























Transfer Students' Guidelines

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

1. **Remember your Banner Number** – 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**- Designed exclusively for students who have been admitted to Fayetteville State University. For more information go to: http://www.uncfsu.edu/univcoll/newstudents/First_Steps.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>
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. 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 your official 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. To review transfer credits, contact appropriate department chair from 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>, or the Transfer and Advisement Center homepage under the resources link.
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 at 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; 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/newRegistrationProcess.htm>
12. **Student ID Card** – Obtain your Bronco Card at the Rudolph Jones Student Center, Room 230.
13. **FSU Email** – Look up your FSU network account at www.uncfsu.edu. 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 in the lower level of the Helen T. Chick Building. The University has a book rental policy. For more information, go to: <http://www.uncfsu.edu/bookstore>
16. **Pay your bill** – Go to <http://www.uncfsu.edu/bursar/index.htm>, or call 910-672-1155 for instructions

Advisor Locations

<u>Student Status or Major</u>	<u>Advisor</u>
New Freshmen	 University College , 110 Chick Building, Ms. Elois Wingfield; 910-672-1060; ewingfield@uncfsu.edu
New Transfer Students; Students without declared major; Readmitted Students	 Transfer and Advisement Center , Modular Unit beside Chick Building; 910-672-2286; vmckenzie@uncfsu.edu
New Transfer Students with 30+ hours; New Graduate Students; Continuing Undergraduate or Graduate Students:	
Accounting, B.S.	 Department of Accounting 381 School of Business and Economics; Dr. Ulysses Taylor; 910-672-1591; utaylor@uncfsu.edu
Criminal Justice, B.S.. M.S.	 Department of Criminal Justice Lauretta Taylor Building, , Rm. 343 Dr. Bonnie Grohe, 910-672-1193; bgrohe@uncfsu.edu
Banking and Finance, B.S.	 Department of Managerial Economics and Finance 233 (inside SBE230) School of Business and Economics Bldg.; Dr. Petur Jonsson; 910-672-1984; pjonsson@uncfsu.edu
Biology, B.S., M.S., M.Ed. Chemistry, B.S., B.A Fire Science, B.S..	 Department of Natural Sciences 124 Lyons Science Annex; Dr. Ronald Johnston; 910-672-1691; rjohnston@uncfsu.edu
Forensic Science, B.S.;	 Department of Natural Sciences 220 Lyons Science Annex; Dr. Khalid Lodhi; 910-672-1650; klodhi@uncfsu.edu
Business Administration (Management, Management Information Systems), B.S.	 Department of Management 318 School of Business and Economics Building; Dr. Connie Lightner; 910-672-1310; clightner@uncfsu.edu
Master of Business Administration, M.B.A.	 Department of Management 321 School of Business and Economics Bldg.: Dr. Craig Wishart; 910-672-1801; cwishart@uncfsu.edu
Computer Science, B.S. Mathematics, B.S.; M.S., M.Ed.	 Department of Mathematics and Computer Science 314 School of Business and Economics Building; Dr. Frank Nani 910-672-1793; fnani@uncfsu.edu
Sociology, B.A., M.A., M.Ed.	 Department of Social Sciences Taylor Science, Rm 110A; Dr. Samuel Adu-Mireku; 910-672-1122; sadu-mireku@uncfsu.edu
Educational Leadership, Ed.D. School Administration, M.S.A.	 Department of Educational Leadership Dr. Terrence Hicks, 340 Butler Building; 910-672-1731; thicks@uncfsu.edu
Elementary Education, B.S. and M.Ed.; Birth-Kindergarten, B.S. Reading Education, M.Ed.	 Department of Elementary Education 388 Butler Building; Dr. Sandra Shorter 910-672-1538; sshorter@uncfsu.edu
English, B.S., B.A., M.A., M.Ed. Spanish, B.S., B.A.	 Department of English and Foreign Languages 123 Butler Building; Dr. Edward McShane 910-672-1416; emcshane@uncfsu.edu
Geography, B.A. History, B.A., B.S., M.Ed. Political Science, B.A., M.A., M.Ed.	 Department of Government and History 101 Knuckles Science Annex; Dr. Adegoke Ademiluyi; 910-672-1573; aademiluyi@uncfsu.edu
Health Education, B.S. Physical Education, B.S.	 Department of Health, Physical Education, and Human Services; 331 Health and Physical Education Complex; Dr. Gloria Elliott; 910-672-1115; gelliott@uncfsu.edu
Business Education, B.S. Marketing, B.S.	 Department of Marketing and Business Education 383 School of Business and Economics Dr. Carolyn Jewell; 910-672-1593; cjewell@uncfsu.edu
Middle Grades Education, B.S., M.Ed.	 Department of Middle Grades, Secondary, and Special Education; 240 & 241 Butler Building; Dr. Charlotte Barringer-Brown 910-672-1181; cbarringerbrown@uncfsu.edu
Music, B.S., B.A. Communication, B.A.; Speech -Theatre, B.A. Visual Arts, B.A.	 Department of Performing and Fine Arts 133 Rosenthal Building; Dr. Harmon Watson 910-672-1571; hwatson@uncfsu.edu
Nursing, B.S., RN/BSN completion	 Department of Nursing 210 Cook Dining Hall; Ms. Jennifer Draper 910-672-2131; jdraper@uncfsu.edu
Psychology, B.A., M.A.	 Department of Psychology 108A Taylor Science Building; Dr. Susan Franzblau; 910-672-1413; sfranzblau@uncfsu.edu
Social Work, M.S.W.	 Department of Social Work Lauretta Taylor Building, , Rm 201, Dr. Terri Moore-Brown

910-672- 1210; tbrown@uncfsu.edu