

INSURANCE

Students are required to carry the University's mandatory health insurance paid through tuition, UNLESS proof of other active health coverage is provided. Brochures describing all Student Insurance Plans are available online at www.bcbsnc.com/fsu.

The premium for the Student Accident & Sickness Insurance Plan is included in each student's semester bill. Undergraduate and graduate students who do NOT wish to be enrolled in the Student Insurance Plan MUST present proof of personal insurance coverage online ONLY at www.bcbsnc.com/fsu. The deadline will be announced via email. Any student enrolled in the Student Insurance Plan may enroll their eligible dependents by contacting Blue Cross Blue Shield of North Carolina at www.bcbsnc.com/fsu. Students who receive full athletic scholarships are not allowed to waive their FSU Student Accident & Sickness Insurance Plan without the permission of their respective coach or the Athletic Director.

International students are insured under the University System plan. All International Students are required to contact Student Health Services for necessary information.

TRANSPORTATION

In emergency situations, the Emergency Medical System (911) will be activated for students who require it. The student will be responsible for charges or bills for EMS/ambulance services not covered by their medical insurance. Student Health Services is equipped to serve students in the Spaulding Building and cannot accommodate students in the residence halls or in classrooms. The Student Health Services' staff does not respond to medical calls outside of the facility. Students with **OFF** Campus appointments are responsible for arranging their own transportation and receiving a referral as needed from Student Health Services.

MEDICAL EXCUSES

Medical excuses are given only when the Medical Provider deems it medically necessary. An appointment with Student Health Services does not mandate a medical excuse. Medical excuses are not issued for missed class time. Therefore, students are strongly encouraged not to schedule appointments during class time.

CAREER SERVICES

The office promotes the career development and related career planning skills of FSU students and alumni to provide access to experiential learning and employment opportunities so students may identify career choices and nurture career goals. The Center staff engages in active outreach to students, alumni, employers and faculty. Guided by the philosophy that career development is a lifelong process of exploration and decision-making, the staff also delivers programs and services designed to enrich the total development of students and alumni. Students are introduced to the Office of Career Services during their University College seminar courses during the first semester and are introduced to the four year career plan.

COOPERATIVE EDUCATION AND INTERNSHIP PROGRAMS

FSU recognizes the value of integrating on-the-job work experience with classroom learning. Students are encouraged to seek out internships and job opportunities that will assist them in their academic and career decision-making. Students are encouraged to seek advice from faculty, academic advisors and career advisors in order to determine if co-ops, internships or service learning is appropriate for their degree or certificate program. Lists of past co-ops and internships are on file in the Office of Career Services, RJSC Room 223.

JOB LOCATION AND DEVELOPMENT PROGRAM

The Job Location and Development Program assist students with off-campus part-time job placements. Listings of part-time jobs are filed by area businesses and industries. Students interested in obtaining employment must register with the Office of Career Services. The Job Location and Development Program offers workshops for students in the area of career/professional development that will be of benefit throughout the student's professional life.

DIVISION OF ACADEMIC AFFAIRS

In support of FSU's mission to promote the "educational, social, cultural, and economic transformation of southeastern North Carolina and beyond," the Division of Academic Affairs provides high quality academic programs, instruction, and services that challenge and support high standards of student achievement and prepare graduates for professional and personal success. The division supports faculty and staff development programs that promote professional growth fulfillment of the university's mission. The division offers a wide array of activities that serve the region and requires transparency and fiscal responsibility from all units within Academic Affairs. For more information visit <http://www.uncfsu.edu/acadaff/index.htm>.

OFFICE OF THE PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Matters pertaining to academic life are the responsibility of the Division of Academic Affairs and include such functions as: academic advisement, registration and academic records, library, student academic appeals, certification and recommendation of candidates for degrees, financial aid, student support services, and continuing education. The Office is located in the Carlton J. Barber Administration Building Suite 223.

SPECIAL ACADEMIC REQUESTS

Students should contact the Office of Registrar, 300 Lilly Building for academic inquiries/requests related to suspension and probation, withdrawals, academic fresh start, grade appeal, registration, and other special requests.

MAKING THE GRADE

Students must achieve satisfactory academic progress (SAP) each semester to re-enroll in the next semester and receive financial aid as specified below. Satisfactory academic progress is based on four factors: GPA (grade point average) and MEH (minimum earned hours - the ratio of earned to attempted hours).

