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This booklet contains Course and Enrollment Information. This is the only enrollment information published, and it serves both degree seeking and non-degree seeking students. It contains general information and information specifically for each of the two groups of students. Please read carefully the information pertaining to you. Please refer to the website [www.ncsu.edu/registrar](http://www.ncsu.edu/registrar) for up-to-date information.

## STUDENT RIGHT-TO-KNOW DISCLOSURE

NC State Fall 2002 Freshman Graduation Statistics as of Fall 2008:

| Percent | Status   |
|---------|--|
| 71.5%   | Graduated from NC State  |
| 4.5%    | Transferred to and graduated from another UNC system institution |
| 3.2%    | Still enrolled at NC State                                       |
| 1.2%    | Still enrolled at another UNC system institution                 |

This data was collected from the University of North Carolina Office of the President. Information is provided pursuant to requirements of the Student Right-to-Know and Campus Security Act of 1990.

## VIOLATIONS

The use of MyPack Portal to alter any information of another person is a violation of the Student Code of Conduct and is subject to disciplinary action.

## DROP FOR NON-ATTENDANCE POLICY

Students enrolled in courses in the College of Management (ACC, BUS, EC) and the College of Humanities and Social Sciences will be subject to the following Drop for Non-Attendance Policy. This policy will apply to courses where student demand exceeds enrollment capacity. **DO NOT ASSUME YOU WILL BE DROPPED.** Students who intend to drop a course must officially drop through MyPack Portal or they maintain the financial and academic obligations associated with being registered.

By the second class/laboratory period or the fifth business day of the semester (whichever comes first) students who have not attended class or contacted the instructor regarding his/her absence may be dropped from the class roll. This drop will be initiated by the Associate Dean of the College upon the request of the instructor. The student may petition for readmission to the class if s/he has been dropped in error, or in the event of extenuating circumstances, provided the request is received by the tenth business day of the semester.

## INFORMATION AVAILABLE ONLINE

[www.ncsu.edu/registrar](http://www.ncsu.edu/registrar)



**MyPack Portal** - Access requires your Unity login ID with password.

To obtain your Unity login and password, please contact the Office of Information Technology at (919) 515-HELP (4357).

### Available in MyPack Portal:

- Enroll (register) in Classes
- View Class Schedule
- View eBILL
- View Grades
- View Full Transcript
- View Academic Totals
- View Degree Audit/Plan of Work
- Enrollment Verification
- Verify/Change Addresses
- Request Privacy Block
- Give Parent Access
- Tuition Surcharge

- Account Status
- Enrollment Date Lookup
- Progress Reports
- Comments and Questions

### Available from main website:

- Semester Calendars
- Advising Information
- Enrollment (Registration) Calendars
- Undergraduate Catalog
- Course Catalog (with descriptions)
- Graduation Information
- Suspension Information

|   |
|---|
| <b>2011 Fall TERM (SEMESTER) CALENDAR</b> |
|---|

NOTE: Dates in this publication are those that have been approved by appropriate agencies of the university at the time of publishing (October 2010). Changes may be announced in official university publications subsequent to this printing and maintained online at [www.ncsu.edu/registrar/calendars](http://www.ncsu.edu/registrar/calendars).

|           |         |             |  |
|-----------|---------|-------------|--|
| March     | 17      | Thursday    | Enrollment (Registration) begins for the 2011 Fall Term.   |
| August    | 17      | Wednesday   | First day of classes   |
| August    | 23      | Tuesday     | Last day to add a course without permission of instructor. Enrollment (Registration) closes for adds at 11:59 p.m. (After this day, adds processed in 1000 Harris Hall.)   |
| August    | 30      | Tuesday     | Last day to enroll (register) or to add a course. Last day to drop a course, or change from credit to audit with a tuition adjustment. Last day for undergraduate students to drop below 12 hours.   |
| September | 5       | Monday      | Holiday (Labor Day); university closed   |
| October   | 6-7     | Thurs - Fri | Fall break; no classes   |
| October   | 14      | Friday      | Last day to withdraw or drop a course without a grade at all levels. Last day to change from credit to audit at all levels. Last day to change to credit only. Last day to submit a First Year Course Repeat. Enrollment closes for Undergraduate and Graduate drops at 11:59 p.m.   |
| November  | 23 - 25 | Wed - Fri   | Thanksgiving Vacation for students; no classes   |
| November  | 24 - 25 | Thurs - Fri | Thanksgiving Holidays; university closed   |
| Nov - Dec | 28 - 2  | Mon- Fri    | Last week of classes. In order for students to complete semester projects, take lab tests, and prepare for final examinations, faculty members shall not give any tests or quizzes or assign any additional papers or projects during the final week of the semester. Exceptions to this policy must be approved in advance by the department head and the dean of the college involved. |
| December  | 2       | Friday      | Last day of classes  |
| December  | 5 - 6   | Mon- Tues   | Reading Days   |
| December  | 7 - 15  | Wed - Thurs | Final examinations   |
| December  | 17      | Saturday    | Fall Graduation Exercise   |
| December  | 26-30   | Mon-Fri     | Winter Holiday; university closed  |

## ENROLLMENT (REGISTRATION) & EXAM CALENDARS

### Enrollment Access

Enrollment (Registration) is controlled by specific window access or Enrollment Dates. Enrollment dates are divided for each undergraduate classification based upon total hours passed at the time of enrollment. Each student has an assigned specific day and time they are to enroll, which they need to check in MyPack Portal.

You cannot enroll before your Enrollment Date is scheduled. Access will be denied if you try to enroll earlier than the date indicated. Classification is based on your hours passed when your enrollment opens-- not at the end of the current semester. You may enroll anytime after your enrollment window opens. Students with past due debts or any "Holds" must be cleared by the Cashier's Office in 2005 Harris Hall to enroll.

Total hours passed is available through MyPack Portal. Window opening dates are available in this booklet and online at [www.ncsu.edu/registrar/calendars/index.html](http://www.ncsu.edu/registrar/calendars/index.html).

**Monday through Saturday**  
All day

**Sunday**  
1:00 p.m. to 12 midnight

Check online for MyPack Portal closing dates.

### Enrollment Dates

Your Enrollment Date is the specific day and time that you can begin registration for the upcoming semester. This is not a reserved time to meet with your advisor. You should meet with your advisor prior to your Enrollment Date. NDS students do not have assigned advisors and will gain access to Enrollment during the NDS Open Enrollment period.

**Students must check their Enrollment Date in MyPack Portal.** To view, log into MyPack Portal and go to: Student Self Service > Enrollment > Enrollment Dates. General start dates will be published in the Enrollment Calendar online: [www.ncsu.edu/registrar/calendars](http://www.ncsu.edu/registrar/calendars).

Enrollment dates are assigned 8a.m. – 4p.m., Monday through Friday. Enrollment Dates are determined by hours passed (not attempted hours).

| Classifications | Hours                    |
|-----------------|--------------------------|
| Seniors         | 92 - 121+                |
| Juniors         | 60 - 91                  |
| Sophomores      | 30 - 59                  |
| Freshmen        | *IP - 29                 |
|                 | <i>*IP = in progress</i> |

## EXAM CALENDARS

| Exam Times:                 | 8-11am   | 1 - 4pm   | 6-9pm   |
|-----------------------------|--|---|---|
| <b>Day and Date of Exam</b> | <b>Hours Class Actually Meets During Semester (Centennial Campus Times in Parenthesis)</b> |   |   |
| <b>Wed, Dec 7</b>           | 10:15 - 11:05 a.m. MWF<br>(10:40 - 11:30 MWF)  | 1:30 - 2:20 p.m. MWF<br>1:30 - 2:45 MW, WF, MF  | 6:00 - 7:15pm MW<br>(6:00 - 7:15pm MW)<br>(5:20 - 6:35 MW, WF, MF)<br>Common Exams<br>ST 311                            |
| <b>Thurs, Dec 8</b>         | 11:45 - 1:00 p.m. T H<br>(11:05 - 12:20 p.m. TH)   | 1:30 - 2:45 p.m. TH<br>(12:50 - 2:05 p.m. TH)   | 6:00 - 7:15pm TH<br>(6:00 - 7:15pm TH), (5:20 - 6:35 TH)<br>Common Exams<br>ACC 200                                     |
| <b>Fri, Dec 9</b>           | 11:20 - 12:10 p.m. MWF<br>(11:45 - 12:35 MWF)  | 3:00 - 3:50 p.m. MWF<br>3:00 - 4:15 p.m. MW, WF, MF<br>(2:20 - 3:10 p.m. MWF)   | Common Exams<br>MAE 206   |
| <b>Mon, Dec 12</b>          | 9:10 - 10:00 a.m. MWF<br>(9:35 - 10:25 a.m. MWF)   | 4:30 - 5:20 p.m. MWF<br>4:30 - 5:45 p.m. MW<br>(3:50 - 4:40 p.m. MWF)<br>(3:50 - 5:05 MW, WF, MF)<br>4:10 - 6:55 p.m. M or W or F | 6:00 - 8:45pm M<br>7:30 - 10:15pm M<br>Common Exams<br>PY 205, 208  |
| <b>Tues, Dec 13</b>         | 9:10 - 11:00 a.m. T or H<br>10:15 - 11:30 a.m. TH<br>(9:35a.m. - 10:50a.m. TH)             | 4:30 - 5:45 p.m. TH<br>4:10 - 6:55 p.m. T or H<br>(3:50 - 5:05 p.m. TH)   | 7:30 - 10:15pm T, 6:00 - 8:45pm T<br>(8:20 - 9:35pm TH)<br>Common Exams<br>ACC 210, 310, 311                            |
| <b>Wed, Dec 14</b>          | 8:05 - 8:55 a.m. MWF<br>(8:30 - 9:20 a.m. MWF)   | 12:25 - 1:15 p.m. MWF<br>(12:50 - 1:40 p.m. MWF)<br>(12:50 - 2:05 MW, WF, MF)   | 6:00 - 8:45pm W, 7:10 - 9:55pm W, 7:30 - 8:45pm MW<br>(6:50 - 8:05 MW, WF, MF)<br>(7:30 - 8:45pm MW) (8:20 - 9:35pm MW) |
| <b>Thurs, Dec 15</b>        | 8:30 - 9:45 a.m. TH<br>(8:05 - 9:20 a.m. TH)   | 3:00 - 4:15 p.m. TH<br>(2:20 - 3:35 p.m. TH)  | 6:00 - 8:45pm H, 7:10 - 9:55pm H, 7:30 - 8:45pm TH<br>(6:50 - 8:05pm TH) (7:30 - 8:45pm TH)                             |

