Achieving Success:
A Survival Guide for Adult Students at UNC Charlotte

Contact Information
OASES
Barnard 106
704-687-5104
AdultStudents@uncc.edu
http://oases.uncc.edu
https://twitter.com/OASES49
https://www.facebook.com/unccoases

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OASES Services:
• Prospective, transfer, undecided, and general education advising
• Evening delivery service
• Parking permit pick-up
• PC access
• Inside OASES newsletter, Facebook, Twitter
• UCOL 1010 & 1011
• Scholarships
• Mentoring (AMPS), ASL, Pinnacle
• Social and educational programming
• Adult Student Orientation
• Tipsheet
• 49er Finish

Insider Tips
Email
Email is the official form of communication for the university. Be sure to check email AT LEAST once a day (usually 3+ is better). See the Information and Technology Services website for instructions on checking email and linking email to mobile devices. http://it.services.uncc.edu/student-services

First Day of Class
Arrive extra early for class during the first week. Add at least 15 minutes on to your estimated travel time to be sure you find parking and your classroom on time. If possible, come to campus before classes begin to get a feel for the campus. Try to find your classrooms ahead of time so you do not get lost the first day.

Buying Textbooks
Buy your textbooks before class starts to ensure availability of used and rental textbooks. Buying early will also allow you the opportunity to compare prices between the Barnes & Noble campus bookstore, Grays Bookstore, and Amazon (or other online retailer). Grays Bookstore is the off-campus bookstore located on the corner of University City Boulevard (Hwy 49) and John Kirk Drive. They offer a similar selection of textbooks as the on campus bookstore as well as 49er apparel. When buying textbooks anywhere off-campus or online, remember to compare the ISBN number with the official list to make sure you are purchasing the correct edition. Your books will be listed on Banner Self-Service toward the end of the semester, after you have registered for classes.
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Time Management
Buy a planner or utilize an electronic calendar. Enter the dates from all your syllabi the first week of class as soon as you get them. Doing so provides an overall view of the semester and enables you to see what weeks promise to be busier than usual. Also, include important registration dates from the Academic Calendar such as drop/add, withdrawal, and registration deadlines. Create daily “to do” lists and prioritize tasks. This will keep you on task for all classes and assure that you do not lose track of important dates.

College provides a wealth of opportunities to nontraditional students. Seek out extracurricular activities like student organizations, honor societies, volunteer work, and internships to enrich your experience and to make yourself more competitive in the job market. This is particularly important if your major is different from your past work experience. Say no to people, activities, and things that take up unnecessary time and energy. School is a priority and to be a successful student you must devote as much time to your studies as possible.

Studying
Find a designated place(s) on campus to study. Even if you do not think you will have much time to study when you are on campus, be ready to take advantage when free time presents itself. Spend 10-15 minutes each day reviewing notes for each class in addition to completing homework and assignments.

Health and Wellness
Successful students perform in the classroom, but they also take care of themselves in all areas of life. Utilize the wealth of resources on campus at no additional cost to take care of your body and spirit as well as your mind. The Health Center provides low cost health care and prescriptions right on campus. The Student Activity Center has fitness equipment and group fitness classes. The Counseling Center provides individual and group counseling services to all students. These services are funded or subsidized through your student fees, so take advantage of what you have already paid for. The campus itself provides many opportunities for relaxation and renewal with beautiful walking trails on the greenway and in the botanical gardens. If you feel yourself becoming anxious, stressed, or overwhelmed, talk to an advisor about resources on campus to manage those symptoms.

Advising Appointments for Registration
The best time to make your advising appointment is after the next semester’s schedule has been posted but before registration appointment times actually begin. You will be able establish your ideal schedule and be ready to go when your registration slot opens. Keep reading for more information on registration appointment times.

Exam Week
Do not schedule anything during exam week or the week before if possible. You will be busy studying, completing projects, and writing papers. Try not to add stress by overbooking yourself during this hectic time.

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Policies to Keep in Mind

Admissions

Health Insurance
http://studenthealth.uncc.edu/insurance

The majority of students are required to have health insurance either through the student plan or an outside provider. If you have outside insurance, you MUST waive the student insurance by the deadline listed on the Student Health Center webpage. Failure to waive insurance will result in a charge for the student insurance being placed on your account. Instructions on how to waive insurance can be found on the above webpage.

Immunization
http://studenthealth.uncc.edu/immunizations/immunizations-requirement

North Carolina state law requires proof of compliance with all required immunizations. Please work with the Immunization Department to turn in documentation required to be in compliance. Students who have not submitted documentation will be dropped from their courses.