Students must maintain a cumulative GPA of at least 2.0 to remain in good academic standing. The first semester a student's GPA is below 2.0, he/she is placed on academic probation.

In addition to maintaining a GPA of at least 2.0, students must earn at least 67% of their attempted hours to remain eligible for financial aid. Students who earn less than 67% of their attempted hours will be ineligible for financial aid even if their cumulative GPA is 2.0 or higher. Students may appeal financial aid ineligibility.

Students who do not meet these GPA and MEH requirements at the end of the fall or spring semester will be placed on academic probation, but will be permitted to enroll in the following semester to improve their academic status. Also, students on academic probation are limited to 14 credit hours and must complete an Academic Success Plan with their advisor.

Students whose cumulative GPA is below 2.0 for two consecutive semesters will be placed on academic suspension. They will not be permitted to enroll for the following semester unless they successfully appeal. Similarly, students who fall below both the GPA and MEH requirements for a 2nd consecutive semester will be placed on academic suspension. The student is ineligible for continuous enrollment and financial aid without successfully appealing the suspension or without the student participating in Academic Fresh Start. (See "Appeal Procedures" in the FSU Undergraduate Catalog.)

Students may not be eligible for financial aid if their attempted hours exceed 180.

The FSU Undergraduate Catalog has more information about academic progress, financial aid eligibility, and appeals.

DISHONESTY IN ACADEMIC AFFAIRS

Acts of dishonesty in any work constitute academic misconduct. Such acts include cheating, plagiarism, misrepresentation, fabrication of information, and abetting any of the above. Plagiarism in particular presents pitfalls to be avoided: failure to document any words, ideas, or other contributions that do not originate with the author constitutes plagiarism. Widespread use of the World Wide Web (Internet) requires particular attention to proper documentation practices. Individual course syllabi offer additional clarification about requirements for proper documentation. Actions outlined in the Fayetteville State University Student Handbook under Disciplinary System and Procedures will be followed for incidents of academic misconduct. The handbook may be obtained from the Office of Student Affairs located in the Collins Administration Building. The Student Handbook is also available online at <http://www.uncfsu.edu/handbook/>.

Non-disclosure or misrepresentation on applications and other university records will make students liable for disciplinary action, including possible expulsion from the university.

ACADEMIC ADVISORS

All students are assigned an advisor with whom they must consult in planning their academic programs, registering for classes, and making other decisions regarding their academic progression. Although students are expected to consult advisors on a regular basis, students bear final responsibility for the decisions they make.

Advisors are assigned to students according to the following guidelines:

1. University College advisors serve as advisors for first year and other undeclared students, including transfer students with fewer than 30 transfer credits as well as students beyond their freshman year but who are undecided about a major.
2. Department chairs assign an advisor to each student admitted to a major. Students may request an advisor or change an assigned advisor by contacting the appropriate department chair.

To facilitate effective advisement and degree completion, students are required to take the following steps:

1. Students are required to check their FSU email on a regular basis to receive notifications about upcoming events and deadlines and information from academic advisors.
2. Students must communicate with the officially assigned advisor at least two times each semester to review the student's progress toward degree completion. Students are responsible for initiating this communication in person or by phone or FSU email.
3. Students whose GPAs falls below 2.0 are required to meet with their advisor to complete an Academic Success Plan and take all actions agreed upon with advisors.
4. Students must use CAPP (Curriculum Advising and Program Planning) to run their degree audit and to develop a plan for degree completion according to the following guidelines.
5. **No later than the first semester of the junior year (60 – 75 earned hours)**, a student must submit a plan for degree completion to his or her advisor.
6. **Students are eligible to apply for graduation** once they are two semesters from completing all degree requirements. Their CAPP printout must be attached to the Application for Graduation.
7. Students must remain aware of and make decisions consistent with university policies, deadlines, and degree requirements as stated in the catalog, the FSU website, and other official documents.
8. Students must recognize that failure to follow the steps outlined above will delay their graduation.

