnel important to a varsity team and endorsed by the team's coaching staff;
- to retake a course required for graduation that was failed in the final semester

### **Sometimes accepted as legitimate extenuating circumstances:**

- change of majors as recommended by academic advisor;
- loss of transfer credits;
- financial need necessitating heavy employment hours, thus reducing the student's ability to take 15-hour semesters or to attend summer sessions; • health-related matters;
- personal and family situations that necessitated support from the student;
- course sequences for courses that are not offered every semester;
- failure of a course required for graduation;
- insufficient hours of "C" grades in the major core.

### **Petitions are usually denied:**

- to complete a second major
- to complete a minor
- to raise a grade-point average
- to take prerequisites for graduate or professional school
- to take courses related to employment
- to change major from BA to BS degree
- to complete degree requirements on campus in a fall or spring semester when there are readily-available alternatives via summer sessions or online courses

## **Nontraditional Readmission Appeals**

The nontraditional readmission appeal process recognizes that individuals can gain personal and intellectual maturity over a period of years. In such cases, the University may choose to evaluate applicants for readmission on the basis of their current academic promise rather than their earlier academic performance. This process offers a way for former students who are far from current eligibility standards to restore their academic eligibility to return to the University and reestablish good academic standing.

Under the nontraditional readmission policy, the University reviews applicants who have not been enrolled full time in a formal educational program for at least five years. Details on the



policy may be found in the Undergraduate Bulletin and in the Office of the University Registrar's University Policy Memorandums.

Students who wish to appeal for nontraditional readmission must submit the Nontraditional Readmission Student Form. Successful completion of summer and online course work after full-time enrollment will be important in the approval process.

## **Academic Appeals Decisions**

An appeals decision will be emailed to a student's official university email address within two weeks. If the student no longer has an official university email, the decision will be sent to the postal address indicated on the Academic Appeal Student Form. Course and semester drop decisions are emailed within 48 hours.

Appeals decisions are guided by the Faculty Guidelines for Academic Appeals. While the decision of the appeals committee is final, students are invited to meet with an advisor to discuss the ramifications of the decision and their resulting options.



# By-Exam and Placement

The University awards two different types of credit: by-exam credit and placement credit. Students may obtain by-exam or placement credit by taking external examinations such as an Advanced Placement (AP) test administered by the College Board, or by taking internal examinations such as those offered by University departments.

## By-Exam Credit

With by-exam credit, students are awarded credit for University courses and the credit hours associated with those courses. No more than two by-exam credit courses (6 to 8 credit hours) may be used as part of the major core, and no more than one by-exam credit course (3 to 4 credit hours) may be used as part of a minor.

## Placement Credit

With placement credit, students are awarded credit for University courses but no hours are awarded. Placement credit is often used to cover course prerequisites and even curriculum requirements. No hours are awarded toward graduation.

## External Examinations

Carolina participates in the Advanced Placement, ACT, International Baccalaureate, and A-Level programs. Either by-exam or placement credit may be awarded by attaining minimum scores on these external examinations. Score requirements are set by the appropriate academic department. A schedule of score requirements is available on the Office of Undergraduate Admissions website.

To receive credit, students must ask the appropriate testing service to send the Office of Undergraduate Admissions their official test results.

By-exam and placement credit awards are determined by academic departments and are subject to change without notice.

# Internal Examinations

Departmental placement examinations are primarily for the purpose of determining placement, but in some cases, these exams may result in the award of credit hours. All department examinations must be taken before the beginning of a student's last term at the University.

Not all departments offer examinations. Some departments give scheduled examinations for introductory courses. Common department placement exams are printed in the "Academic Advising Guide" section of the *New Student Guide to Carolina*.

If the department authorizes by-exam or placement credit based on the departmental test, the department requests that the credit be posted on the student's record.

# Cancellation of Enrollment

A Cancellation of Enrollment or “cancellation” is, in effect, the same as not having registered at all. No entry is made on the permanent record and no tuition or fees are charged. A cancellation is only appropriate if a student has never attended any classes for a term. If the student has attended even one class for the term, then a withdrawal is appropriate (“Withdrawals” on p. 107).

## Student-Initiated Cancellation

Students may not simply drop all courses from their schedule on ConnectCarolina. They must request a Cancellation of Enrollment through the Office of the Undergraduate Registrar.

With the exception of cancellations for summer sessions, students who complete a cancellation must apply for readmission to UNC-CH. Advisors should inform students of the procedure and deadlines for applying for readmission on the Admissions website (see “Readmission” on p. 75).

Students may need (but are not required) to contact relevant campus offices (such as Housing and Residential Education, the Office of International Student and Scholar Services, and the Office of Scholarships and Student Aid, among others) to discuss the ramifications of the cancellation.

Students will not accrue a semester in residence for a semester in which they cancel their registration.

If a student’s registration is not properly cancelled, the student may receive failing grades for all registered courses for the term and be charged tuition and fees for the term.

## Student-Initiated Cancellation Procedures

Students who have registered for classes but subsequently decide not to attend school are well-advised to request a cancellation before classes begin. Requesting and receiving a cancellation before classes begin is a simple, straightforward process. Students who have not attended any of their classes may still obtain a cancellation. However, in most cases, these students will need to obtain a “letter of non-attendance” (LONA) for every class in their schedule that has already met.

### CANCELLATION OF ENROLLMENT BEFORE CLASSES START

- To request a Cancellation of Enrollment, a student may call, email, fax, mail, or visit the Office of the University Registrar.
- The student will need to provide the following information in their request: full name, PID, and term of cancellation. A signature will need to be provided in fax, mail, or in-person requests.

## **CANCELLATION OF ENROLLMENT AFTER CLASSES START**

In most circumstances, whenever students wish to cancel enrollment after classes have begun, they will need to obtain a letter of non-attendance (LONA). If there is any question as to whether or not LONA's are necessary, advisors should check with a dean. Students are often directed to meet with advisors to review Cancellation of Enrollment and withdrawal procedures before beginning cancellation procedures.

- Student obtains LONA from the instructors of each class in his or her schedule.
- Each LONA must be on departmental letterhead or by official University email, and it must include the student's name, PID, the course and section number, and a clear statement the student never attended the class. If a written letter, it may be sent electronically.
- LONA's must be delivered to the Steele Building to allow staff to process cancellation paperwork.
- If a student can otherwise provide acceptable documentation that they have not attended classes (e.g. out of state or country, enrolled at another university, employed full-time) there may be instances in which LONA's are not required. Use good professional judgment, and consult with a dean as necessary.
- Professional School students initiate the cancellation process in their Dean's Office, not in Steele Building.

## **University-Initiated Cancellation**

In some circumstances, the University may initiate a Cancellation of Enrollment. For example, a student's registration might be cancelled if the student is academically ineligible or if the student has not been cleared financially. A Cancellation Notice will be mailed to the student.

# ConnectCarolina

ConnectCarolina or “Connect” is the University’s online student records system, and includes all academic records and registration information for each term. Connect may be accessed from the UNC-CH home page via MyUNC. Internet Explorer is the preferred browser and will reduce compatibility issues. For training and information on how to use Connect, advisors are should visit the “ConnectCarolina User Information” website. Advisors must pass the FERPA test from the Office of the Registrar before security access is granted. The following is an overview of ConnectCarolina pages particularly relevant to academic advising.

## Advisor Center

Academic advisors most often access student records via the **Advisor Center** by following this path: **Main Menu > Self Service > Advisor Center > My Advisees**. Five tabs within Advisor Center offer access to a variety of student information:

- **my advisees**
- **student center**
- **general info**
- **transfer credit**
- **academics**

Any option may be selected. My Advisees will direct the user to an alphabetical list of all of an advisor’s assigned advisees. Any other option will lead to a student, likely the first assigned student in an advisor’s list. At the bottom of each screen is the **Return to Search** button which will take a user to a search screen by PID and first/last name.

### *My Advisees*

The **my advisees** section contains an alphabetical list of an advisor’s assigned advisees.

### *Student Center*

The **student center** section includes the following categories of information:

- **Schedule** - list of a student’s currently enrolled classes
- **Holds** - list of holds or service indicators

- To Do List - list of administrative actions student needs to complete
- Enrollment Dates - click on **details** to see enrollment dates and times
- Student's assigned advisor
- Advisor Notes - select **Career: Undergraduate** to view, edit, or add a note
- Personal Information
- On the left is a pull-down menu with the following options:

Course History - list of all courses a student has taken, including transfer credit and BE credit. This credit may be sorted by course prefix/number, term taken, grade, or by units.

GPA Calculator - can be used to enter in expected grades to see projected GPA or to enter in a target GPA to see what a student must earn to reach that GPA.

Grades - semester-by-semester list of course grades

Tar Heel Tracker - this can be run to see what course requirements a student has completed. Please note the THT will not work for students with a 2008 or prior requirement term. Readmitted students and some other groups of students may also not have a THT.

Transfer Credit Report - list of transfer credits awarded to student. Students who entered fall 2010 or later will have BE credit listed in this section as well.

## *General Info*

In this section, "Email Addresses" and "Service Indicators" are particularly useful categories. "Email Addresses" contains contact information for a student. "Service Indicators" allow an advisor to view the details of registration holds and release them when authorized (see "Service Indicators" on p. 87).

## *Transfer Credit*

This section contains a report for courses transferred to UNC-CH, including the course numbers, UNC-CH equivalents and hours awarded. A separate report is listed for each university/college the student has attended. TREQ 999 in a transfer course listing



indicates that the student has been awarded the North Carolina Common Curriculum. The total number of hours from that institution should be 64.

This section also includes a report of test credit and university-awarded BE credit. Advisors cannot view the exam score in this report; however, the UNC-CH equivalent course (with hours) is listed here.

## ***Academics***

This section contains academic program information. The Term Summary includes enrollment information for each term the student was at UNC. Advisors should use this information when completing a worksheet as the general education designations are term-specific in Connect Carolina. By selecting a class in this list, advisors/students can view the course attributes (i.e. general education requirements).

### **Institution/Career/Program**

- Program: BA, BS, EDUC, etc.
- Status: currently enrolled, academically ineligible, etc.
- Admit Term: when the student was admitted to the University
- Approved Load: part-time or full-time
- Plan: majors and minors
- Sub-Plan: any applicable major concentration
- Requirement Term

The edit program data button allows advisors to see more academic information. Please note that advisors do not edit any items in this section

### **Term Summary**

Here the information is specific to the term highlighted on the right. By clicking on each term, advisors can view the following information:

- Student's eligibility to enroll
- What term the student first enrolled at UNC
- Class standing
- Completed or enrolled classes
- Number of hours completed, transfer/BE hours.
- Grades and GPA (both semester and cumulative)

The “edit term data” button gives information regarding a student’s enrollment and registration. The “Terms in Residence” tab is the best way to view how many semesters a student has completed.

Please make sure the correct term is selected for an accurate tally. The number of semesters shown assumes completion of the currently enrolled term.

## *Statistics*

Under each semester’s course listing and grades in Connect is a table of cumulative statistics. This table includes hours earned at UNC. The Units Toward GPA section includes courses taken for graded credit at UNC-CH. Hours for the current term in progress are also listed here. The Units Not for GPA section includes courses not taken for graded credit (i.e. P/D+/D/F, study abroad and transfer courses and BE credit). These hours do count toward the minimum needed to graduate. When filling out a worksheet graduation tally, advisors should add the graded hours passed, with the hours not for GPA passed, and the transfer units accepted to obtain the total number of hours earned toward graduation. Students who entered UNC-CH fall 2010 or later should have duplicate BE and transfer hours subtracted from their cumulative hours toward graduation. It is important for advisors to verify this, however, as repeat rules in Connect are not yet fully programmed. Duplicate credit from historical data not originally listed in Connect (summer 2010 and prior) is not automatically subtracted. Additionally, advisors may need to subtract hours for courses taken more than once at UNC.

Hours will be subtracted for duplicate BE and TR credit for students who entered UNC-CH fall 2010 or later. Students who take a course at UNC-CH for which they received BE credit will also have their number of hours automatically adjusted. Advisors must manually subtract these duplicate hours for students who entered before this date. Additionally, hours are not automatically subtracted if a student transfers in credit for a course they have taken at UNC, or if a student earns UNC credit for the same course twice. Advisors must manually subtract this on a student’s worksheet. Repeat rules are currently being tested in Connect and changes may come in the future.

## **Student Services Ctr**

In addition to much of the information found in **Advisor Center**, the **Student Services Ctr** section contains by-exam test scores. Advisors often need to verify whether or not such test scores have been received. Advisors may navigate to **Student Services Ctr** via the following path: **Main Menu > Campus Community > Student Services Ctr**.

# Student Groups

The **Student Groups** section of Connect is where advisors can find information about the various categories into which students may fall. Categories include how many semesters a student has completed, first-year or transfer student designation, high school foreign language(s), honors program enrollment, and a designation for student athletes

The navigation to this section is **Main Menu > Records and Enrollment > Career and Program Information > Student Groups**. This information is helpful as it can affect areas ranging from course registration, adding/dropping classes, and whether or not to count the hours of level 1 of a foreign language toward graduation.