Student Orientation, Advising, and Registration (SOAR)
http://admissions.uncc.edu/admissions/soar

Attendance at SOAR is mandatory for students entering in the fall, spring, and summer II semesters and enables them to register for classes. SOAR includes a tour of campus, information sessions, meeting with an advisor, and course registration assistance. Students entering during the first summer session are not required to attend SOAR, but are required to meet with an advisor prior to registering for classes. Students entering in the summer have the option to attend SOAR if they choose. OASES offers an additional orientation specifically for adult students. The OASES orientation is a brief presentation that includes information specifically for adult students on campus resources, preparing for classes, how to be successful as an adult student, and services offered through our office.

Undergraduate Catalog
http://catalog.uncc.edu/

Every student is expected to be familiar with the information in the Undergraduate Catalog. It is updated each academic year and contains the University Regulation of Student Conduct. When students accept admission to the university, they agree to uphold the principles discussed therein. If you have any policy questions, the answers may be explained in the catalog. The catalog also contains The Code of Student Academic Integrity, The Code of Student Responsibility, The Program to Prevent Use of Illegal Drugs and Alcohol Abuse, Smoking on University Property, and the Noble Niner Code. Please review, policies are agreed upon at admission.

Registration

Advising Holds

University College and other departments may stipulate that students meet with an advisor prior to registering for class. This policy is enforced by placing an advising hold on students’ accounts. Students can view holds by logging into Banner Self-Service.

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Credit Hours

Each course at UNC Charlotte has been assigned a number of credit hours to reflect the amount of time and workload associated with a particular course. The majority of courses are 3 credit hours. Full-time during the fall and spring semesters constitutes 12 hours, but full-time students are recommended to take at least 15 hours to graduate in a four-year window. Students can take up to 18 hours during a regular semester without seeking permission to take a course overload. Successful students report studying on average 2 hours per week per credit hour.

A typical bachelor’s degree is 120 credit hours. This includes 37 to 43 credit hours for general education, 30 to 60+ credit hours for major requirements, and 17 to 53 hours of general electives. The exact requirements vary by major.

Transfer students must complete the last 25% of their degree requirements at UNCC including the last 12 hours of major requirements and 6 hours of minor requirements.

Class standing and registration appointment times are determined by number of credit hours earned.

- Freshman (0-29 hours)
- Sophomore (30-59 hours)
- Junior (60-89 hours)
- Senior (90 or more hours)

Dropping a Class versus Withdrawing

When a student drops a class, there is no note on the transcript that the student was ever enrolled in this class. Classes must be dropped before the add/drop date. Deadlines are firm and there may be fees applied for dropping a class. Withdrawing from one or more classes is done after the drop/add deadline. In this case, the course is listed on students’ transcripts with a “W” listed for the grade. An excess of W’s is not viewed positively may lead to loss of financial aid. Students may withdraw from no more than 16 credit hours during their entire academic career at UNC Charlotte. After that limit has been reached, the grade earned stands.

Fees and Refunds for Withdrawal

http://registrar.uncc.edu/common-requested-information/withdrawing-unc-charlotte

Students who drop or withdraw from a course(s) may be entitled to a reduction of tuition and fees. The amount of the reduction, if any, will be determined by the date on which the student drops the course(s) or withdraws from the university.

Payment Due Dates/Cancellation for Non-Payment

http://finance.uncc.edu/controllers-office/student-accounts

Student Accounts sets two payment due dates each semester. If students register before the deadline, but do not finalize financial aid or submit payment for all charges then they are dropped from all classes. Students using VA Benefits have holds put on their accounts once all paperwork has been filed with the Veterans Services Office and will not be dropped from classes.

Registration Appointment Times

http://registrar.uncc.edu/students/registration-information/registration-appointments-faq

Students register for next semester’s classes during a predetermined window of time known as the registration appointment time. Appointments are assigned based on cumulative hours earned for graduation. Those with more credits will register earlier in the day. The earlier you register, the more likely you will be able to find your first choice classes. You can view your registration appointment time in Banner Self-Service.

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Advising Tools

**Academic Advising Website**
http://advising.uncc.edu/students

- Provides links to relevant academic policies, academic support options, forms and resources, progress evaluation tools, and more.

**Academic Calendar**
http://registrar.uncc.edu/calendar

- Lists important dates throughout the semester.

**Academics Resources**
https://academics.uncc.edu/

- Links to checklists for all majors and minors.

**CAPP Degree Evaluation**
http://registrar.uncc.edu/students/capp-degree-evaluation

- Tracks progression toward completion of degree requirements. Evaluation can be viewed 24/7 through Banner Self-Service. Check the CAPP Evaluation at registration and at the end of each term to choose classes for the upcoming semester and verify your progression. CAPP is not a replacement for advising, but is to be used in conjunction with advising to keep tabs on degree requirements.