The dates listed above are those that have been approved by the university at the time of publishing. This schedule is maintained online at [www.ncsu.edu/registrar/calendars](http://www.ncsu.edu/registrar/calendars).

## COORDINATORS OF ADVISING

Each college or department has a coordinator of advising who is responsible for: (1) assigning, training, and supervising faculty advisers; (2) providing up-to-date, printed course and curriculum information for advisers and students; (3) reassigning to another adviser any student who so requests; and (4) assisting any student who wants to major in the coordinator's area of study but is ineligible at the time to transfer into it. Students who have made a conscientious effort to contact their faculty adviser but are unable to do so, should consult with the appropriate coordinator of advising from the list below. The coordinator of advising should be able to assist advisees in obtaining (a) the information needed, (b) assistance in arranging a meeting with their adviser, or (c) assignment to a new adviser. In the absence of the coordinator of advising, consult the appropriate department head.

### Agricultural and Life Sciences

|   |              |        |                 |          |                           |
|---|--------------|--------|-----------------|----------|---------------------------|
| Agricultural Economics                    | A.W. Oltmans | 3304-A | Nelson          | 515-7727 | arnie_oltmans@ncsu.edu    |
| Agricultural Business Management          | A.W. Oltmans | 3304-A | Nelson          | 515-7727 | arnie_oltmans@ncsu.edu    |
| Biological Sciences Conc.                 | A.W. Oltmans | 3304-A | Nelson          | 515-7727 | arnie_oltmans@ncsu.edu    |
| Agricultural and Environmental Technology | S. A. Hale   | 108    | Weaver          | 515-6760 | andy_hale@ncsu.edu        |
| Agricultural and Extension Education      | J.L. Flowers | 218    | Ricks           | 515-1758 | jim_flowers@ncsu.edu      |
| Agriculture Science                       | D.B. Croom   | 13-D   | Ricks           | 515-1759 | barry_croom@ncsu.edu      |
| Extension Education                       | M. Kistler   | 210-C  | Ricks           | 513-2349 | mark_kistler@ncsu.edu     |
| Agricultural Education                    | E.B. Wilson  | 13-A   | Ricks           | 515-9441 | bwilson@ncsu.edu          |
| <b>Agromony</b>                           |              |        |                 |          |                           |
| Crop Science                              | J.F. Spears  | 2126   | Williams        | 515-4070 | jan_spears@ncsu.edu       |
| Soil Science                              | H.J. Kleiss  | 2321   | Williams        | 515-2643 | joseph_kleiss@ncsu.edu    |
| Animal Science                            | J.A. Moore   | 102    | Polk            | 515-3028 | jeannette_moore@ncsu.edu  |
| Applied Sociology                         | D.A. Curran  | 314-A  | 1911 Bldg       | 513-0438 | debra_curran@ncsu.edu     |
| Biological and Agricultural Engineering   | S.A. Hale    | 108    | Weaver          | 515-6760 | andy_hale@ncsu.edu        |
| Biochemistry                              | J.A. Knopp   | 128    | Polk            | 515-5683 | jaknopp@ncsu.edu          |
| Biological Science Conc.                  | W.C. Grant   | 2717-A | Bestian         | 515-3341 | bill_grant@ncsu.edu       |
| Entomology                                | J.R. Meyer   | 3320   | Gardner         | 515-1659 | johm_meyer@ncsu.edu       |
| Environmental and Molecular Toxicology    | C.S. Hofelt  | 1220   | Toxicology Bldg | 513-4893 | chris_hofelt@ncsu.edu     |
| <b>Environmental Sciences</b>             |              |        |                 |          |                           |
| Ecology Conc.                             | N.M. Haddad  | 120    | Clark           | 515-4558 | nick_haddad@ncsu.edu      |
| Economic Policy Conc.                     | A.W. Oltmans | 3304-A | Nelson          | 515-7727 | arnie_oltmans@ncsu.edu    |
| Environmental Soil Science Conc.          | H.J. Kleiss  | 2321   | Williams        | 515-2643 | joseph_kleiss@ncsu.edu    |
| Family and Consumer Sciences              | M. Stewart   | 512    | Brickhaven      | 515-1681 | marshall_stewart@ncsu.edu |
| Food Science                              | L.G. Turner  | 116-B  | Schuab          | 515-2093 | lynn_turner@ncsu.edu      |
| Genetics                                  | S.E. Curtis  | 3510   | Gardner         | 515-2292 | securtis@ncsu.edu         |
| Horticultural Science                     | B.H. Lane    | 114    | Kilgore         | 515-3189 | bryce_lane@ncsu.edu       |
| Microbiology                              | J.W. Brown   | 4558-A | Gardner         | 515-8803 | james_brown@ncsu.edu      |
| <b>Natural Resources</b>                  |              |        |                 |          |                           |
| Economics and Management Conc.            | A.W. Oltmans | 3304-A | Nelson          | 515-7727 | arnie_oltmans@ncsu.edu    |
| Soil and Water Systems Conc.              | H.J. Kleiss  | 2321   | Williams        | 515-2643 | joseph_kleiss@ncsu.edu    |
| Soil and Resources Conc.                  | H.J. Kleiss  | 2321   | Williams        | 515-2643 | joseph_kleiss@ncsu.edu    |
| Poultry Science                           | M. Williams  | 212    | Scott           | 513-0469 | mike_williams@ncsu.edu    |
| Zoology                                   | J.F. Gilliam | 122    | Clark           | 515-5978 | james_gilliam@ncsu.edu    |
| Agricultural Institute                    | B.M. Kirby   | 111    | Patterson       | 515-3248 | barbara_kirby@ncsu.edu    |

### Design

|                        |               |     |        |          |                              |
|------------------------|---------------|-----|--------|----------|------------------------------|
| Architecture           | R. Abrams     | 214 | Brooks | 515-8350 | robin_abrams@ncsu.edu        |
| Art and Design         | C. Cox        | 215 | Brooks | 515-8350 | chandra_cox@ncsu.edu         |
| Design Studies         | C. Cox        | 215 | Brooks | 515-8350 | chandra_cox@ncsu.edu         |
| Graphic Design         | S. Piedrafito | 215 | Brooks | 515-8350 | santiago_piedrafito@ncsu.edu |
| Industrial Design      | S. Piedrafito | 215 | Brooks | 515-8350 | santiago_piedrafito@ncsu.edu |
| Landscape Architecture | G. Bressler   | 214 | Brooks | 515-8350 | gene_bressler@ncsu.edu       |

