

## ACADEMIC SERVICES AND FACILITIES

### Summer School

Through the Office of Academic Affairs in Lumbee Hall, the University offers a three-week MayMester, two five-week terms, and two three-week intra-sessions. Special workshops and institutes enrich the regular summer program, and visiting specialists augment the regular faculty when the need arises.

Through many curricular and extra-curricular activities, the summer session provides special opportunities for teachers and others who are free for summer study. Many courses and workshops are open to individuals not seeking a university degree but interested in gaining personal or professional knowledge.

A student entering the University of North Carolina at Pembroke for the first time as a beginning freshman, a transfer student, or a student who is returning to the University after an absence of one semester or more must meet all requirements for admission.

Transient students—students who are regularly enrolled at another institution of higher education and who wish to take courses at UNC Pembroke during the Summer Session for transfer to their home institution—must submit a form available from the Registrar's Office. This form must show that they are in good standing at their home institution and have their Dean's or Registrar's permission to enroll at UNCP. Admission to the Summer Session does not constitute admission to the University.

In-service teachers who wish to attend the Summer Session for license renewal or other purposes must submit an application. The application form and Summer Session Catalog may be obtained from the Academic Affairs Office.

### Continuing Education

**Evening Classes:** Through the Office of Continuing Education and Distance Education in the D.F. Lowry Building, UNCP offers a number of evening classes for individuals who wish to earn degrees as full-time or part-time students.\* Degree-seeking students should contact the department chair for assistance in working out plans to fulfill degree requirements.

*\*All requirements for the B.S. degree in Business Administration, with a track in Management, may be completed while attending only evening classes. (See School of Business.)*

Students admitted for degree-credit course work in the evening must meet minimum University requirements for admission. Applicants meeting minimum University requirements will be admitted as special, part-time, or regular students (see Admissions).

**Extension Courses:** Extension instruction leads to earned credit toward a degree offered at UNCP but is offered outside the regular session.

**Distance Education Programs\*:** UNCP offers one graduate and four undergraduate degree programs at Richmond Community College in Hamlet, N.C.; two graduate and two undergraduate programs at Sandhills Community College in Pinehurst, N.C.; and one undergraduate program at Fayetteville Technical Community College in Fayetteville, N.C. All formal education requirements, including residence requirements, may be fulfilled at each campus. Internet-based programs include the B. S. in Business Administration with a concentration in Management for graduates of accredited two-year institutions or those with 60 hours of undergraduate credit. The Masters in Public Administration (MPA) is also available in an on-line format. Both programs can be completed entirely through the Internet under the auspices of the respective faculties. Contact the department chairs for current information about these programs.

**Distance Education Courses\*:** Distance Education Courses lead to earned credit at the university. Courses are offered in a number of off-campus locations, including Sandhills Community College in Pinehurst, Richmond Community College in Hamlet, Fayetteville Technical Community College in Fayetteville, Robeson Community College in Lumberton, South Piedmont Community College in Monroe, Southeastern Community College in Whiteville, and Bladen Community Col-

lege in Elizabethtown. A number of courses in the School of Education, the School of Business, and the College of Arts and Sciences are also available via the Internet. Contact the respective department chairs or call the office of Continuing Education and Distance Education (910-521-6352) for further information.

*\* All students seeking degree credit through distance education must meet the minimum requirements for university admission.*

**Short Courses, Institutes, and Conferences:** See Regional Center for Economic, Community, and Professional Development on page 18.

## Sampson-Livermore and Other Library Services

Named for a former chair of the UNCP Board of Trustees (Oscar Sampson) and a former UNCP Dean of Women and Professor of Religious Education (Mary Livermore), the Sampson-Livermore Library serves as the chief information resource center for the Pembroke campus and also as a link with other libraries within The University of North Carolina and the world.

Currently containing approximately 300,000 volumes and 1,500 periodical subscriptions, the Sampson-Livermore Library serves as a depository for selected state and federal documents and houses local history materials, including the Charlie Rose Archival Collection. Library patrons are offered services which include reference and information consultation and assistance, assistance with computerized database searching, interlibrary loan, orientation tours, and library use instruction.

Resources available to patrons include print materials for research and recreational reading; print and on-line databases; a computerized catalog; Internet access; microform and photo copiers; typing and study facilities; a computer laboratory; and multimedia equipment and materials.

The resources are available to patrons 91 hours a week during academic sessions and on a reduced schedule during summer, holiday, and between-session time periods. For information concerning services and hours, please phone the circulation desk at (910) 521-6516.

