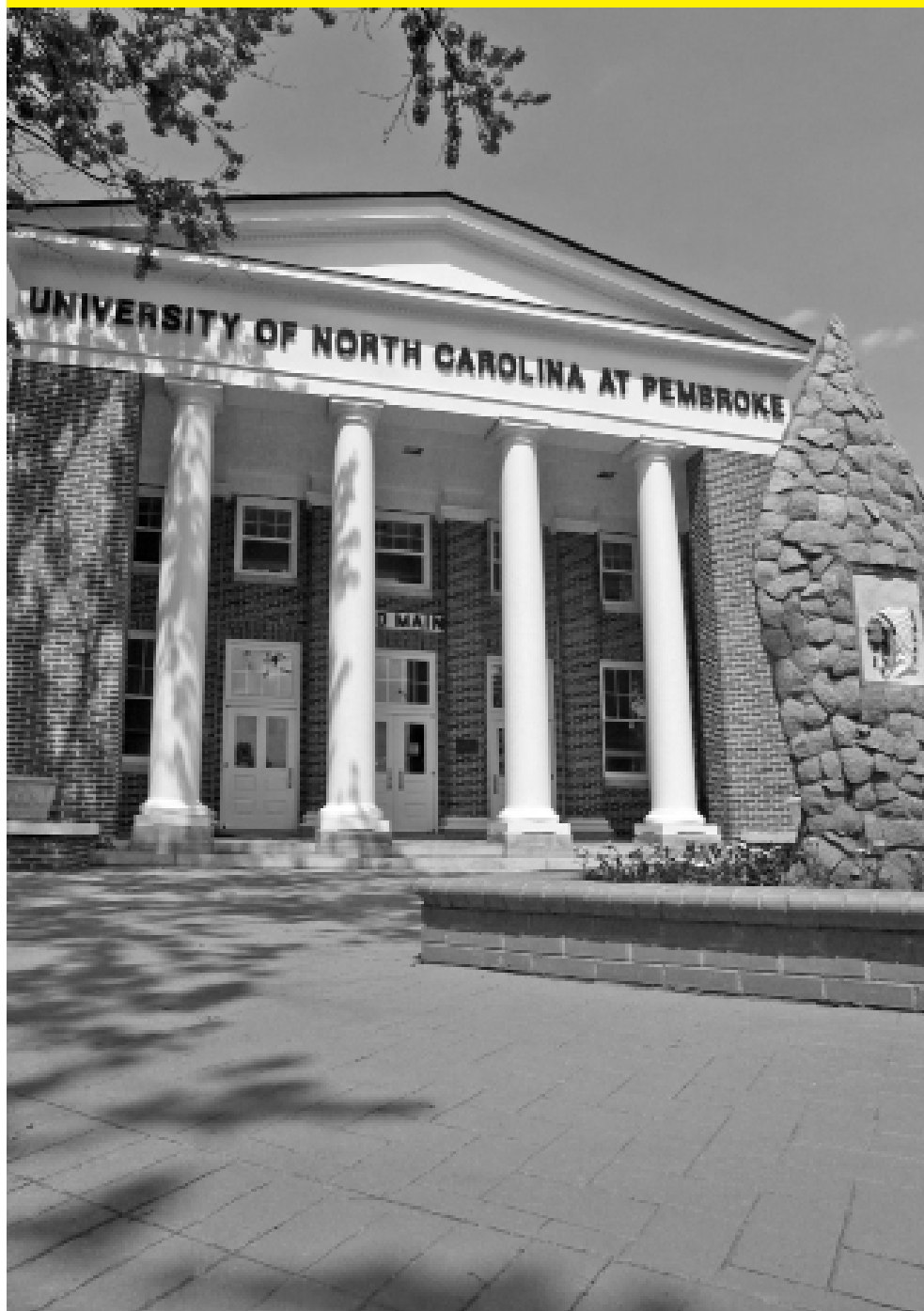


## II. General Information



## Historical Sketch

On March 7, 1887, the General Assembly of North Carolina passed a bill establishing a normal (teacher education) school for the education of the Indians of Robeson County. The law, passed in response to a petition from the Indian people of the area, established a Board of Trustees and appropriated five hundred dollars to be used for salaries. It was left to the Indians of Robeson County to finance the purchase of land and the construction of a building. The first building was a two-story wooden structure located on one acre about a mile west of the University's present location. The Croatan Normal School opened in the fall of 1887 with fifteen students. The first diploma was awarded in 1905.

The school was moved to the University's present location in 1909, on the west side of the Town of Pembroke. In 1911, the General Assembly changed the name of the school to Indian Normal School of Robeson County, and, in 1913, the name was changed to the Cherokee Indian Normal School of Robeson County. In 1923, a brick building with classrooms, offices, and an auditorium was completed. This building, which became known as Old Main, still stands on the campus and is a registered National Historic Landmark.

Before 1926, instruction had been at the elementary and high school levels. That year the Board of Trustees added a two-year normal (teacher education) program beyond high school, and elementary instruction was phased out. The first ten diplomas in the normal program were awarded in 1928. In the early 1930's the school began phasing in the first two years of a college curriculum. By 1939, a four-year curriculum was in place, and the first college degrees were awarded in 1940. In recognition of this, the General Assembly changed the name to Pembroke State College for Indians the next year.

In 1942, non-teaching baccalaureate degree programs were added. Then in 1945, enrollment was opened to all federally recognized Indian groups, not just the Indians of Robeson County. A few years later, in 1949, the name of the College was shortened to Pembroke State College.

Until 1953, this was the only state-supported, four-year college for Indians in the U.S. In 1953 the Board of Trustees approved the admission of white students, with some restrictions on the number admitted. Then, following the U.S. Supreme Court's school desegregation decision, the Board opened the College to all qualified applicants, without regard to race, in 1954.

In 1969, the General Assembly changed the name to Pembroke State University, and the school was designated as a regional university to provide undergraduate and graduate programs of instruction to serve the needs of this region and the state. The University became one of the sixteen constituent institutions of the newly created University of North Carolina in 1972. The Board of Governors of the University of North Carolina approved the addition of the first master's degree programs, in professional education, at Pembroke State University in 1978. Since then, other graduate programs have been added along with additional baccalaureate degree programs.

In 1996, the General Assembly approved the University's request to change the name from Pembroke State University to The University of North Carolina at Pembroke.

## Mission of the University

Founded in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke now serves a distinctly diverse student body and encourages inclusion and appreciation for the values of all people. UNC Pembroke exists to promote excellence in teaching and learning, at the graduate and undergraduate levels, in an environment of free inquiry, interdisciplinary collaboration, and rigorous intellectual standards.

Our diversity and our commitment to personalized teaching uniquely prepare our students for rewarding careers, postgraduate education, leadership roles, and fulfilling lives. We cultivate an international perspective, rooted in our service to and appreciation of our

multi-ethnic regional society, which prepares citizens for engagement in global society. Students are encouraged to participate in activities that develop their intellectual curiosity and mold them into responsible stewards of the world.

UNCP faculty and staff are dedicated to active student learning, engaged scholarship, high academic standards, creative activity, and public service. We celebrate our heritage as we enhance the intellectual, cultural, economic, and social life of the region.

## Vision Statement

The University of North Carolina at Pembroke will challenge students to embrace difference and adapt to change, think critically, communicate effectively, and become responsible citizens. Working from a strong foundation in the liberal arts, we will increase opportunities to infuse our curriculum with interdisciplinary innovation while promoting undergraduate and graduate research as well as international opportunities.

## Core Values Statement

The faculty and staff of UNC Pembroke are guided by the following set of core values: (1) the commitment to serving the local region; (2) the creation, exploration, evaluation, and articulation of ideas; (3) the value of a liberal arts foundation as the basis of self-realization and lifelong learning; (4) the importance of honor and integrity to learning and leadership as we educate students to be stewards of the world; (5) the appreciation of the American Indian history of the University and local community; (6) the appreciation of diversity and respect for the dignity and worth of every individual; (7) the commitment to prepare graduate and undergraduate students to succeed in an ever-changing and increasingly technological global environment; (8) the accessibility of education which leads to the enhancement of the economy and culture in the region; and (9) the maintenance of a sustainable, safe, healthful, attractive, and accessible campus.

## Institutional Distinctiveness Statement

The University of North Carolina at Pembroke distinguishes itself from peer institutions by offering an affordable, highly personalized, student-centered education to diverse students. Founded in 1887 as an American Indian institution to serve the Lumbee people, UNCP is now also comprised of students, faculty, and staff who possess differing attributes based on race, ethnicity, gender, sexual orientation, disability status, national origin, age, political affiliation, religion, and other characteristics. Diversity grounds intellectual pursuits and provides us with opportunities for discovery and ways to integrate all individuals and groups into the larger community, respecting and valuing their uniqueness while simultaneously advancing the University's historical tradition. UNC Pembroke thus prepares its students for life and leadership within a diverse society.

## Mission of the Student Affairs Division

The University's mission is predicated upon a philosophy of comprehensive and lifelong learning. Consistent with this philosophy, the Division of Student Affairs actively supports the University's mission for academic excellence in a balanced program of teaching, research and service by providing comprehensive programs and services that will foster the intellectual, social, cultural, physical and emotional development of each individual student. By providing an environment in which community is nurtured, students are encouraged to contribute responsibly to the University and to society in general.

The mission of Student Affairs is to serve, shape and support students in the achievement of their academic and personal goals. This is accomplished by providing programs, services, activities and facilities that foster the intellectual, social, cultural, physical and emotional development of students.