### Education

|  |                |              |         |          |                          |
|--|----------------|--------------|---------|----------|--------------------------|
| Adult and Higher Education                       | D. Akroyd      | 310          | Poe     | 515-1745 | duane_akroyd@ncsu.edu    |
| Business and Marketing Education (Undergraduate) | E. Vasu        | 602-M        | Poe     | 515-1779 | ellen_vasu@ncsu.edu      |
| Business and Marketing Education (Graduate)      | J. Smith       | 528          | Poe     | 515-7533 | jimmy_smith@ncsu.edu     |
| Counselor Education                              | E. Gerler      | 520-C        | Poe     | 515-5975 | edwin_gerler@ncsu.edu    |
| Education, General Studies                       | B. Wingo       | 505          | Poe     | 513-2701 | brad_wingo@ncsu.edu      |
| Educational Administration and Supervision       | T. Alsbury     | 608 - M      | Poe     | 513-4321 | tom_alsbury@ncsu.edu     |
| Educational Research and Policy Analysis         | B. Serow       | 608-P        | Poe     | 515-1766 | robert_serow@ncsu.edu    |
| Elementary Education (Undergraduate)             | E. McIntyre    | 317          | Poe     | 513-4631 | erin_mcintyre@ncsu.edu   |
| Elementary Education (Graduate)                  | E. McIntyre    | 317          | Poe     | 513-4631 | erin_mcintyre@ncsu.edu   |
| English Education                                | R. Pritchard   | 402-C        | Poe     | 515-1784 | ruie_pritchard@ncsu.edu  |
| Foreign Language Education                       | K. Tharrington | 413          | Withers | 513-1458 | klharri@ncsu.edu         |
| Higher Education Administration                  | A. Jaeger      | 310-K        | Poe     | 515-6240 | audrey_jaeger@ncsu.edu   |
| Instructional Technology                         | E.S. Vasu      | 602-M        | Poe     | 515-1779 | ellen_vasu@ncsu.edu      |
| Mathematics Education                            | E. Williams    | 505 - D      | Poe     | 513-1062 | eileen_williams@ncsu.edu |
| Middle Grades Education (Undergraduate)          | J. Lee         | 402-D        | Poe     | 513-0126 | john_lee@ncsu.edu        |
| Middle Grades Education (Graduate)               | C. Pope        | 402-N        | Poe     | 515-1776 | carol_pope@ncsu.edu      |
| Reading Education                                | H. Spires      | Friday Inst. | Poe     | 513-8501 | hiller_spires@ncsu.edu   |
| Science Education                                | J. Park        | 326-C        | Poe     | 513-0859 | john_park@ncsu.edu       |
| Social Studies Education                         | M. Manfra      | 402-T        | Poe     | 515-2590 | meghan_manfra@ncsu.edu   |
| Special Education                                | D. Cullinan    | 528-G        | Poe     | 515-1778 | doug_cullinan@ncsu.edu   |
| Technology and Design Education (Undergraduate)  | T. Branoff     | 510-C        | Poe     | 515-1747 | ted_branoff@ncsu.edu     |
| Technology Education (Graduate)                  | W. DeLuca      | 510-F        | Poe     | 515-1750 | william_deluca@ncsu.edu  |
| Training and Development                         | T. Hatcher     | 310-M        | Poe     | 515-6246 | timothy_hatcher@ncsu.edu |

### College of Engineering

|                       |            |      |                     |          |                      |
|-----------------------|------------|------|---------------------|----------|----------------------|
| Aerospace Engineering | C. H. Tran | 3002 | Engineering Bldg. 3 | 515-7867 | cheryl_tran@ncsu.edu |
|-----------------------|------------|------|---------------------|----------|----------------------|

## COORDINATORS OF ADVISING

|  |                      |        |                      |          |                                 |
|--|----------------------|--------|----------------------|----------|---------------------------------|
| Biological Engineering                                 | S.A. Hale            | 108    | Weaver               | 515-6760 | andy_hale@ncsu.edu              |
| Biomedical Engineering                                 | L. Cartee            | 4016   | Engineering Bldg. 3  | 515-6726 | lacartee@ncsu.edu               |
| Civil Engineering                                      | M. Leming            | 203    | Mann                 | 515-7823 | leming@ncsu.edu                 |
| Chemical & Biomolecular Engineering                    | L. Bullard           | 2012   | Engineering Bldg 1   | 515-7455 | lisa_bullard@ncsu.edu           |
| Computer Engineering                                   | C. Townsend          | 232    | Daniels              | 515-5087 | cwt@ncsu.edu                    |
| Computer Science                                       | B.J. Adams           | 1204   | Engineering Bldg 2   | 513-7888 | barbara_adams@csc.ncsu.edu      |
| Construction Engineering and Management                | M. Leming            | 203    | Mann                 | 515-7823 | leming@ncsu.edu                 |
| Electrical Engineering                                 | C. Townsend          | 232    | Daniels              | 515-5087 | cwt@ncsu.edu                    |
| Environmental Engineering                              | M. Leming            | 203    | Mann                 | 515-7823 | leming@ncsu.edu                 |
| First Year Engineering                                 | B. Koehler           | 118    | Page                 | 515-3263 | koehler@ncsu.edu                |
|  | H. Queen             | 120    | Page                 | 515-3263 | haqueen@ncsu.edu                |
|  | M.C. Robbins         | 118    | Page                 | 515-3263 | mrobbins@ncsu.edu               |
| Industrial & Systems Engineering                       | A. Vila-Parrish      | 410    | Daniels              | 515-0605 | arvila@ncsu.edu                 |
| Materials Science and Engineering                      | C.M. Balik           | 3078-C | Engineering Bldg 1   | 515-2126 | balik@ncsu.edu                  |
| Mechanical Engineering                                 | C. H. Tran           | 3002   | Engineering Bldg. 3  | 515-7867 | cheryl_tran@ncsu.edu            |
| Nuclear Engineering                                    | L. Marshall          | 2102   | Burlington           | 515-5876 | lisa_marshall@ncsu.edu          |
| Paper Science and Engineering                          | M.V. Byrd            | 2205   | Biltmore             | 515-5790 | med_byrd@ncsu.edu               |
| Textile Engineering                                    | J. Joines            | 3251   | Textile              | 515-4188 | jeffjoines@ncsu.edu             |
| <b>Humanities and Social Sciences</b>                  |                      |        |                      |          |                                 |
| Communication  | S.P. Stallings       | 208    | Winston              | 515-9739 | stallings@social.chass.ncsu.edu |
| English  | S. Setzer            | 243    | Tompkins             | 515-4112 | ssetzer@unity.ncsu.edu          |
| Foreign Languages and Literatures                      | S. Navey-Davis       | 310    | Withers              | 515-9288 | navey@social.chass.ncsu.edu     |
| History  | K. Vickery           | 251    | Withers              | 515-9288 | kenneth_vickery@ncsu.edu        |
| <b>Interdisciplinary Programs (CHASS)</b>              |                      |        |                      |          |                                 |
| Africana Studies                                       | S. Smith-McKoy       | 107-C  | 1911 Bldg            | 515-0448 | ssmckoy@unity.ncsu.edu          |
| Arts Applications                                      | S. Spencer           | 226    | Withers              | 513-2216 | stephanie_spencer@ncsu.edu      |
| International Studies                                  | H. Braunbeck         | 301    | Withers              | 515-9320 | helga_braunbeck@ncsu.edu        |
| Self Designed  | S. Stallings         | 208    | Winston              | 515-9739 | stallings@social.chass.ncsu.edu |
| Science Technology and Society                         | W. Kinsella          | 201    | Winston              | 515-9736 | wjksel@ncsu.edu                 |
| Women's and Gender Studies                             | C. Pierce            | 453    | Withers              | 515-6219 | chris_pierce@unity.ncsu.edu     |
| Philosophy and Religion                                | C. Driscoll          | 434-B  | Caldwell             | 513-7846 | catherine_driscoll@ncsu.edu     |
| Political Science and Public Administration            | S.M. Carey           | 217    | Poe                  | 515-4469 | smcarey@social.chass.ncsu.edu   |
| Psychology   | A. Craig             | 639    | Poe                  | 513-4855 | abcraig@ncsu.edu                |
| Social Work  | S. Barnes            | 205    | 1911 Building        | 513-0480 | susie_barnes@ncsu.edu           |
| Sociology and Anthropology                             | B. Smith             | 364    | 1911 Building        | 513-0456 | wrs@gw.ncsu.edu                 |
| College Undeclared                                     | D. Leeder            | 106    | Caldwell             | 515-3638 | dara_leeder@ncsu.edu            |
| <b>Poole College of Management</b>                     |                      |        |                      |          |                                 |
| Admissions Advising                                    | Ms. Bonnie Yarboro   | 2150   | Nelson               | 515-5565 | bonnie_yarboro@ncsu.edu         |
| Undergraduate Advising                                 | Dr. Lauren Brown     | 2150   | Nelson               | 515-5565 | lauren_brown@ncsu.edu           |
|  | Ms. Michelle Koehler | 2150   | Nelson               | 515-5565 | michelle_koehler@ncsu.edu       |
|  | Mr. Andy Nowel       | 2150   | Nelson               | 515-5565 | andy_nowel@ncsu.edu             |
|  | Ms. Shannon Edward   | 2150   | Nelson               | 515-5565 | shannon_edward@ncsu.edu         |
|  | Ms. Debbie Anderson  | 2150   | Nelson               | 515-5565 | debbie_anderson@ncsu.edu        |
|  | Dr. K. Leigh Forell  | 2150   | Nelson               | 515-5565 | kleigh_forell@ncsu.edu          |
|  | Ms. Elizabeth Warren | 2150   | Nelson               | 515-5565 | elizabeth_warren@ncsu.edu       |
| <b>Natural Resources</b>                               |                      |        |                      |          |                                 |
| Environmental Technology                               | A.G. Kirkman         | 2018-B | Biltmore             | 515-6191 | adrianna_kirkman@ncsu.edu       |
| Fisheries and Wildlife, and Conservation Biology       | T. Litzenberger      | 2227   | Jordan               | 515-7581 | terrie_litzenberger@ncsu.edu    |
| Forestry, Environmental Resources, & Natural Resources | C. Moorman           |        | Turner House         | 515-5578 | chris_moorman@ncsu.edu          |
| Parks, Rec, and Tourism Management                     | G. Blank             | 5229   | Jordan II            | 515-7566 | gblank@unity.ncsu.edu           |
| Paper Science and Engineering                          | C.G. Vick            | 4004   | Biltmore             | 513-0350 | candace_goode@ncsu.edu          |
| Professional Golf Management                           | M.V. Byrd            | 2205   | Biltmore             | 515-5771 | med_byrd@ncsu.edu               |
| Sports Management                                      | R. Wade              | 4023-B | Biltmore             | 515-4515 | rob_wade@ncsu.edu               |
| Wood Products  | J. Casper            | 3033-B | Biltmore             | 513-0771 | jonathan_casper@ncsu.edu        |
|  | P. Peralta           | 1022-E | Biltmore             | 515-5731 | perry_peralta@ncsu.edu          |
| <b>Physical and Mathematical Sciences</b>              |                      |        |                      |          |                                 |
| Chemistry  | P.A. Brown           | 108-C  | Dabney               | 515-2546 | phil_brown@ncsu.edu             |
| Chemistry (first-year)                                 | J. Hawkins-Morton    | 115    | Cox                  | 513-2677 | jacqui_hmorton@ncsu.edu         |
| Marine, Earth and Atmospheric Sciences                 | C.J. Thomas          | 1113-B | Jordan               | 515-7776 | carrie_thomas@ncsu.edu          |
| Mathematics  | J.S. Scroggs         | 2108-B | SAS                  | 515-7817 | scroggs@math.ncsu.edu           |
| Physics  | J.M. Blondin         | 400-K  | Riddick              | 515-7096 | john_blondin@ncsu.edu           |
| PMU Undeclared   | J. Hawkins-Morton    | 115    | Cox                  | 515-6117 | jaqui_hmorton@ncsu.edu          |
| Statistics   | R. Woodard           | 5272   | SAS                  | 515-1938 | woodard@stat.ncsu.edu           |
| <b>Textiles</b>  |                      |        |                      |          |                                 |
| Associate Dean for Academic Program                    | W. Oxenham           | 3409   | Cent. Text. Comp     | 515-6573 | william_oxenham@ncsu.edu        |
| Director of Advising and Admissions                    | P.R. Dail            | 3405   | Cent. Text. Comp     | 515-1177 | dail@unity.ncsu.edu             |
| Associate Director of Advising and Admissions          | Liz Moran            | 3404   | Cent. Text. Comp     | 515-0030 | liz_moran@ncsu.edu              |
| Director of Academic Services                          | T.M. Langley         | 3408   | Cent. Text. Comp     | 515-1532 | teresa_langley@ncsu.edu         |
| Textile Engineering, Chemistry and Science             | J. A. Joines         | 3251   | Cent. Text. Comp     | 513-4188 | JeffJoines@ncsu.edu             |
| Textile and Apparel Technology Management              | K. Thoney            | 3330   | Cent. Text. Comp     | 515-6514 | kristin_thoney@ncsu.edu         |
| <b>Undergraduate Academic Programs</b>                 |                      |        |                      |          |                                 |
| First Year College                                     | J. Ambrose           | 311    | Park Shops           | 515-3037 | john_ambrose@ncsu.edu           |
| Transition Program                                     | C. McLean            | 239    | FYC Commons          | 515-8498 | carrie_mclean@ncsu.edu          |
| Office of Advising Support, Information, & Services    | F. Artis             | 211-E  | Park Shops           | 515-2125 | frankye_artis@ncsu.edu          |
| Academic Support for Student Athletes                  | R. McGraw            | 211- T | Park Shops           | 513-1724 | roxanna_mcgraw@ncsu.edu         |
|  | C. Leger             |        | Case Academic Center | 515-2464 | carrie_leger@ncsu.edu           |