To facilitate their advisees' degree completion, Academic Advisors must take the following steps:

1. Advisors will be available during published office hours and at other times by appointment to assist advisees in completing the student responsibilities outlined above.
2. Advisors will provide accurate information in a timely manner. Advisors will usually respond to student inquiries within two business days. When advisors are not available (i.e., summer or other extended leave), they will arrange for back-up.
3. Advisors will help students understand their responsibilities, as outlined above, in the advisement process.
4. Advisors will direct students to appropriate university resources for assistance as needed. For students whose GPA falls below 2.0, advisors will work with the student to develop an Academic Success Plan and monitor students implementation of the plan.
5. Advisors will approve students' CAPP (Curriculum Advising and Program Planning) degree audits based on degree requirements and university policies.
6. Advisors will respect advisees as individuals with different backgrounds and educational/life goals.
7. Advisors will respect the confidentiality of information shared by advisees and protect the privacy of students as defined by the Family Educational Rights and Privacy Act (FERPA).
8. Advisors are responsible for maintaining accurate records of meetings with advisees.
9. Advisors must recognize that failure to complete the responsibilities outlined here will likely delay a student's graduation.

For more information, go to: <http://catalog.uncfsu.edu/ug/academicregulations/advisement.htm>.

HONORS PROGRAM

The FSU Honors Program, housed in Hackley Honors Hall, is a component of the FSU Global Scholars Community that provides enhanced educational opportunities for high-ability students and offers opportunities for academically distinctive, intellectually challenging and engaging students to pursue a rigorous curriculum of honors courses in the major. The program also provides opportunities for students to obtain leadership skills through service learning in various academic communities. To apply to the current Honors Program, or Honors in the Major (HIM), students must have earned at least 12 hours in the first semester at FSU and have achieved a cumulative GPA of 3.2 or higher. In addition, the program emphasizes upper-division courses in the student's major. Moreover, each honors student is required to complete an honors seminar through a learning-community course or service-learning project where students apply what they are learning in their classes to a real-world situation. Applications are accepted only in the spring semester for admission in the subsequent fall semester. Transfer students with no more than 60 semester hours are also eligible to apply.

There are several benefits of HIM. Honors students enroll in major classes for honors credit (18 hours). These students complete additional assignments in regular classes based upon a contract approved by the major faculty and the Honors director. Other benefits include priority registration; working and living together with a Global Scholars Community; having "Honors Program or Global Scholars Community" designated on the transcript; receiving special announcement at Commencement; receiving an Honors medallion; participating in service-learning activities; working one-on-one with professors in the major field; enrolling in challenging and engaging courses; and applying for the Study Abroad experience.

OFFICE OF THE REGISTRAR

The Office of the Registrar is located at 300 Lilly Building. This office is responsible for student information updates, verification of enrollment/degree requests, transcript requests, and graduation information.

STUDENT RIGHTS REGARDING EDUCATION RECORDS (FERPA ANNUAL NOTICE)

The Family Educational Rights and Privacy Act of 1974 (aka the “Buckley Amendment” or “FERPA”), guarantees certain rights to university students regarding education records. Fayetteville State University (“FSU”) adheres to those statutory rights and has implemented a policy in order to comply. Specifically, students are afforded the following rights with respect to their educational records:

- A. The right to inspect and review the student’s education records;
- B. The right to consent to disclosure of the student’s education records to third parties, except to the extent that FERPA authorizes disclosure without consent;
- C. The right to request amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy rights;
- D. The right to be notified annually of the student’s privacy rights under FERPA; and
- E. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FSU to comply with the requirements of FERPA.

For a more detailed discussion of the student’s FERPA rights and FSU’s policy, visit the University’s policy website at

http://www.uncfsu.edu/policy/students/Student_Education_Records-FERPA.pdf.

The detailed policy on the University policy website describes (1) the situations when records may be disclosed without the consent of the student, (2) the procedures that should be followed when a student desires to review an education record or request an amendment of an education record, and (3) the information the University may disclose as directory information.

CONSENT TO DISCLOSURE OF EDUCATIONAL RECORDS

FSU may disclose information from a student’s education record to third parties with the written consent of the student. To obtain a copy of a consent form, visit http://www.uncfsu.edu/chancellor/legal_counsel/Forms/Release_of_Confidential_Information_Consent_Form.pdf.

RELEASE OF DIRECTORY INFORMATION

For the convenience of students, parents, other members of the university community and the general public, FSU may make available, upon request, directory information about its students.