**GOAL I: (Advocacy)** To serve within the University community as an advocate for student's rights, issues, and concerns that influence the quality of their college experiences, and to serve as interpreters for students of institutional policies and procedures.

**GOAL II: (Welfare)** To provide for the health, safety, financial and physical needs and the psychological, and emotional welfare of students through services and programs that contribute to their ability to continue their education.

**GOAL III: (Development)** To teach, through experiences inside and outside the classroom, skills that empower students with self-knowledge and enhance the quality of their life experiences now and in later roles.

**GOAL IV: (Involvement)** To involve students in the life of the university community through activities, programs, communication and feedback, and through shared decision-making and consultation.

**GOAL V: (Organizational Framework and Staffing)** To establish a comprehensive organizational framework from which to administer all of the functions of the Student Affairs Division and to employ qualified personnel.

**GOAL VI: (Staff Development)** To provide both opportunity and incentive for professional staff development that will enhance office operations.

**GOAL VII: (Physical Facilities)** To provide adequate physical facilities for students and student service offices.

**GOAL VIII: (Technology)** To upgrade and enhance technical services, resources and equipment.

**GOAL IX: (Budget)** To provide leadership and administrative support in maintaining budgets for Student Affairs.

**GOAL X: (Evaluation)** To plan, implement and evaluate on-going student support services.

## Office of Student Affairs

The Division of Student Affairs consists of 13 departments, each of which is responsible for providing a variety of student support, services, educational programs, and facilities. Programs, services, and facilities are designed to integrate students into university life and to enhance students' total development with particular emphasis on intellectual, social, cultural, emotional, leadership, civic, and personal development within a diverse community.

Staff members are dedicated individuals characterized by their commitment to creating and supporting a rich learning environment in a community of care and mutual respect that leads to student success.

## Office of Student Conduct

The mission of the Office of Student Conduct is to administer a campus student discipline program that encourages students to develop as responsible adults. Through programming, advisement, and interaction, we seek to increase awareness of University expectations of student behavior, encourage civility, and promote self responsibility. We believe in promoting an environment which encourages students to uphold community standards, enhancing community through education, and striving to provide a comprehensive student discipline program that encourages all students to develop into productive members of society. The Office of Student Conduct is located in Suite 242 in Lumbee Hall. For more information, contact us by phone at 910.521.6851. Office hours are Monday-Friday from 8:00 a.m. to 5:00 p.m.

## Office of Student Involvement and Leadership

The mission of the Office of Student Involvement and Leadership, located in suite 225 of the Chavis University Center, is to provide meaningful co- and extra-curricular development and educational opportunities for students in a highly personalized and student-centered educational environment in order to challenge students to embrace difference, adapt to change, think critically, communicate effectively, and become responsible citizens as outlined by the University's mission.

Guided by the University's Core Value's, the Office of Student Involvement and Leadership is committed to enhancing the overall educational experience of students by: (1) providing students, at a variety of abilities and engagement levels, with appropriately designed opportunities to develop their leadership capacity and campus engagement in support of becoming life-long learners; (2) involving students in the planning and implementation of co- and extra-curricular activities; (3) encouraging the intellectual, social, physical, spiritual, emotional, financial, and career development of students; and (4) supporting positive educational outcomes including the ability to create, function in and maintain a socially just, culturally engaged, civically involved, sustainable and technologically advanced community.

In particular, the Office of Student Involvement and Leadership is responsible for: (1) supporting student organizations and their leaders as integral members of the University community by serving as the leadership and organizational development clearinghouse; (2) implementing the Distinguished Speaker Series; (3) facilitating homecoming to create an educational, celebratory and community-centered atmosphere; (4) planning Parents' Weekend to purposefully connect students, parents and their families with the University community; and (5) presenting Family Day to engage and celebrate students, faculty, staff and their families with fun, social and interactive programs.

## Office for Community and Civic Engagement

The Office for Community and Civic Engagement (CCE) is located within the Multicultural Center, Old Main, suite 124. The CCE office provides opportunities for students to develop their knowledge and understanding of community and civic responsibility through educational programs, volunteerism, service opportunities and civic engagement. The CCE staff advises students on volunteerism, community service, social justice, civic engagement and responsible citizenship.

The CCE curriculum provides an experiential learning approach to student development. The Justice through Service (JTS) campaign provides education, awareness and service opportunities for students to become actively engaged in social justice issues and civic responsibility. The JTS Speaker Series exposes student to civic leaders who impact change in their communities through service. Students are encouraged to participate in volunteer and monthly service opportunities through the CCE office, as well as student clubs and organizations. The CCE office provides Alternative Break Trip opportunities for students to travel to regional and national locations to engage in activism and service. The CCE office houses a Citizenship Education Library that

includes numerous resources for both student organizations and individual students.

A Citizenship Transcript (CT) is developed for students to detail their participation in civic development education and service opportunities. The Transcript is designed to be in addition to the students resume and academic transcript.

## Veteran Education & Transition Assistance

The Veteran Education and Transition (VET) Assistance is a service to military veterans, service members, dependents and survivors (VSIDS). The VET Assist team is a collaboration of representative staff and administration who serve VSIDS academic needs and interest. The team provides “veteran friendly” services that assist veterans from application to graduation. VET Assistance services may include application assistance, financial aid and veteran benefits assistance, advising and transition support for a successful education experience. Students may inquire with the Veterans Campus Coordinator is located within the Multicultural Center, Old Main, in room 121.

VSIDS students receiving VA education benefits must develop a plan of study upon entering the institution and declare a major prior to completing 59 semester hours of course work. VET Assistance liaisons will make every effort to insure that veteran students register for the courses required by their chosen degree program. The ultimate responsibility for meeting graduation requirements lies with the individual student.

VSIDS students are encouraged to join the Student Veterans of America (SVA) organization. The SVA is a coalition of student veterans groups from college campuses across the United States. The UNCP chapter was founded November 2008.

## Multicultural Center

The Multicultural Center (MCC), located in Room 124 of Old Main is open to the entire University community and exists to promote multiculturalism, inclusion, and diversity of the campus by providing a means to increase awareness about other cultures and ensure a positive and safe place for differences. The MCC offers changing exhibits showcasing the unique qualities of a variety of cultures. Students who are seeking a means to creatively display their cultural interests and build their personal portfolios are encouraged to prepare an exhibit for display in the Center. A conference room and classroom is open to the entire University community Monday thru Friday from 8:00 a.m. to 5:00 p.m. The MCC is also available for scheduled meetings of student and staff organizations.

## Office of Multicultural and Minority Affairs

The Office of Multicultural and Minority Affairs (OMMA) is located in the Multicultural Center, Room 124 of Old Main. OMMA provides leadership and advocacy to support cultural diversity and to prepare students to interact in a diverse world. OMMA's main goals are to provide programs and services that support the academic mission of the University by enhancing the educational, personal, cultural, and social development of UNCP's diverse student populations. As an agent, OMMA seeks to value cultural diversity in order to promote and empower society through its peer mentoring program, leadership & Multicultural workshops, and diversity awareness programs. OMMA is in the business of ensuring that every UNCP student is equipped and linked to the right resources and services that the University and Community have to offer. The staff welcomes all students to participate in the programs, resources, and services provided. We stand by our motto of, “Many Faces, One Vision!”

## International Programs Office

Located within the International Programs office, International Student Services offers high-quality professional assistance to incoming and continuing international students in

adjusting to life at UNCP and within the United States. The office helps students with visa and immigration matters, airport transfers, orientations (and more), and serves as a central resource to students from across the globe while studying at UNCP. International Student Services also advises and assists the International Student Organization (ISO). The ISO is a vibrant student-run organization of both international and local UNCP students that organizes events, activities, excursions, and cross-cultural and service-oriented events throughout the academic year. For more information about International Student Service or the ISO, contact the International Programs office (910-775-4095) or visit their Web site.

## Study Abroad Office

A division of the International Programs office, the Study Abroad office is the central resource for students interested in adding an increasingly-important international dimension to their studies and to their resume, and acquiring the skills necessary to succeed in today's global economy. Programs, most of which are in English, are available in exciting locations throughout the globe. The Study Abroad office assists students (and their parents) in selecting the perfect destination, obtaining course transfer approval, and coordinating financial aid, travel and documents (and more), while also preparing students for life and studies abroad. The office also acts as a point of contact and support while students are abroad, and assists with re-entry and credit transfer. A wealth of opportunities in all majors and interests exist, and are surprisingly affordable. The office maintains a library of materials for students to look through and to take home. For more information, stop by the International Programs office, call 910-775-4095, or visit the International Programs web site.

## The Career Center

The Career Center is located in the Chavis University Center, Room 210. The Center's purpose is to assist students and alumni with career planning and the job search. Career consultants are available to assist students in deciding their major, assessing their skills and interests, exploring job information, writing resumes and cover letters, polishing interviewing skills, and developing job-search strategies. The Career Center also coordinates the On-Campus Student Employment Program for students seeking on-campus jobs.

The Career Library maintains resources related to college majors, careers, employers, graduate schools, internships/co-ops, and the job market. Web services are available for students to post resumes and references, view job listings, and network with employers. An online career library, the Career Insider, is available through BraveWeb.

Workshops are offered throughout the year on a wide range of career planning topics. The following events are scheduled annually: the Professional and Career Development Institute, Freshman Seminar tours, Career Expo, Business Etiquette Dinner, and the Teacher Education Fair.

Representatives from business, industry, government, health care agencies, and public schools visit The Career Center during the fall and spring semesters to interview students and alumni for job and internship vacancies.

The Career Peers are students that serve UNCP as Career Center student ambassadors, assisting with marketing, workshops, and events. Interested students may apply via The Career Center's Web site or by visiting the office.