# Graduation

Beginning with fall 2010 graduates, the Graduation Division began to clear students to graduate in Connect. After a student's record is reviewed, a member of the Graduation Division will leave a note with remaining graduation requirements in Connect. Advisors may view this information using the following navigation: **Main Menu > Records and Enrollment > Graduation > Graduation Tracking**. The graduation requirements listed here are also sent to the student, so he/she is aware what must be completed for graduation. These graduation notes are final and binding.

# Internal Transcript

Advisors are able to access and print a student's unofficial transcript. While most external agencies will require an official transcript, this unofficial record can be helpful for students. The internal transcript is accessed using the following navigation: **Records and Enrollment > Transcripts > Transcript Request > Find an Existing Value > Add a New Value**. Under the Request Header tab, an advisor selects INTRN from the Transcript Type pull-down menu. The Output Destination should be Page. Under the Request Detail tab, the ID is the student's PID. After this is entered, the Process Request button will pull up the internal transcript within 3-5 seconds. Please note the internal transcript is a record of all credit (including duplicate BE credit). Also, a student's declared major/minor is only listed each time there is a change. The official transcript has a cleaner appearance as it does not contain duplicate information.



# Course Substitutions

Students may petition academic departments or the Office of Undergraduate Curricula for substitutions for requirements. Academic departments have the authority to provide exceptions to major or minor courses, while the Office of Undergraduate Curricula has jurisdiction over exceptions to General Education requirements.

Departments are responsible for approving exceptions and substitutions and are required to submit plan adjustments via Tar Heel Tracker website (see “Tar Heel Tracker” on p. 93).

Course substitutions for General Education requirements are considered by the Office of Undergraduate Curricula on a limited basis for the following students:

- Seniors who may not have time to take the appropriate course before graduation.
- Junior transfer students who may be behind in satisfying General Education and major requirements and have taken courses elsewhere that seem to meet the spirit of the General Education requirements.

Students who meet these qualifications should be referred to the Office of Undergraduate Curricula website for information on submitting a petition to the Associate Dean for Undergraduate Curricula. Students will need to submit petitions in writing. Petitions need to include a syllabus and thorough justification for the substitution. Students should allow at least 15 days for the request to be considered before receiving the decision (by mail or by email). More information about the petition process for Undergraduate Curricula can be found online.

First-year students, sophomores, and juniors are expected to plan ahead and complete requirements without substitutions. Requests to substitute credits earned by-exam or through life experiences for which no academic credit was earned will not be considered.



# Eight-Semester Limit

Students are allowed eight full-time, degree-seeking fall and spring semesters of enrollment. Since all degrees require at least 120 credit hours, a student who completes 15 hours per semester will be able to complete graduation requirements for most majors in eight semesters. BE credit, summer sessions, approved semester withdrawals, and semesters in which a student takes online courses only do not count toward allowable semesters.

As of January 1, 2013, the academic eligibility standards approved by Faculty Council in 2007 apply to all the students we advise, including those who began college prior to summer 2007. Under these standards, students must appeal for permission to take a ninth semester.

## Part-Time Classroom Studies

Students who earn 15 or more semester credit hours for courses taken in fall or spring semesters while enrolled in part-time classroom studies will be regarded as having used up one or more of the eight full-time fall and spring semesters. In short, every multiple of 15 hours is equivalent to one semester. Hours earned in a summer session prior to the conversion to Connect (summer 2010 and before) do count in a student's semester tally. Summer hours earned after this time are not included in this tally.

A student can be in part-time studies until his/her last semester. A student must return to the College of Arts and Sciences for his/her last semester, but may elect to take a senior underload if less than 12 hours are needed for graduation ("Part-Time Classroom Studies" on p. 61).

## Transferred Semesters

Students are regarded as having transferred one semester for every full multiple of 15 semester credit hours accepted for transfer, excluding transfer credit taken before high school graduation. When credits are transferred from a college that operates on the quarter-term system, 1 quarter-term credit hour equals 2/3 semester credit hour. When working with transfer students, it is especially important to explain the 8-semester limit (see "Transfer Students" on p. 95).

Students who take fall or spring semester courses at another college after enrollment at UNC follow similar rules. Every even multiple of 15 hours earned outside of UNC (excluding summer courses) will count as one semester in residence.

# Additional Semester petitions

Students who are unable to meet degree requirements in eight semesters and summer sessions may apply for a ninth semester. If a student is granted a ninth semester, he or she may graduate with only one major on their transcript. Additional information regarding acceptable and unacceptable reasons for a ninth semester is on the Academic Advising website. The ninth semester petition is also on the website (see “Additional Semester Appeals” on p. 23).

## Considerations

An advisor can view a student’s terms in residence in ConnectCarolina. The navigation for this information is in **Advisor Center > “academics” tab > “edit term data” button > “Terms in Residence” tab**. The correct academic term must be selected to obtain the current semester result. This calculation is done automatically and can be incorrect. Under the academics tab an advisor can also look at each academic term listed on the left-hand side of the page. Semesters in residence information from summer 2010 and prior is on screen 1EL in SIS. If you feel Connect has erroneously calculated a student’s semesters in residence, you can contact the appropriate staff person in Academic Advising (Steve Dobbins) or the registrar’s office.

Every academic major has a different number of required courses and the sequencing of these classes can vary. When a student is declaring or changing a major/minor they must be able to complete this program in their eight full-time semesters (see Major/Minor Declaration). When in doubt, it is best to refer students to the academic department to discuss the sequencing and availability of major courses.



# Exam Excuses

While students are expected to take final exams during the scheduled examination period, students are granted final exam excuses in some circumstances. Advisors and deans can issue excuses for College of A&S students. The OUR can also issue an Official Permit to take the final exam if notified first by Campus Health Services that the student has a medical excuse. The Exam excuses may not be issued for any exam or coursework other than the final examination. The Office of the University Registrar (OUR) publishes the final exam schedule on the Academic Calendar section of their website and faculty cannot change their scheduled final without permission from the Provost.

## Issued by Advisors or Deans

Advisors and deans may issue an exam excuse if a student has three exams which begin within a 24-hour time frame or has two exams scheduled for the same time. Common hour exams should be moved if possible because in most cases, make-up exams are scheduled.

### *3 Exams in 24 Hours*

Advisors and deans may issue an exam excuse if a student has three exams which begin in a 24-hour period. For example, a student with three exams offered at 8 AM Monday, 12 PM Monday, and 8 AM Tuesday would be eligible for an exam excuse.

### *4 Exams in 24 Hours*

Students may even have four exams in 24 hours. In these circumstances, advisors may issue 2 exam excuses, so the student is not required to take 3 exams in 24 hours.

### *2 Exams at the Same Time*

Advisors and Deans may issue an exam excuse if a student has two exams scheduled for the same time.

Students opting to take classes which meet just once or twice a week may also end up with a final exam time conflict because they could be taking two classes during the same time slot over the semester.

## **STEPS FOR ISSUING EXAM EXCUSES**

Advisors may issue exam excuses during walk-in meetings or appointments. Advisors are asked to issue excuses after the 8-week drop deadline to reduce the processing of unnecessary excuses. Advisors may issue exam excuses through the last day of class. Only deans may issue exam excuses after the last class day.

1. The advisor reviews the student's schedule and notes when the student's exams are scheduled based on the exam calendar provided by the Office of the University Registrar.
2. The advisor notes the times of the relevant exams.
3. If the advisor finds that an exam excuse should be written, he/she fills out the form for the requested exam or the common exam, depending on the situation. The comment box should read '3 in 24' or '2 at the same time.' The student should have preferably discussed the exam make-up with the instructor before this point and have a good idea of which exam they wish to move. If one of the exams involved is a common exam, this exam should be the one rescheduled.
4. The advisor issues the pink copy of the exam excuse to the student, and the student may then take the excuse to the professor. The professor will either take the excuse from the student or ask them to present it at the alternate exam time.
5. The advisor gives the yellow copy to staff for scanning. The advisor should also complete an Advisor note at this time.
6. The advisor places the white copy of the exam excuse in the floor's designated Registrar's box so that it will be sent to the Office of the University Registrar through campus mail. The Registrar will then know to expect this student's grade to arrive later than those for the rest of the class.

Should the student not be able to arrange an alternate exam time with the instructor, they may return to Advising to switch out the exam excuse for another that meets the same criteria. The first exam excuse ('pink slip') must be returned to the advisor before the second is issued.

## **Issued by Deans Alone**

Students may find themselves in other situations in which they are unable to take final examinations during the scheduled time. Only Deans may issue exam excuses for reasons other than '3 in 24' or '2 at the same time.' These reasons may include a serious health condition of the student or family member, a required court appearance, or the funeral of a family member or close friend. Excuses are not issued for family vacations or for other travel purposes, as exam dates are issued by the Office of the University Registrar before the beginning of each semester.

For reasons other than '3 in 24' and '2 at the same time,' students must see a Dean to obtain an exam excuse. The dean may request medical or other verification before issuing the excuse.

## **Medical Exam Excuses**

Students who develop serious medical issues during the final exam time should consult Campus Health Services about having their name placed on the "Infirmary List." To take a final exam, students on the "Infirmary List" may obtain an "Official Permit" from the Office of the University Registrar. The student must make arrangements to take the exam with the course instructor and provide the instructor with the "Official Permit." More often, students see a dean in Advising. The dean can verify if the student is on the CHS list or review medical documentation brought in by the student and issue an "Examination Excuse."

## **Student-Instructor Interaction**

Students should present the exam excuse or permit to the instructor as soon as possible so that a suitable make-up exam may be scheduled. Professors are not obligated to provide a make-up exam at a mutually convenient time. Professors may schedule the examination no later than the end of the following semester. If the student is unable to agree upon a suitable make-up time with the instructor, the student may wish to return the exam excuse to Advising in favor of moving another class. In this case, the new exam excuse should still be written prior to the end of classes.

If a student reports that an instructor refuses to honor an exam excuse, please consult with one of the deans. As noted above, an instructor who has already set a make-up exam time for the class is not obligated to offer a second make-up date for a student unable to attend the first. However, with rare exceptions due to the nature of the class or exam format, an instructor may not state that they will not give any make-up exams. If the professor lists a different date for their exam than what is outlined on the Registrar's calendar, then the student should see a Dean. The Dean will then consult with the professor.

## **Make-Up Policies**

The make-up exam must be taken by the last day of class during the following semester (fall/spring). After this date, the "AB" grade (see Bulletin) is changed to an "F\*" grade. Note that some professors may require that the student make-up the exam during finals in the subsequent

semester. In this case, the professor will need to follow the procedures to replace the “F\*” with the revised grade.

Students may also ask if it would be permissible to move the exam for unapproved reasons as long as the professor agrees. While the Academic Advising Program cannot monitor the decisions of all faculty members, the student should know that the professor is not allowed to give a make-up prior to the regularly-scheduled exam time, and that without the proper verification of an exam excuse, misunderstandings can occur. The *Undergraduate Bulletin* states that professors may not move an exam without a formal exam excuse.

# FERPA

Respect and consideration of a student's right to privacy is assumed when advisors are working with students. However, parents or guardians may need or wish to speak with an advisor on a student's behalf. With certain exceptions, advisors will not disclose personally identifiable information from a student's education record without the student's prior written consent.

The Office of the University Registrar is the authority on FERPA. Please refer to the Registrar's website for additional information about FERPA guidelines.

Advisors ask students to complete a “Consent for Disclosure of Information from Education Records” form at orientation or during their first academic advising meeting. Students may list up to four individuals (typically parents, guardians, or spouses) with whom we may discuss their academic record. Though some students may choose to not list anyone, they need to sign and date this form to show they have received the information. In the absence of the disclosure form, FERPA does allow the University to release information from records to parents who claim a student as a dependent on a federal income tax return. The parent must file a statement annually with the Office of the University Registrar to demonstrate their eligibility.

## Directory information

Directory Information will be disclosed without the student's prior written consent unless the student has notified the Office of the University Registrar to restrict release of that information. If a student has invoked this restriction, their Student Center page in Connect Carolina will be marked with a lock icon. Directory Information does not include parent information (names, address, phone number). Directory information includes:

- Name
- Person ID (PID)
- Local Address
- Local Telephone Listing
- Grade/Billing (permanent) address
- Grade/Billing (permanent) telephone listing
- Date and place of birth
- County, state, or U.S. territory from which student originally enrolled
- Major field of study
- Class (junior, senior, etc.)

- Enrollment status (full-time, half-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Anticipated date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student
- Campus electronic mail address

## Restricted information

The University may release information from a student's educational record to other school officials, including instructors and University employees, who have a legitimate educational interest in the information. Advisors often do need to correspond with instructors and other campus offices/representatives on a student's behalf. Advisors may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. It is important to only share information that is specific to the issue at hand as a student's right to privacy is paramount.