**Specialized libraries**, featuring resources appropriate to particular programs and departments, are found in several locations. In the Educational Center, the Department of Education maintains a Curriculum Laboratory and a Test Review Resource Center. In Dial Humanities Building, the Department of English, Theatre, and Languages maintains a resource center of books, journals, and media resources for English Education and foreign languages. Moore Hall houses a Music Library featuring recordings, scores, and listening facilities.

## University Computing and Information Services

The Office of University Computing and Information Services provides the technical resources necessary to meet the University's mission of teaching, research, and service. The office operates a campus-wide network with a 2Gb fiber backbone and a 1 Gb connection to the North Carolina Research and Education Network (NC-REN). NC-REN provides access to the Internet and Internet2. All buildings have LAN access and dedicated 10 or 100Mb desktop connections. ResNet connections are available in each dorm room, and CommuterNet is available in selected areas of the Chavis University Center and the Sampson-Livermore Library. The office also supports the campus voice network with dual Cisco MCS 7835 call managers and an Octel 250 voice mail system.

To facilitate campus computing, UCIS operates a Sun e450 Enterprise server, four Sun e250 Enterprise servers, a Compaq Alphaserver 2100, and a Compaq Alphaserver 2000. Administrative computing applications are supported by mirrored Compaq Alphaserver DS20s, a Compaq Alphaserver 800 and a cluster of Sun 280s. Additional resources include Novell Netware 5.1 file and print servers as well as several Windows 2000 and Linux application servers.

The office provides traditional and computer-based training for faculty, staff, and students. Individual support is available to faculty or staff, and faculty may request workshops tailored to the needs of specific classes. University Computing provides technical support for over 35 microcomputer labs and directly supervises the Sampson-Livermore Library lab. Help Desk assistance is available during normal business hours at (910) 521-6260 or helpdesk@uncp.edu.

UCIS also manages the Interactive Video Facility, which provides MPEG2 and H.323 video-conferencing and well as C-Band and Ku-Band satellite uplink/downlink capabilities. These allow UNCP to participate in live, two-way video classes and conferences with other sites connected to NC-REN and the North Carolina Information Highway (NCIH).

## Academic Computing Resources

UNC Pembroke recognizes the importance of computer skills. Although no specific computer courses are required, students have many opportunities to gain computer proficiency. Freshman Orientation classes include sections on computing. In freshman composition, most students learn how to use a word processor and use it for writing papers. All Teacher Education programs require the development of basic computer skills and students majoring in Business Administration are required to take BUS 109, Business Uses of the Computer. Most departments expect students to use computer software in some courses. In addition, UCIS offers free training for students and faculty throughout the year.

UNC Pembroke provides its students with a wealth of computer resources. Each classroom building houses one or more microcomputer laboratories that are available during normal business hours. In addition, the D. F. Lowry Building laboratory is available 24 hours a day; the Sampson-Livermore Library laboratory is available for evening and weekend use and the Pine Hall lab is available to residents of that dorm at any time. Most campus lab computers run Windows 2000 and provide a variety of software including Microsoft Office, Netscape Navigator, SAS, CRT, AbsoluteFTP, UltimateZIP and McAfee Antivirus. Some labs also offer Microsoft Visual Studio, WordPerfect, PageMaker, SPSS, DreamWeaver MX and Photoshop LE. Specialized labs include the Foreign Language Lab, the Cartography Lab and the Education Technology Center in the School of Education. The Digital Art Studio houses Macintosh G4s running OS X, with Adobe Photoshop, Illustrator, InDesign and Acrobat. The Media Integration Lab operates Macintosh G4s running OS X with Photoshop, DVD Studio Pro and Final Cut Pro.

All permanent faculty members have a Pentium 4 or Macintosh G4 microcomputer with access to the campus LAN, the Internet and Internet2 from their office. Each classroom has a LAN connection and many have computers and digital projectors. Blackboard is used to support class web sites. UCIS offers laptops and digital projectors for faculty checkout for short periods. A Compaq 2100 and a Sun e250 provide minicomputer support for academics.

Faculty have access to email, web hosting, network file storage, and course web sites in Blackboard. Students have access to email and network file storage and may access the campus LAN from any computer lab or their dorm room. Student accounts can be created online at <http://www.uncp.edu/ucis/accounts>. Online access to grades and registration is available at <http://braveweb.uncp.edu>.