## COURSE INFORMATION

### Information Subject To Change

This publication contains costs, policies, regulations and procedures in existence at the time it went to press. The university reserves the right to make changes at any time to reflect changes in cost affected by the state legislature, current board policies, administrative procedures, and applicable state and federal laws and regulations.

Courses may be changed or canceled based on demand. Classroom assignments may also be changed based on reasonable accommodations. Please refer to the copy of your schedule on MyPack Portal at [www.ncsu.edu/registrar](http://www.ncsu.edu/registrar).

### Online Course Listings

The Schedule of Courses is available online at [www.ncsu.edu/registrar/courses](http://www.ncsu.edu/registrar/courses). Courses are arranged alphabetically by departmental abbreviation (prefix) and numerically by course number. Classes have the time shown as the beginning and ending time of the class period; for example 8:05 to 8:55 MWF (Mon, Wed, Fri) or 10:15 to 11:30 TH (Tues,Thurs).

### Course Load

The maximum course load for undergraduate degree students is 21 credit hours in a semester and two courses plus a physical education course in a summer session. **Undergraduate students who want to enroll (register) for more than 18 credit hours in a semester must have their academic advisers complete the appropriate waiver from Registration and Records.** To carry more than the 21 credit hour maximum, students must obtain the approval of their academic advisers and of their college deans. Graduate students may carry a maximum of 15 credit hours. The maximum load for all nondegree students (UGS and PBS) is two academic courses, plus one physical education course.

The minimum course load for a full-time undergraduate degree student is 12 hours, except in their final semester when a lesser number is required for graduation. The minimum load for a full-time graduate student is 9 credit hours. In order to receive financial aid, a student must meet the minimum course load requirements of the appropriate funding agency.

### Course Level

Freshmen courses are numbered 100 - 199; sophomore courses are numbered 200 - 299; junior and senior courses are numbered 300 - 499. Courses numbered 500 - 600 are taught at the Masters level and most are available to advanced undergraduates. Doctoral courses are numbered 700 - 899. **Graduate courses numbered at the 500 and 700 levels are letter graded (A+ ... F), while 600**

**and 800 level courses are S/U graded.** Courses regularly letter graded (A+ ... F) may not be taken for S/U grading by graduate students. Courses numbered in the 900 series are open to College of Veterinary Medicine students.

### Footnotes

Some courses are shown in the Schedule of Courses with a note highlighting special restrictions or information. Please remember that you are responsible for being aware of these requirements when you enroll (register).

### Prerequisites

Many course sections have mandatory prerequisites which are listed in the course catalog. Each student is responsible for meeting the published prerequisites for each course requested. After each enrollment period, colleges and departments may review the completion of prerequisites of enrolled (registered) students. The academic units have the authority to administratively drop a student who has not fulfilled the published prerequisites.

Students should contact the department of the course they are interested in if they have any questions regarding the prerequisites.

### Grading Options

| Grade | Grade Pnts |
|-------|------------|
| A+    | 4 1/3      |
| A     | 4          |
| A-    | 3 2/3      |
| B+    | 3 1/3      |
| B     | 3          |
| B-    | 2 2/3      |
| C+    | 2 1/3      |
| C     | 2          |
| C-    | 1 2/3      |
| D+    | 1 1/3      |
| D     | 1          |
| D-    | 2/3        |
| F     | 0          |

| Grade | Definition                                  |
|-------|---|
| AU    | Audit                                       |
| CR    | Credit by examination or advanced placement |
| IN    | Incomplete                                  |
| IP    | In Progress                                 |
| LA    | Temporarily Late                            |
| NR    | No Recognition Given for Audit              |
| S     | Satisfactory                                |
| U     | Unsatisfactory                              |
| W     | Withdrawal/Late Drop                        |

[www.ncsu.edu/policies/academic\\_affairs/pols\\_regs/REG205.00.13.php](http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.13.php)

## ENROLLMENT (REGISTRATION) INFORMATION

### Continuing Degree Students

If you are a currently enrolled degree student, either undergraduate or graduate, you must enroll (register) using MyPack Portal. Students must meet with their advisor to have their Advising Hold released prior to their Enrollment Date.

### New Undergraduate and Graduate Degree Students

If you are a new undergraduate (freshman or transfer) or graduate degree student cleared for admission, you will complete enrollment (registration) using MyPack Portal. The enrollment process can be completed via the Internet at [www.ncsu.edu/registrar](http://www.ncsu.edu/registrar).

If you are a new undergraduate student (freshman or transfer), the coordinator of advising in your respective college will release your advising (enrollment) hold. A list of coordinators is provided on pages 5 - 6. If you are a new graduate student, you must contact the graduate administrator in your respective department to have your Advising Hold released. You should then enroll using MyPack Portal.

### Progress Toward Undergraduate Degree

As of fall 2006, all undergraduate degree-seeking students who entered either as first-time freshmen or transfers are subject to the Progress Toward Undergraduate Degree regulation. Failure to maintain compliance with the regulation will result in the student being placed on Progress Warning status and could result in the loss of status as a degree-seeking student. Progress Toward Degree is tracked with the Automated Degree Audit (ADA) located on MyPack Portal. For complete information see: [www.ncsu.edu/policies/academic\\_affairs/pols\\_regs/REG205.00.20.php](http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.20.php)

### Non-Degree Studies Students

If you are a student that is not formally admitted to a degree program, you would be categorized as a Non-Degree Studies student. This general classification is divided into two categories, **Undergraduate Studies student (UGS) or Post-Baccalaureate Studies student (PBS)**, depending on whether or not the student already has a baccalaureate degree.