Students can restrict how address information is printed in the Campus Directory, or can have all directory information restricted, by notifying the Office of the University Registrar in writing to revoke a request for restriction or nondisclosure. Students may also block access to their record through Connect Carolina (this blocks all subsequent access to personal information on CC). If a student has invoked this request, an icon of a lock will appear on their Student Center homepage. Students may revoke a request for restriction or nondisclosure in writing at the Office of the University Registrar. To remove the restriction, the student must either come to Suite 3100 SASB North and complete a Request for Removing Restrictions on Non-Disclosure of Information or send a written request to the Office of the University Registrar.

- Do not share, by phone or correspondence, information from student education records, including grades or grade point averages, with parents or others outside the institution without written permission of the student. If a parent calls to discuss a student's academic records, check the student's folder or online in Image Now for a Consent for Disclosure of Information from Education Records release form prior to disclosing any information. This consent will remain in effect unless the student revokes it in writing.
- Do not share student education record information, including grades or grade point averages, with other faculty or staff members of the University unless

their official responsibilities identify their legitimate educational interest in that information for that student.

- Keep any personal (particularly medical) and professional records relating to individual students separate from their education records.





# Friday Center Credit Programs

The William and Ida Friday Center for Continuing Education or “Friday Center” mainly serves the needs of part-time students. The Friday Center has three credit programs: Part-time Classroom Studies, Carolina Courses Online, and Self-paced Courses.

Undergraduates may not take Self-paced Courses for University degree requirements. However, undergraduates may take Part-Time Classroom Studies and Carolina Courses Online classes to meet degree requirements on a limited basis. Regulations around undergraduates taking classes through the Friday Center are detailed in the *Undergraduate Bulletin*.

Advisors help students determine (1) whether or not they may take classes through the Friday Center and (2) what classes may count toward degree requirements. In addition, if ineligible students plan to take Carolina Courses Online classes to restore their Academic Eligibility, advisors help them complete the Friday Center’s Advisor/Dean Approval Form.

## Part-time Classroom Studies (PTCS)

The Friday Center’s PTCS classes include a selection of regularly offered undergraduate courses. In addition to the regular course offerings, undergraduates are permitted to take PTCS evening classes. However, the evening classes typically do not become available until a few days before the start of a given term.

Some students may need to transfer to the Friday Center’s PTCS (see “Part-Time Classroom Studies” on p. 61).

## Carolina Courses Online (CCO)

CCO classes are offered during the fall and spring semesters and over an extended summer session. Grades earned in CCO classes are calculated in undergraduate student GPA’s. Hence, ineligible students often take CCO classes as a way to improve their GPA, earn academic credit, and return to Good Standing (“Academic Eligibility” on p. 9).

Ineligible students who wish to take CCO classes to regain Good Standing are required to complete the Friday Center’s Advisor/Dean Approval Form. Other students are not required to see an advisor, though the Friday Center encourages undergraduates to consult with an advisor before enrolling in CCO classes.

# Self-Paced Courses

Students entering the University beginning Fall 2008 may not use self-paced courses towards University degree requirements. Occasionally, a dean may approve a self-paced course for students needing a specific course for graduate school.

Students may take Self-paced Courses if they started UNC-CH before 2008, but should be aware that they will need to structure time to finish course requirements. Students have not been very successful in these courses in the past

# Graduation

Advisors in all divisions help students prepare for graduation. However, the Graduation Division is a division dedicated to certifying students for graduation. Hence, academic advisors in other divisions must often refer these students to the Graduation Division. The Graduation Division serves as a resource for advisors and advising staff when questions or concerns arise around a graduating senior record.

## Graduation Application

Students apply to graduate when they register for their final semester. The graduation application is available for students to complete in their ConnectCarolina Student Center. Late applicants should be referred to the Graduation Division.

## Underload Request

When graduating seniors do not need a full-time, twelve-hour course load to complete their remaining degree requirements, they may request an underload in their final semester. This senior underload allows students to carry fewer than 12 hours and retain full-time, on-campus student privileges. However, official enrollment reporting by the Office of the University Registrar is determined based on the number of hours enrolled. Students who apply for a senior underload after the 10th day of the semester will be allowed to drop non-required courses, but will not be eligible for a tuition refund. More information about the senior underload policy is available on the advising website regarding other implications. Graduating seniors can request an underload by completing the graduation application. Seniors considering underloads should be advised to request the underload early in the semester so that students still have time to add classes if needed. In addition, submitting an underload request does not obligate students to enroll in fewer than 12 hours (see “Underloads” on p. 103).



# Inter-Institutional Program

Under the Inter-institutional Program, any approved enrolled full-time degree seeking undergraduate student, may register for courses with appropriate approval at the following Universities: North Carolina Central University, UNC-Charlotte, UNC-Greensboro, NC State, and Duke University. No additional fees or tuition costs are applied. The following guidelines must be met for inter-institutional enrollment:

- An equivalent course may not be available at UNC-CH.
- Students are permitted to take up to one inter-institutional course per term.
- During summer terms, students must be registered for at least three credit hours at UNC-CH.
- Student must obtain approval from AAP and the registrar of each school.
- Courses will count as electives unless approved by an academic department to count towards a major or by the Office of Undergraduate Curricula to count toward General Education requirements.
- Grades are based on visiting institution policies

## STEPS FOR INTER-INSTITUTIONAL ENROLLMENT

1. Student obtains form from the Office of the University Registrar (available on Registrar's website)
2. Student obtains approval from advisor (or other office as appropriate)
3. Student obtains AAP dean's approval
4. Advising forwards the form to the OUR or the Student may take the form to the Office of the University Registrar if classes have started.
5. Registrar verifies approvals and contacts fellow school for approval



# Major and Minor Declaration

Advisors review major and minor requirements with students to ensure they have enough time to complete desired courses of study. Advisors pay close attention to course sequencing as some majors have prerequisites and some major courses are not offered each term. Advisors also inform students of admissions requirements for majors and minors in professional schools.

Here are some general rules around declaration of majors and minors:

- Students must meet with an advisor by appointment to declare a major or minor; change a major or minor; or add a major or minor.
- Students may declare up to three areas of study: two majors and one minor or one major and two minors.
- Students must declare a major in their fourth semester to be able to register for the following semester.
- Students may declare most undergraduate majors, including professional school majors, before they reach 60 hours of course credit (JR status). Course credit includes current semester courses, transfer courses, and by-exam credit.
- While students may declare a professional school major before they reach 60 hours of credit, the declaration does not affect their chances of admission.
- Once a student reaches 60 hours of course credit, they may only declare majors within the College of Arts and Sciences.
- With the exception of education licensure programs, College of Arts and Sciences majors do not have admissions requirements.
- Some Arts and Sciences minors require admission, such as the Entrepreneurship Minor and the Spanish for the Professions Minor.
- Professional school minors require admission.

In ConnectCarolina, majors and minors are considered “plans.” Major concentrations (if applicable) are “sub-plans.” The navigation to this information is **Records and Enrollment > Career and Program Information > Student Degrees**. In addition to plans and sub-plans, this area of Connect contains information on when students updated their plans and what degree a student will earn. Major and minor information may also be viewed in Advisor Center in Connect.

# Time Line

The time line for students to declare a major is dictated by the University's Eight-Semester policy. Students entering the University directly from high school have eight semesters to complete a degree program.

Given the semester limit, students are encouraged to declare a major by their fourth semester. Students who have not declared a major by this time will receive a service indicator preventing them from registering for the following semester. Advisors may release this hold after meeting with a student for a scheduled advising appointment.

Students first declare their majors when applying for admission to the University. This plan may be changed during New Student Orientation or in an advising meeting. Many student athletes do not declare a major in their first year per NCAA regulations. If student athletes have questions about this, please refer them to their athletic counselor.

Students may change their major/minor at any time in their academic career. However, a student must be able to complete the declared program in their remaining semesters.

## Major and Minor Advising Meetings

During the major or minor advising meetings, it's important to gauge the student's level of interest. When applicable, discuss performance in major or minor courses. Advisors often need to discuss the feasibility of completing all requirements within the Eight-Semester Limit (page 39). This may involve a review of course prerequisites and other sequencing concerns. If the student is interest in any professional school programs, a review of admission requirements may be needed.

Professional school majors and minors have their own admissions processes. Even some minors in the College of Arts and Sciences require admission. These programs cannot be declared in AAP. Students must declare a non-application based major in their fourth semester in order to be able to register for classes for the next term.

Students may not declare a major or minor merely to gain admission to classes restricted by a department.

### STEPS FOR MAJOR DECLARATION

1. Review requirements and complete worksheet(s)
2. Discuss feasibility and note whether or not summer school will be necessary
3. Discuss alternate plans and majors
4. Complete major/minor online declaration form



5. Enter note in Advising Notes
6. Route form to student services assistant for processing

## **Declaring a Professional School Major**

Many students wish to pursue majors in professional schools. While professional school majors are not administered by the College of Arts and Sciences, first-years and sophomores can declare a pre-major in these majors. Admission to professional schools is competitive. The declaration of a pre-major in no way assures admission to the professional school. Therefore, advisors should counsel students to have an alternate major.

## **Department Advising**

Certain majors require juniors and seniors to meet with a departmental advisor prior to registration. These students will have an “Advisor Approval Required” service indicator preventing their registration. Only departmental advisors can remove these service indicators. If one of these service indicators is in error—for instance a student switches from a major requiring departmental advising to a major which does not require this advising—advisors may ask a dean to remove the service indicator. Juniors and seniors should be strongly encouraged to seek out advising from a faculty advisor in their major department. Majors which require departmental advising will only be noted in Connect Carolina for primary majors.

## **Professional School Students**

Students in a professional school must first obtain permission from that school to add a minor or second major in the College of Arts and Sciences. The second major or a minor must then be approved by a dean in the College of Arts & Sciences and be completed in 8 semesters (see “Professional School Majors” on p. 71). Whenever a student is double majoring in a professional school and the College of Arts & Sciences, the professional school major is the primary major. If both majors are in the College of Arts and Sciences, a BS, BM or BFA is the primary major. If both majors are the same degree, then the student may choose the primary major. A student cannot earn two undergraduate degrees from the University, with the exception of majors in the allied health sciences.



# Overloads

Students wishing to pursue more than 18 hours in a fall or spring term, or more than 8 hours in a summer term, must request an academic overload. Deans may approve or deny overloads, which go into effect the first day of classes. Students must meet academic requirements in order to be considered for overloads.

To qualify for an overload, a student must have a 3.0 semester GPA in the prior semester and a cumulative GPA of at least 2.5. Overloads may also be granted in the final semester when students need additional hours to complete graduation requirements. In either case, students are required to obtain a dean's approval via the online Academic Credit Overload Request form on the AAP website. Here are some additional factors dean's consider when reviewing overload requests:

- Number of hours successfully completed in prior semesters (requests should represent a one course increase from previous successful semesters)
- Types and mix of courses successfully completed in prior semesters (if multiple courses of similar type are requested, there should be some prior indication that this is a reasonable goal)
- Intent to keep all classes if at all possible (requests will NOT be granted to allow a student more flexibility to drop classes)
- First-year students or first semester transfer students are not granted overloads with limited exceptions for LFIT, music lessons or ensembles.

## Time Line

Overload requests are generally handled at the start of the semester, although a student may request an overload for a music class, undergraduate research, or other independent study in the first few weeks of the semester. Students should know that regardless of how early they make their request, the overload will not go into effect until the first day of classes, after all students have had the opportunity to register for courses.

## Evaluation of Requests

When deciding on an overload, deans first review the minimal considerations outlined above and then compare the requested load and mix of courses with those of previous semesters. The overload should represent the addition of only one class beyond what a student has successfully completed in the past – ie, a student who tends to carry 15-18 hours is far more likely to have an

overload granted than one who typically completes 12-14 hours (an occasional light semester in the past is acceptable). The student should also have successfully completed courses of similar rigor and subject matter in the past. That is, a student who has never completed a history course will not be granted an overload to enroll in three while a student who has struggled with one science will not be granted an overload which involves multiple science courses. Deans may ask the student for a justification for taking the additional class(es).

In general, first-year students may not be approved for an overload, although occasionally an exception is made if the additional hour is needed for a music lesson or Lifetime Fitness course. Overloads are generally not granted so that the student may register for more courses than they intend to complete or if the student has been granted an overload several times in the past but has never maintained all the hours. The initial intent should be to keep all of the courses.

Overloads are may be granted for 19, 20, or 21 hours in a fall or spring semester (never more than 21), or for 9-10 hours in a summer term.

Students granted an overload should be advised to use the initial registration for courses which may fill up prior to the overload activation date. Classes where a student is guaranteed a spot by the instructor, such as peer tutoring, research, internships, music classes or ensembles, are good options to defer until after the overload goes into effect. No exceptions to the overload activation date will be granted.

Students should know that drop appeals are not usually granted for late drops on the basis that the course load was too heavy. They should make a determination to keep or drop classes prior to the drop deadline.