For more information view The Career Center's Web site and online newsletter at [www.uncp.edu/career](http://www.uncp.edu/career) or make an appointment. Office hours are 8:00 am-5:00 pm, Monday-Friday.

## Office of Greek Life

The Office of Greek Life, located in the Chavis University Center, Suite 220, is committed to creating a values-based leadership experience by enhancing student

development through active participation in twenty-one fraternity and sorority chapters at UNC Pembroke. The Office of Greek Life supports and promotes academic excellence, student involvement in co-curricular activities, career development, social responsibility, alma mater allegiance, social justice, civic engagement, and cultural awareness.

## Counseling and Testing Center

The University of North Carolina at Pembroke believes that education includes the development of the total person and not intellect alone. UNCP's Counseling & Testing Center provides services that are central to the overall mission of the university. These services help students to achieve their educational goals, to learn the process of problem solving, to increase and enhance their capacity for satisfying interpersonal relationships, to define their career goals, and to make full use of their potential for continued growth beyond their educational experience. Thus, the mission of the Counseling and Testing Center is to help students define and accomplish personal and academic goals while maintaining balance in their lives. These services are directed towards enhancing the skills, which students bring with them to UNCP, and encouraging the development of skills, which will make students more successful both at UNCP and beyond.

Our center offers confidential individual and group counseling, educational workshops, testing, and assessment. Licensed professionals provide counseling services for UNCP students without cost. Typical concerns addressed are stress, anxiety, homesickness, disordered eating patterns, depression, family concerns, alcohol and drug issues, self-esteem, sexuality and many others. Services are typically provided by appointment, however, urgent care needs can be addressed immediately.

The center offers several tests including the CLEP, TOEFL and MAT. To find out more about our testing and counseling services, contact us at 910-521-6202 or visit us on the web at [www.uncp.edu/ct](http://www.uncp.edu/ct). Our center is located on the second floor of the Chavis University Center in room 243.

## Givens Performing Arts Center

The Givens Performing Arts Center (GPAC), on the campus of The University of North Carolina at Pembroke, is one of the finest performing arts facilities in the southeast. Since opening in 1975, some of the world's greatest artists and productions have graced the GPAC stage and allowed us to share their dreams, their traditions and their art. From Broadway's biggest hits, to show stopping concerts and family entertainment, with just over 1,600 seats, GPAC is home to the best in the performing arts!

In addition to hosting a variety of University, community and regional events, GPAC also presents four professional artists series each season. The Broadway and More Series features National Broadway musicals and plays as well as culturally diverse performances and artists. The Nostalgia Concert Series welcomes musical artists and groups from the 50s through the 80s. The On Stage for Youth Series introduces elementary school children to the arts with various productions each season and the Distinguished Speaker Series brings insight to our students from popular political and world leaders, entertainers, authors, sports figures, and many others. GPAC is also the home stage for the UNCP University Theatre Department. Each season University Theatre students produce and present a number of popular productions.

The mission of the Givens Performing Arts Center is to enhance and enrich the cultural development of the University and its constituency in the region by offering a diversified selection of multi-disciplinary arts experiences. The Givens Performing Arts Center is committed to the promotion of cultural awareness as a life-long experience and to the continuing appreciation for diverse cultures through the presentation of quality local, national and international artists. For a complete list of events, special promotions and information on discounts available to UNCP students, please visit [www.uncp.edu/gpac](http://www.uncp.edu/gpac).

## Student Health Services

The Student Health Services (SHS), located adjacent to the Nursing Building and across from the Mary H-Livermore Library, offers outpatient health care to students. The facility is supervised by a nurse director, contracted physician, extenders, nurses and support staff. **Students enrolled at UNCP pay a Student Health Fee as part of their tuition each semester.** This fee pays for most services provided by SHS. Part-time students and University personnel may receive nursing and first-aid services; however, if part-time students elect to pay the full health services fee they can also receive care by the contracted physician. Students referred for hospitalization, specialty care, and diagnostic services not offered through SHS are responsible for the cost of these services, unless covered by health insurance. All registered students taking six (6) or more credit hours are required to purchase the student injury and sickness insurance plan, with the following exceptions: distance education students and student who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage. If you do not submit a waiver form, you will automatically purchase the Student Health Insurance and the charge will remain on your student account.

Medical excuses for students may be obtained from Student Health Services only when the student sees the doctor or nurse **BEFORE** class is missed. This includes resident students and commuting students.

Available medical services include primary medicine, routine gynecologic examinations and contraceptive health education, immunizations, confidential HIV testing, allergy injections, laboratory services, nursing services, minor injury treatment, and health education programs. **The Contraceptive Health Education Clinic and routine gynecologic examinations are by appointment only (910-521-6219).** The waiting times for these services vary depending upon the number of patients using the clinic. Individual physical examinations are done prior to student teaching. Physical examinations are also done for some summer session programs.

During the academic year (fall/spring semesters), a nurse is on duty around the clock beginning at 5:00 pm on Sunday through 4:00 pm Friday to treat and evaluate students' health needs and answer any questions about health problems and other concerns. **Note: Physician hours for routine treatment are posted.** The doors to the SHS are locked after 9:00 pm for security reasons. For student safety, female students should report to a University Residence Administrator, who will call the nurse on duty. Male students should contact their Resident Advisor (RA) and/or Campus Police for an escort to SHS. Ring the doorbell for admittance. In an emergency at a residence hall or on campus, notify the campus police and/or a RA who will contact SHS at 521-6219.

The student's medical record is available only to the professional staff of SHS and is considered confidential and privileged and may only be released with written permission by the student. Records are retained in SHS eleven years after the student leaves the University and subsequently are destroyed.

## The University of North Carolina at Pembroke Immunization Policy

North Carolina Immunization Law G.S. 130A-152 through 130A-157 requires that every student enrolled at The University of North Carolina at Pembroke shall furnish on the Health Form proof of the immunizations described below. Students who do not have a complete immunization record on file when beginning classes will have 30 days to obtain the required immunizations. Students who are not in compliance within 30 days of the first day of class will be administratively withdrawn from classes. This law applies to all students **except** the following; students residing off campus and registering for any combination of:

- a. Off-campus courses
- b. Evening courses
- c. Weekend courses

- d. No more than four traditional day credit hours in on campus courses

## Immunizations that are **REQUIRED** pursuant to NC state law

### Students 17 years of age or younger ..... **REQUIRED:**

- 3 DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus, Diphtheria) doses; one Td or Tdap (Tetanus, Diphtheria, Pertussis) booster must have been within the past 10 years.
- 3 Polio (oral) doses.
- 2 Measles (Rubeola), 2 Mumps, 1 Rubella (MMR is preferred vaccine).

### Students born in 1957 or later and 18 years of age or older ..... **REQUIRED:**

- 3 DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus, Diphtheria) doses; one Td or Tdap (Tetanus, Diphtheria, Pertussis) booster must have been within the past 10 years.
- 2 Measles (Rubeola), 2 Mumps, 1 Rubella (MMR is preferred vaccine).

### Students born before 1957 ..... **REQUIRED:**

- 3 DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus, Diphtheria) doses; one Td or Tdap (Tetanus, Diphtheria, Pertussis) booster must have been within the past 10 years.

### **NOTE:**

- History of Measles (Rubeola) is acceptable if physician verifies that student had disease prior to January 1, 1994.
- Blood titer tests are acceptable for Measles, Mumps, Rubella and Hepatitis B. **Laboratory test results must be attached.**
- Only one Measles (Rubeola) dose on or after first birthday is required for students who entered college for the first time before 7/1/94. Students who entered after 7/1/94 must have two doses of Measles vaccine.
- International Students: **Tuberculin Skin Test (PPD) administered by U.S. facility with a negative result within the Twelve Months Preceding the beginning of classes (or chest x-ray if test is positive) is REQUIRED.**

Student Health Forms may be obtained from the Admissions Office or Student Health Services. **Questions should be directed to Student Health Services, The University of North Carolina at Pembroke, P.O. Box 1510, Pembroke, NC 28372-1510.**

Completion of the Report of Medical History and Family & Personal Health History is required for students enrolled for 5 or more credit hours.

## Financial Aid Office

The primary role of the Financial Aid Office, located on the second floor of Lumbee Hall, is to provide financial assistance as well as financial counseling to students requesting these services.

This office coordinates a variety of state, federal, private, and institutionally funded aid programs, each with different regulations and requirements. While most of these programs require students to demonstrate financial need, there are loan funds available to help students and parents which are not need based. All students requesting consideration for any type of financial aid, including loans, must apply each year. The application, "Free Application for Federal Student Aid," should be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students should list UNCP's school code which is 002954. Students and parents can sign the form electronically by registering for a pin number at [pin.ed.gov](http://pin.ed.gov). The application should be mailed by March 15 to allow time for processing so awards can be made before fall registration.

To be eligible for financial assistance a student must have a high school diploma or GED; be enrolled as a regular student in an eligible program; be a U.S. Citizen or eligible noncitizen; generally, have a social security number, make satisfactory academic progress; register with Selective Service,

if required; and, not be in default on any federal loan or owe a refund on a federal grant. Information about the various financial aid programs at UNCP can be found online at [www.uncp.edu/fa](http://www.uncp.edu/fa).

## **Policy on Satisfactory Academic Progress For Financial Aid Eligibility General Information**

The federal financial aid programs at UNCP are authorized under Title IV of the Higher Education Act of 1965, as amended. The Act states that a student must maintain satisfactory academic progress in the course of study s/he is pursuing, according to the standards and practices of the institution at which the student is in attendance. The federal Title IV programs include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal and State Student Incentive Grants, Federal Academic Competitiveness Grant, National Science and Mathematics Access to Retain Talent grant, Federal Work Study, Federal Stafford Loans (subsidized and unsubsidized), Federal Perkins Loans and Federal PLUS loans. For purposes of consistency and equity among all students, UNCP applies the following standards to all students receiving federal Title IV aid and all students receiving any other financial aid, including institutionally and state funded sources.

