

## ACADEMIC SERVICES AND FACILITIES

### Summer Program

Through the Office of Academic Affairs in Lumbee Hall, the University offers two five-week terms and a three-week intra-session. Special workshops and institutes enrich the regular summer program, and visiting specialists augment the regular faculty when the need arises.

Through many curricular and extra-curricular activities, the summer session provides special opportunities for teachers and others who are free for summer study. Many courses and workshops are open to individuals not seeking a university degree but interested in gaining personal or professional knowledge.

A student entering the University of North Carolina at Pembroke for the first time as a beginning freshman, a transfer student, or a student who is returning to the University after an absence of one semester or more must meet all requirements for admission.

Transient students—students who are regularly enrolled at another institution of higher education and who wish to take courses at UNC Pembroke during the Summer Session for transfer to their home institution—must submit a form available from the Academic Affairs Office. This form must show that they are in good standing at their home institution and have their Dean's or Registrar's permission to enroll at UNCP. Admission to the Summer Session does not constitute admission to the University.

In-service teachers who wish to attend the Summer Session for license renewal or other purposes must submit an application. The application form and Summer Session Catalog may be obtained from the Academic Affairs Office.

### Continuing Education

**Evening Classes:** Through the Office of Continuing Education and Distance Education in the D.F. Lowry Building, UNCP offers a number of evening classes for individuals who wish to earn degrees as full-time or part-time students.\* Degree-seeking students should contact the department chair for assistance in working out plans to fulfill degree requirements.

*\*All requirements for the B.S. degree in Business Administration, with a concentration in either Management or Applied Business, may be completed while attending only evening classes. (See School of Business Administration.)*

Students admitted for degree-credit course work in the evening must meet minimum University requirements for admission. Applicants meeting minimum University requirements will be admitted as special, part-time, or regular students (see Admissions).

**Extension Courses:** Extension instruction leads to earned credit toward a degree offered at UNCP but is offered outside the regular session.

**Distance Education Programs:** UNCP offers one graduate and four undergraduate degree programs at Richmond Community College in Hamlet, N.C.; two graduate and two undergraduate programs at Sandhills Community College in Pinehurst, N.C.; and one undergraduate program at Fayetteville Technical Community College in Fayetteville, N.C. All formal education requirements, including residence requirements, may be fulfilled at each campus.

**Distance Education Courses:** Distance Education courses lead to earned credit toward a degree offered on the main campus or the UNCP degrees offered at Richmond, Sandhills, and Fayetteville Technical Community Colleges.

**Short Courses, Institutes, and Conferences:** In addition to helping students meet licensure requirements, the University meets special needs of students through this program and continues the tradition of providing education to all segments of the population.

The University awards Continuing Education Units (CEUs) to participants in qualified programs. Continuing Education Units are a part of a nationwide recording system to provide a uniform measure of attainment in non-credit educational programs. One CEU at UNC Pembroke is defined as "ten contact hours of participation in an organized continuing education experience under responsible, capable direction, and qualified instruction."

## Sampson-Livermore Library Services

Named for a former chair of the UNCP Board of Trustees and a former UNCP Dean of Women and Professor of Religious Education, the Sampson-Livermore Library serves as the chief information resource center for the Pembroke campus and also as a link with other libraries within The University of North Carolina and the nation.

Currently containing approximately 300,000 volumes and 1,500 periodical subscriptions, the Sampson-Livermore Library serves as a depository for selected state and federal documents and houses local history materials. Library patrons are offered services which include reference and information consultation and assistance, computerized database searching, interlibrary loan, orientation tours, and library use instruction.

Resources available to patrons include print materials for research and recreational reading; print and on-line indexes; a computerized catalog; Internet access; microform and photo copiers; typing and study facilities; a computer laboratory; and multimedia equipment and materials.

The resources are available to patrons 90 hours a week during academic sessions and on a reduced schedule during summer, holiday, and between-session time periods. For information concerning services and hours, please phone the circulation desk at (910) 521-6516.

