

# Transfer Students Guidelines

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

1. **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.
2. **Complete and Submit Student Health Services Form** – This form, which is required by North Carolina State Law and was provided 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.*
3. **First Steps with the University** is designed exclusively for students who have been admitted to Fayetteville State University. The program is **optional for transfer students**. For more information go to: <http://www.uncfsu.edu/fsuretention/firststeps.htm>
4. **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>
5. **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](http://www.fafsa.ed.gov). Be sure to put FSU's school code: 002928 on line 86 of the FAFSA. 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*
6. **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 notate 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. To review transfer credits, contact appropriate department chair from the list on reverse side.*
7. **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>
8. **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 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.
9. **Academic Advisement** – Meet with an advisor in your department (see list on reverse side) 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.**
10. **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](http://www.uncfsu.edu); select "Current Students," and then select "Banner." See instructions for registration at main Banner menu.
11. **Obtaining your ALTERNATE PIN**- Go to: <http://www.uncfsu.edu/registrar/Registration%20Information/New%20Registration%20Process.htm> for instructions on this process. You must get a new alternate PIN *every semester* from your advisor.
12. **Student ID Card** – Obtain your Bronco Card at Room 231, Rudolph Jones Student Center.
13. **FSU Email** – Look up your FSU network account at [www.uncfsu.edu](http://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.**
14. **Vehicle Registration** – Obtain parking permit at the University Police Department, 601 Grace Black Circle.
15. **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>
16. **Pay your bill** – Go to <http://www.uncfsu.edu/bursar/index.htm> or call 910-672-1155, or 1830 for instructions.

