The University of North Carolina at Chapel Hill

Part-time Classroom Studies

Student Handbook

Spring 2019
Welcome to Part-time Classroom Studies!

The Part-time Classroom Studies Student Handbook is designed to answer questions concerning registration plus provide information on policies and procedures governing you as a part-time student at UNC-Chapel Hill. The key points for you to consider at this time include:

- Log in to connectcarolina.unc.edu and sign in with your Onyen to access your student account. If you do not have access to the Web, contact Part-time Classroom Studies for advice. Registration opens on the dates shown on page 6.

- The Directory of Classes is available at registrar.unc.edu or connectcarolina.unc.edu. It lists day and evening classes. Evening classes are denoted by section numbers 951 and 952.

- Tuition is payable to the Student Accounts Office in the Student and Academic Services Building. If you register during the billing period, you will be billed via email, and tuition will be due by the date indicated on the Calendar. If you register after the billing period, you will need to pay Student Accounts in advance.

- Daytime parking on campus is permitted with a valid parking permit. Contact Transportation and Parking at 919-962-3951 or visit move.unc.edu/parking/ and follow the Parking link for details. As of this printing, evening parking does not require a permit, except in a few lots as marked.

- Advising appointments are recommended for undergraduates; postbaccalaureates may schedule appointments as needed. Call our office to schedule an appointment, 919-962-1134.

- A UNC One Card for identification purposes can be obtained from the UNC One Card office in 210 Daniels Building (the ground floor of Student Stores).

The staff of Part-time Classroom Studies hopes that you will have a positive experience at The University of North Carolina at Chapel Hill. If you have any questions, please feel free to contact us. Our office hours are Monday through Friday, 8:00 am to 5:00 pm, except on Thursdays when our hours are 9:00 am to 5:00 pm. Call 919-962-1134 or 800-862-5669. Our Web address is fridaycenter.unc.edu/cp/cs.

Part-time Classroom Studies Staff

Jessica Brinker, Director of Credit Programs—919-962-2644
jessica_brinker@unc.edu

Hoyte Lee, Assistant Director, Part-time and off-campus studies—919-962-2650
helee@email.unc.edu

Melissa Solomon, Senior Academic Advisor—919-962-3449
mjsolomo@email.unc.edu
Notice

Under the Higher Education Act of 1965, we are required to inform students and applicants of personal safety information and crime awareness. An annual Security Report is available for review online at https://police.unc.edu/about/reports.

Every attempt has been made to present information that, at the time of preparation for printing, most accurately describes course offerings, policies, procedures, regulations, and requirements of the University. However, it does not establish contractual relationships. The University reserves the right to alter or change any statement contained herein without prior notice.

The University of North Carolina at Chapel Hill maintains a policy of equal educational opportunity.

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Frequently Asked Questions

How do I register for courses?
Registration is available only via the Internet. UNC-Chapel Hill offers complete instructions for online registration at connectcarolina.unc.edu. You will need your Onyen and a Directory of Classes (also available at the ConnectCarolina website). If you need assistance with registration, contact our office and speak with an advisor.

What is a PID?
Your PID (Person IDentification) is used to access various systems and services on campus. Your PID can be found at connectcarolina.unc.edu or on your UNC One Card (nine digits starting with a 7).

What if I lose my PID?
If you misplace your PID, you may obtain it at the Friday Center (a photo ID is required). Your PID is available online at connectcarolina.unc.edu.

Do I need a computer?
Students working toward a degree at the University of North Carolina at Chapel Hill will need a computer in order to complete work for their academic courses. Some courses, such as CHEM 101, require students to bring their laptops to class. To find out what computers are recommended, visit cci.unc.edu.

What is an Onyen?
An Onyen (Only Name You’ll Ever Need) is the identifier you use to gain access to electronic resources on campus. To obtain an Onyen, go to onyen.unc.edu.

You must create an Onyen in order to log in to connectcarolina.unc.edu. Personal email accounts cannot be used to log in.

Where do I pay tuition?
Tuition for campus classes is paid to the Student Accounts Office in the Student and Academic Services Building (SASB) on Ridge Road at Manning Drive. See finance.unc.edu/saur/student-account-services/payment-options-and-access/ for the different payment options available.

What courses can I take?
Daytime courses and Part-time Classroom Studies evening courses (see pages 23–24) are open to you with some restrictions. Distance education courses (see page 25) are also available with restrictions. If you plan to take a graduate-level course, contact the department offering the course for more information on restrictions.

How many credit hours can I take?
You may take up to eight credit hours per semester or summer session as a part-time student.

Can I take a course pass/fail?
No, except in courses for which only pass/fail grades are given.

Do I have an advisor?
Yes, part-time students see Melissa Solomon at the Friday Center. We recommend that undergraduates schedule an appointment; postbaccalaureates may schedule appointments as needed. Call Part-time Classroom Studies, 919-962-1134 or 800-862-5669; or email readvising@unc.edu.

If I don’t register this semester, can I register next semester?
If this is your first term with Part-time Classroom Studies, it may be possible to defer your admission to the next semester, depending on your student classification. If you were enrolled last semester but do not register this semester, you must complete an application for readmission in order to register next semester. See page 13 for details on deferment.

Is financial aid available?
Each fall and spring semester, the Friday Center will award one or more Friday Adult Learner Scholarships to students admitted to Part-time Classroom Studies. Students eligible to apply for this scholarship should be part-time, degree-seeking undergraduates who are twenty-four years of age or older. The scholarship can be used for college expenses for one semester. Past recipients are eligible to apply for subsequent semesters. To apply, send a one-page letter describing your goals and your need for the scholarship, along with your name and PID, by the deadline. For application deadlines and more details, visit fridaycenter.unc.edu/scholarship.

Other financial aid may be available to degree-seeking students with documented need. Students taking classes that are required for entry into a graduate or professional program might also qualify. For details, contact the Office of Scholarships and Student Aid.

Can I cancel my registration?
Yes. Please contact an academic advisor at the Friday Center, who will help you cancel your registration. See page 12. If you attempt to drop all your courses or your only course via ConnectCarolina, you will receive a message that says you cannot drop below the minimum credit hours of 1.
Do I have to maintain a certain grade point average?

Academic standing for part-time, degree seeking undergraduates will be determined by the following three standards: minimum GPA of 2.0, completion of at least 2/3 of cumulative attempted credit hours, and a maximum degree-completion timeframe of 180 hours. For degree seeking undergraduates, there are four academic eligibility statuses: 1) good standing (students who meet each of the three standards at the end of an enrolled term), 2) warning (students who began an enrolled term in good standing but did not meet all three academic standing standards at the end of the enrolled term. Students with a warning may enroll in classes and complete an academic intervention plan), 3) suspension (students who began an enrolled term with a status of warning but did not meet all three academic standing standards at the end of the enrolled term. Students in this status must appeal for probation or spend time engaging in study, work or wellness activities away from UNC), and 4) probation (students who appealed suspension and are granted a term of probation).

For non-degree seeking undergraduates and postbaccalaureates, there are three academic statuses: 1) good standing, 2) alert, and 3) ineligible. For further information regarding academic eligibility, contact the academic advisor for Part-time Classroom Studies.

Non-degree seeking undergraduates and postbaccalaureates are not permitted to continue once they are ineligible. Temporary grades of IN and AB convert to an F after one year if not removed (for postbaccalaureate students). For undergraduate students, a temporary grade of IN converts to an F eight weeks into the following semester. A grade of AB converts to an F after one semester.

Can I get a degree through Part-time Classroom Studies?

If you are an undergraduate, you can remain a part-time student until your last semester. At that point, you must be classified as a full-time student even if you take an under-load your last semester. See an advisor to discuss your academic plan. There is no transfer opportunity for postbaccalaureates. Postbaccalaureate students must apply directly to the Graduate School and the specific department, or to a professional school. You cannot earn a degree from UNC-Chapel Hill solely through Classroom Studies courses.