**Specialized libraries**, featuring resources appropriate to particular programs and departments, are found in several locations. In the Educational Center, the Department of Education maintains a Curriculum Laboratory and a Test Review Resource Center. In Dial Humanities Building, the Department of English, Theatre, and Languages maintains a library of books, journals, and media resources for English Education and foreign languages. Moore Hall houses a Music Library featuring recordings, scores, and listening facilities.

## University Computing and Information Services

The Office of University Computing and Information Services reports to the Office of Academic Affairs and is responsible for providing an infrastructure of technological resources necessary to support the University's mission of teaching, research, and service. UCIS has a full-time staff of 21 and directly supports faculty, staff, and students. Among the services provided to the University are system and network administration, application maintenance and development, training, help desk assistance, email, web hosting, file and print services, and microcomputer installation and maintenance.

The office operates a campus-wide network with a 2Gb fiber backbone and a 45Mb Internet connection. All buildings have LAN access and dedicated 10 or 100Mb desktop connections. Resnet connections are available in each dorm room, and Commuternet is available in selected areas of the Chavis University Center and the Sampson-Livermore Library. The office also supports the campus voice network.

To facilitate academic computing, UCIS operates two Sun e450 Enterprise servers, two Sun e250 Enterprise servers, a Compaq Alphaserver 2100, and a Compaq Alphaserver 2000. Mirrored Compaq Alphaserver DS20s and a Compaq Alphaserver 800 support administrative computing applications. Additional resources include Novell Netware 5.1 file servers as well as Windows 2000 and Linux application servers.

The office provides traditional and computer-based training for faculty, staff, and students. Individual support is available to faculty or staff, and faculty may request workshops tailored to the needs of specific classes. University Computing provides technical support for over 20 microcomputer labs and directly supervises the Sampson-Livermore Library lab. Help Desk assistance is available during normal business hours.

UCIS also manages the Interactive Video Facility, a highly sophisticated teleconference and teleclassroom facility located on the first floor of the Business Administration Building. This facility enables UNCP to participate in live, two-way video classes and conferences with other North Carolina universities connected to the North Carolina Research and Educational Network (NC-REN) as well as those facilities connected to the North Carolina Information Highway (NCIH).

## Academic Computing Resources

UNC Pembroke recognizes the importance of computer skills. Although no specific computer courses are required, students have many opportunities to gain computer proficiency. Freshman Orientation classes include sections on computing. In freshman composition, most students learn how to use a word processing program and use it for writing papers. All Teacher Education programs require basic computer skills. Students majoring in Business Administration are required to take BUS 109, Business Uses of the Computer. In addition, most departments expect students to use computer software in some of their courses.

UNC Pembroke provides its students with a wealth of computer resources. Each classroom building and some dorms house one or more microcomputer laboratories. In addition, a 24-hour lab is available in the D. F. Lowry Building, and the Sampson-Livermore Library laboratory is available for evening and weekend use. Most microcomputers across campus run Windows 2000 or Windows 95 and provide a variety of software, including Microsoft Office and Visual Studio, WordPerfect, SAS, PageMaker, CRT, and AbsoluteFTP. Some departments have additional specialized computers or software.

Faculty and students may access the Internet from their offices, dorm rooms, or most campus labs. They may have access to email, web hosting, and network file storage. Class web sites are supported via a Blackboard CMS server. A Campus Pipeline web portal provides access to legacy systems, and a Compaq Alphaserver 2100 and Sun e250 Enterprise server provide minicomputer support for academics.

## Media Center

The Media Center, located in Old Main Building but scheduled to be relocated to Jacobs Hall in the fall of 2001, provides media services to academic departments, the testing center, the library, and other University units. In addition, the center provides services to the community and to students, as directed by the Assistant Vice Chancellor for Academic Affairs.

## University Writing Center

The University Writing Center, Dial Humanities Building 131, assists UNCP students at any stage in the writing process, from conception and organization to revision and publication. The Writing Center staff works with students on any writing task, helping students focus, select, organize, and develop ideas in early drafts of writing and helping them review, improve, and strengthen later drafts before submission. Writing Center users have access to networked computers and printers and an extensive collection of writing reference materials. The Writing Center also provides assistance in computer-assisted writing and research, in cooperation with faculty and other campus support areas.