## Media Center

The Media Center, located in Jacobs Hall, provides media services to academic departments, the testing center, the library, and other University units. In addition, the center provides services to the community and to students, as directed by the Associate Vice Chancellor for Academic Affairs.

## University Writing Center

The University Writing Center, Dial Humanities Building 131, assists UNCP students at any stage in the writing process, from conception and organization to revision and publication. The Writing Center staff works with students on any writing task, helping students focus, select, organize, and develop ideas in early drafts of writing and helping them review, improve, and strengthen later drafts before submission. Writing Center users have access to networked computers and printers and an extensive collection of writing reference materials. The Writing Center also provides assistance in computer-assisted writing and research, in cooperation with faculty and other campus support areas.

The University Writing Center staff includes a full-time director and a group of upperclassmen

and graduate students from across the disciplines, chosen by the director, who have extensive training in the writing process, tutoring, and their Writing Center responsibilities. The director of the Writing Center communicates frequently with faculty to determine both the general needs of classes and the particular needs of individual students who use the center's services.

The University Writing Center opened at UNCP in May 1994 as a Title III-funded student support program and was granted permanent institutional support by the Office of Academic Affairs and the Department of English, Theatre, and Languages in August 1998.

### **Office of Advisement and Retention**

The Office of Advisement and Retention, located in the D.F. Lowry Building, is designed to provide a support system for students through numerous programs and activities: academic advisement, career/major counseling, major declaration, and Early Alert consultation. Through the Early Alert Program, a professor or staff member may recommend that a student seek help for a problem that threatens the student's academic success. Continued absence from class is usually the first and most significant indication that a student should be referred. Academic advisors from the office work with the student to determine appropriate help and draws on existing programs and offices to find a workable solution. In addition, FRS 100 (Freshman Seminar) is coordinated through this office.

### **Office of International Programs**

The Office of International Programs, located in the West Office Building, is established to promote the internationalization of the university community. This office, working with other units of the university, attracts high-quality international graduate and undergraduate students to the campus. It also promotes student study-abroad and exchange programs with universities throughout the world. In addition, this office handles faculty teaching and research exchange programs and other related international endeavors.

The Office of International Programs, working with the University Attorney, is also responsible for international contracts; in the past few years, many new contracts have been signed between UNCP and other universities throughout the world. This office, working with the Office of Outreach, the School of Graduate Studies, and various schools and academic departments, offers degree and non-degree programs abroad. Moreover, this office, working with the Office of Sponsored Research and Programs, coordinates and applies for federal and private international grants; numerous international grants have been awarded recently.

### **Center for Adult Learners**

The Center for Adult Learners' goal is to help meet the needs of the adult learner who attends UNCP by providing resource and referral information about campus and community resources. The center is designed to be a comprehensive resource and referral area for nontraditional students. It offers extended evening hours, a special freshman seminar class, readiness workshops, academic advising, orientation programs, and a Peer Mentoring Program. The Center for Adult Learners is located in the D.F. Lowry Building.

### **TRIO Programs**

TRIO Programs at UNCP are designed to help meet the academic, cultural, and financial needs of participants in order that they may achieve a high success rate while in school. The two projects included are Upward Bound and Student Support Services.

**Upward Bound** is funded to serve seventy-five Robeson and Hoke County high school students who have the academic potential to become first-generation college students but lack certain skills or motivation to demonstrate that talent. The program consists of an academic and a summer phase. During the academic phase, students are encouraged to achieve their educational potential with the help of weekly tutoring sessions in their high school courses. Assistance is also provided for seniors in completing college and financial-aid applications. During the summer phase, participants live on

campus for six weeks and attend a daily schedule of classes in the mornings and afternoons. This summer component familiarizes students with college life, motivating students and developing and enriching their basic skills. Recreational and human development activities are also incorporated into the schedule.

**Student Support Services** is funded to serve two hundred college students at UNCP. The program offers the following services:

- \* instruction in Freshman Seminar
- \* tutoring on a one-to-one or a small group basis in all majors offered at the University
- \* study skills assistance in developing techniques of note-taking and test-taking
- \* assistance in applying for financial aid and scholarship programs
- \* guidance in academic, vocational, and personal/social concerns
- \* opportunities to participate in cultural activities
- \* access to reference and resource materials, which include magazines, paperbacks, and a file on current events.

### **Disability Support Services**

The office of Disability Support Services, located in the D.F. Lowry Building, provides services to students who are protected by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The mission of Disability Support Services is to create an accessible community where people are judged on their ability, not their disability. Disability Support Services strives to provide individuals with the tools by which they can better accomplish their educational goals.

