ELIZABETH CITY STATE UNIVERSITY

TRANSFER STUDENT HANDBOOK

PARTNERS IN EDUCATION

Office of Transfer Advising and Resources
252.335.3474

WWW.ECSU.EDU/TRANSFERS
VISION STATEMENT

Elizabeth City State University, a constituent in The University of North Carolina System, will be the premier public institution serving northeastern North Carolina, providing affordable academic programs and services of exceptional caliber in a nurturing environment. The university will attract and retain a diverse and highly qualified faculty that will educate and lead our students to become productive members of a global and increasingly interdependent society. ECSU will continue to be a leading partner in enhancing educational and cultural opportunities and improving the economic strength in the region.

MISSION STATEMENT

As a constituent of The University of North Carolina, Elizabeth City State University offers baccalaureate, professional, and master’s degrees for a diverse student body. Our mission is to promote economic, social, and environmental progress for the people of northeastern North Carolina, the state, and the nation.

We achieve our commitment to the highest quality education by maintaining a rigorous focus on academic excellence through liberal arts programs and using innovative and flexible technology-based instruction models to enhance our signature areas: integrating technology with education, improving human health and wellness, and advancing the natural and aviation sciences.

Through teaching, research, and community engagement, the institution’s rich heritage and its current multicultural student-centered focus provide a firm foundation for its endeavors. It serves the needs and aspirations of individuals and society; producing graduates for leadership roles and life-long learning.
INTRODUCTION

At Elizabeth City State University (ECSU), we understand that transfer students are unique and have diverse needs. The Office of Transfer Advising and Resources (OTAR) is charged with assisting and supporting transfer students as they transition to ECSU. All transfer students are encouraged to utilize this office as their first point of contact and gateway to services while attending the university.

In an effort to maximize efficiency and respect your busy schedule, we encourage applicants to make appointments so that our service will meet your needs. We look forward to helping you achieve your goals and make the most of your experience at ECSU.
Getting Started at Elizabeth City State University

ADMITTANCE TO ECSU

• Submit an electronic application to ECSU.
• Submit the $30 non-refundable fee.
• Have official transcripts from each college or university attended sent to the Office of Admissions.

Applicants must also meet all minimum transfer requirements.
• Only courses with a grade of C or higher from an accredited institution are considered transferable.
• ECSU does not accept transfer credit from challenge examinations or for course work where grades of Pass/Fail (P/F) have been given.
• If under the age of 24 on the first day of enrollment, the student must have completed the Minimum Course Requirement (MCR) prior to high school graduation or have completed six (6) transferable credit hours in each of the following: English, Math, Science, Social Science and Foreign Language at the college level.
• ECSU will transfer no more than 64 semester hours (SH) earned at a two-year institution.

Enrollment application deadlines:
Fall (May 1)   Spring (December 1)   Summer (May 15)

Please Visit www.ecsu.edu/admissions/transfer/requirements.cfm
FINANCIAL AID

• Complete a Free Application for Federal Student Aid (FAFSA). All students must submit a FAFSA and list our School Code 002926 before we can offer financial assistance. Students who complete the application process by March 1 will be considered first in the award process. Certain grants and scholarships may not be available to students who apply after that date.

FINANCIAL AID DEADLINES

Priority Funding (March 1)
Final Deadline (June 15)

• Provide additional information if requested. Some students will be required to complete the process of Verification. Verification is the process in which OSFAS must verify that the information on the FAFSA is accurate. If you are selected for Verification, you must complete the Verification process before any awards will be finalized. Please make sure that your full name and student ID number is included on all documents that are submitted to our office.

• Review your Award Offer. Award letters will be mailed out to entering students. Returning students can expect their award notifications to be available on Self Service Banner (SSB) by April 1st. Please visit www.ecsu.edu/financialaid

Types of Financial Aid

• Scholarships
  - ECSU Foundation Scholarships
  - UNC Transfer Campus Based Scholarship
  - Departmental Scholarships

• Grants
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Federal Teacher Education Assistance for College and Higher Education Grant (TEACH)
  - North Carolina Education Lottery School (ELS)
  - UNC Need Based Grant (UNCIG)

• Work
  - Federal Work-Study Program
ACADEMIC ADVISING

• To review your admittance packet, set an appointment with the OTAR Transfer Advisor at transfer@ecsu.edu or by calling 252-335-3474.
• The Transfer Advisor will review your transfer credits and course equivalencies for General Education courses and provide you with a curriculum guide for your selected major.
• You will review your plan of study during the advisement session, plan your schedule, and register for classes.
Please visit www.ecsu.edu/admissions/transfer/credits.cfm

COMMUNITY COLLEGE ARTICULATION AGREEMENTS

Transfer articulation agreements establish binding partnership agreements between two-year community colleges and four-year institutions in order to simplify the transfer process. The transfer agreement outlines the specific major and courses a student completes at the community college that will transfer to a four-year institution. By following the transfer student curriculum guide, students are able to complete their two-year degree at the community college with courses that transition into the four-year degree of their major.