All students (full time, part time, graduate and undergraduate) who wish to qualify for financial aid while attending UNCP must meet certain standards of Satisfactory Academic Progress (SAP). These standards include a minimum cumulative grade point average (GPA), a minimum credit hour completion rate and the completion of a degree or program of study within a maximum number of credit hours.

For purposes of determining satisfactory academic progress status and eligibility for financial aid, a student's academic record is evaluated at the end of each Spring semester and at the time s/he applies for financial aid. This evaluation will include a student's entire academic record at UNCP and will compare the student's academic record to the standards of Satisfactory Academic Progress. These standards are applied to all semesters or terms during which the student was enrolled, regardless of whether the student received financial aid for those prior terms of enrollment.

Students who fail to meet one or more of the SAP standards at the time their progress is reviewed are not eligible for financial aid, including summer terms. The Office of Financial Aid will notify students of their failure to meet the standards of SAP. Each student is responsible for knowing his/her own status, whether or not s/he receives this notification. Students may view their SAP status via BraveWeb or by contacting the Office of Financial Aid.

### **Undergraduate Students - Minimum Cumulative Grade Point Average (GPA):**

Undergraduate students' cumulative and semester grade point average (GPA) must meet the University standards as outlined below:

| <b>Semester Hours</b> | <b>Grade Point Average (GPA)</b> |
|-----------------------|----------------------------------|
| 1 - 29                | 1.500                            |
| 30 - 59               | 1.750                            |
| 60 - 89               | 1.875                            |
| 90 or more            | 2.000                            |

### **Minimum Credit Hour Completion Rate:**

All students must earn a minimum of two-thirds or 67% of the credit hours that they have attempted including transfer hours. To determine a student's credit hour completion rate, divide the total earned credit hours by the total number of credit hours attempted at UNCP.

Example: The student below has earned 82 credit hours at UNCP and transferred in 62 earned hours for a total of 144 earned credit hours. This student has attempted 109 hours at UNCP and transferred in 62 attempted hours for a total of 171 attempted credit hours. Divide 144 (earned credit hours) by 171 (attempted credit hours). This student's credit hour completion rate is 82%.

|          | Attempted Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA   |
|----------|-----------------|--------------|--------------|-----------|----------------|-------|
| UNCP     | 109             | 82           | 82           | 90        | 202.90         | 2.254 |
| Transfer | 62              | 62           | 62           | 0         | 0              | .000  |
| Degree   | 171             | 144          | 144          | 90        | 202.90         | 2.254 |

To earn hours at UNCP, a student must receive a grade of A, B, C, D, or P including + or -. All other grades including F, I, W, AU or NR do not earn hours. If a student withdraws from a class after the drop/add period, those credit hours for which the student earns a grade of W are counted as attempted but not earned hours. Therefore, withdrawing from classes after the drop/add period will negatively affect the student's ability to satisfy the minimum percentage completion rate requirement.

If a student repeats a course, both the original and the repeated courses will count toward the attempted and earned credit hours. Courses for which a student earns a grade of incomplete (I) are counted as attempted but not earned credit hours. If a student receives a grade in place of an incomplete after his/her academic progress has been evaluated, it is the responsibility of the student to notify the Office of Financial Aid.

### **Completion of a Degree or Program of Study within a Maximum Time Frame:**

Each student has a maximum time frame during which s/he can receive financial aid. To remain eligible for financial aid at UNCP, students must complete their degree program requirements within 150 percent of the published length of their degree program. All attempted hours are counted, including transfer hours, whether or not financial aid was received, or whether or not the coursework was successfully completed.

As an example, if an undergraduate degree program requires 120 semester credit hours to complete, then a student is eligible for financial aid during the first 180 attempted credit hours. ( $120 \times 150\% = 180$  maximum attempted credit hours for financial aid eligibility).

A full time undergraduate degree student pursuing his/her first undergraduate degree will be considered academically eligible for aid for no more than five academic years of enrollment at the University. Any hours transferred in to UNCP will be included in the five year calculation.

A student's academic load is determined at the end of the drop/add period each semester. If a student reduces his/her course load below the minimum, the Office of Financial Aid must be notified and some aid funds may have to be repaid. The student is responsible for notifying the OFA if a reduction occurs or is contemplated.

### **Undergraduate Second Degree Students**

A student working toward a second or subsequent baccalaureate degree is expected to make the same satisfactory progress and enroll for the same minimum course load when receiving financial aid as that stated above. These students will normally be eligible for loans only, and eligibility will be limited to no more than two additional academic years.

### **Graduate Students**

A graduate student is considered to be making satisfactory academic progress for financial aid purposes, if s/he has completed two-thirds of all hours attempted. Should a

graduate student carry an incomplete beyond one semester, then s/he will not be considered to be making satisfactory progress for financial aid purposes and will not be eligible for further financial assistance until the incomplete has been removed. Once the student notifies the Office of Financial Aid that the incomplete has been removed and a grade has been posted, the student regains eligibility for financial aid. The student may receive aid for the semester during which the incomplete is removed if the semester has not yet ended. If it has ended then the student regains eligibility for financial aid for the next term.

To be considered full-time, students must enroll for at least six (6) graduate hours each semester. Academic load is determined at the end of the drop/add period each semester. If hours are dropped below these levels, the student must notify the Office of Financial Aid, and some funds may have to be repaid.

### **Withdrawing from Classes**

If a student withdraws from a semester in which he/she is receiving financial aid, the student may be required to repay some or all of the financial aid received for the term. The amount to be repaid depends on the date of withdrawal. Federal regulations state that a student earns financial aid by remaining in class for at least 61% of the semester in which aid is being received. If a student withdraws prior to that time, the Financial Aid Office will determine the amount to be returned after performing a federal calculation at the point of withdrawal. Students may owe a balance to the University in these cases. Specific information regarding the University's refund for not completing the entire semester may be obtained from the University Student Accounts Office.

### **Incompletes and Withdrawals**

For a discussion of how incomplete grades and audited courses are figured in the quality points averages, please see the University Catalog under Academic Procedures and Policies.

### **Receiving All Fs in a Semester**

If a student earns all Fs in a semester in which he/she is receiving financial aid, the student must show proof of class attendance that semester in order to be eligible for federal financial aid in subsequent semesters. If a student cannot get proof from professors that classes were attended, according to federal regulations, the student will be required to pay financial aid back based on the federal calculation and using the 50% point of the semester as the withdrawal date. Students may owe a balance to the University in these cases.

### **Dropping Classes**

If a student withdraws from a class after the census date and receives a "W," no financial aid will need to be paid back. However, if a student has a class completely removed from his/ her transcript, some financial aid may need to be paid back. Students may owe a balance to the University in these cases.

### **Teacher Certification Students**

If a student is taking at least six hours per semester toward a teacher certification, according to federal regulations, a Document of Intent Form must be obtained from the Education Department stating that the student is pursuing a certification in order to qualify for federal student loans.

### **Regaining Eligibility for Financial Aid**

Students who have failed to meet one or more of the SAP requirements are not eligible for financial aid. These students will not be eligible for financial aid for twelve consecutive months. However, financial aid eligibility may be regained if:

The student raises his/her cumulative GPA to the minimum standard as defined in this Satisfactory Academic Progress Policy requirements through hours earned at UNCP within the student's program of study (without financial aid); and/or, the student's credit hour completion rate has been brought up to the standard as defined in this Satisfactory Academic Progress

Policy requirements by successfully completing coursework within the program of study at UNCP (without financial aid).

## Appeals Process

Students who do not meet satisfactory academic standards will be subject to a strict monitoring policy and appeals process with the intention of moving the students toward academic progress and graduation. Students' academic progress will be monitored at the end of every semester.

The monitoring policy and appeals process is as follows:

**Financial Aid Probation** – If a student does not meet satisfactory academic progress, s/he will be denied his/her financial aid. The student will be allowed to appeal this decision by submitting an online appeal with an attached plan of action that officially outlines the special arrangements that the student has made for tutoring or other support services to help assure academic improvement in the future. Appeals must include a detailed description of the extenuation circumstances that occurred during the semester in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. The plan must include steps being taken to ensure satisfactory academic performance, including a written plan for academic success in the coming academic term. Events/circumstances that merit an appeal include, but are not limited to:

- Personal or family emergency
- Death or extended illness of an immediate family member which results in greater family responsibilities for the student
- Unanticipated, serious medical difficulty (excluding chronic conditions – students are responsible for properly balancing school work with known chronic conditions)
- Serious psychological difficulty

The appeals and all attached documentation will be reviewed by a committee. If a student's appeal is approved, s/he is subject to the probation requirements as follows:

- a. No earned grades below a C (including a C-)
- b. No withdrawals (grades of W) from classes
- c. No incompletes (grades of I)

Students who have their eligibility for financial aid reinstated through the appeals process may be subject to higher standards of academic progress than the minimum standards indicated in this policy.

Students seeking to reestablish eligibility for financial aid by submitting an appeal remain ineligible for financial aid or deferment of payment until the appeals process is complete and a decision has been determined by the Committee. Students should be prepared to pay tuition, fees and other educational expenses until s/he has been approved to receive financial aid.