# Part-Time Classroom Studies

Students who want or need to take fewer than 12 hours may transfer to Part-Time Classroom Studies (PTCS). PTCS may appear to be an easy way for a student to lighten his or her academic load for a semester. However, the parameters governing switching to PTCS lessens the likelihood that students will use this as a method to quickly get out of an academic situation that might only be affecting them for the current semester. Transferring to PTCS is usually best as a solution for long-term issues rather than for basic academic difficulty. This might be an excellent option for students with personal or financial concerns and for students with chronic health issues. The student can balance life concerns and academics while making progress towards a degree. When talking with a student about transferring to PTCS, advisors should discuss the following rules and guidelines:

- Students may be registered for no more than 8 hours each semester in Part-Time Studies.
- Students cannot return to full-time status for at least 2 consecutive fall/spring semesters. However, exception is made for graduating students. If a graduating student fully intends and is able to graduate, the student may return to full-time status in order to graduate.
- Some services are affected by transferring to Part-Time Studies. Students should check with Scholarships & Financial Aid, health insurance, on-campus housing, etc. to see how the transfer to Part-Time Studies will affect these services.
- Students must be academically eligible as a full-time student in order to transfer to part-time status. Conversely, students must be academically eligible in order to transfer back to full-time status. Students on probation may not transfer to PTCS.
- Every increment of 15 hours accumulated during PTCS counts as semester toward the 8-semester limit.
- The deadline to transfer to Part-Time Studies is November 1 for Fall semester and April 1 for Spring semester.
- Students must transfer by the refund deadline (typically within the first two weeks of the semester) in order to receive a refund of full-time tuition and fees. In this case, the student will not have access to many fee-supported campus resources.
- Students in PTCS may receive Academic Services such from the Learning Center, the Writing Center, and Accessibility Services
- Students living in university housing will be required to move out of the dorm within a reasonable time frame.

- Students may not be in PTCS during the semester in which they intend to graduate. Rather, students enrolled in their final term prior to graduation must be shown as having an approved academic load of full-time and enrolled in the College of Arts and Sciences, even if they are approved for a senior underload and allowed to carry fewer than 12 credit hours that term. (see “Underloads” on p. 103)

## **STEPS FOR TRANSFERRING STUDENTS TO PTCS**

The transfer process involves the completion of at least two forms. If needed, a drop form must also be completed.

1. Complete “Rules for Students in the College of Arts & Sciences Changing Approved Academic Load from Full-Time to Part-Time” form.
  - Student reads and signs
  - Advisor fills in “effective date” and “effective term”
  - Advisor signs and dates
  - Advisor makes copy for student.
2. If needed, complete drop form. Student must be enrolled in 8 or fewer hours to transfer to PTCS. Advisor should write on the drop form: Transfer to PTCS, “No grade. No W.” Give student copy to the student.
  - Enter student information
  - Enter course information
  - Have student sign and date
  - Sign and date
  - Give blue copy to student.
3. Complete select sections of “Intra-University Transfer of School, Major Field of Study, or Concurrent Enrollment” form.
  - Enter name and PID
  - Complete section A: Career, Classification, College, Degree, Major
  - Sign and date first column of section C
  - Make copy for student
4. Paperwork goes to staff for routing to the Friday Center.

# Pass/D+/D/Fail

Pass/D+/D/Fail is often referred to informally as “pass/fail.” When a student is considering declaring a course Pass/D+/D/Fail, it is important that the advisor explain how Pass/D+/D/Fail grading works and how these classes may or may not apply to degree requirements. The following rules and guidelines apply:

- When a letter grade of A through C- is reported by the course instructor, the student will be awarded a PS or “passing” grade. The PS grade is not calculated in the student’s UNC-CH GPA. When the PS is earned, the course will count as hours toward graduation, but will not count toward degree requirements.
- If a grade of D+ or D is reported, the letter grade of D+ or D is awarded. These hours will count toward graduation. Depending on minimum grade standards for the student’s major, D+ or D grades may count for degree requirements.
- If a student fails a Pass/D+/D/Fail course, then an F will be calculated in the student’s GPA. Failed courses do not count as hours toward graduation nor do they count toward degree requirements.
- Instructors are not informed when a student declares a course Pass/D+/D/F, and it is appropriate to suggest a student not tell the instructor they are taking the class Pass/D+/D/Fail. The deadline to declare a course Pass/D+/D/Fail is the same as the drop deadline – the end of the eighth week of classes.
- Students must take at least nine graded academic hours in the semester in which other hours are declared Pass/D+/D/Fail.
- No more than four credit hours may be taken on the Pass/D+/D/Fail grading system during a single semester.
- A maximum of eleven hours of Pass/D+/D/Fail credit may be taken in a student’s undergraduate career. (Exception: Certain courses only assign grades of PS or F. In this instance, up to 7 hours of these courses do not count toward the eleven hour Pass/D+/D/Fail limit.)
- Study abroad courses that are graded with PS/F do not count in this limit.
- It is not recommended that students declare prerequisite courses Pass/D+/D/Fail that are intended to be used for admission to medical school, dental school, etc.
- Course prerequisites may be taken Pass/D+/D/Fail. (For example, MATH 110 can be taken Pass/D+/D/Fail even though it is a prerequisite for other math courses.)

- Courses that are pre-requisites for a major may not be taken Pass/D+/D/Fail. (For example, HIST 128 must be taken for a letter grade for the Management & Society major.)
- Under no circumstances can a student take a course Pass/D+/D/Fail toward a declared major or minor. However, students may use one course previously declared Pass/D+/D/Fail toward a newly declared major.
- Course content and requirements are the same for Pass/D+/D/Fail registrants as for regular registrants.
- If a student declares a course Pass/D+/D/Fail and earns a grade of D+ or D, then the course can be used to fulfill a general education requirement.

## ***Courses That May Not Be Declared Pass/D+/D/Fail***

The following types of courses may not be declared Pass/D+/D/Fail:

- Courses used to satisfy General Education requirements (with the exceptions of lifetime fitness courses and some forms of experiential education)
- Courses specifically required by the major or minor
- Courses in one's major or minor department (including courses cross-listed with those departments), even if the student is not using the particular course toward the major or minor
- Summer School courses
- Carolina Courses Online
- An Honors course or Honors section of a course
- First-Year Seminars
- Courses taken via inter-institutional enrollment

## **STEPS FOR COMPLETING PASS/D+/D/FAIL FORMS**

Students typically can begin declaring a class Pass/D+/D/Fail after the last day to drop a course online. Encourage students to wait until they have earned some graded work in the course before declaring a class Pass/D+/D/Fail. The Pass/D+/D/Fail deadline is absolute. After that deadline, Pass/D+/D/Fail cannot be declared or revoked. There is no option to appeal.

1. Summarize the policy with the student and direct them to the advising website's link to the policies and the podcast about Pass/D+/D/Fail.
2. Check to make sure that the course is eligible to be declared Pass/D+/D/Fail.



3. Check to make sure that the student will be left with 9 graded academic hours (excluding PHYA classes).
4. Check to make sure they will only be declaring a maximum of 4 hours Pass/D+/D/Fail in any one semester.
5. Check to make sure they have not exceeded their limit of 11 hours of Pass/D+/D/Fail courses in their undergraduate career, excluding 7 hours of classes that are only taught on a Pass/D+/D/Fail basis.
6. Be sure to clearly state that if the student earns a D+ or lower, they will receive that grade, and the grade will count toward their GPA.
7. Also clearly state that the course will now count as an elective. A course may no longer be used for a general education requirement once declared Pass/D+/D/Fail (excluding LFIT courses, which may be declared Pass/D+/D/Fail and still fulfill the requirement).
8. Explain that the Pass/D+/D/Fail declaration cannot be revoked but for exceptional cases decided by a dean and only before the drop deadline.



# Probation

Academic probation is a one semester opportunity to return to good academic standing. During the probationary semester, students on academic probation must complete a 4-step academic intervention (found on the Undergraduate Retention website) and work closely with academic advising as well as other resources on campus.

The official academic status in ConnectCarolina for students on academic probation is “Eligible – On Academic Probation.” Students must review their academic status at the end of every semester. Academic status is found under the “Academics” tab in “Student Center.” Students will have a status of “Eligible – On Academic Probation” if they are on academic probation. Students who fall short of the standards for Good Standing, but have passed at least nine credit hours of graded coursework (excluding by-exam or placement credits) in the preceding fall or spring semester and who were not already on probation, will be automatically granted academic probation for one semester with the objective of meeting those standards.

## PROBATION FACTS

- Students who have a GPA of less than 2.0 but have passed at least nine credit hours of UNC-CH graded course work (excluding by-exam or placement credits) in the preceding fall or spring semester and who were not already on probation will be granted automatic academic probation for one semester with the objective of meeting those standards.
- Students who have a GPA of at least 2.0 but have not passed the minimum cumulative semester academic hours earned requirement have an academic status of “Ineligible.”
- Students who have a GPA of less than 2.0 and have not met the minimum cumulative semester academic hours requirement have an academic status of “Ineligible.”
- Students who are academically ineligible and who were not already on probation in the preceding spring or fall term may submit an appeal for probation. (See the Undergraduate Retention website for further information.)
- A student who was on probation the preceding semester but did not reach the necessary eligibility standards may appeal for continued probation but should understand that continued probation is granted only in rare circumstances.
- All other students who have a GPA of at least 2.0 and have passed at least the minimum cumulative hour requirement are considered “Eligible-In Good Standing” even if they did not pass 9 academic hours in the preceding fall or spring semester.

## PROBATION ADVISING MEETINGS

Prior to the scheduled probation appointment, students should have completed the self-assessment and the online Student Success Seminar. Students should show up to their probation meeting with a printed copy of their Self-Assessment and the printed probation contract. If the student has not done these things, the student should reschedule the appointment. The following topics should be covered in probation advising meetings:

- Check in about how the current semester is going.
- Discuss the self-assessment. (Use the information provided by the student, including the self-assessment, to help identify resources that can be helpful to the student.)
- Discuss the Student Success Seminar. (Encourage the student to view the seminar several times during the semester and to reflect on the information in the seminar and how it applies to their situation.)
- Discuss and complete the advising contract. (Explain what the contract means. The importance of taking advantage of the opportunities provided by probation cannot be overstated.)

### *Probation Contract*

In addition to the self-assessment and online Student Success Seminar, the student must complete the student portion of the probation contract. With this portion of the contract completed, the advisor may proceed with the following steps:

1. Review the student sections of the contract with the student. Make corrections if needed.
2. List recommendations in the box provided. (Again, use the information provided by the student, including the self-assessment, to help identify resources that can be helpful to the student.)
3. Have the student sign and date the contract, and sign and date the contract yourself.
4. Make a copy of the contract for the student, and give the original to staff to be scanned.
5. Send a scanned copy to the Office of Undergraduate Retention ([studentsuccess@email.unc.edu](mailto:studentsuccess@email.unc.edu)).
6. Add an advisor note indicating that the student has completed their first probation appointment and that they have signed the contract.

If students do not complete the self-assessment, complete the online seminar, have a probation meeting, and fill out the contract, a service indicator will be placed on the student's account

preventing them from registering. The service indicator will be removed when the advisor puts in an Advising Note indicating that the probation appointment has occurred and the student has satisfied the intervention steps. It is thus important for advisors to write clear advising notes indicating if students have completed the necessary steps.



# Professional Schools

The University of North Carolina at Chapel Hill offers 16 undergraduate majors in nine different professional schools. Approximately 15% of the undergraduate population will graduate from one of these programs. Professional school programs require a competitive GPA and an application process which is typically completed during a student's sophomore year.

All first-year students and sophomore transfer students enter the College of Arts and Sciences. A few professional school programs also require junior transfer students to enter the College of Arts and Sciences and apply for spring admission into their program. Please note many of these junior transfer students will have four semesters at UNC to complete a degree. Advisors must counsel these students on the importance of having an alternate plan and help them develop such a plan. The College of Arts and Sciences advising works with these students until they enter a professional school. Once students enter a professional school they work with advisors in that school. College of Arts and Sciences advisors do not have the authority to advise students who have matriculated to professional schools or to approve any administrative action for them. These students should be referred to their school for advising or administrative assistance.

Admission to these programs is competitive and not guaranteed. Some first-year students, however, are guaranteed admission to the Business School or School of Journalism and Mass Communication. These pre-admission guarantees are not binding and are contingent upon students meeting the pre-requisites/GPA requirements. It is important for advisors to strongly encourage students not in guaranteed admissions programs to develop alternate major plans from the beginning of their academic careers. Since students have eight semesters of enrollment, it is important they take the appropriate classes during their first and second years to stay on track for their alternate major(s).

