

Office of the Registrar

Erin Morin, Registrar

Registration

Registration takes place at the beginning of each semester. Students must show evidence of payment of tuition and fees prior to enrolling in courses. All students are required to register and will not be granted entry to classes without having done so. New students will receive instructions regarding times and places of registration, orientation and placement testing during the summer before their arrival at the School.

All undergraduate students must register at the appointed time and show evidence of payment of tuition and fees prior to enrolling in classes. Students will not be granted entry to classes without having completed registration.

Academic Calendar

Effective Fall 2011, UNCOSA transitioned from trimesters to semesters. The [academic calendar](#) is divided into two semesters. Prior to Fall 2011, the academic year was divided into three terms.

Class Designation

A student's status is officially determined on the basis of progress in the major arts area. Level designations are, therefore, based upon a combination of the number of arts course requirements which have been met and the level of artistic proficiency that has been achieved. Undergraduate designations are C1 for first-year, C2 for second-year, C3 for third-year, and C4 for fourth-year and beyond.

Credit Definitions

College credit is awarded in semester hours.

Course Numbering

Effective fall 2011, UNCOSA changed to a 4-digit numbering system. 3-digit courses that will continue to be offered have been renumbered with a 4-digit number. A chart showing the 4-digit equivalents is available in the office of the registrar. In most instances, courses are numbered by level:

0000-0999 – High School Courses

1000-1999 – Intended primarily for first-year undergraduates

2000-2999 – Intended primarily for second-year undergraduates

3000-3999 – Intended primarily for third-year undergraduates

4000-4999 – Intended primarily for fourth-year undergraduates

5000-5999 – Courses for which it is likely that undergraduate and graduate students would enroll

6000-6999 – Graduate level course work in a degree program

7000-8999 – Advanced graduate-level course work

Course Requirements

It is the responsibility of the student to know the requirements for his or her particular program and, where specific academic courses are required, to include these courses in the program. Individual program requirements are outlined in the appropriate sections of this Bulletin.

Transition Students

Continuing students who began their degree program prior to Fall 2011 are affected by the change from trimesters to semesters, and are considered “transition” students for the purpose of advising. Curriculum changes were necessary across all programs because of the semester conversion, so UNCOSA took the opportunity to review the course content and credit values for each course and degree program. Each transition student has been given a revised curriculum model to follow. UNCOSA is committed to making sure transition students will not be disadvantaged by the conversion from trimesters to semesters, and to ensuring that any student who is making acceptable progress will be able to graduate on time.

Advisors have a copy of the transition models for their advisees.

Residency Requirements

To qualify for an Undergraduate Arts Certificate, Bachelor of Fine Arts or Bachelor of Music from the University of North Carolina School of the Arts, a student must be registered as a full-time college student for a minimum of two years, one of which must be the student’s graduating year.

An undergraduate college student must carry twelve or more credit hours per semester to be classified as a full-time student. Undergraduates who wish to register for more than 21 credits per semester will need permission from the dean of their art school.

Transfer Students

Undergraduate transfer students will be placed according to ability and experience at the discretion of the appropriate dean and faculty following review of prior courses and interviews with faculty members. Where applicable, placement tests will be administered and appropriate advanced institutional credit is awarded. Normally, a transfer student spends at least two years at the School of the Arts to qualify for the Bachelor of Fine Arts, Bachelor of Music or Undergraduate Arts Certificate. *(See Residency Requirements above.)*

Credit for academic courses in which the student has earned at least a “C” at another accredited college, and which are equivalent to specific UNCOSA academic courses, will be transferred to the UNCOSA record during the first semester of enrollment. Students must be in good standing to transfer additional coursework.

Part-time Degree Students

Under certain circumstances, a matriculated college student may enroll as a part-time degree or arts certificate student for a given semester. This status generally is reserved for college seniors in their last semester and is only granted by special permission of the

appropriate dean. Part-time degree or arts certificate students may carry fewer than twelve credits and are charged by the credit, according to the schedule of [fees](#) for special and part-time students.

Course Audit

A regularly registered student may, with the consent of the appropriate dean and the instructor, audit one or more courses outside the major area in addition to his or her regular program. Attendance must be regular. No credit is given.

Course Planning and Program Advising

Each student is assigned an advisor when he or she enters the School. The advising system varies from one arts school to another. In some schools the dean or assistant dean acts as the student advisor; in others, members of the faculty are assigned as advisors.

Students meet with their advisors during designated weeks toward the end of each semester to plan their programs for the following semester. The courses each student selects must be approved by the advisor.

Add/Drop and Course Withdrawal

Students may add or drop courses during the first week of classes. Course changes during this week do not appear on the student's permanent record. Students who have cleared all holds and wish to add or drop courses during this period shall do so at their Arts School.

Beginning with the second week of classes, students must officially "withdraw" from a course. Unlike dropped courses, withdrawn courses remain on the student's class schedule and will appear on the transcript with a letter grade of "W." Students are advised to withdraw from courses when successful completion appears impossible. Although "W" grades do not impact a student's GPA, they do count in attempted hours.