These students are required to adhere to the academic standards, policies, and procedures, add/drop/withdrawal deadlines, etc., which apply to all NC State students. Also, non-degree students may enroll in any course provided they have satisfied any required prerequisites and the class is not restricted to degree students only. PBS students who seek advising may contact the Director of Graduate Programs for their area of interest. Additional requirements can be found online for both UGS and PBS students.

For an application or more information, visit the website at [www.ncsu.edu/nds](http://www.ncsu.edu/nds). You will be charged a \$50.00 nonrefundable fee at the end of the application.

### Distance Education Credit Courses (DE)

A number of NC State University courses are available off campus through DVD, cable TV, Internet, and live off-campus instruction. These courses provide academic credit toward

educational goals. Complete graduate programs are available as well as individual courses at all levels, in many disciplines. For additional information, please visit the Distance Education website at [www.distance.ncsu.edu/](http://www.distance.ncsu.edu/).

### Readmission of Former Degree Students

If you are a previously enrolled undergraduate degree student but did not attend the 2010 Fall Semester, you must complete a readmission application and have received an official notice of readmission before attempting to enroll (register). You will be charged a \$50.00 nonrefundable fee at the end of the application.

Graduate Students returning from a previously approved leave of absence at the approved time should contact their academic program department prior to attempting to enroll in classes. Graduate Students who have "stopped-out" without a prior approved leave of absence or are attempting to return in an academic term later than previously approved, must submit a new application to the Graduate School due to a break in residency and non-compliance with continuous registration requirements.

Readmission applications are online at [www.ncsu.edu/registrar/readmission/index.html](http://www.ncsu.edu/registrar/readmission/index.html). You should be aware that enrollment restrictions may be imposed at any time which may affect your readmission.

Once you have received your notice of readmission, you should enroll using MyPack Portal. You must have your advising hold released by the coordinator of advising in your respective college prior to enrollment.

### Students with Disabilities

Students desiring reasonable accommodations for their documented disabilities should contact the Disability Services Office (DSO), 3rd Floor First Year College Commons, 2751 Cates Ave., (919) 515-7653 (voice), (919) 515-8830 (TTY), website: [www.ncsu.edu/dso](http://www.ncsu.edu/dso).

### Veterans' Certification

Students eligible for Veterans' educational benefits while attending NC State are required to verify their attendance through the VA Certifying Official, 1000 Harris Hall, (919) 515-3048 or online at [www.ncsu.edu/veterans](http://www.ncsu.edu/veterans). Veterans should notify the VA Certifying Official immediately if their status changes (including change of major, addresses, or if any modifications are made to their schedules).

### Cooperative Registration Programs (Inter-Institutional)

Cooperative Registration Programs are available through Cooperating Raleigh Colleges and Inter-institutional Enrollment. Information and enrollment forms may be obtained from Registration and Records' website: [www.ncsu.edu/registrar/inter-institutional](http://www.ncsu.edu/registrar/inter-institutional), or in person at 1000 Harris Hall. Course enrollment (registration) or course withdrawal cannot be made using the MyPack Portal system.

## ENROLLMENT (REGISTRATION) PROCESS

### 1. Determine course requirements and release advising hold

#### Degree Students

Students should meet with their advisors prior to their Enrollment Date. Although it is your responsibility for planning your program and meeting degree requirements, advisors can offer valuable advise to help you achieve your goals. At your advising conference, your advisor will release your Advising Hold so you can enroll in courses during your Enrollment Date (check Enrollment Date in MyPack Portal).

#### Non-Degree Studies students

If you are a currently enrolled Non-Degree Studies student, you are already eligible for enrollment in courses and will begin during the designated NDS Enrollment time (see Enrollment Calendar). New and reentering Non-Degree students will be notified by Registration and Records via e-mail when their application is processed and they are cleared for enrollment

### 2. Plan your schedule and enroll (register) in courses

Work out a class schedule that has no time conflicts. List the

courses in priority order with all pertinent information for easy reference. You may find it desirable to list courses with the fewest sections first. You also need to prepare alternative courses just in case some classes are full. You may enroll through MyPack Portal using the instructions provided. If for any reason you are not eligible to enroll, you will be given an explanation. **Students with past due debts or any "Holds" must be cleared by the Cashier's Office in 2005 Harris Hall to enroll.**

### 3. Make your payment

Log in to MyPack Portal to view your eBILL. You are responsible for full payment of tuition, fees and all other debts to the university and for clearing all "Holds" by the due date on your bill. Failure to pay tuition, fees, and all other debts to the university and to clear all "Holds" may result in your schedule being cancelled. Do not assume your course(s) will be canceled. It is your responsibility to contact the Cashier's Office, determine your balance and due date, and pay even if you do not receive a bill. All e-mail contact from the university is defaulted to your NCSU provided unity account. To ensure proper mailing address, update your home/ mailing address through MyPack Portal.

## IMPORTANT ENROLLMENT (REGISTRATION) TERMS

**Wait List** - If you have placed yourself on a wait list, that day and time have been reserved in your schedule. **You cannot add another section of that course or another course that meets at the same day and time.** Wait listed hours will be included in tuition and fee charges. After the tuition due date, students who have not paid in full will be dropped from their courses. Seats opened by these cancelations will be filled by students on wait lists. Check for wait list drop date on Enrollment Calendar at [www.ncsu.edu/registrar/calendars](http://www.ncsu.edu/registrar/calendars).

**Variable Credit** - When a course is for variable credit you can choose how many credit hours you would like the course to be worth. Courses with variable credit show a number range for "Units" in the **CLASS DETAILS** section for the class. You will not be allowed to register for less than the minimum, more than the maximum, or a fraction of a credit hour.

**Scheduling Restrictions** - Departments may choose to limit the number of available seats. Enrollment requirements are published in the schedule of classes at the discretion of the department that offers the course. If students have questions about restrictions, they should contact the department that offers the course. A description of the class restrictions are available on the **ENROLLMENT INFORMATION** section and seats available for the class is listed in the **CLASS AVAILABILITY** section.

**Permission to Add** - For enrollment of courses that require instructor or departmental permission, the department teaching the course will either add you to the course online or issue you a **Schedule Revision Form** to be taken to Registration and Records, 1000 Harris Hall.

## ENROLLMENT (REGISTRATION) PERIODS

### Enrollment (March 17-July 18th, 2011):

Students are expected to enroll using MyPack Portal during the Enrollment period. A statement of tuition, fees and other outstanding debts will be sent via eBILL to the student's university e-mail address.

### Late Enrollment (July 19th - August 30th, 2011):

Students enrolling for the first time for the 2011 Fall Semester on or after July 19, 2011 will be assessed a \$100.00 Non-Refundable Late Enrollment Fee\*. Enrolling creates a financial

and academic commitment to NC State. Payment of tuition and fees will be requested at the time of enrollment.








**NOTE:** Enrolling for classes after the last day to enroll is strictly prohibited. After this day, students will need permission from the dean of their college and be subject to additional late fees.

**\*PBS, UGS, Inter-Institutional, new undergraduate and new graduate students are excluded from the late enrollment fee.**




## ENROLLMENT (REGISTRATION) INSTRUCTIONS

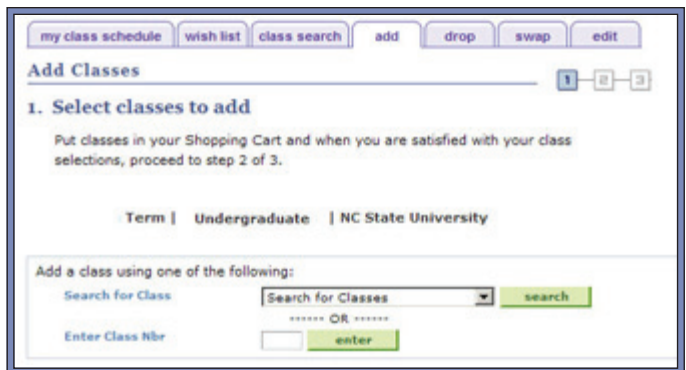
### Enrollment (Registration) through MyPack Portal: [www.ncsu.edu/registrar](http://www.ncsu.edu/registrar)

#### GET STARTED





-  Open [www.ncsu.edu/registrar](http://www.ncsu.edu/registrar) in your computer's web browser.
-  Click on the MyPack Portal icon.
-  Access to MyPack Portal requires a valid Unity ID and password.
-  If you do not know your Unity ID and password, contact OIT at (919) 515-HELP (4357).
-  Once you have entered your login and password, select Enrollment from the Enrollment menu under **Student Self Service** OR the **FOR STUDENTS** tab in MyPack Portal.
-  Access to Enrollment requires that you meet with your advisor. The advisor will release your **Advising Hold** so you will be eligible for enrollment during your assigned time. See your assigned appointment or enrollment time by clicking **Enrollment Date** in the navigation menu. Enrollment Dates are set just before the official enrollment period begins.
-  During your enrollment appointment, you may **Add a class** by entering the (4-5 digit) **Class ID Number** or, if you do not know this number, you can search for classes.