## Professional School Majors

The following is a list of professional schools and their undergraduate degree programs:

### *Kenan-Flagler School of Business*

- B.S. Business Administration

### *School of Education*

- B.A.Ed. Child Development and Family Studies
- B.A.Ed. Elementary Education

- Arts
- Language and Literature
- Mathematics and Science
- Social Studies
- B.A.Ed. Middle Grades Education
- Language Arts
- Mathematics
- Science
- Social Studies
- B.M. Music Education

### ***School of Journalism and Mass Communication***

- B.A. Journalism and Mass Communication
  - Advertising
  - Business Journalism
  - Electronic Communication
  - Editing and Graphic Design
  - Multimedia
  - Photojournalism
  - Public Relations
  - Reporting
  - Strategic Communications

### ***School of Nursing***

- B.S. Nursing

### ***Gillings School of Global Public Health***

- B.S. Public Health
  - Biostatistics
  - Environmental Health Science



- Health Policy and Management
- Nutrition

### ***School of Medicine***

- B.S. Clinical Laboratory Science
- B.S. Radiologic Science

### ***School of Dentistry***

- B.S. Dental Hygiene

### ***School of Information and Library Science***

- B.S. Information Science

### ***Eshelman School of Pharmacy***

- Doctor of Pharmacy or “PharmD”

## **Eight-Semester Limit**

Most professional schools observe the Eight-Semester Limit of enrollment. The exceptions are in the allied health sciences which include Nursing, Clinical Laboratory Science, Radiologic Science, Dental Hygiene, and Pharmacy. Students may apply to enter these programs any time in their academic career. These programs also enroll students who have already earned a bachelor's degree at UNC-CH or elsewhere. As in the College of Arts and Science, professional schools may make exceptions to the eight-semester limit in certain circumstances. These students should be referred to the professional school to discuss such exceptions.

## **Time Lines and Procedures**

Application time lines and procedures vary from school to school. Students most often submit applications to these professional school programs during their sophomore year. The majority of professional schools enroll students in the fall semester. Since most of these programs are relatively small, it can be difficult for a student to begin in the school out of sequence even if the

professional school program allows this. Journalism and Business students may enroll in the spring. The School of Nursing only enrolls first-degree students in May.

When a student is admitted to a professional school, the AAP student services manager will make a note in Advisor Notes and send the student's folder (student entering Fall 13 do not have folders) to that school. If a student is admitted into a professional school and decides not to enroll, he/she must contact the professional school. Some students choose to return to CAS voluntarily, and some are dismissed from a professional program. Please note the semester(s) a student spent in a professional school are included in their semesters of eligibility tally. Only 24 hours of professional school coursework may count toward graduation.

## **Minoring or Majoring in Arts and Sciences**

Professional school students who wish to pursue a second major in the College of Arts and Sciences first must obtain permission from their professional school in order to declare a second major. Each professional school has a different process for declaring a second major, so students will need to check with their professional school about procedures. Once a student has obtained permission from their professional school, the student will need to schedule an appointment with an advisor who works with their intended major and bring their professional school's paperwork in order to declare the second major. During the appointment, the advisor will create an academic worksheet for the student's second major and make sure that the student will have enough time to complete degree requirements in eight semesters. After the appointment, the advisor will put the original copy of the student's worksheet in the assistant to the associate dean's mailbox. The assistant to the associate dean will distribute the worksheet to the appropriate dean for final approval. Once the dean reviews the worksheet, she or he will approve or deny the student's request. If approved, the assistant to the associate dean will notify the student of the decision in writing and enter this second major into Connect Carolina. The A&S major must be completed in 8 semesters. If a student no longer wishes to pursue an approved second major, she or he will need to inform the professional school for deletion of the major.

Professional school students who wish to pursue one or two minors in the College of Arts and Sciences must inform their professional school of the decision. These students meet with a CAS advisor only if they have specific questions about minor requirements. If a student no longer wishes to pursue a minor, she or he will need to inform the professional school for deletion of the minor.

# Readmission

Any student who becomes inactive in a fall or spring semester must apply for readmission. A student may become inactive by withdrawing, cancelling registration, or becoming ineligible. Ineligible students often choose to take Carolina Courses Online (CCO) to restore eligibility during this inactive period. Other inactive students may take CCO or transfer courses to continue degree progress. All inactive students must apply for readmission to return as full-time or part-time students. Applications for readmission should be submitted through the student's MyUNC account.

The following rules and guidelines should be kept in mind when advising students on readmission to the University:

- Students leaving the University for medical, psychological, or disciplinary reasons must complete the readmission application. In many instances, these students will need to obtain clearance from the corresponding office: Counseling and Wellness Services, Campus Health Services, or the Dean of Students.
- If a first semester student (either first-year or transfer) cancels their first semester registration or takes only Carolina Courses Online classes, this student is considered to have never matriculated. In this case, if the student wishes to enroll as a degree-seeking student in the future, the student must begin the admission process anew, as they did to be admitted originally. The student should not apply for readmission. If the student enrolls and then withdraws, the application for readmission is the appropriate procedure.
- If a student is academically ineligible, he or she must restore their eligibility and return to good academic standing before he or she is allowed to re-enroll as a full-time or part-time student (see "Eligibility").
- If a student withdraws during a summer session, the student does not have to apply for readmission.
- Students must complete the readmission application by the appropriate deadline prior to the fall, spring, or summer term in which they plan to re-enroll. See Undergraduate Admissions website for the dates that the applications are available online as well as the deadlines for submission.
- If a student enrolls in coursework at another college or university during their absence from UNC-CH, she or he must submit transcripts of this coursework. To be eligible for readmission, students must have maintained a C average for all such coursework attempted.



# Records

Student records are accessible through a number of different media. Advisors access student records through three main avenues: ConnectCarolina, Folders, Image Now, and the Share Drive. Advisors should be mindful that all student information is protected by the Family Educational and Rights to Privacy Act (see “FERPA” on p. 45).

## ConnectCarolina

ConnectCarolina or “Connect” is the University’s online student records system, and includes all academic records and registration information for each term. Internet Explorer is the preferred browser and will reduce the number of compatibility issues advisors may encounter. For more details, see “ConnectCarolina” on p. 31.

## Image Now

The software program used by Academic Advising for student electronic records. Beginning April 2013, staff scan all paper documents for all students by document type; records can be searched by PID.

## Student Folders

AAP has maintained a paper record of its work with College of Arts and Sciences students through Spring 2013, known as a “student folder.” Student folders include orientation paperwork, completed worksheets, correspondence with departments concerning curriculum changes, and appeals information, among other items. When students move to a professional school program, their folders are sent to that professional school. Assuming that the folders are available, advisors receive student folders in advance of a scheduled advising appointments. Documents generated after April 2013 for students with folders can be viewed in Image Now. New students starting in the Summer 2013 will not have a folder created for their records; all associated documentation will be scanned in Image Now.

# Share Drive

The Share Drive is a networked server which all advisors may access. Where student records are concerned, the share drive contains a repository of scanned student worksheets. Other records such as foreign language placement scores may also be found on the share drive.

# Registration

Generally, registration refers to the initial time students enroll themselves in classes for the upcoming semester. While the Academic Advising Program does not register students for classes, advisors and deans play an important part in helping students identify and take the classes they need to further their educational goals. Not only do students meet with advisors to discuss academic planning and registration, but they are required to see advisors for adding and dropping classes beyond the online deadlines (page 79), course underloads (page 103) and overloads (page 59), and changing classes to Pass/D+/D/Fail (page 63).

Registration priority is based upon the numbers of semesters in residence; registration is not based upon the cumulative hours that a student has completed.

## Calendar

Students who have matriculated to the University may begin to register in mid-April for the fall semester; in early November for the spring semester; and in late March for the summer terms. First-year students register for their first semester classes during summer orientation. Transfer students may begin enrolling once they have been accepted and paid their enrollment deposit.

The Registrar's office issues the "University Registrar Calendar" every year. See the most current calendar for the latest information.

Advisors should strongly encourage students to use the calendar regularly and to be aware of deadlines and other calendar sensitive concerns. The final examination schedule is of particular importance.

## Registration Holds

Advisors often encounter registration holds, a type of service indicator which prevents students from registering (see "Service Indicators" on p. 87). These holds are placed on student accounts if they fail to complete administrative tasks or meet University obligations. Advisors help students identify registration holds and take the appropriate action to release the holds. Advisors can even release some types of registration holds or service indicators. Following are four common types of service indicators which might prevent a student from registering.

## ***First-Year Students (XR3)***

First-year students are required to meet with an academic advisor by appointment or attend a pre-registration workshop before they can register for their third semester. First-years who have not met this obligation will receive the XR3 service indicator which prevents a student from registering. Advisors release these service indicators after meeting with first-year students by appointment or after the student has attended a pre-registration workshop.

## ***Major Declaration***

Students are required to declare a major by the spring of their sophomore year (4<sup>th</sup> semester). Undecided students who have not declared a major by this time will receive a registration hold and may not register for their junior year until they meet with an advisor by appointment and declare a major. The advisor should release the registration hold after this major declaration meeting.

## ***Department Hold***

Many academic departments require their junior and senior majors to meet with a departmental faculty advisor. These departments place a registration hold on these majors until the student meets with a faculty advisor. Advisors may not remove these indicators. In some cases, deans may remove these services indicators, but only in accord with department policy or if the student changes to a major that does not require advising before registration.

## ***Academic Probation***

Students on academic probation are required to meet with an academic advisor at least twice during their semester on probation. If probationary students fail to meet these and other requirements before registration for the upcoming semester, the Office of Undergraduate Education places a registration hold on the student. Advisors play a key role in facilitating the release of the hold by (1) advising students about academic probation obligations, (2) completing the Student Success Contract with the student, and (3) sending a copy of the Contract to the Undergraduate Retention office ("Probation" on p. 67).

## ***Other Registration Holds***

The Dean of Students, Campus Health Services, and Counseling and Psychological Services may also place registration holds on students. Neither advisors nor deans may



remove these holds. At their discretion, deans may also place a registration hold on students.

## Course Loads

All full-time students must be enrolled in a minimum of 12 academic hours each semester. (PHYA classes are not academic hours and therefore do not count towards the minimum.) The maximum number of credit hours that a student may enroll in during a fall or spring semester is 18 credit hours. Students requesting more than 18 hours in a given semester must be approved for an overload by a dean.

Advisors recommend that students register for 15-17 hours. In order to meet the minimum degree requirement of 120 academic hours within the allotted 8 semesters, most students need to average 15 hours per semester (although AP/IB credit, transfer credits, and summer course work can allow more flexibility in a student's semester load). Also, by registering for at least 15 hours, students have the flexibility to drop up to 3 credit hours until the eight week drop deadline (see "Dropping" on p. 14).

## Prerequisites, Corequisites, and Sequencing

It is the student's responsibility to check the Undergraduate Bulletin to ensure they have met pre- and co- requisites for every course they plan to enroll in. Students should also understand the course numbering system. Many advanced courses do not have specific prerequisites but presume a base of knowledge and level of research skills in that discipline. ConnectCarolina does not screen for the prerequisites of most courses. Therefore, students may register for classes for which they do not meet the prerequisites. In any case, advisors should remind students to check pre- and co- requisites. The Undergraduate Bulletin is the best sources for checking pre- and co- requisites.

## Waitlisted Classes

Depending on department policy, some courses may have an associated ConnectCarolina waitlist. During registration, students can only waitlist a maximum of 4 credit hours. Students may waitlist a course through the first week of August and December. Afterward, the waitlist is closed but maintained until the last day to add online. The maximum capacity of each waitlist is no more than 5 students or 10% of the total number of seats, whichever is higher. The student may continue to check availability on ConnectCarolina and add the course should it become

available. Being on a waitlist is far from a guarantee a student will be added to the course, so advisors generally discourage students from waitlisting a course unless the student is high on the waitlist.

## **Closed Classes**

Contrary to what many students believe, academic advisors cannot register students for closed classes. If a class is closed, encourage the student to continue checking Connect Carolina for availability. Many times, especially during the first week of classes, course availability continuously changes and a student can register for a course that was previously closed. The student can also go to a class on the first day and ask the instructor for permission to add the class. English 105 instructors, and some departments, such as Psychology and Romance Languages, discourage this practice.

## **Late Registration**

A student who initially registers for classes after the date designated for official registration must pay a \$20 late registration fee. This does not apply to students who are registered for classes prior to this date and who continue to make schedule changes.

## **Distance Education**

With the exception of first-years, students may take one Carolina Course Online class per semester when otherwise enrolled in on-campus classes. If a student is interested in taking a Carolina Course Online as a part of their semester course load, the student must register for the course through the Friday Center's website by the appropriate add deadline. Please explain to the student that Carolina Courses Online require additional tuition and fees above and beyond the tuition and fees that they pay per semester as a full-time student. Students who are academically ineligible need an advisor's signature and permission to take a Carolina Course Online; students who are in good academic standing do not need an advisor's signature to take these courses.

For students who entered Carolina in 2008 and afterwards, there are several restrictions as to the number of Carolina Courses Online classes permitted. See the Undergraduate Bulletin for details.