In compliance with the Family Educational Rights and Privacy Act (P.L.93-380), the university may continue to release the following types of information: a student’s name, local and permanent address, photograph, email address, telephone number, enrollment status (undergraduate, graduate, full-time or part-time), date and place of birth, major field of study, dates of attendance, honors, degrees and awards (including scholarships) received, participation in officially recognized activities/organizations and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended.

Students who desire that the university not disclose directory information must make their written request to the Office of the Registrar during their enrollment. Detailed information can be obtained online at http://www.uncfsu.edu/chancellor/legal_counsel/Forms/Release_of_Confidential_Information_Consent_Form.pdf

GRADES

Final grades are based on a four-point system. When all course requirements have been completed at the end of a semester or summer session, students are assigned a letter grade for each course in which they have been officially enrolled. Grades assigned represent the quality of work the students have completed during the semester or term, and, therefore, should be accurate indications of the degree of mastery in the courses taken.

W/WU/WUA - These grades carry no credits earned and no quality points earned in the computation of the GPA, but are added to the “Credit Hours Attempted.”

GRADE POINT AVERAGE (GPA)

Your grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credits earned. Specifically, “Total Quality Points” are computed by multiplying the grade by the number of credit hours earned (GPA hours) for each course, and then adding the quality points. “Total Credit Hours Earned (GPA Hours)” refer to the credit hour(s) for courses in which a student earned a final letter grade of A, B, C, D, or F. Withdrawals from the university and incompletes do not affect a student’s GPA hours; however, courses with a grade of F and/or FN are calculated into the GPA. Letter grades are assigned the following grade point values:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

The following example demonstrates the calculation of the GPA:

Course	Grade	Credit Hours	Credit Hours Earned (GPA Hours)	Quality Points
ENGL 110	B (3)	3	3	3 X 3 = 9
UNIV 202	C (2)	1	1	1 X 2 = 2
MATH 131	A (4)	3	3	3 X 4 = 12
HEED 112	B (3)	2	2	2 X 3 = 6
NSCI 110	B (3)	4	4	4 X 3 = 12
PHIL 110	F (0)	3	3	0 X 3 = 0
TOTALS			16	41

$$\text{GPA: } 41 / 16 = 2.56$$

A student’s career or cumulative GPA is calculated by dividing the total number of quality points earned by the total number of course credit hours earned (GPA hours) in all of the semesters of the student’s enrollment.

RECEIVING GRADES

The Office of the Registrar does not provide paper copies of grades. Students must gain access to term grades using the Banner Self-Service system. Grade information is accessed using the Student ID Number and Personal Identification Number (PIN). Please keep in mind that instructors have 48 hours after the final examination to submit grades using Faculty Banner Self-Service.

WITHDRAWAL FROM THE UNIVERSITY

Students desiring to withdraw from FSU at any time after registration must make a formal application to the Center for Personal Development located in the Spaulding Building, Room 155. Students may withdraw from the university two weeks prior to the beginning of final exams. Failure to attend class does not constitute official withdrawal from the university. Students who do not complete the withdrawal process may earn Fs in their courses. Students who withdraw from the university are eligible to re-enroll for the next semester. (See the Official University Withdrawal Process for Undergraduate and Graduate Students later in this handbook.)

CHANGE OF NAME AND ADDRESSES

Students should notify the Office of the Registrar in writing of any change in name. Legal documentation is required for name changes.

Students can change their local address online via Banner. Permanent and billing addresses can be changed in person or by mailing a request to Office of the Registrar, 1200 Murchison Road, Fayetteville State University, Fayetteville, NC 28301.

TESTING SERVICES

University Testing Services is a full-service testing center that provides test administration services, scanning, and scoring of standardized and locally-developed tests, consultation, and general assessment services to the FSU community. Five general types of assessment programs are conducted through UTS: (1) national certification, admissions, and matriculation tests for graduate and undergraduate students; (2) interest and personality testing; (3) institutional performance evaluations (i.e., placement testing and rising junior testing); (4) survey evaluations; and (5) distance education testing. University Testing Services employees are all fully certified test center administrators (TCAs) who are committed to providing students and other test takers with quality and professional test administration services.