If a student's appeal is not approved, that student will not be eligible for financial aid for one academic year. One academic year is defined as two consecutive semesters of fall/spring or spring/fall. A student whose financial aid is suspended for a spring/fall period will not be eligible for financial aid during summer sessions occurring between the spring/fall semesters.

**Financial Aid Suspension** – If a student's financial aid appeal was approved for the semester and that student does not meet the probation requirements, that student will automatically lose their financial aid for one academic year. One academic year is defined as two consecutive semesters fall/spring or spring/fall. A student whose financial aid is suspended for a spring/fall period will not be eligible for financial aid during summer sessions occurring between the spring/fall semesters.

## Veterans

Veterans eligible for benefits under Chapters 30, 31, 32, 35 or 1606 must make application for their benefits. For information regarding eligibility or application forms contact the Department of Veterans Affairs Regional Office, 251 North Main Street, Winston-Salem, North Carolina, 1-800-827-1000, or the Financial Aid Office, The University of North Carolina at Pembroke, 910-521-6285. Transfer students receiving VA benefits should complete VA Form 22-1995, Request for Change of Program or Place of Training, prior to the time they plan to transfer.

Veterans who enter the University under Chapter 31, Title 38, U.S. Code, Vocational Rehabilitation for Disabled Veterans, and have the approval of the Department of Veterans Affairs will have their University fees paid directly to the University by the U.S. Government.

Students enrolling under provisions of Chapters 30, 32, 35 and 1606 will pay fees at the time of registration and receive a monthly education and training allowance from the Department of Veterans Affairs. Since the first check is usually delayed, a veteran should make arrangements as early as possible.

Once the veteran is enrolled, (s)he must attend classes regularly to continue receiving benefits. Each veteran must notify the Veterans' Counselor in the Financial Aid Office if they reduce his/her hours of enrollment or if they change their major.

Veterans must declare a major by the time they complete 59 credit hours in order to continue to receive benefits.

## Veteran Dependents

Children of disabled or deceased veterans may receive financial assistance in the payment of tuition, room, meals, and other required University fees. For information and application forms, students should write to the North Carolina Department of Veterans Affairs, Raleigh, North Carolina.

## Loans

Undergraduate students must be enrolled for at least six (6) semester hours in order to be eligible for a Stafford Loan. Graduate students must be enrolled for three (3) semester hours. All students must submit the FAFSA form and a loan application in order to be considered for a loan.

## NC National Guard Tuition Assistance

Upon enlistment in the North Carolina National Guard, students will be eligible to apply for up to \$1,000 per year tuition assistance. The Tuition Assistance Program was established by the North Carolina Legislature to provide educational assistance for members of the North Carolina National Guard. For further information students can write to NORTH CAROLINA ARMY NATIONAL GUARD, Educational Opportunities, Attn: AGRR, 4105 Reedy Creek Road, Raleigh, NC 27607.

## Refund Policy

### A. Tuition and Fees

**WITHDRAWALS:** Tuition and Fees, including room and board, will be refunded per the following schedule, provided a student officially withdraws from the University.

### Fall and Spring Semesters

|                                  |                      |
|----------------------------------|----------------------|
| Prior to first day of classes or |                      |
| 1 through 5 calendar days        | 100% of charges paid |
| 6 through 12 calendar days       | 90% of charges paid  |
| 13 through 30 calendar days      | 50% of charges paid  |
| 31 through 60 calendar days      | 25% of charges paid  |
| After 60 calendar days           | No refund            |

## First and Second Summer School Sessions and Non-Traditional courses

|                               |                      |
|-------------------------------|----------------------|
| Prior to first day of classes | 100% of charges paid |
| or 1 through 2 calendar days  |                      |
| 3 through 8 calendar days     | 80% of charges paid  |
| 9 through 16 calendar days    | 50% of charges paid  |
| After 16 calendar days        | No refund            |

### Intra Session

|                               |                      |
|-------------------------------|----------------------|
| Prior to first day of classes | 100% of charges paid |
| 1 through 6 calendar days     | 50% of charges paid  |
| After 6 calendar days         | No refund            |

We begin counting calendar days with the first official day of classes (not the first day of particular classes). A completed withdrawal form must be filed with the Registrar's Office. Forms for withdrawal during the first six weeks of the semester, the first 9 calendar days of first and second summer sessions, and the first 6 calendar days of intra session may be obtained from the Registrar's Office. After these times, forms may be obtained from the Office for Academic Affairs.

**REDUCING HOURS:** Students who officially drop from full-time to part-time status or those who drop to a lower block of credit hours will receive a refund equal to the difference between the amount paid and the charge for the block of hours for which the student is officially registered at the end of the registration (drop-add) period. **Refunds for withdrawing or reducing hours will be processed after the registration period.** A refund will only be issued for reducing hours or withdrawing from class while still attending other classes at the university, if the reduction or class withdrawal is completed during the drop/add period.

Please allow two weeks for processing of any refund. A student receiving financial aid will not receive a refund until the Financial Aid Office determines if any funds from an awarding agency must be returned. If a return is required, withdrawal may result in a student liability to the University.

### B. Housing Deposit

The University will refund all but \$25 of the housing deposit to incoming new students if written cancellation is received by July 31, preceding the fall semester and November 30, preceding the spring semester. The housing deposit is nonrefundable after these deadlines.

The \$150 housing deposit (less damages and/or any other financial obligations owed The University of North Carolina at Pembroke) will be refunded to established residents provided the resident submits written cancellation by November 30, preceding the spring semester and by July 1, preceding the fall semester. Established residents must follow check-out procedures as detailed in the Student Handbook to ensure an appropriate refund of the deposit.

If a student withdraws from student housing prior to mid-semester, the deposit will be forfeited. If the student withdraws after the mid-semester, the room deposit (less damages) will be refunded, provided check-out procedures have been followed.

## Tuition Surcharge on Undergraduates

The North Carolina Legislature directed the Board of Governors to impose a fifty percent tuition surcharge on students who take more than 140 credit hours to complete a baccalaureate degree in a four-year program or more than one hundred ten percent (110%) of the credit hours necessary to complete a baccalaureate degree in any program officially designated by the Board of Governors as a five-year program. The calculation of these credit hours taken at a constituent institution or accepted for transfer shall exclude hours earned through the College Board's Advanced Placement or CLEP examinations, through institutional advanced placement or course validation, or through summer term or extension programs.

No surcharge shall be imposed on any student who exceeds the degree credit hour limits within the equivalent of four academic years of regular term enrollment, or within five academic years of regular term enrollment in a degree program officially designated by the Board of Governors as a five-year program.

The undergraduate credit hours to be counted for calculation in the surcharge requirement include: all regular session degree-creditable courses taken at this institution including repeated courses, failed courses and those dropped after your official census date (normally the last date to add a course); and all transfer credit hours accepted by this institution.

The hours excluded from the calculation include:

1. Those earned through the College Board's Advanced Placement (AP) and College Level Examination Program (CLEP) or similar programs;
2. Those earned through institutional advanced placement, course validation, or any similar procedure for awarding course credit, and
3. Those earned through the summer session or degree-credit extension division on this campus or at another UNC institution.

## James B. Chavis University Center

The Chavis University Center is located in the center of campus and serves as the hub of campus activities. The University Center was dedicated in honor of Dr. James B. Chavis, Vice Chancellor for Student Affairs (1964-1999).

|   |  |
|---|--|
| <p><b>Chavis University Center Hours of Operation</b><br/> Monday-Friday .....7:00 am-2:00 am<br/> Saturday .....9:00 am-2:00 am<br/> Sunday ..... 11:30 am-2:00 am</p> | <p><b>Information Station Hours</b><br/> Monday-Friday ..... 9:00 am-5:00 pm<br/> Saturday ..... CLOSED<br/> Sunday ..... CLOSED</p>                             |
| <p><b>Game Room Hours</b><br/> Monday-Friday ...9:00 am-12 Midnight<br/> Saturday ..... 3:00 pm- 12 Midnight<br/> Sunday ..... 3:00 pm- 12 Midnight</p>                 | <p><b>Snack Bar Hours (Bert's)</b><br/> Monday-Friday ...8:00 am-12 Midnight<br/> Saturday ..... 1:00 pm- 12 Midnight<br/> Sunday ..... 3:00 pm- 12 Midnight</p> |
| <p><b>Computer Lab Hours</b><br/> Open 24 hours Except<br/> Saturday 2:00am - Sunday 3:00pm</p>   | <p><b>Starbucks</b><br/> Monday-Friday ..... 7:00 am-2:30 pm<br/> reopen at ..... 5:00 pm-9:00 pm</p>  |

### Hawk's Nest Game Room

The Hawk's Nest is located on the first floor of the Chavis University Center. This area is primarily for the use of UNCP students, faculty, and staff. Designated times are set aside for community use. Children under 12 years of age must be accompanied by an adult.

Billiards equipment is available for rental or individuals may supply their own equipment if they choose to, but will be charged for table usage.

Anyone found misusing the furnishings or equipment in the Game Room will be asked to leave. **The following rules and regulations govern Game Room usage:**

- No gambling
- No sitting on game tables
- No profanity
- No food or drinks allowed in gaming areas
- No abuse or misuse of game machines

## Bowling Lanes

The bowling lanes are located in the Game Room. These lanes are primarily for the use of UNCP students, faculty, and staff. Designated times are set aside for community use.

Intramurals and scheduled classes have priority in using the lanes. Reservations for use by University or community organizations can be made in advance through the Game Room manager.

Bowling equipment is available for rental. Anyone found misusing or abusing the furnishings or equipment in the bowling area will be subject to campus disciplinary action and/or criminal prosecution for vandalism. All guidelines posted in the bowling center must be adhered to or violators will be asked to leave.