Students have through the seventh week of classes to withdraw from courses by using the Change of Schedule form, available from the registrar. Course withdrawal without processing the appropriate form will result in an automatic grade of "F" for the course.

Attendance

Students are expected to attend all their class meetings, rehearsals and performances, and to arrive on time, prepared to participate fully. Attendance regulations for each program and for individual courses within the program are communicated to students and kept on file in the appropriate school or dean's office. Students who violate the attendance regulations will be referred to the appropriate dean or director, who will counsel or discipline the students. Students who miss class frequently must be prepared to receive a low or failing grade or be advised to withdraw from that course.

Final Examinations

Final examinations are given during a three-day period at the end of each semester. An unexcused absence from a final examination will result in the student receiving a "zero" for that activity and loss of makeup privileges.

Early Departure from School

While early departure before the end of the semester is discouraged, UNCSA recognizes that, from time to time, extenuating circumstances will necessitate approval of such early departure. Students seeking permission to leave school early should meet with the Assistant Dean of University Programs and with their arts dean to obtain a permission form and to discuss early departure. (**NOTE:** Travel or vacation plans are NOT acceptable reasons for early departure. Students should carefully consult the academic calendar and plan accordingly.)

For approval of early departure from undergraduate academic and arts classes, an Early Departure Form must be signed by the appropriate academic and/or arts instructor, and arts advisor (if appropriate), and returned to the Assistant Dean of University Programs and the arts dean no less than three weeks prior to the end of the semester.

Students who leave campus before the end of the semester without having been granted the appropriate permission will be considered to have unexcused absences.

Grade Replacement Policy

Students currently enrolled may repeat a required core general education course in which a D or F was earned. Core General Education courses are defined by major and area of concentration (please see the [University Programs](#) section for details). The student may request to have only the higher of the two grades count in their Grade Point Average (GPA) calculation. The academic transcript will reflect all course grades; however the replaced grade will not be used in calculating the cumulative grade point average. Grades cannot be replaced for courses offered within the art schools.

There are a number of restrictions to this policy; students are advised to consult with their academic advisor prior to making any decision.

- a grade can only be replaced for a course once;
- grades can be replaced for up to twelve credit hours;
- courses must be taken at UNCSA;
- credit hours will be counted only once;
- the policy cannot be used in instances when the original grade was the result of plagiarism or some other academic integrity violation;
- students who have graduated with the arts diploma or undergraduate arts certificate are no longer eligible.

Students who decide to take advantage of the grade replacement policy are required to submit the Grade Replacement Form (obtained from the Office of the Registrar) to the Dean or Assistant Dean of University Programs prior to the last day of exams during the semester in which the course is being repeated. This policy was made effective with the Fall 2010 term.

Withdrawal from School

Students who wish to withdraw from UNCSA during a semester must file the appropriate form, which is available through the registrar's office. Students who withdraw from school

during a given semester receive no credit for courses taken during that semester. Students who leave school without officially withdrawing will receive grades of “F” for all courses for which they are registered and will forfeit eligibility for refund of tuition or fees. Students who have terminated their enrollment for any reason must apply for readmission before registering for another semester.

Reenrollment

UNCSA underwent an extensive curriculum revision effective Fall 2011. Former students who reenroll at UNCSA after an interruption of two years or more will follow the new curriculum in place upon returning. Students who enroll within two years of their last enrollment will take a prescribed transition plan of courses. Students will sign a memo of understanding so that both advisor and student are aware of the appropriate curricular changes.

Delayed Graduation

A student who does not graduate on schedule may seek permission from the faculty of his/her school to complete his/her requirements at a later date. These requirements must be successfully completed within seven years after the student’s last enrollment at UNCSA.

Leave of Absence

A leave of absence may be granted for a specific period of time for a valid educational purpose. Permission for such a leave must be sought by processing the appropriate form, available in the registrar’s office. Such permission may be granted by the appropriate arts dean, with the understanding that no credit can be given for studies or projects undertaken by the student while not officially enrolled in school. No tuition is paid for a semester during which a leave of absence has been granted and no application fee for readmission is required if the student reenrolls for the semester immediately following the leave period.

Grading System

Effective Fall 2011, UNCSA’s grading scale is based on a 4.0 scale. The highest grade awarded for course work at UNCSA is the grade of “A” with a quality point award of 4.0. Quality point average is determined by dividing the sum of quality points by the sum of semester hours. Prior to Fall 2011, a grade of “A+” could be given, carrying 4.5 quality points. Final grades for courses are available at the end of each semester on [E-Z Arts](#). The new grading scale is as follows: (Quality points are awarded per semester hour).

A = 4.0	A- = 3.7	
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
F = 0	P = Pass	I = Incomplete
W = Withdrew S=Satisfactory U=Unsatisfactory		

Probation and Continuance

Students should consult the Bulletin section for Institutional Policies where probation and continuation are concerned, and to learn the specific grade and quality point requirements

for continuance in their programs and for graduation. (See the [Probation and Continuation policy](#) located in the institutional policies section of the Bulletin.)