Where is my dean’s office?

Part-time Classroom Studies at the Friday Center is considered your dean’s office. Contact this office for anything that requires a dean’s approval or signature, for questions regarding your registration or admission, or to make an appointment with an advisor. Office hours are 8–5, Monday, Tuesday, Wednesday, and Friday; 9–5 on Thursdays. Call 919-962-1134 or 800-862-5669, email ceadvising@unc.edu, or stop by the Friday Center.

How and where do I park on campus?

You must display a valid parking permit to park on campus during the day. After 5 pm, selected parking lots may not require a permit. Contact Transportation and Parking, 919-962-3951, for details. Since spaces are limited for daytime parking, students are encouraged to utilize the park-and-ride lots in and around campus. For further information on the location of these lots, contact Transportation and Parking at 919-962-3951, or visit www.dps.unc.edu. A visitor permit is needed to park when you are visiting the Friday Center. You can pick up a permit at the reception desk on the first floor.

Do I need a UNC One Card?

Yes, all students need a UNC One Card for identification purposes. New students can have one made at the UNC One Card office in the Daniels Building (the lower level of Student Stores). You will need a copy of your schedule and a photo ID. There is a $15 fee. See page 16 for details.

Can I use the gym or pool facilities?

Yes. A recreation membership can be purchased at the UNC One Card office. A full-year membership may be purchased for $150; a membership for either the spring or fall semester is $75. During summer terms you are automatically charged fees that permit use of the gym and pool. See page 14 for restrictions.

Can I use student health services?

Part-time students are not eligible to use Campus Health Services during spring and fall semesters, but may do so during the summer terms. See page 12.

Can I get help if I have special needs?

Students with documented learning disabilities or attention-deficit/hyperactivity disorder can receive services through the Academic Success Program for Students with LD and ADHD. Visit learningcenter.unc.edu/ldadhd-services for information. Students with documented disabilities can receive services through Accessibility Resources; visit accessibility.unc.edu. Students must self-identify through Accessibility Resources in order to receive services or accommodation.
Registration

Registration is available only via the Internet. Use a computer to access ConnectCarolina during your designated times to register. You will need your Onyen in order to register.

If you register during the billing period, Student Accounts will bill you electronically. If you register after the billing period, you will be required to pay Student Accounts first.

Opening Dates for Fall Registration

Registration begins according to the Registration Schedule for graduate pre-health certificate, professional, and undergraduates with 8 or more terms in residence .............................................................. Nov 5

Registration begins for undergraduates with 7 terms in residence .................... Nov 5

Registration begins for undergraduates with 6 terms in residence .................... Nov 7

Registration begins for undergraduates with 5 terms in residence .................... Nov 8

Registration begins for undergraduates with 4 terms in residence ................. Nov 9

Registration begins for undergraduates with 3 terms in residence ................. Nov 12

Registration begins for undergraduates with 2 terms in residence ................. Nov 13

Registration begins for undergraduates with 1 term in residence ................. Nov 14

Registration begins for undergraduates with 0 terms in residence

and non-degree seeking graduate and undergraduates ............................. Nov 15

For All Students

Billing period ends ...................................................................................... Nov 16

Prepayment begins ..................................................................................... Nov 16

Tuition due .................................................................................................. Dec 13

Late registration ($20 fee begins) ............................................................... Jan 9

Term Registration

Register, add, drop ...................................................................................... Nov 5- Jan 23

Register late .................................................................................................. Jan 9- Jan 23

Registration Hours of Operation

24 hours a day/7 days a week
Part-time Classroom Studies Calendar

Application Deadlines for Spring 2019

Postbaccalaureates
Priority deadline (new and readmits).................Nov 30

Undergraduates
Priority deadline (new and readmits)...............Nov 30

Dec 12 Last day to add yourself to waitlist
Jan 8 Last day to cancel your registration
Jan 9 Classes begin; late registration ($20 late fee) begins
Jan 15 Last day to late register; adds accepted until midnight
Jan 16 Waitlists purged
Jan 21 Holiday
Jan 23 Last day to reduce course load (or drop a course, but not all courses) and have tuition recalculated
Jan 23 Last day for undergraduates, graduate and professional students to drop a course using the web registration system
Mar 5 Incompletes (INs) from prior term (Fall 2016) change to F* for undergraduate students
Mar to mid April Transfer requests for fall 2019 (by appointment; call 919-962-1134)
Mar 8 Spring break begins, 5 pm
Mar 18 Instruction resumes, 8 am
Mar 13 Last day to withdraw for any prorated refund (prorated over nine weeks)
April 12 Last day for postbaccalaureates to drop a course
April 26 Absences (ABs) from Fall 2018 change to F* for undergraduate students
April 26 Absences (ABs) and Incompletes (INs) from Spring 2018 change to F* for postbaccalaureate students
April 26 Last day of classes; last day to withdraw
May 1, 4 Reading days
April 29, 30, May 2,3,6,7 Exams
May 12 Fall commencement

Part-time Classroom Studies Exam Schedule for Fall Semester 2018

MW 6:00 pm classes Exams begin 6:00 pm, Mon, April 29
MW 7:30 pm classes Exams begin 6:30 pm, Tues, April 30
TR 6:00 pm classes Exams begin 6:00 pm, Thurs, May 2
TR 6:30 pm classes Exams begin 6:30 pm, Fri, May 3

See the full exam schedule at registrar.unc.edu/AcademicCalendar.
Tuition

Tuition Payment
Tuition bills are not mailed. They can be viewed in your Student Center in ConnectCarolina. To pay by credit card (MasterCard, Visa, Diners Club, American Express, or Discover), access your Student Center at connectcarolina.unc.edu. Log in to the Student Center with your Onyen and password—this puts you on the Student Services page. Disable your pop-up blocker to allow the payment portal page to display. Click on Pay Bills/Manage Student Finances under My Account. The payment system is generally available seven days a week, except for certain processing times, which vary.

A nonrefundable transaction fee is added to credit card payments, which is currently 2.75 percent of the total charge, or a minimum of $3.00 (subject to change).

You may choose to mail your payment to:

Student Accounts
Suite 2215, SASB North, CB #1400
450 Ridge Road
Chapel Hill, NC 27599-1400.

You can reach Student Accounts by phone at 919-962-1368 or by email at cashier@unc.edu. Office hours, excluding holidays, are 8 am to 4:30 pm Monday through Friday. Phone hours are 8 am to 4 pm Monday through Friday.

Fall tuition
Tuition rates are subject to change without prior notification. Always refer to the online tuition schedule at finance.unc.edu/saur/student-account-services/tuition-and-fees/. Tuition rates are in addition to the nonrefundable application fee.

Note: Fall tuition rates are considerably more than summer rates. The rates for summer should not be used as an estimate of fall rates.

Fees
All fees are assessed on a per-credit-hour basis rather than a per-enrollment basis. For undergraduate students, the combined rate is 17.19 per credit hour. For graduate students, the combined rate is $24.95 per credit hour. The combined rate includes the Educational and Technology (E&T) Fee, the Administrative Systems Fee, the Association of Student Government Fee, and the Student Information System Registration Fee.

All new students are charged a $15 fee for the UNC One Card (student ID card).

Some courses have lab fees or special course fees that are not included in tuition rates. Refer to the Directory of Classes for a listing of these fees and add any applicable charges to your payment. During the fall and spring semesters, Part-time Classroom Studies students are not eligible to pay additional student fees that would provide an athletic pass or permit the use of student health services.

UNC employees can utilize the tuition waiver programs. Contact the Human Resources Benefits office for eligibility requirements and courses covered.
North Carolina Residence Status for Tuition Purposes

You must have been domiciled* in North Carolina for a minimum of twelve consecutive months before the first day of classes in order to be eligible for consideration as a resident for tuition purposes. This in no way implies automatic classification as a North Carolina resident for tuition purposes. You will be classified as a nonresident for tuition purposes until you submit an application for determination of your residency and are subsequently classified as a resident for the term in question.