## Information Station

The Information Station is located on the first floor of the Chavis University Center.

### Some services provided by the Information Station include:

- Campus and community event information
- Postage stamps
- Campus directory of phone numbers
- Commuter lockers
- Information on University services, policies, and regulations
- Campus and town maps
- Bulletin board reservations
- University Center daily schedule of events
- Approval of bulletin board postings
- Campus Lost and Found

## University Center Annex

The University Center Annex provides additional programming space for the campus. The Annex has a multi-purpose space, three conference rooms, and offices for the Department of Housing and Residence Life and campus publications including the Indianhead Yearbook and Aurochs Magazine. Hours for the Annex are determined by scheduled programming in the space. Normal operating hours are 7:30am-5pm Monday -Friday.

## Chavis University Center/University Center Annex Rules

### General Building Policies

No bicycles, pets (except guide dogs for the blind), skateboards, roller skates, smoking, concealed weapons, or gambling are allowed in the Chavis University Center/University Center Annex. Anyone intoxicated or under the influence of drugs will not be allowed on the premises.

Solicitors, salespersons, peddlers, distributors, or any non-university personnel seeking student contact must have the approval of the Senior Director of University Center and Programs. Only University registered organizations can sell items in the University Center/University Center Annex and only as a fund-raiser for the organization.

The facilities of the University Center/University Center Annex are open to all members of the campus community and guests as long as the utilization is consistent with University of North Carolina policies and state and federal laws, and does not disrupt other usage of the facility. All events must be scheduled through the Senior Director of University Center and Programs. University events have priority over non-University events.

### Furnishings

Persons shall refrain from placing their feet on the furniture or sitting on the tables. Equipment and furnishings shall not be removed from the building for any reason except upon written permission of the Senior Director of University Center and Programs. No equipment or furnishings may be moved within the building by anyone except those persons authorized by the Senior Director of University Center and Programs.

## Guests

Students, staff and faculty are responsible for their guests at all times. Guests will be permitted to use the facilities when accompanied by their host.

## Exhibits

All exhibits must be approved by the Senior Director of University Center and Programs.

## Chavis University Center/University Center Annex Reservations

The conference rooms, the lounge and mall areas, and the multi-purpose space may be reserved by any chartered campus organization or University department. Individuals interested in establishing a club /organization may hold up to three “interest meetings” in the University Center/University Center Annex. External organizations may also reserve a space in the University Center/University Center Annex with special permission from the Senior Director of University Center and Programs as well as the Vice Chancellor for Student Affairs.

To reserve a space, an individual or organization must:

1. Log onto UNCP’s online reservation site at <http://reservations.uncp.edu> to submit a facility request. Requests must be received **at least 7 working days prior to the date of the event.**
2. The individual or organization submitting the Facility Reservation Request Form accepts responsibility for the proper use of the facility and equipment as well as proper conduct of the organization’s members and guests. Please respect the rights of all other groups using the facilities in adjoining areas. Meetings must end by the time indicated on the form.
3. If a meeting or event is canceled, please **notify University Center staff at least 48 hours prior to the scheduled date.** Failure to give proper notice may subject an organization to the loss of privilege of reserving a room in the facilities for 30 days. No penalty is involved when cancellation occurs before this specified time.
4. All reservations are considered tentative and subject to cancellation until the Facility Reservation Request Form has been signed and approved by the Senior Director of University Center and Programs.
5. No food, drinks or candle burning shall be permitted in any of the conference rooms or lounge areas of the University Center/University Center Annex. Refreshments must be catered by the campus food service.
6. Nothing is to be attached to the walls, ceilings or glass in any areas of the University Center/University Center Annex without special permission from the Senior Director of University Center and Programs.
7. Smoking is prohibited in all areas of the University Center/University Center Annex.
8. All catering including refreshments must be handled by the campus food service. Any catering in the University Center/University Center Annex outside the dining area must be approved by the Senior Director of University Center and Programs.

## Chavis University Center Advertisement Policy

1. **ALL** forms of advertisement used in the Chavis University Center/University Center Annex must be approved through the University Center or the Information Station.
2. Posters should be no larger than 24” x 17” in size, unless otherwise approved by the Senior Director of University Center and Programs.
3. Only four (4) advertisements per event will be approved for display in the Chavis University Center.
4. Banners may be hung in designated areas, with special permission from the Senior Director of University Center and Programs.

5. **ALL** advertisements should be logged in and approved at least one (1) week prior to the event to assure maximum exposure.
6. Any posters of any other form of advertisement found on display without the approval of the Senior Director of University Center and Programs will be taken down by a staff member.
7. The Senior Director of University Center and Programs reserves the right to approve any and all advertisements.

## Dining Services

Campus dining is dedicated to providing quality food service to the University community. We hope you find our team responsive to your needs. Each of our dining venues are open to anyone who visits campus. We encourage everyone to experience the convenience and variety offered in each of our dining locations. Once you enter the dining hall, you have unlimited access to a variety of food options. Students that have purchased the carte blanche meal plan may, leave, and return to eat again during the same dining period. Any non-resident student is eligible to purchase from the resident meal plan options. More information on the various meal plans can be obtained from the dining services website ([www.uncp.edu/dining](http://www.uncp.edu/dining)).

### **Freshman and Upperclassman students in a residence hall are required to purchase one of six meal plans:**

- Carte Blanche + \$25 "Bonus Dollars" \$1,600.00
- 9 meals/week plan + \$475 "Bonus Dollars" \$1,515.00
- 12 meals / week plan + \$250 "Bonus Dollars" \$1,515.00
- 12 meals / week plan + \$375 "Bonus Dollars" \$1,600.00
- 14 meals / week plan + \$125 "Bonus Dollars" \$1,515.00
- 14 meals / week plan + \$250 "Bonus Dollars" \$1,600.00

### **Upperclassmen Resident Student Meal Plans Only:**

- 8 meals/week plan + \$200 "Bonus Dollars" \$1,195.00
- 10 meals/week plan + \$125 "Bonus Dollars" \$1,195.00

### **Commuters and Campus Apartments – Meal Plans (Optional):**

- 50 meals throughout the semester + \$300 "Bonus Dollars" \$550.00
- "550" Dining Dollars account \$550.00

"Bonus Dollars" is a declining balance account that allows you to make purchases at Bert's Cafe, Starbucks, Simply to Go and to buy meals for friends or family in Campus Dining by paying a "guest rate". "Bonus Dollars" does not carry forward from semester to semester.

Campus dining continually strives to put the customer first. We sincerely hope our efforts have made your life easier and that every interaction you have with our facilities, employees and services is a pleasant one. If a customer misplaces or loses his/her meal card, the Braves One Card Office should be contacted immediately. If the original card is not recovered the student must pay a nonrefundable fee for a new card. These cards, as well as replacements, can be obtained from the Braves One Card Office, Auxiliary Services Building, Monday through Friday, 9:00 am-4:00 pm.

Martin Luther King and Labor Day are holidays. Campus Dining hours will be: Lunch 11:30 am - 1:00 pm, Dinner 5:00 pm - 6:30 pm.

**Inclement Weather** - Dining services will provide food service during extreme weather with modified service.



textbooks that have been written in, had the plastic removed, or have been damaged in any way. No refunds will be given on course pack materials or digital textbooks. Textbooks purchased after the seventh day of the Fall or Spring semesters or after the third day of a Summer I or II semester are considered FINAL SALES and no refunds will be given.

Students who drop a course may return their books within 48 hours after the course is dropped, provided the Bookstore has not started processing returns. A copy of the student's detail schedule that reflects the dropped course and a receipt is required. Returns processing starts four weeks after classes begin in the fall and two weeks after classes begin in the summer sessions.

**General Merchandise** may be returned for a full exchange up to two weeks from the date of purchase **provided that it is accompanied by a cash register receipt**. Exceptions: there are no refunds on magazines, technology products, opened ink cartridges, gift cards, iTunes cards, clearance merchandise, special orders or products marked "no returns."

**Computer software** cannot be returned once the package has been opened.

### Check-Cashing Policy

Checks will be cashed at the Bookstore when the following conditions are met:

1. Current student identification card is presented.
2. Payment is made in US dollars.
3. The check presented is \$100 or less and made out to the UNCP Bookstore.

A service charge of \$25 US dollars will be assessed for any returned check. For the first returned check you will receive a warning. At that time the check plus the service charge must be paid immediately. If a second check is returned, you will lose your check-cashing privileges for the remainder of the academic year.

### Book Usage Policy

EACH PROFESSOR WILL HAVE THE RIGHT TO SELECT TEXTBOOKS FOR EACH COURSE HE OR SHE TEACHES, SUBJECT TO UNIVERSITY REGULATIONS:

1. Textbooks selected will be retained for a minimum of one regular term semester.
2. It is permissible to use different textbooks where multiple sections of the same course are taught.
3. No professor is authorized to order textbooks other than through his/her department head and the Bookstore.

### Textbook Buyback

Three types of buyback services are offered at the UNCP Bookstore during the fall and spring semesters; Daily (wholesale), End-of-the-Semester (retail) and Online. Daily buyback services (wholesale) will start two weeks after classes have started and will end two weeks prior to the start of the end-of-the-semester buyback. End of the semester buyback services are offered during exam week. Online buyback services are offered for distance education students and can be accessed on the bookstore web page year round. Limited buyback services are offered throughout the summer. Summer buyback dates are advertised throughout campus and on the bookstore web page.

End of Semester buyback (or retail buyback) is offered at the end of the semester. During retail buy backs (End of Semester), books that are needed for the Bookstore are bought back at half of the purchase price. Books that are not needed by the Bookstore and have a wholesale value are bought at the wholesale value by a wholesale textbook company. Textbooks that have no value to either the Bookstore or the Wholesaler will not be bought back. Students will be required to present a student ID for all buyback transactions.