## Advisor Locations

<u>Student Status or Major</u>	<u>Advisor</u>
New Freshmen	<b>University College</b> , Helen T. Chick Building, Ms. Elois Wingfield; 910-672-1060, 672-1829; <a href="mailto:ewingfield@uncfsu.edu">ewingfield@uncfsu.edu</a>
New Transfer Students; Students without declared major; Readmitted Students; Undergraduate Special Visiting Students	<b>Transfer and Advisement Center</b> , 103 Chick Building, Ms. Irma S. Trantham, 910-672-2286; <a href="mailto:itrantham@uncfsu.edu">itrantham@uncfsu.edu</a>
<b>New Transfer Students with 30+ hours and an intended major</b>	
Accounting, B.S.	<b>Department of Accounting</b> 381 School of Business and Economics; Dr. Ulysses Taylor; 910-672-1591; <a href="mailto:utaylor@uncfsu.edu">utaylor@uncfsu.edu</a>
Art, Art Education	<b>Department of Performing &amp; Fine Arts</b> 101 Rosenthal Bldg. Dr. Rollinda Thomas, 910-303-2763; <a href="mailto:rthomas8@uncfsu.edu">rthomas8@uncfsu.edu</a>
Banking and Finance, B.S.	<b>Department of Managerial Economics and Finance</b> 233 (inside SBE 230) School of Business and Economics Bldg.; Dr. Petur Jonsson; 910-672-1984; <a href="mailto:pjonsson@uncfsu.edu">pjonsson@uncfsu.edu</a>
Biology, B.S., M.S., M.Ed. Chemistry, B.S., B.A Fire Science, B.S.	<b>Department of Natural Sciences</b> 124 Lyons Science Annex; Dr. Ronald Johnston; 910-672-1691 1695; <a href="mailto:rjohnston@uncfsu.edu">rjohnston@uncfsu.edu</a>
Business Administration, B.S.	<b>School of Business &amp; Economics</b> 318 School of Business and Economics Building; Pre-Business Advisor, Dr. Pamela Jackson; 910-672-1818; <a href="mailto:pjackson@uncfsu.edu">pjackson@uncfsu.edu</a>
Business Education, B.S. Marketing, B.S.	<b>Department of Marketing and Business Education</b> 383 School of Business and Economics Building Dr. Carolyn Jewell; 910-672-1593; <a href="mailto:cjewell@uncfsu.edu">cjewell@uncfsu.edu</a>
Communication, B.A.; Speech -Theatre, B.A.	<b>Department of Speech and Communication</b> Dr. Todd Frobish; 205 Smith Hall 910-672-1206; <a href="mailto:tfrobish@uncfsu.edu">tfrobish@uncfsu.edu</a>
Computer Science, B.S. Mathematics, B.S.; M.S., M.Ed.	<b>Department of Mathematics and Computer Science</b> 338 School of Business and Economics Building; Dr. Vinod Arya 910-672-1238; <a href="mailto:varya@uncfsu.edu">varya@uncfsu.edu</a>
Criminal Justice, B.S. M.S.	<b>Department of Criminal Justice</b> Lauretta Taylor Building, , Rm. 343 Dr. Lori Guevara, 910-672-1193; <a href="mailto:lguevara@uncfsu.edu">lguevara@uncfsu.edu</a>
Elementary Education, B.S. and M.Ed.; Birth-Kindergarten, B.S. Reading Education, M.Ed.	<b>Department of Elementary Education</b> 388 Butler Building; Dr. Sandra Shorter 910-672-1538; <a href="mailto:sshorter@uncfsu.edu">sshorter@uncfsu.edu</a>
English, B.S., B.A., M.A., M.Ed. Spanish, B.S., B.A.	<b>Department of English and Foreign Languages</b> 123 Butler Building; Dr. Edward McShane 910-672-1416; <a href="mailto:emcshane@uncfsu.edu">emcshane@uncfsu.edu</a>
Fire Science, B.S.	<b>Department of Natural Sciences</b> Fire Station 14 (on Langdon St.) Rm 5 Dr. Joseph Woodall, 910-381-2683; <a href="mailto:jwoodall@uncfsu.edu">jwoodall@uncfsu.edu</a>
Forensic Science, B.S.;	<b>Department of Natural Sciences</b> 220 Lyons Science Annex; Dr. Khalid Lodhi; 910-672-1650; <a href="mailto:klodhi@uncfsu.edu">klodhi@uncfsu.edu</a>
Geography, B.A. History, B.A., B.S., M.Ed. Political Science, B.A., M.A., M.Ed.	<b>Department of Government and History</b> 101 Knuckles Science Annex; Dr. Adegoke Ademiluyi; 910-672-1573; <a href="mailto:aademiluyi@uncfsu.edu">aademiluyi@uncfsu.edu</a>
Health Education, B.S. Physical Education, B.S.	<b>Department of Health, Physical Education, and Human Services</b> 327 Health and Physical Education Complex; Dr. Gloria Elliott; 910-672-1115; <a href="mailto:gelliott@uncfsu.edu">gelliott@uncfsu.edu</a>
Middle Grades Education, Secondary & Special Education, B.S., M.Ed.	<b>Department of Middle Grades, Secondary, and Special Education</b> 241 Butler Building; Dr. Charletta Barringer-Brown 910-672-1181; <a href="mailto:cbarringerbrown@uncfsu.edu">cbarringerbrown@uncfsu.edu</a>
Music Education	<b>Department of Performing &amp; Fine Arts</b> 104 Rosenthal Bldg. Dr. Sheryl Lynch Parker, 910-672-1528; <a href="mailto:slinch@uncfsu.edu">slinch@uncfsu.edu</a>
Music, B.S., B.A. Visual Arts, B.A.	<b>Department of Performing and Fine Arts</b> 133 Rosenthal Building; Dr. Harmon Watson 910-672-1571; <a href="mailto:hwatson@uncfsu.edu">hwatson@uncfsu.edu</a>
Nursing, B.S., RN/BSN completion	<b>Department of Nursing</b> 210 Cook Dining Hall; Pre-Nursing Advisor, Ms. Jennifer Draper 910-672-2131; <a href="mailto:jdraper@uncfsu.edu">jdraper@uncfsu.edu</a>
Psychology, B.A., M.A.	<b>Department of Psychology</b> 223 Lauretta Taylor Building; Dr. Thomas Van Cantfort; 910-672-1413; <a href="mailto:tvancantfort@uncfsu.edu">tvancantfort@uncfsu.edu</a>
Social Work, M.S.W.	<b>Department of Social Work</b> 201 Lauretta Taylor Building, Dr. Terri Moore-Brown 910-672- 1210; <a href="mailto:tmbrown@uncfsu.edu">tmbrown@uncfsu.edu</a>