

# TRANSFER & ADVISEMENT CENTER

## OUR MISSION

The mission of the Transfer and Advisement Center (TAC) is to assist transfer students in making the transition to FSU as smooth as possible.

Our goal is to enhance academic success for all transfer students, readmitted students, students who have not declared a major, and students experiencing academic difficulties. We provide a nurturing and encouraging atmosphere for our students through one-on-one counseling, coaching, and advising.

Fayetteville State University is also committed to creating and maintaining partnerships with community colleges. Our community college coordinators provide one-stop services to community college transfer students.

If you are interested in transferring to FSU, but are unsure of the steps to follow, please review the transfer student guidelines or contact us directly at 910-672-2286.

## GUIDELINES TO MAKE YOUR TRANSITION TO FSU AS SMOOTH AS POSSIBLE

**Banner ID** - This number (830...) is included with your letter of acceptance. It will be required for all transactions with the university.

**Student Health Services Form** – The student health services form was included with your letter of admission and must be submitted to Student Health Services. Failure to submit this document will delay your registration. You are also 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** - Designed to introduce and register admitted students to Fayetteville State University. The program is optional for transfer students. For more information go to: <http://www.uncfosu.edu/fsuretention/firststeps.htm>

**Student Housing** - Residence hall spaces are limited and are assigned on a first-come, first-serve basis. If you wish to reside on campus, contact the residence office at 1-888-539-1616. <http://www.uncfosu.edu/ResLife>

**Financial Aid** - 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.

If financial aid has not been awarded by the time of registration, you may be required to make 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 and they 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 for Transfer Students with more than 30 hours.** Students should talk with their assigned advisor before declaring a major. Complete the on-line application for Declaration of Major, which is accessible under the "Current Students" page on the FSU Home Page: <http://www.uncfosu.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 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

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courses. Please bring copies of all transcripts to your advisement sessions. 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; however, 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](http://www.uncfsu.edu), select “Current Students,” and then select “Banner Log In.” See instructions for registration at main Banner menu.

**ALTERNATE PIN** - Contact your advisor to obtain your PIN.

**Student ID Card** – Obtain your Bronco Card at Room 242, Rudolph Jones Student Center.

**FSU Email** – Obtain 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 Network/Email Account.” **You should check your FSU email account daily.**

**Vehicle Registration** – Purchase parking permit at the University Police Department, 601 Grace Black Circle.

**Books** – Purchase books at the University Book Store located in Bronco Square. The University has a 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.

## Our Community College Partners



- Asheville-Buncombe
- Bladen
- Cape Fear
- Central Carolina
- Fayetteville Tech
- Forsyth Tech
- James Sprunt
- Johnston
- Lenoir
- Pitt
- Robeson
- Southeastern
- Stanly
- Richmond

## Transfer & Advisement Center Staff

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