FSU offers a variety of national programs to meet student needs, including CLEP and Dantes tests, Graduate Record Examination (GRE), GMAT, PRAXIS, SAT, Law School Admission Test, Pharmacy Technician Certification Exam, Foreign Service Written Exam, Allied Health Profession Admission Test, Miller Analogies Test (MAT), Test of English as a Foreign Language (TOEFL), and many others.

We are open five days each week, Monday – Friday from 8:00 a.m. until 5:00 p.m. Weekend and evening hours are available by appointment. The Testing Center is located on the first floor of the Collins Administration Building in room 116. For more information, call (910) 672-1301.

OFFICIAL UNIVERSITY WITHDRAWAL (GRADUATE STUDENT) PROCESS

A student officially withdraws from attending all classes at the university by a process initiated in The Graduate School located in Suite 102, Continuing Education Building. The appropriate steps in the process are as follows:

Upon entering The Graduate School, the student will be asked to complete the top portion of the withdrawal form.

If the student is a graduate boarding student, a representative of The Graduate School will contact the Residence Life Office to determine if the student has completed all steps necessary to properly exit the residence hall.

The Graduate School also will contact the Financial Aid Office to determine if the student is a financial aid loan recipient and if he or she has received a Federal Perkins Loan. Based on the student's situation, the following actions will be taken:

- If the Financial Aid Office advises that the student does not have financial aid, he or she then will be directed to the Registrar's Office.
- If the Financial Aid Office indicates that the student has received loans through our institution or previous institutions, but no Federal Perkins Loan funds, the student will be directed to a Financial Aid counselor for processing. Once the student has completed all financial requirements, he or she will then be directed to Student Accounts to verify any other existing charges.
- If the Financial Aid Office indicates that the student has a Federal Perkins Loan, the student will be directed to the Federal Perkins area within the Business and Finance office. Once the appropriate Federal Perkins Loan documents are completed, a Federal Perkins Loan staff member will sign the withdrawal form and the student will then be directed to the Financial Aid office to complete the final exit form. Once the form is completed, a Financial Aid counselor will direct the student to Student Accounts to verify any other existing charges.

Upon receiving the withdrawal form from the Registrar's Office, that office will make the appropriate adjustment to the student's academic record.

If there are extreme emergency situations in which a student would be required to leave the institution immediately or not be able to return to the campus, that student will be required to call the Dean/Assistant Dean of The Graduate School within two (2) working days of the last date of attendance, and request special permission to process the withdrawal by mail. If permission is granted, the appropriate forms will be mailed to the student. The student must return the forms within ten (10) days from the postmark date the forms were mailed from the university.

The student will be required to submit a written justification along with the forms before they will be accepted by the university. All correspondence must be directed to the Dean of The Graduate School.

The university will not make any refund of tuition/fees or room and board charges until four (4) weeks after the student completes the official withdrawal process.

All refunds will be made by check. After the end of the official withdrawal period, which is ten (10) weeks for the Fall and Spring Semesters and four (4) weeks for the Summer Sessions, adjustments can be granted only if exceptional circumstances are documented. Also within the official withdrawal period, students may request an increased withdrawal adjustment if exceptional circumstances are documented. These requests are submitted with the appropriate documentation to the Vice Chancellor for Business and Finance. After an administrative review, the university will notify the student of its decision.

A student is not officially withdrawn from the university unless he/she has completed all steps of the withdrawal process. The official withdrawal date is the date the Registrar approves the form.

OFFICIAL UNIVERSITY WITHDRAWAL (UNDERGRADUATE) PROCESS

Before deciding to withdraw from the university, a student should consult with his or her advisor to discuss the reasons for the withdrawal and the student's plan for continuing his or her education. A student who wishes to withdraw from all classes must complete the official university withdrawal process, which is initiated in the university's Center for Personal Development, located in Room 155, Spaulding Infirmary. The appropriate steps in the process, after consulting with the Center for Personal Development, are as follows:

- Step 1: The student must attain the signature of the appropriate dean or designee of the school of his or her major. If the student is a freshman or has not declared a major, the student must attain the signature of the dean or designee of University College.
- Step 2: The student must attain the signature of a representative of the Bronco One Card Office for clearance.
- Step 3: The student must attain the signature of a Financial Aid counselor after loan exit processing and/or clearance.
- Step 4: The student must attain the signature of a Student Accounts representative and/or a Federal Perkins Loan representative within the Business and Finance office after clearance of any outstanding balances, if applicable, and completion of any financial obligations.
- Step 5: The student must attain the signature of the registrar or designee as the final step in the process. The official date of the official university withdrawal is the date the student initiated the process. It is the responsibility of the student to ensure the form reaches the Office of the Registrar within ten (10) calendar days. If not, the process must be reinitiated.

