

FAYETTEVILLE STATE UNIVERSITY



TRANSFER AND ADVISEMENT CENTER MANUAL FOR STUDENTS

(Helping Students Achieve and Succeed)

TABLE OF CONTENT

Welcome	3
Mission	3
Hours of Operation	4
Transfer and Advisement Center Staff Members	5
New Transfer Student Advisors	6
Academic Advising Groups	7
Smooth Transition	8
Tau Sigma National Honor Society	9
Advising without Transcripts	10
Online Students	10
Special Visiting Students	10
Registration	10
Surcharge	11
Financial Aid	11
Transfer Student Guidelines	12
Quick Instruction on How to Register	13
Transferring to Another Institution	14

WELCOME

We are pleased that you have selected Fayetteville State University (FSU), the second oldest public university in North Carolina, to pursue your higher education studies. The Transfer and Advisement Center (TAC), along with faculty, staff, and administrators of FSU look forward to working with you. We encourage you to make your first stop at the Transfer and Advisement Center.

MISSION

The mission of the Transfer and Advisement Center (TAC) is to assist transfer students in making the transition to Fayetteville State University (FSU) as smooth as possible. Our goal is to enhance academic success for all transfer students, readmitted students, students with undeclared majors, and students experiencing academic difficulties. We provide a nurturing and encouraging atmosphere for our students through one-on-one counseling, coaching, and advising. Our office works collaboratively with staff, faculty and various offices across the campus to assist you in transitioning to FSU. You are our priorities and we are committed to helping transfer, readmitted, undeclared majors and students experiencing academic difficulties achieve their academic goals.

The TAC is currently housed in the Room 103 of the Helen T. Chick Building on the West side of campus across from the Telecommunications Building. We can be reached at (910) 672-2286.

Hours of Operation

The Transfer and Advisement Center hours of operation are as follows:

Monday	8:00 a.m. – 5:00 p.m.
Tuesday	8:00 a.m. – 6:00 p.m.
Wednesday	8:00 a.m. – 6:00 p.m.
Thursday	8:00 a.m. – 5:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 12:00 p.m. (First Steps with the University ONLY)

The Transfer and Advisement Center Staff

Anthony Farrior
Education Consultant (Community College Coordinator)
Helen T. Chick Building, Room 110A
(910) 672-1709
afarrior@uncfsu.edu

Darnette Hall
Education Consultant (Community College Coordinator)/College Transition Program
Helen T. Chick Building, Room 110B
(910) 672-1495
Dhall01@uncfsu.edu

Zelphia Hinnant-Jones
Second Year Initiative Coordinator
Helen T. Chick Building, Room 132B
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Director, Transfer and Advisement Center
Helen T. Chick Building, Room 104
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Administrative Support Associate
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Helen T. Chick Building, Room 130
(910) 672-1104
ltukes@uncfsu.edu

Tupuola, Ayanna
Academic Advising Counselor
Helen T. Chick Building, Room 132A
(910) 672-2158
atupuola@uncfsu.edu

Walker, Paulette
Academic Advising Counselor
Helen T. Chick Building, Room 130A
(910) 672-1605
psimpson@uncfsu.edu

ACADEMIC COUNSELORS

Uncertain about your assigned advisor? Academic Counselors are assigned to assist new undeclared transfer students. By using the first letter of your last name, you will be able to contact your assigned advisor. If your last name begins with the alphabet listed under the last name below, contact the counselor listed to the right of the alphabet. Please see below:

Last Name Alphabet	Academic Counselors:
A-I	Leslie Tukes
J- R	Paulette Walker
S	Ayanna Tupuola
T-U	Zelphia Hinnant-Jones
W-Z	Darnette Hall or Anthony Farrior

Academic Advising Groups

If you are transferring in 30 hours or more hours, your transcript has been evaluated for the CORE in TAC, and you have declared a major and don't know who your advisor is, contacts are listed below:

College of Arts and Sciences:

Draper, Jennifer
College of Arts and Sciences Counselor
Lyons Science Annex Building, Room 334
(910) 672-2131
jdraper@uncfsu.edu

Online Students:

Millspaugh-McKenzie, Vicki
Office of Extended Education
Continuing Education Building, Room 129C
(910) 672-1768
vmckenzie@uncfsu.edu

School of Business (Pre-Business Majors):