#### SEARCH USING ADD TAB

-  Select Search for Classes (on the Add tab page to add directly into schedule) and click **SEARCH**.
-  Enter the **Class Search Criteria**, which includes Course Subject, Number and Career.
-  Click **SEARCH**.







#### ADD

-  Choose the **Select a class** button to the right of the course information.
-  You will be prompted to select **Class Preferences**. Once all preferences are selected, click **NEXT**.
-  The course has now been added to your cart. To continue, click **PROCEED TO STEP 2 OF 3** to complete enrollment in the class.
-  You must confirm that you wish to enroll in the courses in your cart. Click **FINISH ENROLLING** to complete enrollment.

(continued on next page)








## ENROLLMENT INSTRUCTIONS (CONTINUED)

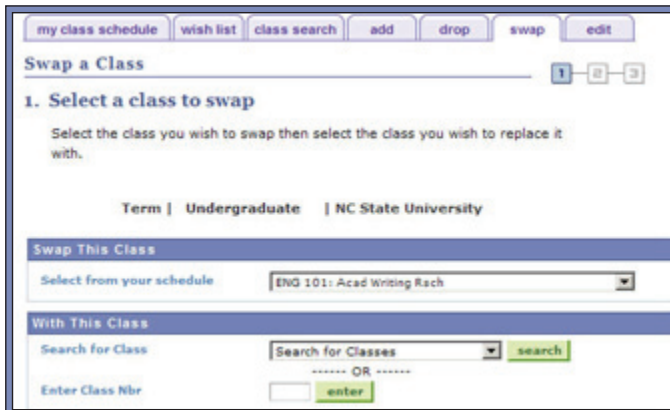
### DROP

-  Click the **drop** tab at the top and bottom of the screen.
-  Find the course listed in your schedule and check the Select box to the left of the course.
-  Click **DROP SELECTED CLASSES**.
-  Confirm that you wish to drop a course by clicking **FINISH DROPPING**.




### SWAP

*\*To swap labs or problem sessions, use the Edit tab. See Edit tab help at [www.ncsu.edu/registrar/guides/students/tutorials.html](http://www.ncsu.edu/registrar/guides/students/tutorials.html).*

-  Click the **swap** tab to see the **Swap This Class** and the **With This Class** menu boxes.
-  Select the course you want to drop from the drop down menu, **Select from your schedule**.
-  Under **With This Class**, you may enter the Class ID Number of the course you want to add (if you know it) OR select **Search for Class** and click **search**.
-  Select the **Course Search Criteria** and click **SEARCH**.
-  View the search results and select the class you wish to add by clicking **select class** button.
-  Review the **Enrollment Preferences** and click **NEXT**.
-  Confirm your selection and click **FINISH SWAPPING**.



### WISH LIST

-  Using the Wish List is **OPTIONAL**.  
Selecting courses from the Class Search tab at any time automatically places them into the Wish List.
-  This feature allows you to **plan** classes before your enrollment appointment opens by saving them in your cart.
-  A class saved in your cart is **NOT** added into your schedule until you complete the add steps and click **FINISH ENROLLING**.

For more information and tips on using the **Wish List**, please visit [www.ncsu.edu/registrar/guides/students/pdf/wishlist.pdf](http://www.ncsu.edu/registrar/guides/students/pdf/wishlist.pdf)

**NOTE:** To protect the privacy of your records, always **SIGN OUT** and close out your browser when you are finished.

## SCHEDULE REVISION

Once you have initially enrolled (registered), you may make schedule revisions (drop/add) anytime MyPack Portal is operational. You are encouraged to make your schedule changes as soon as you are aware that they need to be made. To ensure easy access to MyPack Portal, please make changes as early as possible. Please refer to the Term (Semester) Calendar for official schedule revision dates.

NOTE: Upon adding course work that results in an increased rate, students will be billed during the next Cashier's Office billing cycle. Refunds resulting from courses dropped will be mailed to the student's university correspondence address. The last day for a tuition adjustment is the same as the last day to enroll (register), add without departmental approval, drop or change to audit. Courses dropped after this date are not eligible for a credit or refund. Students who drop all of their courses after the start of the semester (i.e. withdraw) will receive refunds based on the Cashier's Office withdrawal schedule listed on pg. 13.

NOTE: The use of MyPack Portal to alter any information on another person is a violation of the Student Code of Conduct and is subject to disciplinary action.

### Adding Courses

Courses may be added during the first week of a semester without the permission of the instructor and during the second week with the permission of the instructor. In a summer session, courses may be added during the first two days and during the third and fourth days with permission of the instructor.

### Dropping Courses

Courses may be dropped without regard to course load during the first two weeks of a regular semester. **Dropping all of the courses for which you are enrolled (registered) after the start of the semester constitutes withdrawing from the university. (See Withdrawal From the University)**

### Full-Time Undergraduate Degree Students Dropping Courses During Weeks Three Through Eight

During weeks three through eight of a semester, a full-time undergraduate degree student who wishes to drop courses at any academic level and whose academic load would thereby fall below the twelve-hour minimum course load may do so only for documented medical reasons or other verified, unforeseen grounds of personal or family hardship as provided for under **Exceptions**. The minimum course load for undergraduate students is twelve credit hours except in their final semester when a lesser number may be taken if that is all that the student needs to fulfill graduation requirements. To receive financial aid, a student must meet the minimum course load requirements of the appropriate funding agency.

### Deadline for Dropping Courses

Except as provided in the paragraph above, courses may be freely dropped during the first eight weeks of a semester. Thereafter, no drops shall be allowed except for documented medical reasons or other verified, unforeseen grounds of personal or family hardship as provided for under **Exceptions**.

NOTE: For mini-courses normally offered for one credit during one-third of a semester, the drop period shall end at the middle of the second week of

that particular course regardless of whether it is offered at the beginning, middle, or end of a regular semester.

### Exceptions

**For undergraduate students**, exceptions to the drop policies above require the recommendation of the student's advisor (or the departmental coordinator of advising or the department head) and approval by the dean of the student's college. Students and advisors should check with the college dean's office concerning forms and procedures for requesting an exception.

**For graduate students**, exceptions to the drop policies require the recommendation of the chair of the student's advisory committee, the department head, approval by the dean of the students' college, and the dean of The Graduate School.

**For non-degree students**, exceptions to the drop policies must be handled through Registration and Records, 1000 Harris Hall.

## WITHDRAWAL FROM THE UNIVERSITY

Once the semester begins, students who wish to drop all course work for which they are enrolled must officially withdraw from the university. **Degree students do not use MyPack Portal.** Undergraduate and graduate degree students should contact the Counseling Center to initiate an official withdrawal. Dean's approval and even parental approval in certain cases may be required.

**Non-Degree Studies students should initiate withdrawal through MyPack Portal:** Student Self Service > Enrollment > Term Withdrawal to submit the withdrawal. NDS students with questions regarding withdrawal should contact Registration and Records.

After the close of the official drop period, withdrawals may only be granted for exceptional circumstances such as documented medical or hardship situations. The last day to drop a course with a refund or reduction is August 30th, 2011 at 11:59 p.m.

## Important Dates

|                   |   |
|-------------------|---|
| <b>August 23</b>  | <b>Last day to add a course w/o Instructor Permission.</b>  |
| <b>January 24</b> | <b>Last day to drop or change from credit to audit with a tuition adjustment.<br/>Last day to add a course.</b> |
| <b>March 14</b>   | <b>Last day for all students to drop a course.</b>  |

Available online at: [www.ncsu.edu/registrar/calendars](http://www.ncsu.edu/registrar/calendars)

## TUITION AND FEES

**DUE DATE IS FRIDAY, July 29, 2011**

You are responsible for full payment of tuition, fees and all other debts to the university and for clearing all "Holds" by the July 29, 2011 deadline or your schedule may be canceled. **NOTE: View your Current Balance and Account Summary via MyPack Portal. It is your responsibility to pay even if you do not receive a bill.** Do not assume your course(s) will be cancelled. You must follow official procedures to drop any or all courses in order to avoid further financial and academic obligations. For more information about tuition, fees, billing, and withdrawals, please visit the Cashier's Office website ([www.fis.ncsu.edu/cashier](http://www.fis.ncsu.edu/cashier)).

All Non-Degree Undergraduate Studies (NDS-UGS) students are charged at the undergraduate rate. Post-Baccalaureate Studies (NDS-PBS) students who enroll in 100 - 400 level courses only are also charged at the undergraduate rate. PBS students who enroll in any 500 - 800 level courses are charged at the graduate rate for all courses for which they are registered.