If you are claiming North Carolina residency, you must complete the residency application. If you are not a US citizen, you must also complete the supplemental form in addition to the residency form.

Processing your residency form typically takes a few days; decisions will take more than a few days near our application deadlines when the volume of applications is greater. If you are classified as a nonresident and you wish to appeal that decision, it will take at least six weeks for an appeal hearing to be scheduled.

If you register for a course prior to a final determination of your residency application or appeal, you will be required to pay the nonresident tuition rate. If the final decision classifies you as a nonresident and you decide to withdraw from school, keep in mind that you will receive a prorated financial credit at the nonresident rate if withdrawal is done prior to the prorated refund deadline.

Please refer to registrar.unc.edu/academic-services/residency/important-dates each term for important residency filing dates.

* To prove that you are domiciled in North Carolina, you must show that you are physically present in the state with the demonstrated intent to make North Carolina your permanent home of indefinite duration.

Military Tuition Benefit

Certain members of the Armed Services and their dependent relatives may be eligible to be charged less than the out-of-state tuition rate even though they are not North Carolina legal residents for tuition purposes. You must qualify for admission to UNC-Chapel Hill and must file an application for the military tuition benefit and required affidavits with the admissions office before the first day of class for the semester for which the benefit is sought. To remain eligible, you must reapply before the first day of classes for the first semester in which you are enrolled during an academic year. Because of the time involved in securing the necessary affidavits, we urge you to obtain application forms from the admissions office and begin the process several weeks before the first day of classes.

Procedures for appeals and University requests for review of eligibility determinations parallel those for residence status classifications as described above.

The foregoing is a brief summary of the military tuition benefit application process. For further information and a complete explanation of NC Gen. Stat. §116–143.3 (the military tuition benefit statute), contact Part-time Classroom Studies. All students are responsible for knowledge of the contents of the statute and the Manual.

Tuition Refund Schedule and Policy

Cancellation means that you have never attended class. No entry is made on your permanent record and 100 percent of the prepaid tuition and fees is refunded. To qualify for cancellation, non-attendance in class must be verified by the professor(s).

Withdrawal is dropping ALL classes or your only class after classes have begun. Withdrawal from the University results in a prorated refund. A weekly schedule, by percentage, is provided below for calculating a prorated estimated refund.

95 percent  
80 percent  
70 percent  
60 percent  
50 percent  
40 percent  
30 percent  
20 percent  
10 percent  

Jan 9-15  
Jan 16-23  
Jan 24-30  
Jan 31-Feb 6  
Feb 7-13  
Feb 14-20  
Feb 21-27  
Feb 28-March 6  
March 7-13
Cancel, Add, Defer, Drop, Withdraw

**Cancel Your Registration:** If you register but cannot attend, you must cancel your registration before classes begin. No entry will be made on your academic record. If payment has been made, you can request a full refund.

New Admits: If you do not register or if you cancel your registration for your initial semester of admission but want to attend the next semester, you must defer. If you do not defer, you must pay the application fee again if you apply for subsequent terms.

**Add a Course:** You can add courses via the web. See the Classroom Studies Calendar for late registration deadlines. Professor must approve the add and student needs to have attended class.

**Defer Your Semester of Entry:** If you are an undergraduate, you can defer your term of entry only if you have a physician-documented medical reason or military service prevents you from attending school. If you are a postbaccalaureate student, you can defer your term of entry one time to the semester immediately following your original term of admission.

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**Cancel**

- **Before Jan 9**: Call Part-time Classroom Studies and request a cancellation.
- **Jan 9- May 7**: If you have not attended any classes, you can cancel if your instructor provides Part-time Classroom Studies with verification of non-attendance. Contact a Part-time Classroom Studies advisor for further information.
- **Jan 9- May 7**: If you attended any classes, you must WITHDRAW.

**Add**

- **Nov 5- Jan 15**: Use ConnectCarolina to add course(s).
- **After Jan 15**: Complete add form at the Part-time Classroom Studies office. Professor must approve add.

**Defer**

- **Undergraduate**: You can defer only if you have a physician-documented medical reason OR military service prevents you from attending school.
  - Contact Undergraduate Admissions for more information.

- **Postbaccalaureate**: Contact Part-time Classroom Studies by the end of the second week of class if you would like to defer. If you defer but do not register in the next semester, you forfeit your admission.
**DROP A COURSE:** You can drop a course on or before deadlines as long as one course remains on your schedule. If you wish to drop all your courses or your only course after classes have begun, you must withdraw (see bottom of this page).

### Drop

- **Undergraduate**
  - On or before March 5
    - Use the Web to drop. Your tuition will be recalculated through Sep 6 only. (Do not drop your only class or all classes on the Web once classes have begun.)

- **Postbaccalaureate**
  - March 5- April 12
    - Complete drop form at Part-time Classroom Studies office. No refund.
  - **After dates above**
    - Contact Part-time Classroom Studies. No refund. (If you are dropping or withdrawing after deadlines and have extenuating circumstances, you may submit an appeal. Contact a Classroom Studies advisor for a copy of the appeals guidelines.)

**WITHDRAW:** Dropping your only course or all of your courses constitutes a withdrawal from the University and requires readmission for future semesters.

### Withdraw

- **On or before the last day of class, April 26**
  - Go to ConnectCarolina and log in to your student center using your Onyen.

- **On or before March 13**
  - Complete the e-withdrawal form in ConnectCarolina. Your refund will be prorated for nine weeks from the first day of class.

- **March 14- April 26**
  - Complete the e-withdrawal form in ConnectCarolina. No refund. (If you have extenuating circumstances, you may submit an appeal.)
Transferring

In this section, the term “transfer” is used to refer to three separate procedures within Part-time Classroom Studies:

I. transferring credit from a school you have previously attended

II. transferring to Part-time Classroom Studies

III. transferring out of Part-time Classroom Studies.

I. Transfer Credit for Work Taken at Other Institutions

Postbaccalaureates. On the recommendation of the major department and with the approval of the Graduate School, you may transfer a maximum of six hours of graduate credit in partial satisfaction of the 30-hour minimum requirement for a master’s program. These transfer hours may be from another graduate institution or from courses taken at UNC-Chapel Hill prior to formal admission to a graduate degree program. More than six hours may be approved for transfer to master’s programs requiring over 30 credit hours.

Undergraduates. Transfer credit for undergraduate courses taken at other institutions is evaluated by the Office of Undergraduate Admissions. You must have earned a grade of C or better and UNC-Chapel Hill must offer a comparable course in order for transfer credit to be awarded; professional courses (business, journalism, education) require approval by the appropriate UNC-Chapel Hill school. Technical courses and courses from a special-purpose institution usually do not transfer. The University accepts a maximum of 64 credit hours of transfer credit from two-year institutions or from a combination of two- and four-year college enrollment when the four-year college enrollment (which includes courses concurrently enrolled in or previously completed at UNC-Chapel Hill) precedes the two-year college enrollment. After 64 credit hours are earned toward graduation, no credit hours may be transferred from a two-year institution. Physical education courses taken at other institutions count toward the University’s physical education requirement but do not count toward the academic hours required for graduation. The University will accept a maximum of 75 hours from four-year institutions.

II. Transfer from Other UNC-Chapel Hill Schools and Colleges to Part-time Classroom Studies

If you are a full-time UNC-Chapel Hill undergraduate and you need to switch to part-time status, talk with your advisor. You must be academically eligible to remain in the school from which you are transferring.

Upon transfer to Part-time Classroom Studies, you are limited to a maximum registration of eight credit hours per semester. If you transfer after a semester has begun, you will have to drop courses to fit within this eight-hour limit.

