

# PART-TIME CLASSROOM STUDIES

## WHO CAN ENROLL?

Part-Time Classroom Studies (PTCS) is a limited enrollment program (no more than eight credit hours per semester) designed for local students who:

- have not yet earned a baccalaureate degree,
- have been away from a traditional school setting for at least one year

Students do not need to have previously taken college-level courses; however, students must demonstrate the capacity to cope with the demands of University life.

Full-time UNC-Chapel Hill employees are also eligible to apply. Please note that traditional students or students who have been denied full-time admission to UNC-Chapel Hill are not eligible for PTCS.

## HOW TO APPLY

- If you are claiming NC residency, you must submit a residency application with the North Carolina Determination Service (RDS) as soon as possible.
- Access the online application at [www.admissions.unc.edu](http://www.admissions.unc.edu).
- Pay the \$85 application fee (waived for returning students)
- If you are applying as a degree-seeking student, submit official transcripts from your high school and all previously-attended colleges and universities. Please note you must have maintained a 2.0 or higher cumulative GPA and be eligible to return to all previously-attended institutions.
- Continue to check your ConnectCarolina Student Center for updates. When your decision is ready, you must view it online and accept or decline your offer. Please allow one to two business days for matriculation and access to registration.

## FREQUENTLY ASKED QUESTIONS

### What courses may part-time students take?

There are a limited number of courses scheduled in the evening that are specifically for part-time students. Students can also take any regular undergraduate course for which they have met the prerequisites if there is room in the class. Students who wish to take graduate-level courses must obtain permission from the department offering the class.

### Are part-time students eligible for financial aid?

Financial aid may be available to degree-seeking students with documented need. Contact the Office of Scholarships and Student Aid to learn more. Non-degree seeking students are not eligible.

### I was a part-time student but have been away for more than one semester. How do I re-enroll?

Please submit a new PTCS application. The application fee is waived for returning students.

### I submitted my application, why can't I register?

View your MyUNC account. There may be a hold on your account, or we may need additional information to make a decision. Your To-Do List will show any materials you still need to submit.

## INTERESTED? LEARN MORE:

**Undergraduate Admissions**  
[admissions.unc.edu](http://admissions.unc.edu)  
(919) 966-3621  
[ptcs@admissions.unc.edu](mailto:ptcs@admissions.unc.edu)

**Part-Time Classroom Studies**  
[fridaycenter.unc.edu/cp/cs](http://fridaycenter.unc.edu/cp/cs)  
(919) 962-1134  
[ceadvising@unc.edu](mailto:ceadvising@unc.edu)

## APPLICATION DEADLINES 2018

Term	Application Available	Deadline
Spring	September 15, 2017	December 1, 2017
Summer I	March 1, 2018	April 20, 2018
Summer II	March 1, 2018	June 4, 2018
Fall	March 1, 2018	July 20, 2018

## TRANSITIONING TO A DIFFERENT PROGRAM

### From non-degree seeking to degree-seeking:

To be considered for degree-seeking status, send a signed letter requesting the change to the Admissions Office. Include your intended major and the term you wish to begin as degree-seeking. Send official transcripts from your high school and all colleges and universities attended. Requests must be sent by the application deadline for the term you wish to begin as degree-seeking.

### From part-time to full-time

Part-time students may apply to become full-time if they have completed:

- at least three fall or spring semesters (not including summer terms) and earned a minimum of 24 classroom hours, or
- at least two fall or spring semesters (not including summer terms) and earned a minimum of 12 classroom hours at UNC-CH, in addition to enough transfer credit from other institutions to bring the total to 51 credit hours.

Request an application from your Friday Center adviser and submit it with the \$85 application fee to the admissions office by the application deadline for the term you wish to start full-time.

## HIGH SCHOOL STUDENTS

High school students may enroll at UNC-CH on a part-time basis if they are continuously enrolled in high school full-time, the high school does not offer a course comparable to the course the student wishes to take, and the student demonstrates adequate preparation for the course.

High school students must also submit a letter from their counselor approving the student's decision to dual-enroll.



## NAVIGATING CONNECTCAROLINA

Start your application by visiting [www.admissions.unc.edu/Apply](http://www.admissions.unc.edu/Apply) and clicking “Part Time Classroom Students.” Once you have started your application, you can access your ConnectCarolina Student Center at [connectcarolina.unc.edu](http://connectcarolina.unc.edu).

**Michael's Student Center**

**Academics**

[My Class Schedule](#)  
[Shopping Cart](#)  
[My Planner](#)  
[Order an Official Transcript or Enrollment Certification](#)

other academic... ▾

**Finances**

**Personal Information**

**Admissions**

My Applications	Program	Plan	Term	Status
UNC-Chapel Hill	AS Bachelor of Arts	Psychology	2012 Fall	<a href="#">Click here to view your decision in a new window. Please make sure popup-blocking is disabled.</a>

[View my test scores](#)  
[Schedule/Cancel Campus Tours](#)

**SEARCH FOR CLASSES**

**Holds**

Academically Ineligible [details ▶](#)

**To Do List**

[Admissions Items](#)

**Enrollment Dates**

[Open Enrollment Dates](#)

**Advisor**

**Program Advisor**

None Assigned

**You are not enrolled in classes.**

View the status of your application under “Admissions.” When your decision is ready, you must view it online and accept or decline before gaining access to course registration.

View any holds on your account under “Holds.” Click for more details. See “Admissions Items” under your To Do List for outstanding application materials.

## MORE FREQUENTLY ASKED QUESTIONS

### I'm a returning student to the Part-Time Classroom Studies Program, which application should I submit?

Returning part-time students should complete the regular Part-Time Classroom Studies application. Please note the application fee is waived for returning students. Please do not complete a readmission application, unless you were formerly a full-time student.

### How long does the application process take?

After you have submitted your application, all requested materials have been received, and there are no further items on your Admissions To-Do List, you may expect a decision on your ConnectCarolina Student Center within two weeks.

### I applied for Part-Time Classroom Studies weeks ago, so why can't I register?

Please view your ConnectCarolina Student Center:

- There may be a hold on your account, or we may need additional information to make a decision. Your Admissions To-Do List will show any materials or information you still need to submit.
- Once a decision has been reached on your application, you must formally accept or decline the offer of admission on your Student Center before you will have access to course registration.

### How can I obtain my PID and create or reactivate my onyen (UNC email)?

Once you have been admitted and accepted enrollment, please retrieve your onyen and create your password online at [onyen.unc.edu](http://onyen.unc.edu). Your onyen will then be required for ConnectCarolina access and to register for courses.

### I've already earned a bachelor's degree yet I'm interested in returning to part-time to take pre-requisite courses for graduate school. Can I apply for undergraduate Part-Time Classroom Studies?

No. Because you have already earned a four-year degree, you are encouraged to contact the Center for Continuing Education located at the Friday Center regarding the post baccalaureate program and its available courses. Please visit [fridaycenter.unc.edu](http://fridaycenter.unc.edu).