Jackson, Pamela (Dr.)
Assistant Dean
School of Business and Economic, Room 371
(910) 672-1818
pjackson@uncfsu.edu

School of Education:

Boose, Sharon
Coordinator, SOEAAC
Butler Education Building, Room 242
(910) 672-1263
seboose@uncfsu.edu

Willis, Shari
Director, Teacher Education Recruitment and Advisement
Butler Education Building, Room 242
(910) 672-1607
swillis@uncfsu.edu

SMOOTH TRANSITION

1. All transfer students should attend Orientation or First Steps once you have been accepted to the University.
2. All transfer students should visit TAC before proceeding to their department of interest for transcript evaluation.
3. Students are assigned to Academic Advising Counselors based on the first letter of the last name;
4. TAC will advise all new transfer students and evaluate all CORE courses, 100 and 200 level courses only.
5. If a student is transferring fewer than 30 hours, TAC will advise the student. All transfer students are encouraged to declare a major when they complete 30 hours or more.
6. If a transfer student has completed more than 30 hours, the TAC provides initial advisement, encourages students to declare a major, and refers student to their declared department.
7. TAC advises new transfer students and provides them an unofficial copy of their transcript evaluation.
8. If evaluation has upper level courses, counselors will forward information to department chair for directives on how to equate courses as a service to department chairs. However, it is the students' responsibility to meet with their Department Chair on upper level (300-400) level courses.
9. TAC will forward equivalencies to the Registrar's Office.
10. The Registrar's Office enters the information into Banner.
11. Students are provided a copy of the established curriculum guide.

TAU SIGMA NATIONAL HONOR SOCIETY

FSU has a Tau Sigma National Honor Society Chapter. The Tau Sigma National Honor Society is an academic honor society designed to recognize academic excellence of transfer students and to encourage and promote transfer students involvement at Fayetteville State University.

The insignia of Tau Sigma is red crest with the Greek letters Tau and Sigma superimposed and a bundle of wheat. The letters Tau and Sigma are emblematic of transition and scholarship. The red crest symbolized the courage needed when facing the challenges of transition. The wheat represents the continual harvesting of success in all of our future endeavors.

The membership criteria are as follows:

1. One must transfer to a four year institution of higher learning from another academic institution with at least one full years' academic credits satisfied at the prior institution(s);
2. One must register for a full load (12 hours or more);
3. Membership is based on superior academic achievement of the first term at FSU (only credit hours that count toward a bachelor's degree can be used to determine Tau Sigma eligibility);
4. The minimum academic average required for membership is a 3.5 on a 4.0 scale;
5. Academic eligibility is obtained on the grades of one full semester. Eligibility is limited to the first term of enrollment at the institution to which the student transfers;

We encourage all eligible transfer students to join this organization! Questions regarding the Tau Sigma National Honor Society should be directed to Ms. Paulette Walker, (910) 672-1605.

ADVISING WITHOUT TRANSCRIPTS

Often students will visit the Transfer and Advisement Center to register for classes without prior visits to the Center. If students visit TAC for the first time and their transcripts have not been entered into Banner and they do not have a copy of ALL unofficial transcripts, we will not be able to advise them. Students will be referred the Admissions Office for a copy of their transcripts. The TAC cannot accurately and effectively advise students without transcripts. If transcripts have not been entered and students do not have copies, we cannot advise.

PLEASE NOTE: If a student insists on being advised, they will need to write and sign a statement releasing TAC of any liabilities regarding their academic progress and the accuracy of their advising session.

ONLINE STUDENTS

If you are interested in enrolling at FSU as an online student, you should contact the Office of Online Education at (910) 672-1932.

SPECIAL VISITING STUDENT

Special visiting students are responsible for having the proper paperwork, obtaining permission from their home institution of higher learning. Special visiting students are also responsible for identifying and verifying with their institution the needed course(s) and equivalencies and registering for the correct course.

If a course requires a prerequisite, the student will be responsible for obtaining permission and the override for entry into the course from the Professor or Department Chair to enroll in the course.

TAC will verify whether or not a student is special visiting. If TAC cannot verify whether or not the student is a special visiting student, TAC will not issue an Alternate PIN for registration.