You may not transfer into Part-time Classroom Studies for the semester in which you will graduate. You may not transfer into Part-time Classroom Studies for less than two academic (fall, spring) semesters unless you could graduate in the second semester and the college from which you will graduate approves an early return.

All course work attempted is taken into consideration in determining whether you meet the 2.0 quality point average required to maintain academic eligibility in Part-time Classroom Studies.

Provided you maintain eligibility, you may transfer back to full-time status at any time after you complete your second semester in Part-time Classroom Studies.
III. Transfer from Part-time Classroom Studies to Other UNC-Chapel Hill Schools and Colleges

There is no transfer process for postbaccalaureate students. If you wish to pursue a graduate degree, request information about application procedures from the Graduate School admissions office.

If you are a part-time undergraduate who would like to attend school full-time, you may be eligible to transfer into another school or college at UNC-Chapel Hill as a full-time student. The transfer procedure differs according to academic standing.

Fully qualified and competitive degree candidates may transfer to full-time status on request, provided they are academically eligible and the transfer is approved by Part-time Classroom Studies and by the dean of the school or college involved in the transfer.

Degree-seeking and nondegree-seeking undergraduates may apply to transfer into another school or college at UNC-Chapel Hill after:

• removing any existing high school deficiencies
• acquiring a combined quality-point average of at least 2.0 by UNC-Chapel Hill computation on course work attempted at colleges other than UNC-Chapel Hill
• attaining a quality-point average of at least 2.0 on course work attempted at UNC-Chapel Hill
• completing at least three fall or spring semesters on campus (in a classroom) as a Part-time Classroom Studies student and earning a minimum of 24 credit hours (exclusive of physical education activities, correspondence courses, online courses, self-paced online courses, MATH 0 (100/R), and placement credit) at UNC-Chapel Hill, or completing at least two fall or spring semesters on campus (in a classroom) as a Part-time Classroom Studies student and earning a minimum of 12 credit hours (exclusive of physical education activities, distance education courses, MATH 0 (100/R), and placement credit) at UNC-Chapel Hill, provided acceptable transfer credits from other institutions bring the total hours of credit to at least 51 hours of credit work. Credit for the courses will, however, count towards your GPA.

NOTE: Enrollment in the UNC-Chapel Hill Summer School will not reduce the number of fall or spring semesters you must complete; the credits earned, however, will count in the total number of UNC-Chapel Hill credits needed.

If you meet the qualifications stated above, you may be eligible to transfer into a full-time program. To request a transfer, make an appointment with a Part-time Classroom Studies advisor during October if you want to transfer to full-time for the following spring, or March if you want to transfer to full-time for the following fall.

Degree-seeking and nondegree-seeking undergraduates who do not meet the requirements for transfer may apply directly to the Office of Undergraduate Admissions to be considered for admission as outside transfer candidates.
General Information

Admission and Readmission

New Applicants
You are considered to be a new applicant if you seek to be a part-time student and have never before been enrolled in Part-time Classroom Studies. You are also considered to be a new applicant if you have been enrolled in Part-time Classroom Studies previously but have had a three-year or longer break in your enrollment. In this instance, your academic record will be reviewed in determining your status for admission.

If you are a new applicant who does not have a bachelor’s degree, you are considered to be a new undergraduate applicant. If you do have a four-year bachelor’s degree, you are considered to be a new postbaccalaureate applicant.

You are also considered to be a new undergraduate applicant to Part-time Classroom Studies if you are a degree-seeking undergraduate who has left Classroom Studies for at least one semester and taken course work at an institution other than UNC-Chapel Hill during that time. The work done outside UNC will need to be fully reviewed in determining your status for admission.

New undergraduate applicants apply to Part-time Classroom Studies through Undergraduate Admissions. New postbaccalaureate applicants apply to Part-time Classroom Studies through the Friday Center. Both groups of new applicants must pay an application fee.

Readmission Applicants
You are considered to be a candidate for readmission to Part-time Classroom Studies if you have been enrolled in Part-time Classroom Studies during the past three years but not during the preceding fall or spring semester. (Degree-seeking undergraduate applicants who have taken courses outside UNC-Chapel Hill, as described above, are an exception to this rule.) Postbaccalaureate applicants applying for readmission to Part-time Classroom Studies apply through the Friday Center, and there is no application fee. Undergraduate applicants reapply through Undergraduate Admissions.

If you wish to attend the University on a full-time basis, contact Undergraduate Admissions or the Graduate School for information on admission or readmission.

Appeals
An appeal is a request for an exception to an academic policy. It must be made in writing and accompanied by supporting documentation. Appeals are reviewed by a committee of faculty and administrators at regularly scheduled meetings throughout the year. The decision of the Appeals Committee is final. If you wish to appeal, discuss your circumstances with a Part-time Classroom Studies advisor and ask for a copy of the “Guidelines for Appeal" prior to submitting your request. Your appeal letter must be received by the Friday prior to the meeting. Instructions and a downloadable form are at fridaycenter.unc.edu/cp/cs/appeals.html.

Auditing
Auditing classes scheduled by Part-time Classroom Studies is not permitted.

Auditing classes scheduled by other schools and departments may be permitted if the course lends itself to this practice and if there is space available in the class. No records are kept and no grades are issued. An audited class cannot later be changed to a credit-earning class.

To audit, secure written permission from the instructor and the chair of the department. If you are registered for at least one non-audit course, take the permissions to the Registrar and begin attending class (there is no audit fee). If you are not registered for at least one non-audit course, take the written permissions and a fee of $20 per audit course to the Student Accounts Office in the Student Academic Services Building. You will be given a receipt to return to your instructor. You will need to take the receipt to the registrar’s office last. No admission application to Part-time Classroom Studies is necessary.

No credit is given for audited classes. The policy on auditing can be found at registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-9-auditing-courses/.

Campus Health Services
By action of the Faculty Council, Part-time Classroom Studies students do not have the option of paying student activity fees during the fall or spring that would permit the use of student health services. However, during the summer all students, including Part-time Classroom Studies students, are charged fees that permit the use of Campus Health Services.

Canceling Your Registration
If you register for classes but cannot attend, you must cancel your registration before classes begin to be eligible for a full refund. Call Part-time Classroom Studies prior to the first day of classes and request that your registration be canceled.
If you want to cancel after classes begin, provided you have never attended classes, you must obtain notes attesting to this from all your instructors.

If you cancel your registration for your initial semester of admission before the first day of classes and want to attend the following semester, the procedure you should follow will differ according to your student classification. See “Deferring Your Term of Entry.” If you cancel your second or later semester, you will have to reapply for admission.

Child Care Services
Students and employees at UNC-Chapel Hill can contact the Child Care Services Association at 919-403-6950 or visit childcareservices.org. This United Way agency makes child care referrals and offers a limited amount of scholarship aid.

Class Attendance
Regular class attendance is your obligation. You are responsible for all work, including tests and written work, and for all class meetings. No right or privilege permits you to be absent from any given number of class meetings. Instructors keep attendance records and will report students who miss three consecutive class meetings, or more classes than the instructor deems advisable, to the academic dean for appropriate action. If you must miss a class, discuss your circumstances with your instructor.

It is the policy of The University of North Carolina at Chapel Hill to hold classes and continue normal operations despite inclement weather. Any closings or delays will be indicated on the University website, www.unc.edu, or on the Weather and Disaster Hotline, 919-843-1234.

Class Search
The Class Search lists courses offered for a given semester. The Class Search can be accessed at registrar.unc.edu.

Computer Labs
As an enrolled Part-time Classroom Studies student, you have access to Information Technology Services (ITS) computer labs located at various sites across campus, including the House Undergraduate Library and Davis Library. To use the labs, you must have an email account. See the “Email” section. For more information on the use of computer labs and the restrictions that may apply, contact the Information Technology Response Center, 919-962-HELP (962-4357).