**GPA Calculator**
http://registrar.uncc.edu/gpa-calculator

- Figure out exactly what grades you need to earn to get the cumulative GPA you require.

**Transfer Guides**
http://admissions.uncc.edu/transfers/transfer-guides

- Provides lists of how individual classes will transfer into UNC Charlotte from the NC community college system and other schools. The Transfer Credit Advisor is an online database of courses that have transferred from colleges and universities across the country.

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**Campus Resources**

Note: This list does not include all offices on campus that provide services to students.

**ATMS**
http://aux.uncc.edu/vending/atm-locations

<table>
<thead>
<tr>
<th>Bank</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB&amp;T</td>
<td>Outside Prospector</td>
</tr>
<tr>
<td>Bank of America</td>
<td>Outside Prospector, Student Union</td>
</tr>
<tr>
<td>Fifth Third Bank</td>
<td>Fretwell 1st floor, Student Activity Center lower level, Student Union</td>
</tr>
<tr>
<td>PNC Bank</td>
<td>South Village Crossing, PORTAL building</td>
</tr>
<tr>
<td>State Employees Credit Union</td>
<td>Inside Prospector, Cone Center Lobby</td>
</tr>
<tr>
<td>Wells Fargo</td>
<td>Outside Prospector</td>
</tr>
</tbody>
</table>

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Campus Shuttle
http://pats.uncc.edu/transportation/campus-shuttle
Routes cross campus and around the perimeter. Free to students. Does not run in the summer. Checkout the UNCC NextRide app to track Campus Shuttles and SafeRide live.

Card Services
http://aux.uncc.edu/49er-card
49er ID Card provides access to:

- Buildings on Campus
- Campus Activities and Programs
- Athletic Events
- Student Health Center
- Vending Machines
- Library Card
- Dining Services
- Student Activities Center
- Computer Labs

Career Center
http://career.uncc.edu/
- Career Advisors
- Resume & Cover Letter assistance
- Drop-in Hours
- Mock Interview
- Career Assessment
- Job Shadowing
- Part-time, Off-campus Employment
- Internships
- Job Search Tips
- NinerJobNet
- Alumni Services
- Job Fairs

Counseling Center
http://counselingcenter.uncc.edu/
Individual and group counseling services for concerns such as:

- Personal issues: stress and anxiety, depression, anger, loneliness, guilt, low self-esteem, grief
- Relationship issues: romantic relationship difficulties, sexual concerns, family issues
- Developmental issues: identity development, life transitions
- Academic concerns: performance anxiety, perfectionism, underachievement, low motivation
- Other issues: effects of trauma, sexual assault, abuse, spiritual concerns, body image, food preoccupation, healthy lifestyle choices.

Students receive 12 free individual sessions per year. All counselors are SafeZone trained.

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Disability Services
http://ds.uncc.edu
Students who are seeking accommodations for a documented disability must complete the following steps:
1. Submit documentation after having been admitted to UNC Charlotte. Documentation forms are available online or from the office.
2. A counselor will review the documentation and send the student an email to their UNCC email account informing them of their eligibility.
3. If approved, students must schedule a registration appointment to meet with a counselor.
4. Give professors the accommodation letter received during registration appointment.

Types of qualified disabilities include, but are not limited to:
- Anxiety
- Depression
- ADHD
- Learning Disability
- Bipolar Disorder
- Mobility Impairments
- Low Vision
- Hearing Impairments
- MS

Financial Aid
https://finaid.uncc.edu/
- Types of Financial Aid
- How to Apply
- Loan Resources
- Cost Estimator
- Financial Aid Counselors

IT Services
http://itservices.uncc.edu/
- Account Access
- Computer Labs
- E-learning
- Helpdesk
- Assistive Technology
- Virus Protection
- Email
- Software Downloads
- WiFi

Mail and Package Services
http://aux.uncc.edu/mail
Fully operational post office.
- Express & Priority Mail-Domestic & International
- Registered and Certified Mail
- Certificates of Mailings
- Signature/Delivery Confirmation
- Bulk Mail & Package Services
- C.O.D's
- USPS Shipping
- UNC Charlotte Specialty Stamps
- Packaging Supplies

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Office of Police and Public Safety
http://police.uncc.edu/
UNC Charlotte Police and Public Safety is a fully authorized police agency providing services to students, faculty, and staff. UNC Charlotte police office houses lost and found, officers will assist with vehicle issues such as dead batteries and keys locked in cars, and can provide rape aggression defense (RAD) training all free of cost to students. Campus officers monitor the Blue Light system. There are over 300 Blue Light emergency phones throughout campus monitor 24/7/365. They can be used to report a crime, describe a crime in progress, or utilize the Safe Ride program. Safe Ride is a program run through parking services that provides transportation for students with mobility impairments during the day and safety escorts for all students between 6:00pm and 2:00am. After 2:00am, campus police will provide safety escorts as requested.