### Web Page

Students can access textbook information via the web page at [www.uncp.edu/bookstore](http://www.uncp.edu/bookstore).

## Mary H. Livermore Library

The Mary H. Livermore Library, as part of The University of North Carolina at Pembroke, subscribes to the goals of its parent unit and those of The University of North Carolina System. Its main function is to provide educational support for The University of North Carolina at Pembroke, and in attempting to provide such support, the Library secures, catalogs, and makes available informational resources relevant to the University curriculum. The Library assists the institutional instructional program by providing instruction in use of research tools and techniques and promotes scholarship by assisting faculty and students with research. The Mary H. Livermore Library serves as an information center and a center for cultural enrichment and stimulation locally and regionally. The Library also offers reference assistance, inter-library loan, self-service photocopying, typewriters and computers for student use, multimedia equipment and group study rooms, and a comfortable and reasonably quiet setting for study.

### Library Hours

| <b>Regular Sessions</b>               | <b>Between Semesters</b>  |
|---------------------------------------|---|
| Sunday ..... 2:00 pm-12:00 am         | Monday-Friday ..... 8:00 am-5:00 pm   |
| Monday-Thursday..... 7:30 am-12:00 am | Summer, holiday, and exam period hours vary and will be posted, along with any other changes, on the library website. |
| Friday ..... 7:30 am-11:00 pm         |   |
| Saturday..... 9:00 am-11:00 pm        |   |

The telephone number for the Circulation Desk is 521-6516; the Reference Desk number is 521-6656. Please consult the website at [www.uncp.edu/library](http://www.uncp.edu/library) to obtain additional library information and access to the library catalog, BraveCat.

The Library’s collection includes over 385,000 volumes, approximately 40,000 print and electronic serial subscriptions, government documents, and a growing collection of media items. The Library also subscribes to a number of electronic databases, including full-text ones. Staff members are ready to assist you in using the Library to help you get the most out of your studies. In the effort to maintain an atmosphere conducive to study, library staff asks that cell phone use be restricted to the outer lobby near the entrance to the Library.

## Campus Mail Center

The Campus Mail Center and student mailboxes are located at the front of the Auxiliary Services Building. Operating hours are from 8:00 am-5:00 pm, Monday-Friday. Package pickup and other postal services are provided at the mail center. Stamps can be purchased during normal business hours. Outgoing mail boxes are located in most academic and administrative buildings.

In addition to regular US postal service, the Campus Mail Center provides other services to students, staff, and faculty. These additional services include: certified, priority, insured, registered, and express US mail, as well as FedEx and UPS. Some services require an additional handling fee. The Braves Card, cash and personal checks are accepted; ATM and credit cards are not. Money orders are not available.

**CERTIFIED MAIL** must be first-class mail for which the sender wants written evidence of mailing. The envelope/package must be marked “Certified Mail.” If the sender wants written evidence of delivery, the piece of mail must also be marked “Return Receipt Requested.” Certified mail does not provide insurance. International mail cannot be certified; it must be sent by registered mail.

**PRIORITY MAIL** is first-class mail used to expedite items by 2-day service to most domestic and international destinations.

**INSURED MAIL** is used when the sender wants to insure a letter/package for a dollar value, ranging from \$1 to \$500. The parcel must be marked “Insured” with the value of the contents marked on the outside. A return receipt may be requested for written evidence of delivery. It is possible to insure third-and fourth-class mail for an additional charge.

**REGISTERED MAIL** is like certified mail, requires a delivery signature and provides a certain amount of insurance. Registered mail is most commonly used for international mail.

**EXPRESS MAIL** is available for the sender looking for 1 - 2 days delivery in the US and 3-5 days international delivery. The Campus Mail Center needs to receive this mail by 12:00 pm in order to ensure timely delivery. Please call the Campus Mail Center at extension 6210 or 6162 for additional information.

**FEDERAL EXPRESS (FedEx)** is an available courier service for overnight, 2nd Day delivery letters, packages or freight at FedEx’s published rate. An additional handling fee will be charged. The Campus Mail Center needs to receive this mail by 12:00 pm in order to ensure next-day delivery. Ask for details.

**UPS**– is an additional “express type” courier service offered at the Campus Mail Center. Overnight, 2nd - Day delivery letters, packages and freight are also available at UPS’ published rate. An additional handling fee will be charged. The campus Mail Center needs to receive this mail by 12:00 pm in order to ensure next-day delivery. Ask for details.

**A twenty-five dollar (\$25.00) deposit is required for all residential student mailboxes.** A mailbox will be assigned to each residential student and the key will be issued at the Campus Mail Center. A twenty-five dollar (\$25) replacement fee will be charged for each lost mailbox key. If a student withdrawals or transfers, the mailbox key must be returned within thirty (30) days to avoid losing the \$25 deposit.

**Example of how mail should be addressed to residential students:**

UNCP Residential Student Name  
 The University of North Carolina at Pembroke  
 UNCP Box (XXXX)  
 One University Drive  
 Pembroke, N.C. 28372-5099

Please use the student’s full name and correct mailbox number in addressing mail to ensure proper delivery. Failure to address mail correctly could delay delivery. If you have questions or need assistance, please call the Campus Mail Center at 521-6210.

**Division of Information Technology (DoIT)**

DoIT provides each student access to a number of technology services including BraveWeb campus services, and campus-based file storage. Also, individual students receive a BraveMail email account, SkyDrive Web Storage, and access to Office WebApps through Microsoft Live, which is integrated with BraveWeb. Students may also access specialized applications through UNCP’s Web-based Virtual Computing Lab. Access to all services is enabled through an individual network account created for each student when enrolled.

All students are required to activate their network accounts to use campus technology resources. Any student may activate his or her account in BraveWeb (braveweb.uncp.edu). The secret code that is needed to activate the account is in each student’s acceptance letter. These accounts are subject to compliance with the UNCP Acceptable Use Policy (AUP) and other policies. The AUP is available in its entirety at [www.uncp.edu/doit/policies/policy0103.html](http://www.uncp.edu/doit/policies/policy0103.html).

The Security Questions offered when activating one’s account should be answered thoughtfully as the answers are needed to change an expired or forgotten password without assistance from DoIT.

This individual username and password, once activated in BraveWeb, are used to access BraveWeb, campus-networked computers, campus file storage, BraveMail, SkyDrive, Office WebApps, Blackboard (the campus course management system), UNCPAirNet (the campus wireless network), the Virtual Computing Lab and registration for ResNet, UNCP's residential network.

### **Passwords**

Network passwords expire every 90 days and must be changed using BraveWeb at [braveweb.uncp.edu](http://braveweb.uncp.edu). Click on "Change Password" and follow the instructions. Passwords must be unique and may only be used once. If assistance is needed with changing a password, students must present their ID to the DoIT Helpdesk in Room 110 of the D.F. Lowry Building. Passwords will not be reset by phone or email without extensive identity verification per UNCP's Identity Verification Procedure.

### **Email**

UNCP email accounts are provided and activated through Microsoft's Live and may be accessed from any Internet-accessible computer. Accounts may be activated at [www.uncp.edu/doit/bravemail/](http://www.uncp.edu/doit/bravemail/). BraveMail is an official means of communication from the University to the students, and students are encouraged to read the email sent to their accounts regularly.

### **Computer Labs**

Computer labs are available throughout the campus. The labs located in academic buildings are available for student use whenever not in use for classes. The computer lab on the second floor of the Mary Livermore Library is available and staffed whenever the library is open. The 24-hour lab on the first floor of the James B. Chavis University Center is open 24 hours a day, seven days a week, whenever the campus is open unless otherwise posted. There are open computer labs in the lobbies of Oak and Pine Halls and at the Village Apartments. All students may use the Pine or Oak Hall labs during the hours that the reception desk is staffed: noon until midnight Sunday-Wednesday and until 1 a.m. Thursday-Saturday evening.

### **ResNet**

ResNet provides Internet access for students with their own computers in the residence halls, University Courtyard and the Village Apartments. For information on ResNet, see "ResNet, UNCP's Residential Computer Network," in Section IV of this document, or visit [www.uncp.edu/doit/resnet](http://www.uncp.edu/doit/resnet).

### **Wireless Devices**

All academic buildings have wireless access except for the Jones Athletic Building. Other buildings with wireless include Lumbee Hall, Pine, Oak, North and Belk residence halls, the James B. Chavis University Center, the University Center Annex, and portions of Jacobs Hall, including the Center for Academic Excellence. Wireless accessibility is also available in many outside locations including around the Mary Livermore Library and the James B. Chavis University Center.

### **Blackboard**

Blackboard ([blackboard.uncp.edu/](http://blackboard.uncp.edu/)) is the course management system used by UNCP to provide online resources and activities for traditional courses, and to teach hybrid and totally online courses. Students access Blackboard courses using their unique username and password that are used to access all other network services. Assistance is available for Blackboard usage 8 a.m. to 5 p.m., Monday-Friday at the DoIT Helpdesk in Room 110 of the D.F. Lowry Building, and via telephone at 910-521-6260 and email at [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu). Blackboard support by telephone and email is also available Monday-Friday, 5pm to midnight, Saturdays 9 a.m. - 6 p.m., and Sunday-Thursday, 3 p.m. to midnight.

## BraveWeb

BraveWeb provides access to a number of self-service applications allowing users to register for classes, check grades, see class schedules, review financial aid information, review charges and make payments for tuition and fees, apply for housing, control directory information, and set up insurance waivers. BraveWeb also provides access to activate both network and email accounts and to change passwords. Please see [braveweb.uncp.edu](http://braveweb.uncp.edu) for more information.