Deferring Your Term of Entry
If you are an undergraduate, you can defer your term of entry only if you have a physician-documented medical reason or military service prohibits you from attending school. If you want to postpone enrollment for reasons other than these, you will have to submit another application and pay another application fee.

If you are a postbaccalaureate student, you can defer your term of entry one time to the semester immediately following your original term of admission. No application fee is required. If you defer but do not register in the next semester, you forfeit your admission. If you later decide to return to Part-time Classroom Studies, you must complete a new application and pay the nonrefundable application fee.

Dropping a Course
You can drop a course (but not your only course) on the web as long as the drop/add period is open. Deadlines for dropping a course are enforced; see the Part-time Classroom Studies Calendar on page 7. Dropping all of your courses or your only course constitutes withdrawing from the University. See “Withdrawing from the University.”

Eligibility
Undergraduates must maintain a 2.0 GPA every semester once nine credit hours have been attempted. Postbaccalaureates are not permitted to continue under the following circumstances: those who have received a single grade of F/F* or cumulative grades of D and/or L in nine or more hours of coursework in courses numbered 400 or above will be declared ineligible. Temporary grades of IN and AB convert to an F after one year if not removed (for postbaccalaureate students). For undergraduate students, a temporary grade of IN converts to an F eight weeks into the following semester. A grade of AB converts to an F after one semester.

Email
Email accounts are available to all UNC students, including part-time students, and are usually established when you get an Onyen account. These accounts provide full access to the Internet. To obtain an account, call 919-962-HELP (4357) or visit onyen.unc.edu. Every student should have and use a UNC email account.

Final Exams
Final exam schedules are published at registrar.unc.edu/academic-calendar/. Please note the examination schedule and plan accordingly before you register for a course.

If you are absent from a final examination without an official excuse from Part-time Classroom Studies, or if you are present and fail to submit examination papers, you will be reported as Absent (AB). An AB is equivalent to an F and carries 0 quality points.
Financial Aid

Friday Adult Learner Scholarships
Each fall and spring semester, the Friday Center will award two ($750) Friday Adult Learner Scholarships to students admitted to Part-time Classroom Studies. Students eligible to apply for this scholarship should be part-time, degree-seeking undergraduates who are twenty-four years of age or older. The scholarship can be used for college expenses for one semester. Past recipients are eligible to apply for subsequent semesters. To apply, send a one-page letter describing your goals and your need for the scholarship, along with your name and PID, by July 1 for fall semester and Dec. 1 for spring semester.

Contact the Office of Scholarships and Student Aid for other opportunities that may be available to you (CB# 2300 Vance Hall, Chapel Hill NC 27599-2300; tel. 919-962-8396 or visit studentaid.unc.edu). Generally, students must be degree-seeking and enrolled for at least 6 hours to be eligible for any financial aid. Veterans and those eligible for VA educational benefits should contact the Office of Veterans Services (105 Hanes Hall; 919-962-8292). Students in Part-time Classroom Studies who are receiving federal student financial aid should be aware that the Student Aid Office is required by federal regulations to verify that students are making satisfactory progress towards their degree. This is interpreted to mean that such students need to complete at least 67 percent of the hours they attempt with a passing grade.

Grades and Transcripts
Grades are due in the University Registrar’s office 72 hours after the final exam and are updated each night except on weekends and during holidays. The University Registrar will not automatically mail your grades. You can view your grades at connectcarolina.unc.edu. You can request transcripts at registrar.unc.edu/academic-services/transcripts-certifications or by calling 919-962-3954.

Undergraduate courses are graded on a plus-minus scale: A, B, C, D, F (A+ and D– grades are not given.) Each letter grade is assigned a numerical value called a quality point. To determine a quality point average for a semester’s work, multiply the number of credit hours assigned to each course by the number of quality points assigned to the grade, add the quality points received for all courses that semester, and divide by the number of credit hours attempted in the semester. The quality points represented by each letter grade are as follows:

- A = 4.0
- A– = 3.7
- B+ = 3.3
- B = 3.0
- B– = 2.7
- C+ = 2.3
- C = 2.0
- C– = 1.7
- D+ = 1.3
- D = 1.0
- F = 0.0

Grades earned and credit hours attempted at other institutions are not included in the calculation of the University quality point average.

Graduate courses are graded on the following scale:

- H (clear excellence)
- P (entirely satisfactory)
- L (low passing)
- F (failed).

Postbaccalaureate students registering for courses numbered 400–699 may receive either graduate or undergraduate grades in those courses. It is your responsibility to confer with the professor at the beginning of the semester to determine the grade scale by which your work will be evaluated. A grade of D is considered equivalent to L.

Temporary grades may be used with either undergraduate or graduate courses to indicate that you have not completed all course work.

FA Absent from final examination with no possibility of passing the course, 0 quality points.

AB Excused absence from final examination, 0 quality points. Undergraduates have one semester to remove an excused AB. Postbaccalaureate students have one year to remove an AB. If not removed, an AB converts to a permanent F.

IN Work incomplete, 0 quality points until completed. If not removed, an IN will convert to a permanent F after eight weeks from the beginning of the next regular semester (for undergraduates) OR after one year (for postbaccalaureates).

Immunization Requirements
State law requires that any student taking four or more hours of classes on campus between 8 am and 5 pm must meet the immunization requirements that are listed on the Campus Health Services website. Students taking courses at a distance or off campus are exempt. For further information, contact Campus Health Services at 919-966-2281 or visit campushealth.unc.edu.

Insurance
The health insurance offered to full-time students who do not have other health insurance is not available to Part-time Classroom Studies students.

Recreation Membership
A recreation membership can be purchased for the academic year at the UNC One Card office for $150. A full-year membership may be purchased only if you remain enrolled in Part-time Classroom Studies. If you prefer, you may purchase a membership for either the spring or fall semester for $75. During the summer, you are automatically charged fees that permit the use of the gym and pool. If you withdraw (summer/fall/spring), your membership is deactivated. The membership does not allow access...
to other athletic facilities or events. In order for your card to remain active, you must remain enrolled and a student in good standing. Call Campus Recreation in the Department of Exercise and Sport Science, 919-962-3301, for further information.

Math Placement
Placement into mathematics classes, including MATH 110, is done by the Math Department on the basis of SAT II, Level IC or IIC examination scores. Students without these scores should contact Elizabeth McLaughlin (eamclaugh@email.unc.edu) in the Math Department. Students who did not take two years of algebra and one year of geometry in high school should plan to take MATH 0 through Self-paced Courses or a similar remedial class at a community college. More information is available at math.unc.edu.

PID
Your PID (nine-digit number starting with a 7) is assigned for identification purposes and is needed to access the Web and to conduct other business transactions with UNC-Chapel Hill. Your PID can be found on your UNC One Card.

Policy on Illegal Drugs
Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the University community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University. It is not “double jeopardy” for both the civil authorities and the University to proceed against and punish a person for the same conduct. The University will initiate its own disciplinary proceeding against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the University.

Registration and Course Load
Registration at UNC-Chapel Hill is online at connectcarolina.unc.edu. Registration via the Web can be accessed from any location in the world. You may register for a maximum course load of eight credit hours per semester or summer session. Instructions for Web registration are available at connectcarolina.unc.edu.

Remaining Active
It is not necessary to attend in the summer in order to continue from spring to fall. If you do not register for a spring or fall semester, you must apply for readmission in order to register for the subsequent semester. You are not considered an active student if you are enrolled only in Self-paced Courses (online or correspondence) or Carolina Courses Online and classified as a Visiting Student.

Restoring Eligibility
Degree-seeking undergraduate students who began an enrolled term with a status of warning but did not meet all three academic standing standards at the end of the enrolled term are suspended. Students with an academic status of Suspension have two options: a) appeal for a term of probation or b) spend time engaging in study, work or wellness activities away from UNC which may strengthen an appeal to return on a term of probation.

