

General Policies for Use When Advising University Transfer Students

1. **Full-Time Student SHC Load:** Students taking **12 SHC** are considered full-time for purposes of insurance, veteran's benefits, and financial aid. However, **16 SHC** is the average student load which allows the student to complete a two year AA or AS degree without attending summer courses. During the summer **9 SHC** is considered full-time for students NOT on financial aid. Keep in mind that if a student is in AGE-UT, or has any developmental work to complete, these non-credit preparatory classes will extend the number of semesters it will take the student to complete the two year AA or AS degree. Students should be made aware of these SHC loads during advising sessions.

The working student: the following course load is recommended for working students, so they will not be overwhelmed and can be successful:

work 2 hours per day
work 4 hours per day
work 6 hours per day
work 8 hours per day

take 16 -19 credit hours/semester
take 12 -15 credit hours/semester
take 6 - 11 credit hours/semester
take 5 - 8 credit hours/semester

2. **Official Withdrawals AFTER the Deadline for OWD's:** students should officially withdraw from courses within the given time period of the college—within the first 13 weeks of a course. The OW date at a university is usually within 3 weeks of a course. However, there are those few extreme cases when a student needs to officially withdraw after the deadline. In such cases, all requests for official withdrawals from courses in the Arts and Sciences Divisions must be approved and signed by the Division Dean and have a last date of attendance from the instructor of the course. The student gets the form from the office of the Division Dean and must present written documentation of the reason for the withdrawal.
3. **Major vs. Pre-Major:** As an advisor, make sure your student understands the difference between a Major which is declared at the four-year institution (usually in the junior year) and a Pre-Major, which is declared at the two year institution. The pre-majors offered in the Comprehensive Articulation Agreement were created to better prepare students for their intended major at the university. For students focusing on a particular pre-major the majority of elective courses will be related to the intended major at the university.

If you have a student with an undetermined major, he is classified as a Pre-Liberal Arts student. Explain to the student the Pre-Liberal Arts "pre-major" will apply to any major once it is declared at the senior institution.

The pre-major selection at PCC does not guarantee the student acceptance into the specialized college such as the School of Business once at the university. Although accepted into the university with the completion of transfer credits or graduation, the student still must apply for admission into their intended school of specialized study. Students typically apply to the school of study once their major has been declared and they have been at the university for one semester and have earned at least a 2.5 during that first semester.

4. **General Education Requirements:** The majority of students will not understand what “General Education Requirements” are or why they have to take these courses which “have nothing to do with their intended major.” Explaining the following outline of the completion of a four year degree may help:

There are three parts to a bachelor’s degree.

- The first is “general education classes.” These are mathematics, English, humanities, social/behavioral science, and natural science courses – one or two in each area – designed to give students a broad understanding of the area of study. General education classes are typically taken as a freshman or sophomore.
- The second part of a bachelor’s degree is a “major”. This is a group of 10 to 12 courses designed to make the student an expert in that field of study. Typically, these courses are taken as a junior and senior.
- The last part is “elective” courses of the students' choice that allow them to broaden their academic horizon and which expose them; perhaps, to fields of study they have never investigated. These classes are commonly taken at any time.

In order for transfer students to be successful at the university, they need to complete the general education courses at the community college. **Therefore, as advisors, we always recommend that students earn AT LEAST the AA or AS Core Diploma (44 General Education SHC) before transferring.** Warning: The UNC System does not guarantee acceptance of all SHC when a student transfers with 30 SHC.

5. **Enrolling at Both ECU and PCC at The Same Time:** Students can enroll in both schools during a semester session. These students are called “Visiting” students. They may wish to take courses at ECU while still enrolled at PCC, or vice versa. However, students must have permission from both schools to do so. PCC students must have the permission of the PCC Registrar and ECU students must have the permission of the Dean of Undergraduate Studies at ECU
6. **Graduation Evaluation (Audit):** If the advisor and the student have been following the education plan and tracking achieved credit hours, then the expected semester of graduation will be known. Prior to the semester the student is to graduate, the advisor or the advisee should complete a graduation evaluation using Datatel or Campus Cruiser to make sure the student will indeed fulfill all degree requirements during the upcoming semester at PCC.

A graduation audit should NOT be done by hand, simply by comparing the courses completed at PCC from the unofficial transcript with the graduation checklist. Advisors should use the evaluation (EVAL) program Datatel offers. And advisees should use the program evaluation on Campus Cruiser. The audit will list each category, which courses fulfilled the category, and which requirements are missing, if any. It is important to do a graduation audit before the last semester at PCC in case a course was overlooked and can therefore be added to the student’s upcoming schedule.

Once the advisor has determined the student is eligible for graduation, the advisor will put the student on the graduation list sent to advisors the first month of each semester. The registrar will also check to ensure graduation requirements have been met. Advisors will receive a copy of all their eligible students for graduation, as well as an indication of which students have overlooked a course needed for graduation. Eligible students will receive a letter from the registrar indicating their approval for graduation and will be provided instructions regarding invitations, cap and gown, etc.

Please remind students PCC graduation, which includes a formal ceremony, is only offered in May. There is not a December graduation ceremony. However, summer graduating students may still walk at the May ceremony by indicating this desire to the Registrar and yourself to include on the graduation list. When the summer hours are completed, the degree will be mailed to the student.

7. **12-12 Rule:** If a student has 12 or fewer hours left in order to graduate, he may leave PCC to complete these courses at East Carolina University within the next 12 months. This allows a student to take the final hours required for graduation from Pitt Community College at ECU. When the courses are completed, the SHC will transfer back to PCC. A “12-12” form must be completed by the advisor and sent to the Registrar. When the Registrar approves the request, the student will receive a letter indicating approval of the 12-12 request.
8. **Course Substitutions:** Advisors may substitute transfer courses within the appropriate category of the AA or AS degree. An elective cannot be substituted for a general education course; the substitution must be of comparable content. The advisor must complete a substitution request form and send it to the registrar for processing.
9. **Co-op Credit:** For any college transfer program co-op is “add-on” credit, calculated in GPA but not counted as SHC toward AA degree. However *Co-op credits are attractive on resumes and financial aid applications.*
10. **Auditing Classes:** Students who wish to audit a class will complete the registration in the usual manner. However, they ***must*** complete a Declaration of Audit Status form and submit this form to the Office of the Registrar before the end of the drop/add period. *The completion of this form is the total responsibility of the student.*
11. **Twenty-Five Percent Rule:** In order for a transfer student to receive an AA or AS degree from PCC, he must complete at least 25% of the course work at PCC (16.25 SHC).
12. **Readmit Students:** Students referred to as “readmit students” are those students who have been inactive with PCC over two years. Readmit students register just before new students during Priority Registration.