ALTERNATE PIN AND REGISTRATION

All students must have an alternate PIN to complete the registration process. TAC does not advise or issue PINs to students who have declared a major. Students who have declared their major or have been assigned an advisor must obtain their alternate PIN from their assigned advisor or department. TAC does NOT issue PINs without advising the student. **We encourage students to call for an appointment.** Because of high volumes of students visiting TAC during registration, students without appointments will be seen on a first come first serve basis.

SURCHARGE

All new undergraduates seeking a baccalaureate degree at Fayetteville State University will be subject to a 50% tuition surcharge if they take more than 140 credit hours to complete a four-year degree program or more than 110% of the required credit hours to complete the officially designated five year program.

Note: The State Scholarship Program for Children of War Veterans administered by the North Carolina Division of Veterans Affairs will not cover the 50% tuition surcharge. Responsibility for the surcharge will be placed on the student.

Please refer to the link to read additional information on surcharges:

<http://www.uncfsu.edu/registrar/publications/tuitionsurcharge.htm>

FINANCIAL AID

Students whose total attempted hours exceeds 180 (including transfer hours) for undergraduate students and 54 for graduate students will be ineligible for financial aid. Students who are ineligible will have to appeal for financial aid. If students meet the criteria and successfully appeal, they may be eligible to receive a one year only approval.

For specific questions regarding financial aid, please contact the Financial Aid Office at (910) 672-1325 or visit the financial aid website at <http://finaid.uncfsu.edu/index.htm>

Transfer Students Guidelines Checklist

The following steps are necessary for successful enrollment. For more information, call (910) 672-2286

- **ATTEND AN ORIENTATION OR FIRST STEPS TO THE UNIVERSITY SESSION** – Many of the questions you will have will be answered at this session.
- **Remember your Student (Banner) ID** – This number (830...) is included with your letter of acceptance. It will be required for all transactions with the university.
- **Complete and Submit Student Health Services Form** – This form, which is required by North Carolina State Law and was included with your letter of admission, must be submitted to Student Health Services. Failure to submit this document will delay your registration. Also, you are required to have health insurance. Your fees will include a charge for FSU Student Health Insurance, unless you sign an Insurance Waiver Form at Student Health Services. To receive the insurance waiver, you must present proof of insurance to Student Health Services. Call 910-672-1454.
- **First Steps with the University** is designed exclusively for students who have been admitted to Fayetteville State University. For more information go to: <http://www.uncfsu.edu/fsuretention/firststeps.htm>
- **Contact Residence Life Office if you wish to reside on campus** – Residence hall spaces are limited and are assigned on a first-come, first-serve basis. Call 1-888-539-1616. <http://www.uncfsu.edu/ResLife/index.htm>
- **Complete Financial Aid Application** - Complete the FREE Application for Federal Student Aid (FAFSA) and submit it to the Federal Processor. To expedite processing, you can complete the FAFSA on line at www.fafsa.ed.gov. Be sure to put FSU's school code: 002928. Any additional information requested by the FSU Office of Financial Aid must be submitted promptly. If financial aid has not been awarded by the time of registration, you will be required to make at least a minimum payment at the time of registration. Any questions? Call the Office of Financial Aid at 910-672-1325 or 1-800-368-4210
- **Evaluation of Transfer Credits** - Once you have been accepted and the Office of Admissions has received all of your official transcript(s) from previous institution(s) attended, a copy of the transcript(s) will be forwarded to the Office of the Registrar, whose staff will add your courses in the Banner system. **Your department chair/advisor will work with you to finalize your evaluation.** Should you have further questions about this process, please call the Office of Admissions, 910-672-1371 or 1-800-222-2594.
- **Declare Major (relevant only to Transfer Students with more than 30 hours)** - Complete the on-line Application for Declaration of Major, which is accessible under the "Current Students" page on the FSU Home Page: <http://www.uncfsu.edu> or Transfer and Advisement Center Home Page under the resources link.
- **Profile Examinations** – If you have not completed at least 30 or more transfer credits, including six hours of university-level mathematics and six hours of university-level English, you are required to complete a profile examinations. You may schedule an appointment with University Testing Services to complete your profile examinations. Please call 910-672-1301. You may also complete profile examinations during scheduled First Steps Programs.
- **Academic Advisement** – Meet with an advisor in your department to select courses. Note: It would be helpful for you to take copies of previous transcripts to your advisement sessions. *Important advisement note: If you transferred in fewer than 30 hours you are required to complete UNIV 110, University Studies. If you transferred in fewer than 60 hours, you are required to complete PHIL 110, Critical Thinking. If you have served or are currently serving in the military, you are exempted from the Health/Physical Education Requirement. (You must submit the appropriate documentation to the Director of Admissions to receive this credit.) Questions about advisement? Call 672-2286. Advisors will be available during scheduled First Steps Programs.*
- **Registration** – After meeting with an advisor, you will be directed to register for classes on-line in the Banner system. Go to www.uncfsu.edu; select "Current Students," and then select "Banner." See instructions for registration at main Banner menu.
- **Obtaining your ALTERNATE PIN**- You must contact your advisor every semester to obtain your PIN.
- **Student ID Card** – Obtain your Bronco Card at Room 242, Rudolph Jones Student Center.
- **FSU Email** – Look up your FSU network account at www.uncfsu.edu. Accounts will be available approximately 24 hours after you are **REGISTERED COMPLETELY** and have no holds on your account. Select "Current Students," Select "Look Up Your FSU Network Account." **You should check your FSU email account daily.**
- **Vehicle Registration** – Obtain parking permit at the University Police Department, Located in the Mitchell Bldg.
- **Books** –Purchase books at the University Book Store. The University has a new book rental policy. See website for more information. <http://www.uncfsu.edu/bulletin/textbooks.htm>
- **Pay your bill** – Go to <http://www.uncfsu.edu/bursar/index.htm> or call 910-672-1155, or 1830 for instructions.
- All students with more than 140 attempted credit hours or more than 110% of the required credit hours to complete their undergraduate program of study will be subject to a 50% tuition surcharge.
- Students whose total attempted hours exceeds 180 (including transfer hours) for undergraduate students and 54 for graduate students will be ineligible for financial aid. Students who are ineligible will have to appeal for financial aid. If students meet the criteria and successfully appeal, they may be eligible to receive a one year only approval.