Please visit www.ecsu.edu/admissions/transfer/articulationagreements/index.cfm

REGISTRATION

• Pay your tuition and fees. Students who do not make payment in full or arrangements on their outstanding balances are subject to class cancellations.
• Payment options are available. (1) Credit card payments (Online) are available by logging onto Self Service Banner (SSB) with your Banner ID and Pin. (VISA, MasterCard, Discover, or American Express). (2) Electronic check payments (Online) can be made by using a checking or savings account by entering pertinent banking information. (3) Mail your check or money order along with an electronic bill to Elizabeth City State University, Cashier’s Office, 1704 Weeksville Road, Campus Box 950, Elizabeth City, NC 27909
• Include your full name and student ID number.
• Make sure you are cleared through Student Accounts.
• Purchase and/or rent your textbooks and supplies.
• Purchase your ECSU official parking decal and validate your ECSU student ID.
Please visit www.ecsu.edu/administration/business/studentaccounts/paying.cfm
TECHNICAL SUPPORT

• E-mail account
  Check the “student e-mail directory” to determine if your e-mail account exist. If not, apply online once you have been admitted to ECSU at Please visit www.ecsu.edu/administration/it/requestemailaccount2.cfm Visit “E-mail Help” if you need further assistance logging on.

• Blackboard
  Log in at http://ecsu.blackboard.com and follow instructions on the screen. Call 24/7 Blackboard Helpdesk @ 1-866-321-7157 to have your password reset.

• Distance Education
  Go to the Class Schedule via Self Service Banner (SSB) and search by Term (fall, spring, summer).

• Self Service Banner (SSB)
  Visit Self Service Banner at www.ecsu.edu You will need to secure your nine-digit ID code and Password from the OTAR Transfer Advisor or the Registrar’s Office (252-335-3300, option 1) for access. REMEMBER: Always log off your accounts when finished. Never share your account passwords.

• Computer Technical Specifications
  Minimum computer specifications are required for successful participation in Distance Education. Please visit www.ecsu.edu/academics/offices/distanceeducation
HONORS PROGRAM

Mission
The Honors Program is designed to provide an enhanced and supportive learning environment for academically gifted undergraduate students. The mission will be accomplished through active involvement of faculty recognized for their excellence in teaching small seminar Honors Seminars and opportunities for research. The Honors Program shall be a unit with its own budget and a Director who is administratively responsible to the Vice Chancellor/Provost through the Associate Vice Chancellor for Academic Affairs. The Director shall work in close cooperation with the Honors Council to establish and review policies and procedures for the Honors Program.

Objectives:
The Honors Program is designed to challenge students with high academic potential at an accelerated rate and to provide them with exposure to a wide variety of in-depth academic, social, cultural, and international experiences. The Honors Program is committed to fostering achievement at superior levels so that by graduation students will:

- Develop a unified program of rational and creative thinking, writing, verbal, and reading skills through the colloquial concept in an effort to improve students’ skills;
- Promote Honors seminars designed to facilitate dialogue between Honors students and faculty without the pressure of grades;
- Participate in career workshops for Honors students in a variety of fields;
- Arrange internships in cooperation with the Cooperative Education Program, International Program, and academic departments;
- Enhance the overall quality of the university’s academic programs and the academic climate of the Institution; and
- Provide international study and travel experiences.

GRADUATION HONORS

Graduation Honors Policy
Degrees with distinction are awarded to graduating seniors in the following categories:

- Cum Laude for GPA 3.25 through 3.59
- Magna Cum Laude for GPA 3.60 through 3.79 (No grade below “C”)
- Summa Cum Laude for GPA 3.80 through 4.0 (No grade below “C”)

To eligible for degrees with distinction, a student must have earned at least 60 semester hours in residence at Elizabeth City State University. The student must also have the required overall average in all course work attempted and at least a 3.0 average in all transfer courses.

Any decision about Graduation Honors not stated above is to be addressed by the Academic Standards and Credits Committee.
LIBRARY RESOURCES

- Library databases can be accessed off-campus by students electronically via links on the Library's webpage at www.ecsu.edu/library/index.cfm. Students will be required to log on to a proxy server.
- Library books may be requested by off-site students via the online Distance Education Book Request Form and sent by US Mail. Students are responsible for the return of library books.
- Library only catalog (Symphony eLibrary) is available via the Library webpage. Renewals are done electronically using the Banner ID and PIN numbers.

