PART-TIME CLASSROOM STUDIES

APPLICATION DEADLINES 2014

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WHO CAN ENROLL?

Through Part-Time Classroom Studies (PTCS), part-time students may take up to 8 credit hours per semester. Students do not need to have previously taken college-level courses or have earned a college degree; however, students must demonstrate the capacity to cope with the demands of University life.

PTCS is designed for local adult students who have been away from a traditional school setting for at least one year and have lived in the area for at least six months. High school students may apply under certain circumstances.

Please note:
- If you have earned a four-year degree, please request a post-baccalaureate application from the Friday Center.
- If you are a full-time student at another institution and wish to attend Summer School as a visiting student, complete a summer school application.
- Traditional students who have been denied full-time admission will not be considered for part-time admission.

HOW TO APPLY

- Access the online application at admissions.unc.edu.
- Pay the $80 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 institutions. Please note you must have maintained a 2.0 or higher GPA and be eligible to return to all previously attended institutions.
- Continue to check your ConnectCarolina Student Center for updates. When your decision is available, you must view it online and accept or decline your offer. Please allow an additional two days for matriculation and access to registration.

HIGH SCHOOL STUDENTS

High school students may enroll 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 at UNC, 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.

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 start 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 in which 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, 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 $80 application fee to the Admissions Office by the application deadline for the term you wish to start full-time.

FREQUENTLY ASKED QUESTIONS

What courses may part-time students take?
There are a limited number of courses scheduled in the evening 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.

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 Admissions To-Do List will show any items you still need to submit.
FREQUENTLY ASKED QUESTIONS

**I am 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 items on your Admissions To-Do List (see above), you may expect a decision in your ConnectCarolina Student Center within four to five business days.

**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 (see above) 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 (see above) 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. 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 Friday Center for Continuing Education regarding the post baccalaureate program and its available courses. Please visit fridaycenter.unc.edu for more information.

*Please visit admissions.unc.edu for additional FAQs.*