If the student leaves the university suddenly and is unable to return, the student must call the Center for Personal Development at (910) 672-1203 within two working days of the last day of attendance to request the withdrawal form by mail. Specific instructions will accompany this form that must be followed. It is only in very rare instances or extreme emergencies that a staff member of the Center for Personal Development will take the responsibility of completing the withdrawal process for a student. It is preferred that a family member or friend does this instead. If a family member or friend completes the process, the student must send written authorization with that person when they come to the Center and that person must bring a photo ID.

It is imperative that each student understands that although the form is requested by mail, all steps for completion must be followed. Upon receiving the completed form, it will be processed in an expedient manner.

Withdrawal Adjustment Schedule-Regular Semester

**NOTE: Withdrawal from ALL classes
(Adjustment includes Room and Board)**

REFUND/ADJUSTMENTS FOR INDIVIDUAL CLASSES

Tuition and fee adjustments will be made only for courses dropped during the university's designated drop/add periods. Absolutely no adjustments of tuition/fees will be made for any change in a student's class schedule after the end of the drop/add period. A student may complete an individual class withdrawal form after the close of the drop/add period, but the completion of that withdrawal form will result in no adjustments whatsoever in the student's charges for that semester. The drop/add procedure is only for students enrolled in more than one class. Students enrolled in only one (1) class must go through the official university withdrawal process outlined in the previous section.

Refunds due to change in hours will be issued four (4) weeks after the official close of registration. In the event a class is canceled by the university, a full refund of tuition and fees will be granted.

ROOM/BOARD ADJUSTMENTS

No adjustment of room and board charges will be made for any student who remains at the university after the 10th week of the regular semester, except for housing changes (example: between halls, on/off campus).

FINANCIAL AID REFUNDS

A large percentage of students receive financial aid to assist in their education. Financial aid in excess of the applicable university tuition and fees, room, and board will be refunded to the student according to the schedule set each semester by the university.

INDEBTEDNESS TO THE UNIVERSITY

The university reserves the right to withhold your grades, transcript of credits, diploma and prohibit your participation in final examinations and commencement exercises. In addition, the university may assign your delinquent account to a collection agency and you will be ineligible for participation in the payment plan in subsequent semesters. Also a student who is indebted to the university will not be permitted to enroll in subsequent terms unless such indebtedness has been satisfied. A student who is delinquent in his/her payment of a student education loan is treated as one indebted to the university.

FINANCIAL AID

Fayetteville State University (FSU) seeks to assure that qualified students will not be denied the opportunity to attend the university due to a lack of financial resources. The FSU Office of Financial Aid offers a variety of funds and programs to meet the financial needs of students. All admitted and/or enrolled students who are making satisfactory academic progress in a degree or certificate program may be eligible to receive financial aid assistance. FSU uses the Free Application for Federal Student Aid (FAFSA) to determine a student's eligibility for financial aid funds. You may complete your FAFSA on the U.S. Department of Education's (USDE) website at: www.fafsa.ed.gov or on the Fayetteville State University's Financial Aid website: <http://finaid.uncfsu.edu/apply.htm>. All documents required to complete the financial aid process must be accurate and on file in the FSU Office of Financial Aid by March 1 to ensure timely fund packaging for award notification prior to the anticipated enrollment period. For additional financial aid information, please contact the Office of Financial Aid, located in the Lilly Building, First Floor, at (910) 672-1325.

LIBRARY

The Charles W. Chesnutt Library is named in honor of Charles Waddell Chesnutt, second principal of the Howard School (the genesis of Fayetteville State University) and the first successful African American novelist. The mission of the Chesnutt Library is to support the university by acquiring, organizing, and interpreting information resources. In addition, the Chesnutt Library assumes its special role as a major cultural resource for the community and region at-large.