The University Writing Center staff includes a full-time director and a group of University Honors College students and Incentive Scholars from across the disciplines who have been trained to work with writers. The director of the Writing Center communicates frequently with faculty to determine both the general needs of classes and the particular needs of individual students who use the center's services.

The University Writing Center opened at UNCP in May 1994 as a Title III-funded student support program and was granted permanent institutional support by the Office of Academic Affairs and the Department of English, Theatre, and Languages in August 1998.

## Office of Advisement and Retention

The Office of Advisement and Retention, located in the D.F. Lowry Building, is designed to provide a support system for students through numerous programs and activities: academic advisement, career/major counseling, major declaration, and Early Alert consultation. Through the Early Alert Program, a professor or staff member may recommend that a student seek help for a problem that threatens the student's academic success. Continued absence from class is usually the first and most significant indication that a student should be referred. Academic advisors from the office work with

the student to determine appropriate help and draws on existing programs and offices to find a workable solution. In addition, FRS 100 (Freshman Seminar) is coordinated through this office.

### **Center for Adult Learners**

The Center for Adult Learners' goal is to help meet the needs of the adult learner who attends UNCP by providing resource and referral information about campus and community resources. The center is designed to be a comprehensive resource and referral area for nontraditional students. It offers extended evening hours, a special freshman seminar class, readiness workshops, academic advising, orientation programs, a Peer Mentoring Program, and a Single Parent Support Group. The Center for Adult Learners is located in the D.F. Lowry Building.

### **TRIO Programs**

TRIO Programs at UNCP are designed to help meet the academic, cultural, and financial needs of participants in order that they may achieve a high success rate while in school. The two projects included are Upward Bound and Student Support Services.

**Upward Bound** is funded to serve seventy-five Robeson and Hoke County high school students who have the academic potential to become first-generation college students but lack certain skills or motivation to demonstrate that talent. The program consists of an academic and a summer phase. During the academic phase, students are encouraged to achieve their educational potential with the help of weekly tutoring sessions in their high school courses. Assistance is also provided for seniors in completing college and financial-aid applications. During the summer phase, participants live on campus for six weeks and attend a daily schedule of classes in the mornings and afternoons. This summer component familiarizes students with college life, motivating students and developing and enriching their basic skills. Recreational and human development activities are also incorporated into the schedule.

**TRIO Programs** is funded to serve two hundred college students at UNCP. The program offers the following services:

- \* instruction in Freshman Seminar
- \* tutoring on a one-to-one or a small group basis in all majors offered at the University
- \* reading skills instruction in increasing vocabulary, comprehension, and rate
- \* study skills assistance in developing techniques of note-taking and test-taking
- \* assistance in applying for financial aid and scholarship programs
- \* guidance in academic, vocational, and personal/social concerns
- \* opportunities to participate in cultural activities
- \* access to reference and resource materials, which include magazines, paperbacks, and a file on current events.

### **Disability Support Services**

The office of Disability Support Services, located on the second floor of the Chavis University Center, provides services to students who are protected by the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The mission of Disability Support Services is to create an accessible community where people are judged on their ability, not their disability. Disability Support Services strives to provide individuals with the tools by which they can better accomplish their educational goals.

Disability Support Services may be reached by calling (910) 521-6270 or by email at [dss@uncp.edu](mailto:dss@uncp.edu). Office hours are Monday through Friday from 8:00am - 5:00pm. Appointments are requested.

Any student requesting services must register with the office, provide documentation of a disability, and agree to follow the policies and procedures of Disability Support Services. An opportunity to register as a student with a disability is provided in the acceptance package from UNCP's Admissions Office. A student may register with Disability Support Services anytime by making an appointment and providing necessary information to the Director. Accommodations for students with disabilities are not retroactive.

Students with disabilities have Assistive Technology available to them in the office of Disability Support Services and in the Sampson-Livermore Library. Students will receive training on software packages from Disability Support Services staff. Students may access these services by registering with the office of Disability Support Services.