# Honors Classes

Students who are in the Honors Program get priority registration for honors courses. During the first two years in the Honors Program, students typically take 2-4 honors courses per year. By the junior year, most students will only be taking 2 honors courses per year.

Students who are not in the Honors Program may take an Honors course; however they will need to obtain permission from the Honors Program in 225 Graham Memorial. Non-Honors students need a cumulative GPA of at least 3.0 to get into Honors courses. First-year or transfer students who do not yet have a UNC GPA should visit the Honors Program in Graham Memorial if they wish to take an Honors course.



# Repeating Courses

Students who have received a passing grade in a course may not enroll in the same course at a later time without the approval of a dean in the AAP. If a student proceeds with such an enrollment without securing permission, any grade received beyond the initial enrollment may be administratively removed from the student's academic transcript.

Certain courses (such as applied music, special studies, and undergraduate research, among others) may be taken more than once for credit and are so designated in the *Undergraduate Bulletin*. A particular physical education activity (PHYA) course may be taken more than once. However, different levels of the same course (beginning, intermediate, and advanced) must be taken in different semesters. Students may enroll in no more than one lifetime fitness (LFIT) course, and only one lifetime fitness course may count toward graduation.

In the following circumstances, permission may be granted to repeat a specific course regardless of the grade earned during the initial enrollment:

- The major, minor, or sequential coursework requires a minimum grade, and the student received a lower grade.
- A grade of C or better must be earned in a course specifically required in the student's academic major to satisfy graduation requirements in the academic major (including the minimum number of C or better hours).
- Several years have elapsed since a student's initial enrollment in a course and a current, satisfactory knowledge of the course material is either required or advisable.

If a student is permitted to repeat a course in which a passing grade previously has been earned, no additional credit hours beyond the first enrollment will be counted toward the fulfillment of the University's minimum graduation requirement of 120 academic hours. Grades and academic hours earned as a result of both enrollments, however, will be computed in the student's semester and cumulative grade point averages. Any and all grades received for a particular course will be noted on the student's transcript. Grade replacement is not an option.

## STEPS TO APPROVING A STUDENT TO REPEAT A COURSE

1. Identify the grade received for the course the student wishes to repeat.
2. Ask the student to explain why they wish to repeat the course. If one of the reasons listed above applies, then the student may repeat the course. If the reason is not listed above, refer the student to a dean on their division.
3. Check with the student to see if they have a strong plan for how to improve their grade the second time around.
4. Remind the student that they will not receive duplicate credit or grade replacement for the repeated course.

5. Note that you have approved the repeat in Advising Notes. Include the course number and title.

# Service Indicators

A number of campus offices may place holds which prevent a student from registering and/or receiving a University transcript. Students are advised to check for registration holds on their ConnectCarolina Student Center page. Note that, in general, only the office who placed the hold may remove it. Thus, it is incumbent upon the student to determine the origin of each hold and to contact that office sufficiently in advance of registration or other deadlines. Further information may be found in the Office of the University Registrar's Registration Guide.

There are three types of Advising holds affecting registration, each of which require an advising meeting before removal: first-year advising, major declaration, and major department advising. Note that departmental advising holds must be removed by the academic department, not by Academic Advising. Additionally, there is a deans's discretion hold that may be used. Students with this hold should be directed to a dean.

## First-Year Advising Hold

First-year students are required to meet with an academic advisor by appointment during their first year at the University. In some cases, this requirement may be met by attendance at an approved first-year pre-registration workshop. Second semester first-year students who have not met with an advisor before registration activation for their 3rd semester will receive an advising registration hold and will be prevented from registering until they meet with an advisor by appointment.

## Major Declaration Advising Hold

Undecided students entering a 5th semester and onward are required to meet with an academic advisor. These students will receive an advising registration hold and will be prevented from registering until they meet with an advisor by appointment and declare a major.

Note that rising juniors with previously declared professional school majors will be shifted to undecided status if they are not accepted to the school prior to registration.

## Major Department Advising Hold

Some departments require departmental advising in their majors once students reach junior standing or earn at least 60 academic hours. In these cases, students must meet with a faculty

member or department advisor in their major department before registration every semester. Students are advised to check their holds in ConnectCarolina to determine advising requirements well before their registration access period begins.

TYPE	REASON CODE	REASON TEXT (students see)	TEXT: Instructions (students see)	IMPACT CODE	IMPACT EXPLANATION	REMOVE ?
XAA	UNDJ	Undeclared Juniors	Junior students who have not declared a major may not register for classes until they have met with an Advisor.	WENR	Block all ENRL allow Cand/Wdrl: Prevents students from enrolling in future semesters, allows canceling and	ALL ADVISORS
XAA	1ST	First Year Student	First year students in their second semester may not register for 3rd semester classes until they have met with an Advisor.	WENR	Block all ENRL allow Cand/Wdrl: Prevents students from enrolling in future semesters, allows canceling and	ALL ADVISORS
XAA	RADM	Re-Admitted FR and SO Students	Re-admitted Freshman and Sophomore students may not register for classes until they have met with an Academic Advisor. <b>***CURRENTLY NOT BEING USED***</b>	WENR	Block all ENRL allow Cand/Wdrl: Prevents students from enrolling in future semesters, allows canceling and	JUDY, DEANS, ADVISORS MAYBE
XAA	DEAN	Dean's Discretion	Student may not register for classes until they have met with a Dean in Academic Advising.	WENR	Block all ENRL allow Cand/Wdrl: Prevents students from enrolling in future semesters, allows canceling and	DEANS
XAA	DPTL	Advisor Approval Flag	Your Primary Major department requires departmental advising prior to registration for the upcoming term. Please visit your Primary Major department to have this Service Indicator lifted before your enrollment appointment.	WENR	Block all ENRL allow Cand/Wdrl: Prevents students from enrolling in future semesters, allows canceling and withdrawing.	DEPTS, DEANS
XAA	CCO	Stdnts in Fri Ctr CCO Classes	Carolina Courses Online Admission: limited to online courses with the Friday Center. These students are not permitted to take classroom courses. For questions, please contact the Friday Center: ceadvising@unc.edu	WENR	Block all ENRL allow Cand/Wdrl: Prevents students from enrolling in future semesters, allows canceling and withdrawing.	FRI CTR, DEANS
XR3	FY3RD	1st Year Sdt 3rd Sem Adv Appr	First year students must meet with an academic advisor during their first or second semester in order to register for their third semester classes.	NOACT	No Action: This is an informational place holder service indicator; it has only one reason and no impact.	ALL ADVISORS
XR3s become XAA-1sts in a student's 3rd Term in Residence if they have not yet been lifted.						

## Service Indicator Table

The following table provides information on advising or advisor-related service indicators.



# Study Abroad

Over 300 study abroad programs in 70 countries are available to students through the Study Abroad Office (SAO). Offered programs are year-long, semester-long, or during the summer. Some programs are specific to certain curricula/majors and all programs have varying GPA and language fluency requirements. Students apply directly for these programs through SAO and should begin their planning at least one semester in advance. The minimum GPA for study abroad programs is 2.5; however, some programs require a higher GPA.

SAO also facilitates all study abroad programs designed and offered within the Honors Program, the UNC Institute for the Environment, the Kenan-Flagler Business School BSBA program, and various academic departments within the College of Arts and Sciences. The Summer School Office offers study abroad programs led by UNC-CH faculty members over summer terms. The SAO website provides links to these offices and their programs.

## Planning Process

The earlier a student begins planning, the better their study abroad options. Some majors have greater flexibility in study abroad options than others. Students in sequenced majors (especially ones where courses are not offered every semester or in the summer) need to be strategic about planning. Students in these structured majors can meet with an advisor in their academic department along with a study abroad advisor to discuss options. Students are typically not advised to take pre-medical or other health profession courses in another country. Students may apply their usual need-based financial aid to study abroad costs, and additional scholarships and loan programs are available to all students. The SAO hosts information sessions and fairs throughout the school year so that students can begin searching for programs that fit their needs. Students should also schedule an appointment with a study abroad advisor to discuss the various options. The Study Abroad Office advisors are organized based upon the location of the program.

## Types of Programs

There are three general types of study abroad programs:

- UNC-CH Faculty-Led Programs – UNC-CH professors teach or are on-site at the international location.
- UNC-CH Programs – managed or operated by UNC-CH or UNC-CH affiliated program. University has role in academic and programmatic oversight. These include exchange programs.

- **Approved Programs** – Study Abroad programs that are operated by the host institution or organization. Students participating in these programs receive the same level of service as students on UNC-CH operated programs

## Study Abroad Credit

The credit-awarding process for study abroad credits is handled through SAO. Credit for major and minor courses is awarded through the academic department. Note that at least half of a student's major and minor requirements must be from coursework taken at UNC-CH. While on a UNC-CH study broad program, the student remains enrolled as a full-time student. Fall and spring semesters spent abroad do count as terms in residence.

Students are encouraged to save all course materials from classes taken abroad. Additionally, students must have a transcript sent from the foreign college to the SAO. Some transcripts must first go through an international translation service. The SAO will begin the credit evaluation process when they have all the required materials. This process can easily take several months. Students may fulfill general education, language, major, and minor and elective requirements abroad. Students must declare a major or minor to receive credits for that major or minor. With the exception of UNC-CH Faculty-Led programs, credits are awarded on a pass/fail basis. However, most programs and many foreign institutions provide an official transcript that records course grades appropriate to that program or institution.

For transfer students who studied abroad prior to matriculating at UNC, credits will be evaluated by the Office of Undergraduate Admissions.

## Credit Report

After a student's credit has been fully evaluated, the Study Abroad Office sends a paper credit report to Academic Advising and the Registrar's office detailing the credit awarded and what requirements (if any) they can fulfill. Credits are generally given a code of "TREQ" with a three-digit number (although there are some exceptions). The information from the credit report is also noted in Connect Carolina, and can be located in the student's grade report for that term. Students who study abroad during their senior year or who have delays in the finalization of their credit may be required to graduate at a later date.

Students have one year to complete the process to have study abroad credits evaluated to meet general education, major, or minor requirements. After one year, all credits are counted as elective only, although this is negotiable in some circumstances students should be referred to Study Abroad.

# TREQ Credits

TREQ credits may be used for a maximum of one-half of a student's major or minor requirements. In other words, per the policy that at least one-half of a student's major or minor courses must be UNC-CH courses, TREQ credits are not considered UNC-CH hours.

TREQ credit is also considered part of the maximum of 75 academic hours of transfer credit that may be applied to a UNC degree. Again, TREQ credits are not considered UNC-CH hours, but rather as transferred credits.

TREQ credits are treated as all other transfer credits, with one exception: In terms of the requirement that 24 of a student's last 30 hours applied to the degree must be from UNC-CH coursework, TREQ credits are considered as UNC-CH credits.



# Tar Heel Tracker

Tar Heel Tracker or “THT” is the University’s degree audit system. THT provides a real-time look at a student’s academic requirements. It is considered part of a student’s official record.

THT is now available for most students with a catalog year of 2009-2010 and later. Presently, transfer students under the Articulation Agreement do not have a THT report. Students who do not have a Tar Heel Tracker report will see one of two messages, either “The Academic Requirements Page is not available” or “Empty Report.”

To find Tar Heel Tracker, students should login at [my.unc.edu](http://my.unc.edu), click on ConnectCarolina Student Center, and from the Other Academics drop down menu, choose Tar Heel Tracker.

## THT Adjustments

Students may find that some of their classes that were supposed to fulfill a requirement did not for a variety of reasons. If a course is not satisfying a requirement properly, students should bring this to their advisor’s attention. Advisors can then determine if a course should or should not be satisfying a particular requirement and request an adjustment. Adjustments are made by the degree audit team in the Office of the University Registrar. Tar Heel Tracker will be more useful for tracking degree requirements and planning for upcoming terms the sooner discrepancies are addressed.

## THT Features

THT allows students to search by major, minor, and general education requirements. THT can provide a list of courses needed for a major or minor, and can provide the student an option to view when that specific course is available and what sections are open for enrollment. The student can then add the course to their shopping cart for enrollment.

What If Reports allows a student to see what other options they have if they wish to switch majors, add a second major or minor, or see what happens if they take individual courses. It will then pull up an individual course audit to allow them to see how much progress they have made on this new hypothetical major as if it were their major. Keep in mind that right now the list is like the list of majors in the course catalog on the Internet – there are many that are not currently offered. The University is looking into cleaning up that list.



# Transfer Students

Each year, UNC-CH admits approximately 800 transfer students. More than 70% of these students are coming directly from another four-year college or university, and close to 30% are transferring from community colleges. Half of the transfer students are admitted as sophomores, and the other half are admitted as juniors.

Transfer students do not find out about their acceptance to UNC-CH until after our continuing students have already registered for fall semester courses. This practice means that transfer students have later access and fewer choices in their class registration for their first semester on campus. This can be very frustrating for these students, as they generally are not aware of this fact. The communications sent from the Academic Advising Program do encourage transfer students to register as soon as possible and prior to the date when New Student Orientation restricts the majority of general education courses to incoming first-year students. When working with transfer students, it is helpful to remind them to be patient throughout this registration process and persistent in checking the registration system throughout the summer and through the first two weeks of the semester for open seats in the courses they need or want to take.