Students who appealed suspension and are granted a term of probation may enroll in courses and must complete an academic intervention plan.

Postbaccalaureate students must petition to the Appeals Board for reinstatement after becoming ineligible.

Selecting Your Courses
All registration is subject to availability of classes and space in the classes. Some courses have restrictions or require permission of the instructor to enroll. If you need to register for a restricted course, confer with the department that offers the course to determine if the restriction will be lifted at any point or whether some other arrangements can be made. Postbaccalaureate students who are not enrolled in a graduate degree program should secure permission from the instructor before registering for graduate-level courses or restricted undergraduate courses. A $20 late registration fee will be charged if your initial registration is done on the first day of classes or later.

Study Abroad
All Part-time Classroom Studies students are encouraged to consider the many Study Abroad opportunities offered by the University. Interested students should visit the Study Abroad website first—studyabroad.unc.edu—and then talk to the academic advisor at the Friday Center. Students are encouraged to make a subsequent appointment with a Study Abroad advisor at the Porthole Building to discuss the particulars of any programs in which they are interested. The following considerations should be kept in mind when researching Study Abroad options through UNC:

a. Nondegree students may not be as competitive for popular programs.

b. Deadlines are important—start planning at least one year in advance.

c. Budget sheets are provided on each program brochure on the Study
Abroad website, and students are encouraged to look at these when considering choices. Costs can vary significantly and financial aid may not be readily available, especially for nondegree students.

d. Study abroad requires a full-time commitment for the period of study.

**Tuition Waiver for UNC-Chapel Hill Employees**

If you are a permanent employee of UNC-Chapel Hill, any UNC System school, or UNC Hospitals you may be eligible for the Employee Tuition Waiver program. For information on using this benefit to enroll in courses through the Friday Center, please request our information sheet entitled “Registering for UNC-Chapel Hill Courses through the Friday Center with an Employee Tuition Waiver” or visit our website. For complete information on tuition waiver opportunities, eligibility, coverage, and procedures, see hr.unc.edu/benefits/work-life-programs/educational-programs, or contact the Human Resources Benefits department at 919-962-3071 or email benefits@unc.edu.

**UNC One Card**

As an enrolled UNC-Chapel Hill student, you are required to have a UNC One Card for identification and use of the libraries. It contains your nine-digit Person ID number or PID. (In 1998, the PID replaced the Social Security number as a means of identification.)

New Part-time Classroom Studies Students. Part-time Classroom Studies students may obtain their One Cards during the first week of the semester, after they have been registered for classes at the University, at the UNC One Card Office. Take a copy of your schedule and a photo ID. You will receive your One Card immediately after your photo is taken. There will be a $15 card fee for all Classroom Studies students. Students MUST present a picture ID (valid driver’s license, State ID card, Military ID, or Passport) before their photos can be taken.

Readmits. If your new PID number does not appear on your current UNC One Card, you will be required to get a new card made (see above for instructions). You will be charged the $15 fee at that time.

Lost or Stolen Cards. If your card is lost or stolen, notify the UNC One Card office or the UNC police department immediately. You will be responsible for all activity generated by your card until it is reported missing. To get a replacement card, you will be charged $10.

Your UNC One Card will be deactivated if you withdraw, cancel, or fail to enroll for a particular semester. Upon re-entry to UNC-Chapel Hill, your card will be reinstated for identification purposes and library use for that semester.

If you have purchased a recreation membership card, your UNC One Card can be used to access the gym/pool.

The UNC One Card office, 210 Daniels Building (telephone 919-962-8024), is open Monday through Friday, 7:30 am to 5:30 pm. See onecard.unc.edu. Hours are subject to change.

**Withdrawing from the University**

Dropping all of your courses constitutes a withdrawal from the University and requires readmission for future semesters. Your permanent academic record will reflect a withdrawal for that semester. If you do not process a withdrawal, you will receive a grade of FA (Failing/Absent) in your course(s). Each FA is computed as an F in your grade point average. You cannot withdraw after the last day of classes.

To withdraw, complete the e-withdrawal form in ConnectCarolina. You may be eligible for a prorated refund, depending on the date of withdrawal. The last date to withdraw for any prorated refund is noted in the Part-time Classroom Studies Calendar. Withdrawing will terminate your active status with the University. Your UNC One Card will be deactivated. To register for a future semester, you must apply for readmission; no fee is required. After three years, you must apply as a new student.

Notifying your instructor, contacting the University Registrar’s office, or contacting Student Accounts does NOT drop you from a course or withdraw you from the University.

Do NOT use the Web to drop all your courses or your only course once classes have begun.
Resources

The following is an alphabetical listing of programs, organizations, and other resources that serve both on-campus and distance education students.

Accessibility Resources & Services (formerly Disability Services)
The priority of Accessibility Resources is to identify and eliminate barriers through consultation with faculty, staff, and students to support the University's commitment to an accessible environment, and through the provision of reasonable accommodations that address individual needs while maintaining the integrity of programs and services in the University.

Services that address barriers limiting a student’s ability to independently meet the numerous demands of university life are available to all students (undergraduate, graduate or professional, full-time, and part-time). To effectively address individual needs, documentation describing current functional abilities is required. The department is also prepared to assist individuals who have temporary injuries. Academic services include, but are not limited to:

- printed materials (textbooks, coursepacks, library resources) through Braille, large print, and electronic text (multiple formats)
- communication assistance through sign language interpreters, cued speech transliterators, assistive listening devices (ALD), and digital/video recordings
- examination assistance (extended time, alternative input such as computers)
- software for laptop accessibility through screen readers, voice-activated speech recognition, and screen enlargers
- class notes
- physical access to classrooms.

Accessibility Resources works closely with programs, offices, and departments throughout the University (including Housing and Residential Education, Parking and Transportation, Facilities Services, Athletics, and Academic Affairs) with the goal of creating an accessible environment.

The office is located in Suite 2126 of the Student Academic Services Building, 450 Ridge Road, and is open from 8 am to 5 pm Monday through Friday. The staff can be contacted by telephone at 919-962-8300 (V) or 711 (NC-RELAY), by email at accessibility@unc.edu, or at accessibility.unc.edu.

Bookstore (UNC Student Stores)
Required and recommended textbooks can be purchased from Student Stores Textbook Department, located in Daniels Building. Hours while school is in session are:

- Monday–Friday 7:30 am–8 pm
- Saturday 10 am–6 pm
- Sunday 1 pm–6 pm

(extended hours during buy-back and rush periods)

You may visit the store, or order books online at www.store.unc.edu. Click on Students, then Textbooks, then Order Textbooks. Use your Onyen to log in.

Refund policy: For all 100 percent refunds, a book must be in the same condition as when purchased, and you must have the original receipt and a UNC One Card. You must also meet the requirements for one of the refund types listed:

Early Refund: You must also meet the requirements for one of the refunds listed below:
You must have purchased the book during the period beginning 2 weeks before and 1 week after the start of classes, and you are returning the books within that three week period.
You must have a drop slip and you are returning the book no more than 2 days past the last drop day.
You must have purchased the book at least 3 weeks before exams begin and you are returning the book within 48 hours of the time you bought it.

Deadlines for refunds are posted in the Student Stores Textbook Department.

Coursepacks are not returnable.
Please allow ten business days for checks to clear. Management may grant exceptions. Please ask if you feel an exception should be made.

Buyback
We will buy books back Monday through Friday, 8 am to 3:30 pm, throughout the year at the wholesale price. You must present your UNC One Card for all buybacks.

Call 919-962-5024 for more detailed information or refer to store.unc.edu.