QUICK INSTRUCTIONS ON HOW TO REGISTER FOR BANNER

To register do the following:

1. Obtain your Banner ID # (830 number) – This number should be enclosed in the follow up letter from the Admissions Office.

If you have lost it, cannot find it, or never received it:

- As a new student or transfer student with less than 30 hours, go to the Transfer and Advisement Center in the [Helen T. Chick Building](#), Room 103. Photo ID required.
- New transfer students with more than 30 hours, go to your [Academic Department/Advisor](#). Photo ID required.
- Other students, go to the [Registrar's Office](#) in the Lilly Building, 3rd Floor. Photo ID required.

2. Go to Fayetteville State University's homepage (<http://www.uncfsu.edu>)
3. Click on **"Current Students"**
4. Click on **"Log in to Banner"**
5. Click **"Login"**
6. Enter your Banner ID #
7. Your initial PIN is your birth date in six digits (**Example: 011567**)
8. If this is your initial PIN number, the system will require you to reset your PIN, and will ask you a security question and an answer that will remind you of what your PIN number is if you forget it.
9. Select **"Student and Financial Aid"**
10. Select **"Registration"**
11. Select **"Term" (Summer I, II or Fall 2010)** and click **"Submit"**
12. Select **"Add/Drop Classes"**
13. **Alternate Pin-Valid one semester only.** (For declared students, this number should be obtained from your advisor. For undeclared students and transfer students with less than 30 hours, this number should be obtained from the Transfer and Advisement Center.
14. Select a Subject (e.g., Accounting, Chemistry, English) and click **"Class Search"** (this will give a listing of all classes that correspond to the search criteria selected). Review the class sections to find a section that you want.
15. Click the check box to the left of the section you want. If there is no check box, that section is closed. Look for another. (**HINT:** Write down the CRN number, course, days, and times for each class. This will help you avoid selecting classes that conflict with classes you have already selected)
16. Click **"REGISTER"** to add the class.
17. To run a **Detailed Schedule** of your classes, click **"Class Search"** (bottom of page) and then click **"Student Detail Schedule"** (bottom of page). You may now print your schedule.
18. When you have registered for all your classes, log out of Banner by clicking **"Exit"**.

STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY

Students desiring to transfer to another institution of higher learning would need to contact that institution for transcript evaluation to determine what courses they will or will not accept or to determine how the course will transfer.