**NOTE: The tuition rates for Fall 2011 have not been approved by the N.C. General Assembly and are subject to change. Current rates and additional information about other tuition rates and fees can be found online at [www.fis.ncsu.edu/cashier/tuition](http://www.fis.ncsu.edu/cashier/tuition). Student account and billing information is also available online via MyPack Portal and may be printed for your convenience.**

## SPECIAL RATES

### Distance Education Rates

The tuition and fee charges for Distance Education courses are **NOT** included in the on-campus tuition and fees rates listed above. Distance Education tuition and fee charges are determined separately, based on Distance Education course level. **ALL** Distance Education courses are identified with a 600 section number. Certain web/Internet based courses are considered on-campus for tuition and fee charges. You should verify the section number when registering. Distance Education course offerings, tuition and fee schedules, etc. are available by phone at (919) 515-9030 or online at <http://distance.ncsu.edu/tuition/index.html>.

### Tuition Waivers:

There are special tuition and fee rates for both Faculty/Staff of NC State University and North Carolina residents over the age of 65. Please visit the Cashier's Office website at [www.fis.ncsu.edu/cashier/faculty/waiver\\_info.asp](http://www.fis.ncsu.edu/cashier/faculty/waiver_info.asp) for complete information and application.

**Additional information about other special rates and fees can be found online at [www.fis.ncsu.edu/cashier/tuition](http://www.fis.ncsu.edu/cashier/tuition).**

## REFUND POLICY

### Reduction in Hours

The last day to drop to receive a reduction in rates or refund is August 30, 2011. This is also the last day for graduate students to change one course to Audit to receive a reduction in rates. *(Graduate students may audit one on-campus course at no cost when paying for at least one other on-campus course).*

### Official Withdrawals

Refunds for official withdrawals from NC State University are prorated and no refunds are made for official withdrawals after 50% of the enrollment period. Refunds will be made via direct deposit or mailed to the students' home/ mailing address as listed with Registration and Records.

Students withdrawing under extenuating circumstances may file an application for refund. The deadline for filing a fee appeal refund application for Fall 2011 is December 15, 2011.

### 2011 Fall Semester Withdrawal Schedule

| Withdrawal Date                       | Refund |
|---------------------------------------|--------|
| On or before August 17, 2011          | 100%   |
| August 18, 2011 - August 30, 2011     | 90%    |
| August 31, 2011 - September 14, 2011  | 50%    |
| September 15, 2011 - October 14, 2011 | 25%    |
| On or After October 15, 2011          | 0%     |

An administrative charge of 5% of the total tuition and fee, room rent, and meal plan charges not to exceed \$100 will be charged for all withdrawals.

Students expecting refunds should sign up for Direct Deposit. Log into MyPack Portal and under your Student Account, click on the Direct Deposit Button. Allow 10 days for the request to process.

Financial Aid refunds post automatically after the funds are released. Non-Financial Aid Refunds are processed after the last day to register/add/drop.

# NC State University

## Campus Information

### IMPORTANT UNIVERSITY WEBSITES

|   |  |
|---|--|
| NC State University                       | <a href="http://www.ncsu.edu">www.ncsu.edu</a>                                     |
| Registration and Records                  | <a href="http://www.ncsu.edu/registrar">www.ncsu.edu/registrar</a>                 |
| Non-Degree Studies                        | <a href="http://www.ncsu.edu/nds">www.ncsu.edu/nds</a>                             |
| Advising and Information Services (OASIS) | <a href="http://www.ncsu.edu/oasis">www.ncsu.edu/oasis</a>                         |
| AllCampus Network                         | <a href="http://www.ncsuallcampus.com">www.ncsuallcampus.com</a>                   |
| Catalogs (Course & Undergraduate)         | <a href="http://www.ncsu.edu/registrar/guides">www.ncsu.edu/registrar/guides</a>   |
| Graduate School                           | <a href="http://www.ncsu.edu/grad">www.ncsu.edu/grad</a>                           |
| Scholarships and Financial Aid            | <a href="http://www.fis.ncsu.edu/financial_aid">www.fis.ncsu.edu/financial_aid</a> |
| Student Health                            | <a href="http://www.ncsu.edu/student_health">www.ncsu.edu/student_health</a>       |
| Transportation                            | <a href="http://www.ncsu.edu/transportation">www.ncsu.edu/transportation</a>       |
| Undergraduate Admissions                  | <a href="http://admissions.ncsu.edu">admissions.ncsu.edu</a>                       |
| University Cashier's Office               | <a href="http://www.fis.ncsu.edu/cashier">www.fis.ncsu.edu/cashier</a>             |
| University Dining                         | <a href="http://www.ncsu.edu/dining">www.ncsu.edu/dining</a>                       |
| University Housing                        | <a href="http://www.ncsu.edu/housing">www.ncsu.edu/housing</a>                     |
| Virtual Advising                          | <a href="http://www.ncsu.edu/advising_central">www.ncsu.edu/advising_central</a>   |

### IMPORTANT UNIVERSITY TELEPHONE NUMBERS

|                                |                |
|--------------------------------|----------------|
| Registration and Records       | (919) 515-2572 |
| Non-Degree Studies             | (919) 515-2572 |
| AllCampus Network              | (919) 515-3090 |
| Campus Police                  | (919) 513-3333 |
| Counseling Center              | (919) 515-2423 |
| Graduate Admissions            | (919) 515-2872 |
| Graduate Student Records       | (919) 515-2871 |
| Scholarships and Financial Aid | (919) 515-2421 |
| Student Health                 | (919) 515-2563 |
| Undergraduate Admissions       | (919) 515-2434 |
| University Career Center       | (919) 515-2396 |
| University Cashier's Office    | (919) 515-2986 |