The University ID card serves as the library borrowing card and allows students to have access to services such as the laptop lending program and materials put on reserve by faculty members. Students receive instruction in the use of the library and are provided brochures which describe services, resources, rules and regulations governing use of the library and its materials. The bibliographic instruction sessions can be tailored to meet the needs of individual students or classes. The library's web site <http://library.uncfsu.edu> is a useful tool in learning about library resources, services and policies. The Chesnutt Library Blog provides up-to-date and current information about library activities.

Chesnutt Library is an attractive, contemporary four-story structure with nearly 80,000 square feet of space. Current holdings include 324,432 bound volumes, 976,000 pieces of microfiche, 2,744 periodical subscriptions, 57 newspapers, 6,710 video cassettes/DVDs and access to more than 270 electronic resources, including NC LIVE, CD-ROM indexes and databases. Chesnutt Library is a selective depository for documents printed by the United States Government Printing Office and a full depository for the State of North Carolina. The library provides users with copy machines, microfilm readers/printers and audio/video production equipment.

Collections housed at the Charles W. Chesnutt Library include the main collection, the reference collection, the media collection, government documents and the Archives and Special Collections. In the Archives and Special Collections area are official records, manuscripts and materials relating to Fayetteville State University, as well as the papers and materials of Charles Waddell Chesnutt, James Ward Seabrook and other African Americans, and individuals who have made noteworthy contributions to southeastern North Carolina. The Government Documents collection provides access to federal and state depository titles for the citizens in the Fayetteville metropolitan area. In addition, the library provides a web page with links to Internet resources that have been evaluated by staff members. The library provides FSU students access to its electronic subscriptions (databases require ID and password) from off-campus sites including their homes. Wireless access is available in the library.

Comments and suggestions from students, staff and faculty regarding services and resources are welcomed by the Director of Library Services.

FSU CATALOG

The University Catalog has many informative sections of academic information, some of which are:

- Academic Calendar
- Academic Regulations
- Registration
- Grading System
- Probation/Suspension
- Appeal Procedure
- Classification of Students
- University College
- School of Business and Economics
- School of Education
- College of Arts and Sciences
- The Graduate School

Please refer to the Fayetteville State University Catalog for specific information on these and other subjects. The FSU Undergraduate Catalog can be found at

<http://catalog.uncfsu.edu/ug/ugindex.htm>.

INFORMATION TECHNOLOGY SYSTEMS

Fayetteville State University is on the cutting edge in the use of computer technology in education. FSU has a comprehensive campus-wide academic computing environment that provides a communications network with access to local and external information resources including the Internet, the North Carolina Information Highway (NCIH), and the North Carolina Research and Education Network (NCREN). All of FSU's major academic and administrative buildings have wired and wireless network connectivity that provides access to e-mail, the World Wide Web, digital library resources, and various microcomputer application software packages for faculty, staff, and students.

Many academic computing labs are available at FSU with over 350 microcomputers that include Windows PCs, Macs, and Linux PCs. All computer labs have Internet access for e-mail and the World Wide Web. All computer labs have software applications such as Microsoft Office, SPSS, SAS, and a wide array of academic courseware. In addition, using Citrix, FSU faculty, staff and students can access all software on campus from home.

MICROCOMPUTER LEARNING CENTER

The campus has several microcomputer labs available to assist faculty, staff and students with their computing needs. The Open Use microcomputer labs are located in the School of Business and Economics Building, room 214 and Helen T. Chick Building, room 216A. These labs are available six to seven days per week and are designed to support the students' microcomputer needs. There are additional microcomputer labs on campus that serve specific courseware needs pertaining to physical and life sciences, history, critical thinking, psychology, reading, composition, and mathematics.

CAMPUS POLICE & PUBLIC SAFETY

Fayetteville State University strives to provide a reasonably safe living and working environment for the University community. The Campus Police Department is responsible for accomplishing these goals. The Campus Police Department is a campus law enforcement agency authorized by the Fayetteville State University's Board of Trustees under Chapter 116 of the North Carolina General Statutes. FSU police officers have full police authority equivalent to those of a municipal police agency. This department is organized into three divisions: Patrol, Investigations, and Administrative Services.