Carolina Courses Online
Carolina Courses Online enable students with access to the appropriate technology to earn college credit by taking courses electronically on a semester basis. Attendance in a classroom on campus is not required; students communicate with classmates and their instructor via email and discussion forums. For more information, visit fridaycenter.unc.edu/cp/cco or call 800-862-5669.
Information Technology Services

Information Technology Services (ITS) is the central organization providing all members of the Carolina community with computing services for academic and administrative endeavors. Some of the services provided are:

- free technical support offered through the ITS Response Center (ITRC). For assistance with technical problems, go to help.unc.edu or call 919-962-HELP (962-4357).
- student computing labs located in libraries and academic buildings, with a standard selection of software. More information about the labs is available at its.unc.edu/labs or 919-962-8350.

Visit the ITS website at its.unc.edu to learn more about IT at Carolina.

The Learning Center

The Learning Center provides resources to improve reading, studying, and problem-solving abilities that everyone needs to achieve success in University-level course work. Visit learningcenter.unc.edu for handouts and videos in areas such as time management, study strategies, and learning strategies.

The Learning Center sponsors free, walk-in Peer Tutoring sessions on Tuesday and Wednesday evenings during both the fall and spring semesters to assist students in more than forty subject areas.

Learning Center appointments may be available on a same-day, walk-in basis. To view online resources and learn more visit learningcenter.unc.edu.

Libraries

Part-time students can visit library.unc.edu to access information and libraries resources, including the library catalog, e-reserves, online databases, online journals, online books, and research assistance. Your Onyen and password will grant you access to many of these resources. On-campus libraries include Davis Library (main campus library), House Undergraduate Library, Wilson Library (Special Collections), the Law Library, Health Sciences Library, and several subject branch libraries. All libraries in the campus system are open to all users. Your UNC One Card serves as your library card. The hours listed below are subject to change and vary during holidays, breaks, and exam periods (view complete hours at hours.lib.unc.edu). Some services, including reference, maintain different hours.

**UNC One Card required 12 am–7 am

Math Help Center

The Math Help Center, 365 Phillips Hall, is a free walk-in tutoring service available to all students in MATH 110 through MATH 233. Although help is not guaranteed for higher courses, it may be available. Students may drop in and receive tutoring any time the Center is open (Monday, Wednesday, 10 am–6 pm; Tuesday, Thursday, 1 pm–6 pm; Friday, 10 am–3 pm). To learn more, visit: http://math.unc.edu/for-undergrads/help-center.

Transportation and Parking

Parking

Parking regulations are in effect in UNC faculty, staff, and commuter student parking zones weekdays from 7:30 am to 5 pm. Parking regulations are in effect in resident student zones Mondays through Thursdays from 7:30 am to 9 pm and Fridays from 7:30 am to 5 pm. When parking regulations are not in effect, motorists may park in any designated space except “Reserved at All Times (RAT)” spaces, “Disability” spaces, designated fire lanes, “Reserved for Service Vehicle” spaces, or in lots designated for special events.

Alternatives to Parking

The Commuter Alternative Program (CAP)
Self-paced Courses
Self-paced Courses offers correspondence or online courses from ten institutions of the University of North Carolina. Students have nine months from the date of enrollment to complete a course. Students can enroll at any time and work at their own pace. Most courses are offered for credit at the undergraduate level. For more information, call 919-962-1134 or visit fridaycenter.unc.edu/cp/catalog.

University Career Services
University Career Services helps UNC-Chapel Hill students plan for their careers, learn job-search skills, and search for employment. Part-time Classroom Studies students may access career panels and job-seeking workshops.

If you matriculate to degree-seeking student status, you may access a variety of additional services including on-campus recruiting, job and education fairs, career counseling and advising, and online resources.

University Career Services is located in 219 Hanes Hall. Office hours are 8 am to 5 pm, Monday through Friday. For more information call 919-962-6507; email ucs@unc.edu; or visit careers.unc.edu.

Transit. All Chapel Hill Transit routes are fare-free. The exchange of money, coupons, or display of a bus pass is not needed when boarding. Campus “U” and “RU” (reverse U) shuttles run in continuous loops from 7 am to 8 pm, serving nearly every area on the main campus. Regional transit (to and from RDU, Raleigh, and Durham) is available aboard Triangle Transit buses. Included in the full complement of regional service is express service from Raleigh, from Duke, and from Hillsborough to UNC. For more route information, call Triangle Transit at 919-485-RIDE.

Point-to-Point
Express (P2P) buses offer free fixed-route service between 7 pm and 3 am, seven nights a week during fall and spring semesters (except when residence halls are closed). Students need only show their UNC One Card to board the P2P Express. P2P shuttle vans offer service twenty-four hours a day to disabled passengers and students needing rides to or from Student Health Services. After dark, P2P shuttles transport passengers needing to travel to or from areas that are not served by the Express buses. To arrange for van service, call the P2P dispatcher at 919-962-7867 (919-962-PTOP). To see a map of the Express route visit www.dps.unc.edu/P2P.

For More Information, Visit the Department of Public Safety during business hours (M–F, 7:30 am–5 pm) in the Public Safety Building on Paul Hardin Drive (off Manning Drive) on south campus. For more information on parking and transportation at UNC-Chapel Hill, visit Public Safety’s website at www.dps.unc.edu. Connect to Public Safety on Facebook (UNC Department of Public Safety) or Twitter (@UNCDPS).

Phone Numbers.
General info: 919-962-3951/3952
Police emergencies: 911
Police non-emergencies: 919-962-8100
Parking control: 919-962-8006
P2P dispatcher: 919-962-PTOP (7867)
CAP Program: 919-843-4414
UNC Police

The UNC Police can be reached at 911 in an emergency or at 919-962-8100 for routine calls. Emergency call boxes (9-foot-tall black call boxes with a blue light on top) are located around the campus for use in situations that require police, fire, or medical help. To activate the call box, push the red button for direct access to the police department telecommunication center. When activated, the blue strobe light on top flashes for better visibility. Maps of call box locations are available at maps.unc.edu/CampusMaps/PdfMaps/CallBoxForWeb.pdf.

In addition, the University provides emergency communications through its Alert Carolina communication system, one component of which is text messaging—the ability to send text messages to students, faculty, and staff who have registered their cell phones through the Alert Carolina website, alertcarolina.unc.edu. Another facet of this initiative is a siren/PA system, which will sound during an immediate life-threatening situation, such as an armed and dangerous person in the area, a major chemical spill or hazard, or a tornado.

You should avoid walking alone on campus at night. During the day, Chapel Hill Transit offers fare-free service throughout the community. After dark, you may access the Point-to-Point Express route, which runs loops around the main campus from 7 pm to 3 am seven days a week during academic semesters (except on holidays when residence halls are closed), or call P2P for on-demand service during other after-dark hours at 919-962-PTOP (7867). If you decide to walk, walk in groups on well-lit, well-traveled paths. All cars parked on campus should be locked and any valuables stored in the trunk if possible. Report any suspicious or criminal activity to Public Safety immediately.

SafeWalk provides a male-female pair of DPS-trained student walkers to accompany students from 11 pm until 3 am, Sunday through Thursday. Students may request a walk by calling 919-962-SAFE (7233) or submitting a ticket online at safewalk.unc.edu. SafeWalk serves all on-campus locations, Granville Towers, and all Greek houses. Coverage also extends to off-campus locations. Visit SafeWalk’s Web site for details.

RaveGuardian is a free service that allows students to activate a virtual escort with their cell phones when crossing campus after dark. Register for the service and access other safety features at getrave.com/login/UNC.

Smart911 is a free opt-in system through which UNC community members can register their phones and create personalized profiles by adding a photo, local address, relevant medical conditions, and other information. Your profile is only visible when you call 911. For more information, visit smart911.unc.edu.

If you have car trouble on campus, you may call for the service of Parking Control Division’s Motorist Assistance Program at 919-962-8006 or 919-962-3951.

For information on crime prevention, to take advantage of self-defense classes for women, or to arrange for a crime prevention presentation, call the Crime Prevention office at 919-966-3230.