## Transfer Admissions and Credit Evaluation

The Undergraduate Admissions Office notifies transfer students of their acceptance in mid-April. Students are then asked to submit their enrollment deposit to confirm their intention to enroll. Generally, advisors will only have appointments with students who have already paid their enrollment deposit and who are listed as “Eligible to Enroll.” (NOTE: Find this information in **ConnectCarolina > Records and Enrollment > Career and Program Information > Student Term Search.**) Students may schedule appointments via the online appointment scheduler after they have created an ONYEN and password.

The Office of Undergraduate Admissions evaluates the transcripts of students admitted to Carolina and enters the UNC-CH course equivalents and credit hours earned in ConnectCarolina. This transfer credit report can be found in **ConnectCarolina > Self-Service > Advisor Center > Advisee Student Center > “Transfer Credit: Report” in drop-down menu.** Completed courses and courses in progress during the final semester (IP) show on this report. Until the final transcript is received from the previous institution and entered into the transfer credit report, advisors may be missing the total number of credit hours transferred. Additionally, AP or IB test scores are not automatically transferred with a student’s previous college transcript, so often transfer students need to either provide Admissions with a copy of their score report or have their scores sent to Admissions.

# Eligibility and Semesters Transferred

All incoming transfer students follow the eligibility rules established in 2007 and have a total of eight semesters to graduate, including semesters transferred. No grades from previous institutions transfer, so students have no GPA when they begin here. The calculation of the number of completed semesters prior to entering Carolina is based on the number of credit hours accepted by UNC-CH for transfer, not on the number of semesters in which they were enrolled at other colleges.

## HOW TO CALCULATE SEMESTERS:

Students are regarded as having transferred one semester for every full multiple of 15.0 semester credit hours accepted for transfer. (Note: Excluded from the formula are any transfer credit hours awarded for courses taken either before high school graduation. BE credit is also excluded from this formula. Note also that when credits are transferred from a college that operates on the quarter-term system, 1 quarter-term credit hour equals 2/3 semester credit hour.)

## Class Standing

Class standing (freshman, sophomore, junior, senior) upon admission to Carolina might not be the same as a student's class standing at his or her previous college. For calculation of class standing, please see the appropriate Undergraduate Bulletin.

Note that 75 hours is the maximum number of hours of transfer credit accepted towards a UNC-CH degree. Students must earn a minimum of 45 credit hours from UNC-CH courses. A maximum of 64 transfer credit hours from a community college will be accepted towards a UNC-CH degree, although course credits (with no credit hours awarded) may still be accepted.

## Transfer Credit Re-Evaluation

If equivalent credit was not awarded for a particular course by the Office of Undergraduate Admissions, students may request that the appropriate academic department re-evaluate their transfer credit. This includes courses that were awarded general elective credit (GENR----), courses that were awarded credit with no specific course number assigned (i.e. HIST----), and courses that were rejected for credit. Students may submit materials using an online form that will route the information to the appropriate department(s) for review. In most cases, a course syllabus and course description is required. The form is housed on the Undergraduate Admissions web site (Apply -> Transfer Students -> Transferring Your Courses -> Transfer Credit Evaluation for Current Students). If the course is awarded transfer and/or equivalent credit after



the re-evaluation process, the Office of Undergraduate Admissions will post the information on the Transfer Credit Report. Once courses have been re-evaluated, students should follow up with an advisor to update their academic worksheet.

Students may also petition the Office of Undergraduate Curricula if they believe that a particular course for which elective credit has been awarded should fulfill a General Education Requirement. See the Office of Undergraduate Curricula web site for specific information regarding the petitioning process.

## **North Carolina Comprehensive Articulation Agreement (CAA) and Common Curriculum**

The CAA is a statewide agreement governing the transfer of credits between North Carolina Community Colleges and public universities. The objective of the agreement is the smooth transfer of students from the state's community colleges to four-year institutions. This agreement applies to students who have completed either an Associate of Arts (A.A.) or Associate of Science (A.S.) degree. It is designed for students who want to pursue a 4-year degree.

Students who plan to transfer with an A.A. or A.S. degree and who follow the Common Curriculum will fulfill the requirements outlined by the CAA. Upon completion of an A.A. or A.S. degree, students will transfer to Carolina with junior standing and 64 semester hours. The designation of "North Carolina Common Curriculum" will be listed on the student's UNC-CH transcript. Completion of the CAA will be designated as TREQ 999 for 64 credit hours in the student's transfer credit summary. No more than 14 hours toward the A.A. or A.S. degree may be transferred from institutions other than the NC community colleges. Students must have earned a "C" or better in all courses applicable to their degree to be eligible for this program. Students who earn a "D" or "F" in a course not being used for their degree may still be eligible – advisors should refer these students to Admissions.

The North Carolina Common Curriculum applies only to those requirements at UNC-CH referred to as General Education Foundations, Approaches, and Connections requirements, with the exception of the foreign language requirement, the lifetime fitness requirement, and Global Issues and Experiential Education Connections. Individually, transferred courses may be used to fulfill these requirements not otherwise covered by the articulation agreement. The agreement also does not exempt any admitted student from Supplemental Education or any major requirements or prerequisites. Transfer students who enter under this agreement are subject to all prerequisite courses as specified by majors. For example, the Biology department requires

specific math courses for both BA and BS degrees. Even with the common core completed, the math requirement for the Biology major must be completed successfully.

Students who are admitted and transfer before the completion of an Associate degree but who complete the 44-hour common core meet the general education requirements outlined above. Those who are admitted and transfer prior to the completion of the common core curriculum in its entirety are subject to a course-by-course evaluation. See the North Carolina College Transfer Guide for Community College Transfer Students for more information.

## **Transfer Advising Program (TAP)**

The Academic Advising Program serves transfer students in four primary ways.

- **Transfer Welcome Reception:** This informal reception is held to provide an opportunity for new transfer students to meet other students, faculty, and staff at the university. The Associate Dean of the Academic Advising Program, a representative from the Dean of Students Office, and former transfer students provide some words of welcome to the newest Tar Heels.
- **Welcome Letter and Academic Advising Guide for Transfer Students:** The Transfer Committee develops a comprehensive guide for transfer students. This guide covers the curriculum, eligibility and semesters transferred, and tips for registering for classes for the first semester. Students are asked to read this guide and register for classes prior to meeting with an advisor.
- **Individual appointments:** All students, once matriculated, are eligible to schedule an appointment with an advisor (in-person, SKYPE, phone). Transfer students may schedule more than one appointment during the summer prior to starting classes because of the changing information that we have about their transfer credits.
- **Resources:** Our aim is to help transfer students adjust to life at UNC-CH. We may have resources at UNC-CH that did not exist at the students' previous institutions.

## **Transfer Student Orientation Program (TSOP)**

The New Student and Carolina Parent Programs Office holds mandatory transfer-specific 1 day orientation sessions the summer. Because transfer students are eligible to register for classes as soon as they pay their enrollment deposit, transfer students do not register at orientation.

Currently, transfer students are given the opportunity to meet with an advisor during the afternoon. This meeting is meant to supplement an individual appointment, not to serve as one.

## **Transfer Student Organizations and Opportunities**

- **Tar Heel Transfers (THT):** Carolina's only student-run social organization for transfer students, providing social, developmental, and charitable events for transfers of all class levels.
- **Tau Sigma National Honor Society:** UNC Chapel Hill's chapter of Tau Sigma National Honor Society was founded for the purpose of distinguishing the academic accomplishments of the most outstanding transfer students. Membership is extended to those students pursuing a bachelor's degree who have earned a 3.5 GPA or higher during their first term at Carolina.
- **Student Government Transfer Co-Chairs:** The Transfer Student Committee will represent transfer student needs to Student Government. The committee will work with the Dean of Students and the Transfer Student Association to meet the unresolved needs of Transfer students at UNC.
- **T-Links Mentoring Program:** Through the Carolina T-Links mentoring program, transfer students will connect with other students who share their interests and find opportunities for personal growth, leadership and development, collaboration, and engagement. All incoming transfer students will be assigned a T-Links Mentor.
- **Transfer United Living-Learning Community:** Transfer United is a collaborative effort designed to promote a seamless transition for junior transfer students to the University of North Carolina at Chapel Hill. By encouraging success in academics, wellness and engagement, the program will help students establish a connection with the University and prepare them to persist through to graduation.



# Transferring Courses

The University will award credit hours for courses from other accredited institutions when the student has made a satisfactory grade (usually a C or its equivalent) and when a similar course is offered by the University. If a passing grade of D is earned, the University will grant credit for the course but no credit hours will be awarded. Students should expect difficulty in transferring professional courses and courses from nonaccredited institutions, including foreign institutions.

Students may transfer credit hours from a two year institution until they have earned 64 hours of college credit. Once a student has earned 64 or more total college credit hours including transfer and BE credit, the student cannot transfer any additional credit hours from a two year institution. If a student enrolls in a course at a two year institution concurrently with enrollment at a four year institution, including UNC-CH, transfer credit hours will not be awarded for the course taken at the two year institution if the hours from the concurrent courses at the four year school bring the total earned hours to 64 or more.

Advisors should discuss the following items when talking with a student concerning taking classes at another institution. Typically, students do so during the summer.

- Start the process early. There are numerous steps involved, so they can't wait until the last minute to begin the process.
- Check the student's earned hours, including the current semester. If a student has earned 64 hours of credit, they cannot transfer credit hours to UNC-CH. However, the transfer coursework may count for course credit. Additionally, 24 of the last 30 hours must be taken here at UNC-CH.
- Show them the online "Course Approval Form" which may be found on the advising website or by doing a search from the UNC-CH home page. Explain they need to read the rules carefully, complete the second page, and electronically submit this form to the UNC Admissions Office. The student will receive an email from Admissions showing how the course will transfer back to UNC. Stress this should be done before they take the course to ensure the student takes the appropriate course.
- Explain how the course will count toward degree requirements.
- Make sure the student understands only the hours will transfer, not the letter grade, so it will have no effect on the student's GPA. This is very important if a student is ineligible or on probation and needs to improve their GPA. This will only help the student who is lacking in hours earned. In most cases, ineligible or probation students should be taking UNC-CH courses.
- Remind the student to have a final transcript sent to the UNC Admissions Office in order for the class to be transferred here.
- For Study Abroad, students may receive credit only for courses taken through officially sanctioned UNC programs. Have them contact the Study Abroad

Office in the FedEx Global Education Building, by calling or visiting their website.

- The Admissions website offers a history of how classes have transferred from other institutions. This is not a guarantee of how their class will transfer. They must complete the Course Approval Form.

# Underloads

Full-time undergraduate students must maintain at least 12 academic credit hours each fall and spring semester in which they are enrolled. Carrying fewer than 12 academic credit hours is known as an “underload.” Students may underload in the following circumstances:

- Seniors in their last semester who do not require 12 hours to graduate may request a senior underload.
- Students contending with health concerns may be granted an underload by Campus Health or the appeals process in Advising.
- Students contending with other extenuating circumstances may appeal for an underload through the appeals process.

Academic reasons alone are not sufficient for an underload to be granted.

Students who need or wish to enroll in less than 12 hours each semester may discuss a possible transfer to the Division of Continuing Studies to be a part-time student (see “Part-Time Classroom Studies” on p. 61). Students should be cautioned that while underloading may be beneficial in the short-term, it may have long-term consequences on finishing the degree in a timely manner. If contacted by an outside agency, the Registrar must report any student enrolled in less than 12 hours as part-time even though the University may consider the student full-time. All students should check with appropriate offices and/or outside agencies that may require them to enroll as full-time students. Under the current federal health care law (July 2011), young adults may stay on their parents’ health insurance until age 26, regardless of student status. Students will need to check with the Office of Scholarships & Student Aid to see if their financial aid package would be affected by an enrollment under 12 hours. Underloading may also cause visa issues for international students, so these students should talk to International Student and Scholar Services when considering a course drop or medical underload. The appeals committee will not act on appeals from students with an F-1 or J-1 visa without the approval of International Student and Scholarship Services.

Even if a student has an approved medical underload or is permitted to drop below 12 hours, the semester is counted as a semester in residence. However, in exceptional circumstances, a student may be permitted to drop below 9 hours. When enrolled in fewer than 9 hours, the semester will not count as a semester in residence.

## Senior Underloads

Graduating seniors in their last semester may underload as long as they are enrolled in the remaining classes they need to graduate. Please note that no requirements may be left to take later, including during summer sessions; the student must graduate in that final semester. Students have until the eight-week drop deadline to adjust their schedules, but the date of the

graduation application will determine whether or not they are entitled to a reduction in tuition. Students who apply to graduate and carry less than 12 hours after the deadline may still enroll in less than 12 hours but will pay full-time tuition.