### North Carolina Health Careers Access Program at UNCP (NC-HCAP)

The North Carolina Health Careers Access Program (NC-HCAP) at The University of North Carolina at Pembroke is one of three centers of the North Carolina Health Careers Access Program (NC-HCAP). This interinstitutional program of the University of North Carolina was established in 1971 to address the serious shortage of health professionals in North Carolina, especially among underrepresented minorities (African American and Native American) and disadvantaged population groups. Interested students should contact the HCAP office at (910) 521-6673 or (910) 521-6493.

The purpose of NC-HCAP is to provide recruitment, counseling, and enrichment services and activities to increase the number of underrepresented minority and disadvantaged persons being trained for and employed in the health professions.

The NC-HCAP at The University of North Carolina at Pembroke serves the Southeast region of North Carolina and offers the following services and activities:

- \* provides information on over 200 different health careers and on a broad range of health professions programs available in North Carolina and elsewhere;
- \* provides counseling for individuals seeking careers in the health professions for which training is available in the constituent institutions of The University of North Carolina and in the North Carolina technical institutes and community colleges;
- \* provides retention and enrichment services for minority students enrolled in pre-profession health programs;
- \* provides professional study guides and review materials to assist students in preparing for health professions schools admissions tests (i.e., MCAT, DAT, PCAT, etc.);
- \* provides assistance with AMCAS applications;
- \* coordinates seminars on admission procedures, entrance exams, curriculum requirements, and financial aid for health professions schools and graduate biomedical science programs;
- \* provides educational field trips to medical centers and health professions schools in North Carolina, and interaction with health professions schools' faculties, administrators, and students and with practicing health professionals;
- \* assists minority and disadvantaged students interested in health professions programs in identifying adequate financial aid resources;
- \* conducts health careers workshops for minority high school students and health careers clubs; and
- \* sponsors a **Health Careers Club at UNCP** for enrolled health science majors and others interested in pursuing careers in the health professions.

NC-HCAP also conducts a **Clinical Health Summer Program (CHSP)**, a seven-week educational work/learning clinical health experience held each year during May through June. The 40-hour-a-week salaried positions consist of both clinical experiences in health care agencies and academic enrichment experiences for underrepresented minority and disadvantaged health science majors interested in health-related careers.

### Health Careers Opportunity Program at UNCP (HCOP)

**Mission:** The mission of the HCOP program is to increase the number of students applying to and completing health professions curricula, especially students who have aspirations of returning to rural Southeastern North Carolina to practice their profession. For information about the program contact the HCOP coordinator at (910) 521-6590.

**Purpose:** The purpose of HCOP is to increase student awareness of health careers and health training programs in Medicine, Optometry, Dentistry, Veterinary Medicine, Osteopathic Medicine, Podiatry, Pharmacy, and Public Health.

**UNCP Academic Year Activities:**

- \* Support and counseling provided daily by Health Careers office staff.
- \* Resources available with information and statistics on various health professions.
- \* A Health Professions Leadership Series designed to address pertinent concerns and issues for health career students.
- \* Assistance with AMCAS and financial aid packets.
- \* Special workshops for the development of communication skills, test-taking skills, science/mathematics problem-solving workshops.
- \* Health Profession Examination Review Courses to assist pre-health students with profession examinations, writing professional essays, and planning course curriculum.
- \* Interview techniques to enhance admission to health professions institutions.
- \* Monthly seminars pertaining to professional development and admissions advocacy with health profession schools.
- \* Field trips to recruitment fairs, health profession schools, hospitals, and clinics.
- \* Information on financial aid, research fellowships, summer programs, and grant opportunities for pre-health students.

**Summer Science Enrichment Program:**

This six-week summer program, held on the campus at UNCP, is designed to expose graduating high school seniors to a university-level pre-health curriculum.

This program includes courses in mathematics, biology, chemistry, physics, computer science, master student/study skills, and oral/written communications.

The Summer Science Enrichment Program was made possible through a grant from the *U.S. Dept. of Health and Human Services, Public Health Service, Health Service and Resource Administration, Bureau of Health Professions, Division of Disadvantage Assistance, Rockville, MD 20857.*

**Native American Resource Center**

The Native American Resource Center, on the first floor of Old Main, offers a rich collection of authentic American Indian artifacts, handicrafts, art, books, cassettes, record albums, and filmstrips about the Native Americans, with emphasis on the Lumbee Indians of Robeson County. An exciting variety of exhibits is on display, including prehistoric tools and weapons, 19th century Lumbee household and farm equipment, and contemporary Indian art. Indian cultures from all sections of the United States, Canada, Central America, and South America are represented by characteristic artifacts.