If you have concerns related to pedestrian safety at the University, please relate them to the Department of Public Safety. To report a problem area or potential problem area, please fill out the Pedestrian Safety Form at www.dps.unc.edu/Forms/PedestrianSafety/pedestrian_safety1.cfm.

Writing Center

The Writing Center is a free, noncredit resource for members of the University community who want to improve their writing skills. The Center’s website offers more than 60 handouts created specifically for UNC students; topics include thesis statements, argument, understanding assignments, writing anxiety, editing and proofreading, organization, procrastination, introductions and conclusions, commas, organizing a writing group, and writing in different academic disciplines. Online resources also include short instructional videos demonstrating writing strategies.

For quick questions about individual sentences, the Writing Center offers a Grammar Hotline at 919-962-7710. Appointments for consultations may be available on a limited basis. To view online resources and learn more, visit writingcenter.unc.edu.
Spring 2019 Evening Courses

**AAAD 254**  
**African Americans in North Carolina**  
This course is an overview of the black experience in North Carolina with special emphasis on Chapel Hill and Wilmington. Satisfies US Diversity.  
SECTION: 951, Tu 6-8:30 PM  
3 CREDIT HOURS, CLASS # 13918

**SPAN 203**  
**Intermediate Spanish I**  
Designed to increase reading and writing skills. An introduction to representative literary works and study of the finer points of Spanish structure are included. Aural comprehension and speaking skills are also stressed. Prerequisites: SPAN 101 (1) and 102 (2). Satisfies foreign language requirement.  
SECTION: 951, TR 6:00 – 7:15 PM  
3 CREDIT HOURS, CLASS # 6253

**SPAN 101**  
**Elementary Spanish I**  
Introduces the essential elements of Spanish structure and vocabulary and aspects of Spanish culture. Aural comprehension, speaking, reading, and writing are stressed in that order. Satisfies foreign language requirement.  
SECTION: 951, Mon and Wed 6-7:15 PM  
3 CREDIT HOURS, CLASS #6225

**SPAN 102**  
**Elementary Spanish II**  
Prerequisite, SPAN 100 or 101. Continues the study of the essential elements of Spanish structure, vocabulary, and the cultural aspects of the Spanish-speaking world. Aural comprehension, speaking, reading, and writing. Satisfies foreign language requirement.  
SECTION: 951, TR 7:30-8:45 PM  
3 CREDIT HOURS, CLASS # 6227
Distance Education

The Friday Center offers three formats for distance education courses: self-paced correspondence, self-paced online and semester-based online (via Carolina Courses Online). Registered full-time and part-time UNC-Chapel Hill students who wish to enroll in self-paced courses must obtain permission from their academic dean. Before enrolling in a distance education course, talk to a Part-time Classroom Studies advisor to ensure that all restrictions and limits imposed by your degree program are met.

Self-paced Courses
Self-paced Courses involve ten institutions of the University of North Carolina enabling students to take correspondence or online courses. Class attendance is not required. Courses do not follow a university calendar, so students can enroll at any time of the year and work at their own pace. Nine months are allowed for completion of course work. Self-paced Courses is open to any student who wishes to engage in this method of study; admission to the University is not required to enroll. There are restrictions and limitations regarding distance education course credit for Part-time Classroom Studies students; check with an advisor.

Visit fridaycenter.unc.edu/cp/catalog for a complete list of courses. Call 919-962-1134 to request a printed catalog. Courses are available in the following disciplines:

Accounting
Anthropology
Art
Astronomy
Biology
Business
Chemistry
Classics
Computer Science
Drama
Economics
Education
English
Environmental Science
Geography
Health Education
History
Hospitality Management
Italian
Latin
Linguistics
Macedonian
Mathematics
Music
Nursing
Philosophy
Physics
Political Science
Psychology
Religious Studies
Sociology
Spanish
Statistics
Swahili

Carolina Courses Online
Carolina Courses Online enable students to earn college credit by taking courses via the Web. Students are able to communicate with classmates and their instructor through email and discussion forums. Courses follow the University calendar for the term in which they are offered. Carolina Courses Online are open to any student who wishes to engage in this method of study; admission to UNC-Chapel Hill is not required in order to enroll. There are restrictions and limitations regarding distance education course credit for Part-time Classroom Studies students; check with an advisor. Visit fridaycenter.unc.edu/cp/cco for the most current list of courses for future semesters.
Phone Numbers and Websites

**Important Phone Numbers**

Accessibility Resources & Services (formerly Disability Services) 919-962-8299  
Adverse Weather Hotline 919-843-1234  
Advising Appointments 919-962-1134, 800-862-5669  
Bookstore (Student Stores, Daniels Building) 919-962-5066  
Career Services 919-962-6507  
Carolina Courses Online 919-962-1134  
Commuter Alternatives Program (CAP) 919-843-4414  
Exercise and Sport Science (Fetzer gym and pool) 919-962-0017  
Financial Aid Office 919-962-8396  
Information Technology Services 919-962-4357  
Library (Davis) 919-962-1335  
Library (Health Sciences) 919-962-0800  
Learning Center 919-962-3782  
Parking and Transportation 919-962-3951  
Parking Control 919-962-8006  
Part-time Classroom Studies (admission, registration, dean's office) 919-962-1134, 800-862-5669  
Part-time Classroom Studies Advisor 919-962-3449  
Point-to-Point Shuttle Dispatch 919-962-7867  
Self-paced Courses 919-962-1134  
Student Account Services 919-962-1368  
UNC One Card office 919-962-8024  
Undergraduate Admissions 919-966-3621  
University Registrar 919-962-3954  
Veteran's Services 919-962-8292  
Writing Center 919-962-7710

**Helpful Websites for Part-time Students**

Adverse Weather Information [https://alertcarolina.unc.edu/about/adverse-weather/](https://alertcarolina.unc.edu/about/adverse-weather/)  
Carolina Courses Online [https://fridaycenter.unc.edu/creditprograms/carolinacoursesonline/](https://fridaycenter.unc.edu/creditprograms/carolinacoursesonline/)  
Class schedules [registrar.unc.edu](https://fridaycenter.unc.edu/creditprograms/classschedules/)  
Financial aid [studentaid.unc.edu](https://fridaycenter.unc.edu/creditprograms/financialaid/)  
General information [fridaycenter.unc.edu](https://fridaycenter.unc.edu/creditprograms/generalinformation/)  
Graduate Record [https://catalog.unc.edu](https://fridaycenter.unc.edu/creditprograms/graduate-record/)  
Part-time Classroom Studies [https://fridaycenter.unc.edu/creditprograms/parttimeclassroomstudies/](https://fridaycenter.unc.edu/creditprograms/parttimeclassroomstudies/)  
Postbaccalaureate application to Part-time Classroom Studies [applynow.unc.edu/apply](https://fridaycenter.unc.edu/creditprograms/postbaccalaureate-application-part-time-classroom-studies/)  
Residency [registrar.unc.edu/academic-services/residency](https://fridaycenter.unc.edu/creditprograms/residency/)  
Self-paced Courses [fridaycenter.unc.edu/cp/catalog](https://fridaycenter.unc.edu/creditprograms/self-paced-courses/)  
Student Account Services [finance.unc.edu/saur/student-account-services](https://fridaycenter.unc.edu/creditprograms/student-account-services/)  
Transfer course equivalencies [https://admissions.unc.edu/credit/credit/transfer-equivalencies/](https://fridaycenter.unc.edu/creditprograms/transfer-course-equivalencies/)  
Undergraduate application to Part-time Classroom Studies [https://admissions.unc.edu/apply/part-time-classroom-studies/](https://fridaycenter.unc.edu/creditprograms/undergraduate-application-part-time-classroom-studies/)  
Undergraduate Bulletin [https://catalog.unc.edu](https://fridaycenter.unc.edu/creditprograms/undergraduate-bulletin/)
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