Emergency: 704-687-2200
Non-Emergency: 704-687-8300
Safe Ride: 704-687-0161

Parking Services
http://pats.uncc.edu/
- Parking Permits
- Citations
- Parking Maps
- Safe Ride
- Transportation Options
- Visitor Parking

Repros
Copy/Print Center
http://aux.uncc.edu/copy-print
- B&W copies are 9¢; color copies are 30¢ for letter, legal and tabloid size paper.
- Report Covers
- Binding (six types) Document Preparation
- Colored Paper, Card Stock & Resume Paper
- Oversized Color Printing on Wide-format Plotter
- Poster Mounting on Foam Core
- Laminating
- Fax Services
- Invitations
- Business Cards

Student Accounts
http://finance.uncc.edu/controllers-office/student-accounts
- Bills for and collects tuition and fees
- Payment plans available for staggered tuition payment

Student Activity Center
http://sac.uncc.edu/
- Fitness Center
- Group Fitness Studios
- Recreational Courts
- Indoor Track
- Climbing Wall
- All Services Free to Students

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Student Health Center
http://studenthealth.uncc.edu/
Services include:
- Primary Medical Care
- Women’s Health
- HIV Testing
- Sports Medicine
- Nurse Clinic
- Lab/Digital X-ray
- Psychiatric Care
- Travel Medicine
- Nutrition Counseling
- Physical Therapy
- Allergy Clinic
- Immunizations
- Pharmacy (Prescription & Over the Counter Medications Available)
- Smoking Cessation Counseling
- Sexual Health Counseling
- Substance Use Counseling

Student Life
http://www.uncc.edu/landing/campus-life
- Campus Events
- Office of Student Activities
- Athletic Events
- Visual and Performing Arts events
- Clubs and Organizations (350+)
  - Academic
  - Honor Society
  - Graduate
  - Interest
  - Greek
  - Multicultural
  - International
  - Performance
  - Political
  - Religious
  - Service
  - Intramural & Club Sports

Student Union
http://studentunion.uncc.edu/
The Student Union houses many programs, events, and offices that provide a variety of services to students a low or no cost.
- Movie Theater: Shows second-run movies free to students and $2.00 for non-students. Full concession options including popcorn, beverages, candy, and other snack items.
- Dining Options: Crown Commons (all-you-care-eat), Bistro 49 (table service), Outtakes (convenience store), Starbucks, Wendy’s, Einstein Brothers Bagels, and more.
- Niner Tech: Computer store offering repair services and discount technology and accessory purchases.
- Barnes & Noble Bookstore: Purchase textbooks, general interest titles, magazines, 49er apparel, greeting cards, and other convenience items.
- Campus Salon: Provides cuts, color, style, and waxing services at low cost.
- Art Gallery: Displays art created by students and local artists. Rotating exhibits.
- The Student Union is also home to the Multicultural Resource Center, Center of Leadership Development, Religious and Spiritual Life, Campus Activity Board, and Student Organizations.

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University Center for Academic Excellence (UCAE)
http://ucae.uncc.edu/
Provides services, programs, materials, and academic support for students. Including:
- Tutorial Services
- Supplemental Instruction
- Learning Lab
- SOS Peer Mentoring
- Personal Academic Consultations

University Scholarship Office
http://scholarships.uncc.edu/
Serves as the champion for scholarship administration at the university by making it easier for students to find, apply for, and receive merit or need-based scholarships.

Veteran Student Services
http://veterans.uncc.edu
The Veteran Student Services Office is located in the Barnard building next to OASES and provides support and dedication to military-affiliated students to enhance the successful transition from military life into a career through education. Some of the services offered to our student veterans includes; certifying the GI Bill, workshops, referrals to local programs for more assistance, and holding events to recognize military holidays. Veterans also have access to a lounge in Barnard that features free coffee and a 70” television.

Writing Resources Center
http://wrc.uncc.edu/
- One-to-One Writing Instruction
- Assist with Drafting Outlines
- Print & Electronic Writing Related Instructional Materials
- Presentations & Workshops on:
  - Plagiarism
  - Documenting Sources
  - Peer Response
  - Revision Strategies

Information adapted from the websites listed in each section.