For Information Literacy and Distance Education Learning contact:
Ms. Amy Bondy, The ILDEL Librarian
G.R. Little Library
252.335.8741
aesbondy@ecsu.edu

STUDENT AFFAIRS

Career Services
The Office of Career Services provides current students and graduates with on-going career employment skills training, career information, and management tools. Services offered include: Career Development Resources; Career E-Books; Company, Industry, and Profession Overviews; Internship Database; Community Discussion Boards; Career Advice, Articles, and Videos.
www.ecsu.edu/students/studentaffairs/careerservices/careerinsider.cfm

Student Health Services
Transfer students taking more than four credit hours on campus are required to submit a completed Report of Medical History Form AND an immunization record (General Statues 130A-152). Form deadlines: fall enrollment, July 15; spring enrollment, December 4; summer enrollment, May 1.

Services provided include diagnosis and treatment of general and acute medical problems, allergy injections, immunizations, HIV testing and counseling, laboratory services and limited pharmaceuticals.

Hours of Operation

<table>
<thead>
<tr>
<th>Student Health Services:</th>
<th>Monday – Friday</th>
<th>8:00 a.m. – 5:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician’s Hours:</td>
<td>Monday – Wednesday</td>
<td>10:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Thursday’s</td>
<td>10:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday’s</td>
<td>10:00 a.m. – 1:00 p.m.</td>
</tr>
</tbody>
</table>

Notify the Residence Director or Campus Police at 252-335-3266 during off hours.
STUDENT AFFAIRS

Counseling and Testing
Counselors provide personal, social, career, and spiritual counseling to assist students in their adjustment to the demands of college life. We strive to help students set and achieve goals and work towards maintaining a positive and healthy outlook. For services available visit: www.ecsu.edu/students/studentaffairs/counselingtesting.cfm

Disability Services
In accordance with section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act 1990 (ADA), ECSU offers services through it Center for Special Needs Students. Contact the Coordinator at 252-335-3273 or www.ecsu.edu/students/studentaffairs/counselingtesting/nso/disabilities.cfm

EMERGENCIES

- Please visit ECSU Alert for emergency procedures and notifications at http://www.ecsu.edu/ecsualert/index.cfm
- The safety website also includes valuable information for your reference. Please visit http://www.ecsu.edu/safety/index.cfm
- If you are experiencing a life-threatening emergency, dial 911 or call Campus Security at 252-335-3266.

STUDENT RESPONSIBILITIES

It is the responsibility of all students to abide by all policies and procedures as outlined in the ECSU Student Handbook and ECSU Catalog. Please reference these publications for official information and guidelines.

ECSU Student Handbook:  www.ecsu.edu/students/docs/studenthandbook.pdf
ECSU Catalog:  www.ecsu.edu/academics/catalog.cfm
MAJORS, MINORS, AND CONCENTRATIONS

Bachelor of Arts
- Communication Studies
- English
- History
- Music
- Political Science
- Sociology

Bachelor of Arts, Teacher Licensure
- Art (Minor in K-12 Education)
- English
- History
- Music (Minor in K-12 Education)

Bachelor of Science
- Accounting
- Aviation Science
- Biology
- Business Administration
- Computer Science
- Computer Networking and Cybersecurity Technology
- Criminal Justice
- Engineering Technology
- Graphic Design
- Physical Education
- Mathematics
- Pharmaceutical Science
- Psychology
- Sports Management

Bachelor of Science in Education
- Birth – Kindergarten (BK)
- Elementary Education (K-6)
- Middle Grades Education (6-9)

Bachelor of Science, Teacher Licensure
- Biology
- Chemistry
- Mathematics
- Physical Education (K-12)

Bachelor of Social Work

Master's Program
- Master of Mathematics
- Master of Biology
- Master of School Administration
- Master of Elementary Education

Academic Concentration Options
- Biotechnology, Biophysics
- Biochemistry
- Management Information Systems
- Marketing
- Music Engineering & Technology
- Pre-Law
- Pre-Med
- Pre-Dentistry
- ROTC/Military Science
- and More
CAMPUS DIRECTORY FOR TRANSFER STUDENTS

Office of Academic Affairs 252.335.3291
Office of Transfer Advising and Resources 252.335.3474
Office of Admissions 252.335.8530
Financial Aid 252.335.3557
Registrar 252.335.3301
Student Accounts 252.335.3563
Counseling and Testing 252.335.3834
Student Life 252.335.3279
Library Services 252.335.8741
Distance Education/Technology Resources 252.335.3699
Health Information/Infirmary 252.335.3268
Campus Security 252.335.2973

Dr. Helen M. Caldwell School of Education and Psychology 252.335.3469
Walter R. Davis School of Business and Economics 252.335.3311
School of Arts and Sciences 252.335.3189
Graduate Programs 252.335.3947