**WNCP Television Station**

WNCP-TV is the University's public television facility. It is staffed by students and supports the academic program in Broadcasting by providing a working production facility in which students gain practical experience.

WNCP-TV is also a working television station that telecasts a broad range of programs to over 660,000 homes via broadcast and cable. WNCP-TV's *Carolina News Today* is a live, student-produced news program that reaches over one million viewers.

WNCP-TV programs, including *Carolina News Today*, are broadcast over WFPX-TV, PAX Channel 62 in Fayetteville, NC. WNCP-TV programs are also seen on cable channels in Charlotte, Fayetteville, and other cities.

WNCP-TV is proud of its public affairs programs and of the guests who appear on *Inside Athletics* and *Impact*. Recent guests include Oliver North, Deborah Norville, and Bruce Jenner.

WNCP-TV is, above all, a public telecommunications facility. It produces and distributes a wide range of cultural, educational, entertainment, news, and public affairs programs. WNCP-TV is the University's electronic link to the world.

## The Teaching and Learning Center

The Teaching and Learning Center, in Old Main building, fulfills the 1993 mandate of the UNC General Administration designed to stimulate teaching excellence at system schools. The office sponsors faculty development workshops facilitated by both on- and off-campus experts; coordinates the annual Faculty Development Day, which offers faculty development in teaching and related areas; disseminates *TLC@UNCP* each semester to reach the faculty with information designed to help faculty with teaching (including providing information on web sites); distributes faculty development funds to faculty traveling to both discipline-based conferences and teaching workshops; houses a library of resources on teaching-related topics such as syllabus and test construction, student motivation, and teaching technology; oversees a mentoring program for new faculty members; and writes grants to stimulate instructional improvement.

## Office of Sponsored Research and Programs

The Office of Sponsored Research and Programs, in Old Main Building, manages the University's sponsored research, grant, contract, and cooperative agreement program. The director provides direction and assistance to faculty and staff in developing grant proposals, maintaining an external sponsored program database, alerting faculty and staff to potential grant programs, and reporting institutional grant activity to the UNC General Administration. Grant programs include research grants, national research service awards, research career programs, instructional and training projects in most academic disciplines, public service awards, minority programs, economic development projects, partnerships, and cooperative agreement projects. The office conducts grant writing workshops and assists recipients of awards in applying Federal grant policies.

## Institutional Research

The Office of Institutional Research in Lumbee Hall provides services to faculty, staff, and students. The office collects and analyzes data for assessment, reporting, and program review and generates reports for the UNC General Administration. The Office of Institutional Research also prepares annually the *UNCP Fact Book*, which is distributed to department chairs, administrative offices, and University committees. Data in the *Fact Book* are available for inclusion in reports, research, grant proposals, etc. In addition, the Office will assist faculty, staff, and students in survey/questionnaire design, data/information collection, scoring, reporting, and presentation.

## Regional Center for Economic, Community, and Professional Development

The Regional Center for Economic, Community, and Professional Development is located in Old Main Building. The Regional Center provides outreach services to the citizens, businesses, governments and nonprofit organizations throughout the region. These outreach services are executed in cooperation with organizations to provide management development programs, health care initiatives, customized training, consulting, grants development, planning and technical assistance, conference designing and implementation, and economic and social research.

**Professional Development:** The center offers over 30 non-credit workshops leading to a certificate in Management Development with concentrated study in group dynamics, communications, quality, change, and strategic planning. These programs can also be tailored to meet an organization's specific needs, and instruction can be arranged on-site.

**Small Business and Technology Development Center:** Operated as an inter-institutional program of The University of North Carolina, SBTDC provides information and individualized counseling services to citizens who are starting a business.

**Community Services:** The center supports community agencies and the nonprofit sector through services such as grants assistance, community organizing, and leadership development. Healthy Start, a national infant mortality initiative, is administered by the Regional Center under Community Health Alliance.