Incomplete Coursework

Occasionally, because of personal, medical or other emergencies that may arise, a student may be unable to take final examinations or juries or complete the final assignments for a course. In such cases, a grade of “Incomplete” may be requested for one semester so that the student may complete the courses in which satisfactory progress was being made at the time of the request. The normal time limit to complete the work for a course in which a grade of “Incomplete” has been given is the end of the semester immediately following the semester in which the “Incomplete” was given. However, an individual faculty member, with the permission of the appropriate dean, may designate an earlier deadline for making up the incomplete work. Failure to complete the coursework by the end of following semester will result in a grade of “F” for the course.

Student Responsibility for Coursework

In submitting assignments and projects for courses, students take responsibility for their work as a whole, and imply that, except as properly noted, the ideas, words, material and craftsmanship are their own. In written work, if students cite from a source of information or opinion other than themselves without giving credit, either within the body of their texts or in properly noted references and without using quotation marks where needed, or otherwise fail to acknowledge the borrowings, they have in fact presented the work, words or ideas of others as if they were their own. Failure to abide by those simple principles of responsible scholarship is dishonest, as is receiving or giving aid on tests, examinations or other assigned work presumed to be independent or original. A student whose work is found to be dishonestly accomplished and submitted as his or her own for credit will be removed from the course with a grade of “F.”

Student Records

All educational records for students are maintained in the registrar’s office and are available for student examination, as outlined by the Family Educational Rights and Privacy Act (FERPA). Students are informed at regular intervals of their current grade point averages and credits by logging onto [E-Z Arts](#). Students having questions about their progress are encouraged to address these questions to the registrar.

Transcripts

Transcripts are released only at the written request of the student, except in cases as outlined by the Family Educational Rights and Privacy Act. Requests should be sent directly to the Office of the Registrar.

Official transcripts bear the signature of the registrar and the School seal and are normally sent directly to other institutions or agencies in sealed envelopes. Unofficial transcripts may be requested for students’ personal use or may be downloaded from [E-Z Arts](#) Web Services.

Transcripts will not be released for students who have an outstanding financial obligation to the School or for students who have been declared in default of institutional, state or federal loans or who have failed to complete the federally required exit interview for National Direct Student/Perkins Loan borrowers. The charge for transcripts is \$7 each.

Definition of In-State Residency

The University of North Carolina School of the Arts defines “In-State Residency,” when referring to an academic program and/or tuition rate, as outlined and defined in North Carolina General Statute 116-143.1. The term is defined in detail in “A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.” This manual may be found in most North Carolina libraries and/or any admissions or financial aid offices at any of the 17 constituent campuses of the University of North Carolina. Staff from the admissions or registrar’s offices can answer basic questions. (*please see full policy in the institutional policies section of the Bulletin*).

Tuition Surcharge

The North Carolina General Assembly (Statute Section 9.10.(b) § 116-143.7 (Session law 2009-451) has mandated that a 50% tuition surcharge will be imposed on students earning a first baccalaureate degree, and will be applied to all hours in excess of 140 *attempted* hours.

For students earning a second baccalaureate degree, or students with double majors, the surcharge will be applied to all hours that exceed 110 percent of the *minimum* hours required to earn the second degree or double major. Attempted hours include all transfer hours as well as withdrawals, repeated courses and failed courses. (*Please see the Tuition Surcharge Policy, located under institutional section of the Bulletin.*

Course Substitution

Students may need to seek course substitutions on the basis of a documented disability which inhibits the ability to learn certain subjects. For example, students with certain types of learning disabilities may find it next to impossible to learn foreign languages or mathematics. While tutoring and accommodations may help some students succeed in these courses, others may be unable to succeed even with the use of academic adjustments and accommodations. In such situations, students may request a substitution for the course in question. *If the course in question is considered to be an essential part of the student’s program, a substitution cannot be granted.*

The process established by the UNCSA for requesting a substitution is as follows:

- Student *must* have a diagnosed disability that would prohibit his/her ability to learn the subject matter in question. Only those students who are registered with a disability may make a request for a course substitution.
- The student writes a letter to the Director of Counseling and Testing Services requesting the substitution. This letter should contain details of past attempts to take the course (or related courses), information about the disability, and a specific request to substitute the course.

- The Director of Counseling and Testing Services will review the disability documentation, transcripts and the student's letter. If documentation verifies the presence of a disability that would warrant a course substitution, the director will contact the appropriate art school or academic program and ask a dean to recommend a logical course for substitution best suited for the student's major.
- The Director of Counseling and Testing Services will rely solely on the respective faculty to determine if the course in question is "essential" to the program. The Director of Counseling and Testing Services will submit findings, including the recommendation of the dean (or designate) from the appropriate art school or academic program, to the Provost, who either approves or rejects the request for substitution. The registrar and the respective dean are informed if the substitution is approved so that the student's records can be credited with the substitution. The student will be notified of the decision either by phone, e-mail, letter, or in person.

COUNSELING AND TESTING SERVICES

TELEPHONE (336) 770-3277 FAX (336) 770-1492 WWW.UNCSA.EDU