

College of Arts and Sciences Transfer Student Checklist

The following steps are necessary for successful enrollment and beyond.

1. **Remember your Student (Banner) ID** – This nine digit number start with 830xxxxxx and is included with your letter of acceptance. This number will be required for all transactions with the university, including signing on to Banner to register for classes.
2. **First Steps with the University** is designed exclusively for students who have been admitted to Fayetteville State University to register for classes and obtain a student ID. The program is **optional for transfer students**. For more information go to: <http://www.uncfsu.edu/freshman-center/new-students/first-steps>. Transfer students are advised by the academic department of the intended major. Identify your Academic Advisor by Academic department at <http://www.uncfsu.edu/advisement/>.
3. **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 college level courses, with a grade of C or better into the Banner system. Your Academic Advisor will work with you to finalize your transfer equivalency evaluation. 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.) **Always have a copy of these transcripts to assist Academic Advisors when registering for the first time.** Any questions? Call the Office of Admissions, 910-672-1371 or 1-800-222-2594.

NOTICE: 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 also complete profile examinations during scheduled First Steps Programs. You may schedule an appointment with University Testing Services to complete your profile examinations. Please call 910-672-1301.

4. **Declare Your Major online (relevant for/Early College Students, too)** - Complete the on-line application at the Declaration of Major link. This form is accessible under the "Current Students" tab on the FSU homepage (<http://www.uncfsu.edu/>), go to Academic Resources and click on Declare/Change Major. Completion of this form results in the assignment of your department specific Academic Advisor. Use your personal email address, if you are a new student.
5. **Academic Advisement in the Department of Intended Major** – Department specific Academic Advisors will be available during scheduled First Steps Programs. Academic Advisors are also available during university business hours. Meet with an Academic Advisor in your department to select courses and receive your registration Alternate PIN#. Note: It would be helpful for you to take copies of all previous transcripts to your advisement sessions. *Questions about advisement? Visit <http://www.uncfsu.edu/advisement/> for Academic Advisor Contact information.*

Review your degree planning guide with your Academic Advisor and select your courses for the upcoming term.

Obtain your ALTERNATE PIN- You must contact your department advisor every semester to obtain your PIN.

Registration – After meeting with an advisor, you will be directed to a computer so you can select and 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.


6. **Student ID Card** – After registering for classes, obtain your Bronco Card before leaving First Steps (trailer across from School of Business and Economics/SBE). Bring a photo ID.
7. **Email at FSU** –. Campus email accounts will be available approximately 24 hours after you are REGISTERED for classes and have no holds on your account. Look up your FSU network account at www.uncfsu.edu. Select "Current Students," then under Information technology Resources find "Look Up Your FSU Network Account." **You should check your FSU email account daily.** Look for emails from Canvas (courses management system) and BroncoConnect (student alert system).

Canvas is the course management system for all on campus and online courses. Use Google Chrome and sign on through the myBronco portal or the Canvas portal on the main web page. You will receive an invitation from your professor to join the course. You must accept this invitation. Learn the basics: <http://www.uncfsu.edu/onlineeducation/canvas-student-resources>

BroncoConnect is student information system we use to keep you posted about academic concerns. You can access this through myBronco portal and Canvas. Look for email for email alerts from BroncoConnect from Academic Advisors and Professors.

8. **Books** –Pick up rental books (for most classes) or purchase books (for some classes) at the FSU Book Store in the Bronco Square Shopping Center, 1073 Murchison Rd, Ste. 101 . For more information visit <http://www.uncfsu.edu/bookstore/textbooks> . Online students review instructions at <http://www.uncfsu.edu/bookstore/textbooks/book-rental-program>
9. **Password reset for Banner and email-** <http://www.uncfsu.edu/itts/itts-units/systems/passwords>

Students are responsible for knowing all **Academic Regulations** in the Undergraduate Catalog

(<http://catalog.uncfsu.edu/undergraduate.htm>), FSU Student Handbook (<http://www.uncfsu.edu/handbook>), as well as, policy statements and procedures.  Review Select Key Academic Regulations

Office of Legal Affairs page. Students are also responsible for knowing the dates on the Academic Calendar (<http://catalog.uncfsu.edu/academic-calendar-2017-2018.htm>).

Below please find select essential regulations (always check the most recent catalog for academic regulations, as they can change from year to year).

Tuition Surcharge per UNC Board of Governors- 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 a designated five year program. (<http://www.uncfsu.edu/registrar/publications>).

Health Insurance Requirement and Waiver- Complete and submit the Student Health Services Immunization Record and Medical History form at First Steps. This form, which is required by North Carolina State Law was included with your letter of admission and must be submitted to Student Health Services. Failure to submit this document will delay your registration. Also, you are **required** by state law to have health insurance. Your fees each semester will automatically include a charge for Student Blue Health Insurance, unless you submit an Insurance Waiver Form online ONLY through <http://studentbluenc.com/fsu> (the Waive tab is at the top of the page). *Any questions? Call 910-672-1259.*

Honors (Graduation with Distinction) - Graduation distinctions are awarded based on final cumulative statistics (GPA/no rounding). To be eligible to graduate with honors, baccalaureate students must have completed a minimum of sixty (60) hours at Fayetteville State University. See the catalog for specific categories by overall GPA.

Course Withdrawals – Students are permitted to withdraw from a maximum of 16 credit hours throughout their undergraduate career. After a student has exceeded this limit, the student must earn a final grade of A, B, C, D, F, or FN. Students may withdraw from individual classes until the deadline each semester, term, or session (see Academic Calendar for specific dates). Students who complete the class withdrawal process will receive a grade of W. Tuition and fees are not adjusted for withdrawing from individual classes. Students are required to earn at least 67% of their attempted hours each semester to maintain financial aid eligibility. Students who withdraw from more than 33% of their attempted hours in a semester will lose financial aid. Failure to attend class does not constitute official withdrawal from that class. Class Withdrawal is done through Banner. (Consult with your professor and advisor before withdrawing from a class).

University Withdrawals (<http://www.uncfsu.edu/studentaffairs/cfpd/withdrawals>) require coordination with the Center for Personal Development (<http://www.uncfsu.edu/studentaffairs/cfpd> or 910-672-1222) before the date designated on the Academic Calendar. A WU is recorded on the transcript. If a student is registered in only one class, they must withdraw from the university rather than use course withdrawal.

“Know the Code” – review Student Conduct regulations, including Academic Dishonesty regulations, in the Student Handbook <http://www.uncfsu.edu/studentaffairs/office-of-student-conduct>. Students are responsible for knowing and adhering to these standards.