PATROL DIVISION

The Patrol Division is composed of four patrol squads, each with a squad supervisor, to provide police patrol services to the campus twenty-four hours a day. Special emphasis is placed on the residence halls and parking areas at night. In addition to routine and preventive patrol, police officers respond to all incidents and emergency situations, enforce North Carolina and campus traffic laws, and provide protection at campus events and secure buildings. Parking and Traffic Control Officers are also located within the Patrol Division and offer the Motorist Assistance Program where motorists' vehicles may require a battery jump-start. Parking and Traffic Control Officers also enforce campus traffic and parking regulations, control vehicle registration, and coordinate visitor parking for both private and common carrier vehicles. All members of the University community, including students, must register their vehicles.

INVESTIGATIONS DIVISION

The Investigations Division is composed of three areas: investigations, crime prevention and victim's advocacy. An investigator provides follow-up investigation services for all incidents occurring on the campus. Investigative assistance for serious incidents is available from the Fayetteville City Police Department through mutual assistance agreements. The Investigations Division offers a Crime Prevention program wherein preventative measures are taught to members of the University community. Seminars about self-protection and safety procedures are conducted for students.

Brochures and other educational materials are distributed on a regular basis to students. The Crime Prevention Officer is responsible for implementing programs that will help detect, alleviate and/or reduce the opportunities for crime. This officer provides educational programs and literature that teach self-awareness, personal safety and property protection. Services offered through the Crime Prevention Program are, Operation Identification, Crime Prevention Tips on WFSB, Crime-Stoppers (a Hotline for reporting crime) and a student escort service.

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division consists of Telecommunications Property and Security officers and Parking Clerks. Trained, DCI certified police telecommunications provide twenty-four hour emergency telephone and dispatch services for the campus.

Vehicles must be registered with the Traffic and Parking section between the hours of 8 a.m. and 4:30p.m., Monday through Friday. Vehicles may be registered in the fall and spring semesters during class registration.

Vehicle registration fees for students are \$45 and \$10 for each summer session. Faculty/staff parking stickers are \$60 for regular lots and \$120 for gated lots. Parking space is very limited and the purchase of a permit gives a student the authorization to park on campus, but does not guarantee a space.

Students who need to bring a vehicle on campus for a week or less may purchase a temporary permit for a fee of \$5. Parking fines range from \$10 to \$100 depending upon the violation.

Freshmen are not authorized to drive on campus unless they live off campus.

Payment may be made in the form of a check or money order (only) 24 hours a day by dropping an envelope in the collection box at the Police Department or by mailing in the citation. Failure to pay a parking citation within 72 hours results in doubling of the fine amount and a hold on the student's account which prevents registration or receipt of transcripts/diploma. Parking citations may be appealed to the Chief of Police or his designee. FSU police officers issue North Carolina Uniform Citations for violations of state motor vehicle laws, such as a speeding violation occurring on campus.

Such citations must be paid at the Clerk of Court's Office unless they require a court appearance.

Vehicle can be registered on line prior to purchasing a permit @ <http://www.uncfsu.edu/police/index.htm>.

Further details regarding traffic/parking may be found on the Campus Police homepage or by stopping by the Police Department. Specific questions regarding any aspect of police or traffic services may be directed to the Associate Vice Chancellor for Police and Public Safety. A map of the campus and directions to FSU can be found at <http://www.uncfsu.edu/police/index.htm>.

DIVISION OF BUSINESS & FINANCE

Matters regarding business and fiscal affairs are the responsibilities of the Division of Business and Finance. The Office of the Vice Chancellor for Business & Finance is located in Suite 117 in the Barber Building.

TUITION AND FEES

Rates for tuition and fees are established by the North Carolina General Assembly, the University of North Carolina, the President of the University of North Carolina and Fayetteville State University. The University reserves the right to change fees and expenses without prior notice to the students or the general public. Prior notification of changes will be provided whenever possible. The tuition and fees include state tuition (in-state and out-of-state rates), activities and service fees and insurance. Room and board fees are charged as a separate fee for all students who reside on campus.

In addition to these basic fees, other fees and expenses may be charged to students for special services.

The fees for each student will be based on the following criteria:

- In-State or Out-of-State Resident
- Number of Credit Hours
- Boarding or Non-Boarding

Since the tuition and fees are subject to change each year, the actual fees are not included in this publication.

The list of estimated fees is provided to help students determine their approximate expenses.

A copy of the current rates may be obtained by viewing them on the web (<http://uncfsu.edu/bursar/fees.htm>) or contacting the cashier's office.