## DEPARTMENTAL LOCATIONS

| Department   | Room & Building         | Department   | Room & Building                |
|--|-------------------------|--|--------------------------------|
| Accounting (ACC)   | 3102 Nelson             | Management (M)   | 2150 Nelson                    |
| Adult and Higher Education (EAC)                                 | 300L Poe                | Management Innovation and Entrepreneurship                   | 1350 Nelson                    |
| Aerospace Studies (AS)   | 133 Reynolds            | Marine, Earth and Atmospheric Sciences (MEA)                 | 1113 Jordan                    |
| Agricultural and Extension Education (AEE)                       | 211 Ricks               | Materials Science and Engineering (MSE)                      | 3000 Engineering Bldg. 1       |
| Agricultural and Resource Economics (ARE)                        | 3304 Nelson             | Science, Technology Engineering, Mathematics Education (EMS) | 326 Poe                        |
| Agricultural Institute (AGI)                                     | 100 Patterson           | Mathematics (MA)   | 2108 SAS                       |
| Agriculture and Life Science (ALS)                               | 111 Patterson           | Mechanical and Aerospace Engineering (MAE)                   | 3211 Broughton                 |
| Animal Science (ANS)   | 342 Riddick             | Microbiology (MB)  | 4510 Thomas Hall               |
| Anthropology (ANT)   | 334 - 1911 Building     | Military Science (MS)  | 145 Reynolds                   |
| Architecture (ARC)   | 214 Brooks              | Music (MUS)  | 203 Price Music Ctr            |
| Art and Design (ADN)   | 215 Brooks              | Natural Resources (NRE, NRP)                                 | 5229 Jordan                    |
| Molecular and Structural Biochemistry (BCH)                      | 128 Polk                | Naval Science (NS)   | 205-A Peele                    |
| Biological and Agricultural Engineering (BAE)                    | 100 Weaver Lab          | Nuclear Engineering (NE)                                     | 1110-B Burlington              |
| Biological Sciences (BIO)  | 2717 Bostian            | Nutrition (NTR)  | 218 Schaub                     |
| Bioinformatics (GB)  | 1500 Partners II        | Operations Research (OR)                                     | 439 Daniels                    |
| Biomathematics (BMA)   | 518 Cox                 | Paper Science Engineering (PSE)                              | 2105 Biltmore                  |
| Biomedical Engineering (BME)                                     | 2147 Burlington         | Parks, Recreation and Tourism Management (PRT)               | 4008 Biltmore                  |
| Biotechnology (BIT)  | 6102 Jordan             | Philosophy (PHI)   | 340 Withers                    |
| Business Management (BUS)  | 2350 Nelson             | Physical and Mathematical Sciences (PMU)                     | 116 Cox                        |
| Chemical & Biomolecular Engineering (CHE)                        | 2000 Engineering Bldg 1 | Physical Education (PE)                                      | 201 Carmichael Gym             |
| Chemistry (CH)   | 108 Dabney              | Physical Education-Health Studies (PEH)                      | 201 Carmichael Gym             |
| Civil, Construction and Environmental Engineering (CE)           | 208 Mann                | Physics (PY)   | 421 Riddick                    |
| College of Natural Resources (CNR)                               | 2018 Biltmore           | Physiology (PHY)   | 9-B Scott                      |
| Communication (COM)  | 201 Winston             | Plant Biology (PB)   | 2124 Gardner                   |
| Comparative Literature (CL)                                      | 310 Withers             | Plant Pathology (PP)   | 2510 Gardner                   |
| Computer Science (CSC)   | 3320 Engineering Bldg 2 | Political Science (PS)                                       | 211 Caldwell                   |
| Counselor Education (ECD)  | 520 Poe                 | Polymer and Color Chemistry (PCC)                            | 3250 Cen Textile Comp          |
| Crop Science (CS)  | 2207 Williams           | Poultry Science (PO)   | 203 Scott                      |
| Curriculum and Instruction (ECI) Undergrad                       | 520 Poe                 | Professional Golf Management (PGM)                           | 4023 Biltmore                  |
| Curriculum and Instruction (ECI) Grad                            | 602 Poe                 | Psychology (PSY)   | 640 Poe                        |
| Dance-Physical Education (DAN)                                   | 201 Carmichael Gym      | Public Administration (PA)                                   | 219 Caldwell                   |
| Design (D, DF, DDN)  | 225 Brooks              | Religion (REL)   | 340 Withers                    |
| Ecology (ECO)  | 120 Clark               | Social Work (SW)   | 205 - 1911 Building            |
| Economics (EC, ECG)  | 4102 Nelson             | Sociology (SOC)  | 334 - 1911 Building            |
| Education (ED)   | 204 Poe                 | Soil Sciences (SSC)  | 2234 Williams                  |
| Educational Leadership and Policy Studies (ELP)                  | 608 Poe                 | Sport Management   | 4004 Biltmore Hall             |
| Electrical and Computer Engineering (ECE)                        | 3114 Engineering Bldg 2 | Statistics (ST)  | 5109 SAS                       |
| Engineering (E)  | 118 Page                | Technology Education (TED)                                   | 510 Poe                        |
| Elementary Education (ELM) Undergrad                             | 317 Poe                 | Textile Apparel and Management (TAM)                         | 3245 Cen Textile Comp          |
| Elementary Education (ELM) Graduate                              | 317 Poe                 | Textile Engineering (TE)                                     | 3250 Cen Textile Comp          |
| English (ENG)  | 221 Tompkins            | Textile Technology (TT)                                      | 3245 Cen Textile Comp          |
| Entomology (ENT)   | 2301 Gardner            | Textiles (T)   | 3408 Cen Textile Comp          |
| Environmental Technology and Management (ET)                     | 2227 Jordan             | Toxicology (TOX)   | 1104 Toxicology                |
| Fashion and Textile Management (FTM)                             | 3245 Cen Textile Comp   | Undergraduate Academic Programs                              | 300 Park Shops                 |
| Financial Mathematics (FM)                                       | 2108-B SAS              | Academic Support for Student Athletes (ASPSA)                | Case Athletic Center           |
| Fisheries, Wildlife, and Conservation Biology (FW)               | Turner House            | Assessment   | 305 Park Shops                 |
| Food, Bioprocessing & Nutrition Sciences                         | 100 Schaub Hall         | Co-op Program (COOP)   | 312 Clark                      |
| Food Bioprocessing and Nutrition Sciences (FSA, FS)              | 100-B Schaub            | Environmental Sciences                                       | 2231 Jordan Hall               |
| Foreign Languages and Literatures                                | 310 Withers             | First Year College (FYC)                                     | 205 First Year College Commons |
| (FL, FLC, FLE, FLF, FLG, FLH, FLN, FLI, FLJ, FLP, FLR, FLS, FLK) |                         | First Year Inquiry (FYI)                                     | 300 Park Shops                 |
| Forestry and Environmental Resources (FOR)                       | 3119 Jordan             | New Student Orientation (NSO)                                | 204 Park Shops                 |
| Genetics (GN)  | 3510 Thomas Hall        | Office of Advising Support, Information & Services (OASIS)   | 211 T Park Shops               |
| Graphic Communications (GC)                                      | 510 Poe                 | Transition Program (TP)                                      | 211 F Park Shops               |
| Graphic Design (GD)  | 215 Brooks              | Undergraduate Course and Curricula                           | 300 Park Shops                 |
| Greek (GRK)  | 310 Withers             | Undergraduate Research                                       | 400 Clark Hall                 |
| History (HI)   | 350 Withers             | Undergraduate Tutorial Center (UTC)                          | 101 Park Shops                 |
| History of Art (HA)  | 350 Withers             | University Honors Program (UHP)                              | 219 Clark Hall                 |
| Horticultural Science (HS)                                       | 120 Kilgore             | University Pre-Law Services                                  | 211 P Park Shops               |
| Humanities and Social Sciences (HSS)                             | 106 Caldwell            | Veterinary   |                                |
| Immunology (IMM)   | Vet School              | Clinical Sciences (VMC)                                      | Vet School                     |
| Industrial Design (ID)   | 215 Brooks              | Comparative Biomedical Sciences (CBS)                        | Vet School                     |
| Industrial and Systems Engineering (ISE)                         | 400 Daniels             | Molecular Biomedical Sciences (VMA)                          | Vet School                     |
| Integrated Manufacturing Systems Engineering (IMS)               | 3223 Broughton          | Population Health and Pathobiology (VMF, VMM)                | Vet School                     |
| Interdisciplinary Studies (CHASS)                                |                         | Forest Biomaterials (FB)                                     | 2105B Biltmore                 |
| Africana Studies   | 106 - 1911 Building     | Wood Products (WP)   | 1022 Biltmore                  |
| Arts Applications  | 106 - 1911 Building     | Zoology (ZO)   | 127 Clark                      |
| International Studies  | 106 - 1911 Building     |  |                                |
| Self Designed  | 106 - 1911 Building     |  |                                |
| Science Technology and Society                                   | 106 - 1911 Building     |  |                                |
| Women's and Gender Studies                                       | 106 - 1911 Building     |  |                                |
| Landscape Architecture (LAR)                                     | 214 Brooks              |  |                                |
| Latin (LAT)  | 310 Withers             |  |                                |

**BUILDING ABBREVIATIONS**

| Abbreviation | Building                                   | Abbreviation | Building                             |
|--------------|--|--------------|--------------------------------------|
| BI           | Biltmore Hall                              | MRC          | Monteith Engineering Research Center |
| BM           | Bureau of Mines                            | N            | Nelson Hall                          |
| BOS          | Bostian Hall                               | NIN          | 1911 Building                        |
| BR           | Broughton Hall                             | OBR          | 219 Oberlin Road                     |
| BS           | Brooks Hall                                | OWN          | Owen Residence Hall                  |
| BTC          | Biomanufacturing Educ. and Training Center | PA           | Page Hall                            |
| BU           | Burlington Nuclear Labs                    | PH           | Peele Hall                           |
| BUT          | Butler Communication Building              | PK           | Polk Hall                            |
| CAC          | Case Athletic Center                       | PMC          | Price Music Center                   |
| CAL          | Caldwell Hall                              | POE          | Poe Hall                             |
| CFL          | Carter Finley Stadium                      | PPL          | Pulp and Paper Labs                  |
| CG           | Carmichael Gym                             | PS           | Park Shops                           |
| CH           | Clark Hall Infirmary                       | PT           | Patterson Hall                       |
| DC           | David Clark Laboratories                   | PT1          | Partner's I Building                 |
| DCA          | David Clark Laboratories Annex             | PT2          | Partner's II Building                |
| COL          | Reynolds Coliseum                          | RA           | Research Annex West A                |
| COX          | Cox Hall                                   | RB1          | Research Building I                  |
| DAB          | Dabney Hall                                | RD           | Riddick Engineering Labs             |
| DAN          | Daniels Hall                               | RDA          | Riddick Annex                        |
| DHL          | D.H. Hill Library                          | RE2          | Research Building II                 |
| DNX          | Design Annex                               | RI           | Ricks Hall                           |
| DSW          | D.S. Weaver Labs                           | RME          | Ruby McSwain Educational Center      |
| EC           | Erdahl-Cloyd Wing                          | SAS          | SAS Hall                             |
| EB1          | Engineering Building 1                     | SC           | Scott Hall                           |
| EB2          | Engineering Building 2                     | SFS          | Schaub Food Science Building         |
| EXE          | Executive Conference Center                | SHC          | Student Health Center                |
| FH           | Field House                                | SW1          | 2806 Hillsborough St. - Building 1   |
| FLB          | Flex Lab Building                          | SW2          | 2806 Hillsborough St. - Building 2   |
| FOX          | Marye Anne Fox Science Teaching Labs       | T            | Tompkins Hall                        |
| FYC          | First Year College                         | TEX          | Textile Building                     |
| GHL          | Grinnels Animal Health Labs                | TH           | Turner House                         |
| HA           | Harrelson Hall                             | TOX          | Toxicology Building                  |
| HLB          | Hillsborough Building                      | TPS          | Thomas Hall                          |
| HWP          | Hodges Wood Products Lab                   | TUC          | Tucker Residence Hall                |
| JOR          | Jordan Hall                                | VC1          | Ventures Center I                    |
| JHA          | Jordan Hall Addition                       | VC2          | Ventures Center II                   |
| KAM          | Kamphoefner Hall                           | VC3          | Ventures Center III                  |
| KI           | Kilgore Hall                               | VET          | Veterinary Medicine                  |
| LAU          | Language and Computer Labs                 | WI           | Withers Hall                         |
| LEE          | Lee Residence Hall                         | WMS          | Williams Hall                        |
| LEZ          | Leazar Hall                                | WN           | Winston Hall                         |
| MCK          | McKimmon Center                            | WSC          | Witherspoon Student Center           |
| MET          | Metcalf Residence Hall                     | WSL          | Winslow                              |
| MN           | Mann Hall                                  |              |                                      |