## ***Senior Underload Procedures***

Graduating seniors have until the eight week drop deadline to decide whether or not to exercise the drop option. In these cases, the add/drop form will be issued by a graduation division advisor and backdated to reflect the date of the graduation application.

Students applying after the two-week deadline may underload if they do not require a full load to graduate, but no tuition refund will be awarded. For graduating seniors who decide to underload after they have applied to graduate, any advisor may issue the drop form as long as remaining requirements and hours have been confirmed by the Graduation Division.

For more details, see “Underload Request” in the “Graduation” section on page 51.

## **CHS or CAPS Underloads**

Medical professionals at Campus Health Services (CHS) or Counseling and Psychological Services (CAPS) may determine that students should enroll in a lighter course load for medical reasons. They may determine that this allowance will be temporary (for one semester) or permanent (when a student is permitted to underload during all semesters; rare). A student granted a medical underload may start the semester with a full load and drop down if they find it is necessary. Up through the last class day, the student should see a dean in order to drop. In other instances, a student may simply enroll in only 9 hours (or fewer if approved) from the beginning of the semester. Such medical underloads must be authorized prior to the drop deadline (8 weeks into the semester), although approved students may exercise the option to drop at any point until the last day of class. If a student takes 9-11 hours in the semester, the semester counts as a semester in residence. However, if they are approved and enroll in fewer than 9 hours the semester is not counted as a semester in residence. In these cases, semesters will accrue as for part-time students (one semester for each 15 hours of part-time registration). Students should note that taking an underload on a regular basis may impact their ability to complete their degree in a timely manner. After the 8 week drop deadline, students may no longer request CHS or CAPS medical underloads. Instead, the student must petition to drop a course or courses through the appeals process.



## ***CHS or CAPS Underload Steps***

Students pursuing an underload through CHS or CAPS should make an appointment with CHS or CAPS to discuss their situation. If CHS or CAPS determines that a medical or psychological underload is warranted, they will send a letter to Advising (specifically to the Assistant to the Associate Dean of Advising). An approval letter signed by the Associate Dean of Advising will be placed in the file and a note will typically be made in Advising Notes. Once the letter is on file, the student may drop. Unless otherwise specified, the student must remain at 9 or more hours. Occasionally, the letter may specify that the student may drop to as few as 6 hours. Students desiring fewer hours should be advised to consider a transfer to part-time studies. If the student receives care from an off-campus provider, documentation will in most cases be required.

## **Underload Appeal**

For students experiencing extraordinary circumstances beyond their control preventing them from handling a full-time load, an appeal for a drop leading to an underload may be submitted. If granted, the rules governing semester accrual are as above.

Students may petition to drop a course or courses before or after the 8-week drop deadline if their drop would leave them in less than 12 hours. The regular appeals process should be followed (see “Appeals” on p. 21).



# Withdrawals

If a student, for any reason, chooses not to complete the term in which they are currently enrolled, the student must officially withdraw from the University by 5 PM on the last class in fall and spring semesters. For summer terms, students must withdraw the next to last day of classes. Students must use the withdrawal process in summer if only enrolled in one course. Students cannot simply drop all of their classes, nor should the student just stop going to classes. An official withdrawal is necessary and may facilitate readmission by preventing negative academic and/or financial consequences.

When meeting with students who wish to withdraw from an academic term, advisors should consider the following instances.

- If withdrawing from the fall or spring term, the student must apply for readmission prior to the academic term when he or she plans to return. Students and advisors should refer to the deadlines established by Admissions.
- If withdrawing from a fall or spring term before the eighth week of classes, the student does not need to obtain signatures from each of their instructors and this semester will not count as a semester-in-residence.
- If withdrawing from a fall or spring term after the eighth week of classes, the student will need to obtain signatures and current grades from each of their instructors. If the student is earning six or more hours of F grades for that semester's work, the grades are recorded on the student's academic transcript and a semester-in-residence is awarded. (Note that students do not need to obtain signatures and grades in the summer terms in to withdraw from the University. However, per the withdraw form, clearance from other campus offices will still be required.)
- If a student's decision to withdraw is due to medical reasons of physical illness or psychological difficulties, the student should contact Campus Health Services or Counseling and Wellness Services, respectively. A medical withdrawal carries no academic penalties and is processed through Campus Health Services or Counseling and Psychological Services. No documentation of course grades from instructors is required. Clearance by the same office may be required before the student may be readmitted, if he or she plans to return in a later academic term.
- The Office of the President of the University System has issued guidelines that allow campuses to give a full refund of tuition and required fees to any student withdrawing from school when called to active military duty. The guidelines also apply to students withdrawing of their own accord in order to volunteer for military service. The readmission fee also may be waived upon

return. See the explanation and procedure on the University Registrar's Website. Students may also be referred to a dean.

# Worksheets

## **Prior Fall 2013:**

Academic worksheets are a graphic means of laying out for students what they have completed and what they have yet to complete in the process of meeting the requirements for their major course(s) of study and degree. They are essentially a snapshot of where students are in this process at a given point in time. They are used when working with students to plan what courses they should take in the coming semester, as well as giving them an overview of what they have left to do and how much time they have left to complete the requirements.

Worksheets include all the general education and major requirements for a major. A worksheet is available for every major at Carolina, and they can be found on the share drive and the Academic Advising web site. Worksheets are a way to see what is required for a major without having to refer to the *Undergraduate Bulletin*. However, worksheets are no substitute for the information in the *Undergraduate Bulletin*.

## **Fall 2013:**

Worksheets have been the tool advisors use to check graduation requirements and are used for students prior to Fall 2013, especially students without a Tar Heel Tracker. Beginning Fall 2013, advisors will rely on the Tar Heel Tracker and will not complete a worksheet for this entering class. Advisors may still refer to the online worksheets as a planning tool to help students visualize degree requirements and may need to complete one for a new transfer student.

# Filling Out Worksheets

Prior to course planning meetings with a student, advisors should start or update the student's worksheet. Worksheets should always be updated using pencil. When time permits, it's a good idea to review a student's academic coursework for their entire record. At the very least, advisors should update the worksheet from the last time it was updated.

When updating a worksheet, advisors should write the date and their last name in the upper right hand corner of the worksheet or at the top of the tally section when appropriate.

When putting courses on a worksheet, show grades only for major or minor courses, or those prerequisites for which a minimum grade is required (e.g., Psychology majors must earn a C or better in PSYC 101). Otherwise simply list the course. For those courses already printed on the worksheet, ENGL 105, for example, simply put a check mark to indicate successful completion.

Courses currently being taken should be put in the appropriate box(es) on the worksheet followed by an asterisk.

Do not include courses on the worksheet that are not showing in the record. This applies mainly to By-Exam (BE) and transfer (TR) courses. In the case of BE credit, if official scores are in the record, but BE credit has not yet been posted to a student's record, these credits should not be added to the worksheet yet. You may include a post-it note with the pending credits listed, or you could make a notation outside the requirement box that BE credit is pending.

Courses should be written into boxes for the general education, major, and/minor requirements they meet. Advisors need to be aware of policies concerning courses counting to meet more than one requirement or in another major/minor. Once courses have been placed in the appropriate boxes on the worksheet, advisors should complete the tally box. This will show a student, in general terms, how many courses/hours are needed to complete general education, major, and minor requirements, as well as the total number of hours needed to reach 120 and the number of semesters left. As the number of hours to complete requirements and to reach 120 rarely match, it is important to note this difference with students and its ramifications.

To illustrate, a rising Junior majoring in Communication Studies and Dramatic Art may have four remaining semesters of eligibility, need 52 hours to reach 120 hours, and 63 hours to complete her remaining general education and major requirements. While taking 52 hours in four semesters is not a stretch, taking 63 hours in four semesters may present issues the student needs to be aware of. For example, this student would need to know that electives will not reduce the 63 hours she needs to meet all her outstanding requirements, and that she may have to attend summer school if she plans to take no more than 15 hours per semester in her remaining four semesters.

It should be standard practice to scan all completed worksheets and have them scanned in Image Now for future access. The scanned worksheets are particularly helpful during walk-ins when a folder is generally not available.

Worksheet templates are updated every year by the Worksheet Committee, as needed, to reflect changes in major and general education requirements and are posted on the Academic Advising website. Worksheets for previous Bulletin years are housed in the share drive. This is important as students may follow the major requirements that were in effect in their Requirement Term; however, they can also follow subsequent Requirement Term requirements if they so choose. Following the current requirements is encouraged if it does not put a student at a disadvantage as departments make changes to their curricula to keep them current. A student may not mix and match requirements from different Requirement Terms. XREF: Requirement Term.

## **Worksheet Structure**

The sections of a worksheet are based on the components of a degree program.

## ***General Education Requirements***

The first section of worksheets reflects the general education requirements: Foundations, Approaches, Connections, and Supplemental Education. A Political Science worksheet is attached for illustrative purposes.

Each major worksheet reflects what general education requirements are met by required major courses. For example, on the Political Science worksheet, POLI 100, a required major course, is listed on the worksheet as meeting SS and NA. ECON 101, which is not a course in the major, but is required of all POLI majors, is also listed as meeting SS. This helps students see what requirements they will meet with required courses to avoid taking additional courses that would fulfill requirements they will meet anyway through required major courses. If students are considering different majors, they can see if one of the majors of interest requires specific courses that will meet general education requirements for the other major(s) they are considering.

## ***Major/Minor/Electives***

The next section of worksheets includes the requirements for the major, as well as a section to list the courses for a minor and a section to write in electives. Also in this section are notes about major requirements.

## ***Tally Boxes***

The final section of worksheets is a series of tally boxes in which an advisor notes how many courses and hours a student needs to complete the general education, major, and, if applicable, minor and/or second major requirements. There is also space to note the hours completed to date and hours needed to reach 120 hours, the minimum required for most majors. Normally, the tally box is not completed in a student's first year, but may be completed if a particular student's situation warrants it (e.g., a double major who is pre-med). The following is stated on worksheets: This tally assumes successful completion of presently enrolled courses (not AB or IN), and it does not account for all possible overlaps.

The top half of the tally box is used to note how many classes and hours a student will still need in each section after completion of the current term. On the Major 1 and Major/minor lines is the notation (hrs C \_\_\_\_). This is to note the number of hours of C or better a student still needs in the major core. At least 18 hours of C or better are required in a major, although some majors require more, and at least 12 hours of C or better are required for minors. While courses currently being taken are included in the tally, these courses are NOT included in the tally of total hours of C or better.

One variation of the hours of C or better rule involves transfer students. Transfer credits that are being used in the major are not counted toward the 18 hours of C. Students with

transfer credits in the major must earn a C grade or better in 75% of the major core coursework completed here at UNC. Transfer hours are subtracted from the total hours required for the major and the result is multiplied by 0.75 to determine the minimum number of hours of C or better. For example, a POLI major who has two transferred courses counting as major coursework would need at least 14 hours of C  $[(24-6) \times 0.75 = 13.5]$ . The same holds true for minors. This rule would apply as well to By Exam (BE) credit used in the major for students who entered Carolina in the Fall of 2009 or later. BE credits do NOT count toward hours of C in the major. Prior to 2009 BE credit was counted as hours of C or better.

The “Other” line can be used to note the courses/hours need for another major or minor, electives to reach 120 hours, or something not covered elsewhere, like pre-med requirements.

The lower half of the tally box shows the total hours earned to date (UNC, transfer, and BE), the number of hours the student is currently taking, and the projected total at the end of the term. The line -2X/HSFL/>24 is used to subtract hours from the total in the following situations:

- A student has repeated a course that she already passed;
- A student took the first level class of her high school foreign language,
- A student has exceeded 24 hours of professional school courses, or
- A student has completed more than 45 hours in a single department so the excess must be deducted. When determining the number of hours completed in a single department, it is important to carefully monitor any crosslisted courses. For example, PWAD 262 and HIST 262 are the same course. If the student took the course under the PWAD 262 heading, it would still count as a History course and would count as part of the maximum of 45 hours from the History department that can count toward graduation. XREF: appendix, glossary re: Crosslisted Courses.

When any of the preceding situations occur, the -2X/HSFL/>24 line should be highlighted to alert advisors who may work with that student later.

## Overlapping Courses

Courses that fulfill requirements for a major or minor may be double-counted (applied to a second major or minor) with the following general limitation: more than half of the courses and course credit hours taken in each major or minor must be exclusive to that major/minor. For example: in a 10-course major, at least 6 courses (and at least 51% of the credit hours) must be counted exclusively in that major and not double-counted in another major and/or minor. A maximum of 4 courses can be overlapped with another major and/or minor. To indicate



overlapped courses between majors/minors, the notation "OL" (or "O/L") should be placed on the worksheet beside each overlapped course.

## ***Saving the Worksheet***

After creating or updating a worksheet, make sure it is saved in Image Now.

Scan the worksheet to yourself

Forward a copy to the student and to [advisingdocs@unc.edu](mailto:advisingdocs@unc.edu) so the staff can scan to Image Now