## Helpdesk

Helpdesk support for all other technology issues and problems is available 8 a.m. to 5 p.m., Monday-Friday at the DoIT Helpdesk in Room 110 of the D.F. Lowry Building, and via telephone at 910-521-6260 and email at [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu). Support is also available by telephone and email Monday-Friday, 5pm to midnight, Saturdays 9 a.m. - 6 p.m., and Sunday-Thursday, 3 p.m. to midnight. Assistance is also available in the computer lab on the second floor of the Mary Livermore Library.

## Student Technology Assistance

Students needing additional assistance in using computer applications should seek help at the Livermore Library Computer Lab. Individual, hands-on assistance as well as group training sessions are offered for students in various applications including Microsoft Office, graphic applications, Web development, statistical applications and a host of other topics. Assistance is available on a first-come, first-served basis.

## BravesOne Card (Student ID Card)

Your BravesOne Card is more than just your official UNCP student identification card. It is also your library card that you present in order to check out books, rent DVDs and borrow laptops and other items during your visit to the Mary Livermore Library.

If you receive an allowance to make purchases from the Bookstore by way of the Financial Aid Office, (i.e.: Loans, Grants, Scholarships or VA), your BravesOne Card makes this possible.

If you are a resident of North, Belk, Pine, Oak or Cypress Halls, your BravesOne Card provides entry. It also provides access to the Campbell Wellness Center, the Givens Performance Arts Center and athletic events.

Your BravesOne Card is capable of allowing access to all campus Dining facilities. After you have added funds to your flexible Braves Dollars Account, you may also use your card in the: Bookstore, Campus Mailroom, Printing Department, and the Hawk's Nest Game Room. It can also be used in select vending locations for: drinks, snacks, copying, printing, and to do laundry. For more information about adding funds to your BravesOne Card, vending capabilities, meal plan options, Bonus Points, Braves Dollars and Dining Dollars, please visit our Web site: <http://www.uncp.edu/bs/card/>.

BravesOne Cards are made from 8:00 a.m. to 5:00 p.m., Monday through Friday. We are located inside the Auxiliary Services Building, near the Mail Room.

If your BravesOne Card is lost, stolen or damaged outside of normal wear and tear, there is a twenty-five (\$25.00) replacement fee.

If you withdraw from the University, your ID card must be turned in to the Braves Card Office. The Braves Card Office contact number is 910.521.6845.

## Banking Access (24 hours)

A Cash Points bank machine provides 24-hour banking access. It is located next to the Chavis University Center (rear side). This machine is networked with American Express, Honor, Cirrus, Plus, Visa, MasterCard, and Discover.

## Safety and Health Policy

### Policy Statement

It is the policy of The University of North Carolina at Pembroke, to provide a safe and healthful environment; free from recognized hazards, which may cause serious injury to students, employees, and visitors. This is accomplished by maintaining a comprehensive safety, health, and environmental program, which involves all university employees.

The primary purpose of the Campus Safety Officer is to conduct safety inspections; identify and correct unsafe conditions; conduct safety training; provide consultative services to management on safety issues; prepare reports as required by state and federal agencies; investigate accidents to determine cause and take corrective action (risk management); and maintain a safe working and living environment for employees, students and visitors.

The University of North Carolina at Pembroke will conduct all of its activities in compliance with applicable standards, codes, regulations, and laws. Each and every person at the institution understands that safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

The University of North Carolina at Pembroke believes that its most valuable resource is the people who teach, learn, and work at this institution, and will do all that is reasonable to protect them.

## Campus Police and Public Safety

The safety and security of students, faculty, and staff is a primary concern at The University of North Carolina at Pembroke. All departments at the University engage in a continuing effort to keep our campus safe and secure. A truly safe campus can only be achieved through the cooperation of all members of the campus community.

### University Police

The University of North Carolina at Pembroke Police provide 24-hour-a-day patrol protection to the campus. UNCP police officers are vested with full law enforcement powers and responsibilities, identical to the local police or sheriff in your home community. Officers are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance.

Additionally, officers routinely share information with appropriate University officials concerning incidents and conditions on campus so that appropriate action can be taken. When a criminal violation is charged, the matter is sent to the criminal courts just as if a crime had been committed in your community. Violations of University rules, regulations and policies that are not criminal violations are routinely reported to the appropriate University officials. Violations of University regulations which are also violations of criminal law may result in a charge against the violator in the criminal courts and also action on the part of the University. In such cases the action on the part of the University and the action by the criminal courts are independent and neither depends on the outcome of the other.

### Motorist Assistance

Students, faculty, staff, and/or visitors on campus who find themselves in need of emergency vehicle service should call the University Police Department (521-6235) for assistance. Emergency supplies such as an air tank, jump cables, gas can, a device for unlocking automobile doors, and assorted tools are available.

### Campus Escort Service

The University Police provide an escort service aimed at pedestrian safety on campus.

The hours of operations are primarily from dusk until 12 midnight, but escorts are available upon request from midnight until dawn. To obtain an escort, a student should dial 521-6235.

## Emergency Telephone Service

The University Police Office has a modern communications system which allows the campus population the ability to contact officers directly 24 hours a day (521-6235). A telephone for emergency use only is located in the lobby of the Police Department on Faculty Row located directly behind the University Bookstore. There are twenty-six (26) additional Emergency Call Box telephones located at various sites on campus. These telephones are easily identifiable by the “Emergency” marking and blue strobe light mounted on top. To use these telephones, a caller must depress the call button and the telephone rings directly to the University Police. Police Dispatchers are available to dispatch officers to calls for service after 5 p.m. 7 days a week.

## UNCP Police Response to Missing/Endangered Person

It is the policy of the University Police Department to thoroughly investigate all reports of missing persons. Additionally, this agency holds that every person reported missing will be considered at risk until significant information to the contrary is confirmed. It shall be the policy of this agency to support and assist missing person investigations originating outside our jurisdiction. It should also be noted that there is no required waiting period for reporting a missing person. A person may be declared “missing” when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans, or routines.

- A. Residential Students are to be informed that he or she has the option to identify an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing.
- B. Residential Students, who are under 18 years of age and not emancipated individuals, are to be informed that the university is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- C. Residential Students are to be informed that the university will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined missing.
- D. Residential Students are to be informed that each of them have the option to confidentially identify an individual, and his or her telephone number(s), to be contacted by the institution not later than 24 hours after the time that the student is determined missing. The Office of Housing and Residence life will collect and maintain the confidential contact information. The student is responsible for ensuring that the contact information is up-to-date and accurate.

## Vehicle Parking and Registration

Each motor vehicle, including two-wheeled motor vehicles, driven or parked on the campus by any student must be registered in the Campus Police Traffic Office and must display a valid parking permit. Night students are required to register their vehicles. Certain lots are designated for **resident students only** and other lots are designated for **commuter students only**. Permits are renewable each August 15. Students must park in the appropriate lots. Fees are established annually and appropriate notification will be provided.

NC Senate Bill 627 requires all students to submit proof of motor vehicle insurance prior to purchasing a parking permit. In order to comply with this legislation students must provide the following: 1) Name of Insurance Company; 2) Policy Number of Insured; and 3) Certification that the insurance meets the minimum needs established by NC: \$30,000 for bodily injury to one person, \$60,000 for bodily injury to two.

It is a privilege, not a right, for a person to keep or operate a motor vehicle on the campus of The University of North Carolina at Pembroke. Each student must agree to comply with the traffic rules and regulations before keeping or operating a vehicle at UNCP. The University reserves the right to withdraw motor vehicle privileges from any person at any time.

All parking fines are due to be paid within fifteen (15) days of the issuance date, unless they are appealed within those fifteen days. If appealed, payment of assessments will not become due until notification of the Traffic Appeal Board to the person being assessed of its decision not to reverse the citation, at which time the payment must be made within fifteen (15) days. Information regarding the Traffic Appeal Board is contained in the Traffic Rules and Regulations booklet.

## Traffic Violations

Violations of traffic laws on the campus of the University (excluding parking violations) are violations of the motor vehicle laws of the State of North Carolina. All moving violations are processed through the state court system. After a citation has been issued, the matter is in the court system and cannot be resolved at the University. Conviction of a violation of the traffic law while operating a vehicle on the campus has the same effect on your driver's license as a conviction for the same offense on the public highway. The speed limit on campus is 20 mph on all public streets and 10 mph in parking areas and is enforced.

## Traffic Appeals Board

The Traffic Appeals Board is appointed each year by the Chancellor. The board consists of two students, one faculty and one staff member. The Board has the authority to review violations to determine whether or not a violation has been properly established. The Board has the authority to void or reduce any citation when a violation of the Campus Traffic Regulations is not shown, but does not act as a substitution for public authority when it applies.

## State Vehicle Usage Policy

In 1987, the N.C. Department of Administration adopted a policy which provides that only state employees may operate motor vehicles assigned to state agencies and universities by the Motor Fleet Management Division.

For purposes of vehicle assignment, a State employee is any individual working for the State of North Carolina for wages or salary. This means that the employee must be on the State payroll and be approved by the State Personnel Office in Raleigh; therefore, students may not drive Motor Fleet Management vehicles unless they are traveling in an official capacity for which they are compensated on The University of North Carolina at Pembroke's payroll.

University-owned vehicles, such as maintenance vehicles, maxivans, the athletic bus, and the Student Health Services station wagon, are not subject to this policy. The University does, however, require that a valid license be on file in the Physical Plant Office prior to a student driving one of the University-owned vehicles.