Disability Support Services may be reached by calling (910) 521-6695 or by email at [dss@uncp.edu](mailto:dss@uncp.edu). Office hours are Monday through Friday from 8:00am - 5:00pm. Appointments are requested.

Any student requesting services must register with the office, provide documentation of a disability, and agree to follow the policies and procedures of Disability Support Services. An opportunity to register as a student with a disability is provided in the acceptance package from UNCP's Admissions Office. A student may register with Disability Support Services anytime by making an appointment and providing necessary information to the Director. Accommodations for students with disabilities are not retroactive.

Students with disabilities have Assistive Technology available to them in the office of Disability Support Services and in the Sampson-Livermore Library. Students will receive training on software packages from Disability Support Services staff. Students may access these services by registering with the office of Disability Support Services.

### **North Carolina Health Careers Access Program at UNCP (NC-HCAP)**

The North Carolina Health Careers Access Program (NC-HCAP) at The University of North Carolina at Pembroke is one of three centers of the North Carolina Health Careers Access Program (NC-HCAP). This interinstitutional program of the University of North Carolina was established in 1971 to address the serious shortage of health professionals in North Carolina, especially among underrepresented minorities (African American and Native American) and disadvantaged population groups. Interested students should contact the HCAP office at (910) 521-6673 or (910) 521-6493.

The purpose of NC-HCAP is to provide recruitment, counseling, and enrichment services and activities to increase the number of underrepresented minority and disadvantaged persons being trained for and employed in the health professions of medicine, optometry, dentistry, veterinary medicine, osteopathic medicine, pharmacy, podiatry, public health, and allied health fields of study.

The NC-HCAP at The University of North Carolina at Pembroke serves the Southeast region of North Carolina and offers the following services and activities:

- \* provides information on over 200 different health careers and on a broad range of health professions programs available in North Carolina and elsewhere;
- \* provides counseling for individuals seeking careers in the health professions for which training

is available in the constituent institutions of The University of North Carolina and in the North Carolina technical institutes and community colleges;

- \* provides retention and enrichment services for minority students enrolled in pre-profession health programs;
- \* provides professional study guides and review materials to assist students in preparing for health professions schools admissions tests (i.e., MCAT, DAT, PCAT, etc.);
- \* provides assistance with AMCAS applications;
- \* provides assistance with individual student mock interviews;
- \* coordinates seminars on admission procedures, entrance exams, curriculum requirements, and financial aid for health professions schools and graduate biomedical science programs;
- \* provides educational field trips to medical centers and health professions schools in North Carolina, and interaction with health professions schools' faculties, administrators, and students and with practicing health professionals;
- \* assists minority and disadvantaged students interested in health professions programs in identifying adequate financial aid resources;
- \* conducts health careers workshops for minority high school students and health careers clubs;
- \* sponsors a Health Careers Club at UNCP for enrolled health science majors and others interested in pursuing careers in the health professions.

NC-HCAP also conducts a **Clinical Health Summer Program (CHSP)**, a seven-week educational work/learning clinical health experience held each year during May through June. The 40-hour-a-week salaried positions consist of both clinical experiences in health care agencies and academic enrichment experiences for underrepresented minority and disadvantaged health science majors interested in health-related careers. For additional info, please visit our webpage: [www.uncp.edu/hcap](http://www.uncp.edu/hcap).

### Health Careers Opportunity Program at UNCP (HCOP)

**Mission:** The mission of the HCOP program is to increase the number of students applying to and completing health professions curricula, especially students who have aspirations of returning to rural Southeastern North Carolina to practice their profession. For information about the program contact the HCOP coordinator at (910) 521-6590.

**Purpose:** The purpose of HCOP is to increase student awareness of health careers and health training programs in Medicine, Optometry, Dentistry, Veterinary Medicine, Osteopathic Medicine, Podiatry, Pharmacy, and Public Health.

#### UNCP Academic Year Activities:

- \* Support and counseling provided daily by Health Careers office staff.
- \* Resources available with information and statistics on various health professions.
- \* A Health Professions Leadership Series designed to address pertinent concerns and issues for health career students.
- \* Assistance with AMCAS and financial aid packets.
- \* Special workshops for the development of communication skills, test-taking skills, science/mathematics problem-solving workshops.
- \* Health Profession Examination Review Courses to assist pre-health students with profession examinations, writing professional essays, and planning course curriculum.
- \* Interview techniques to enhance admission to health professions institutions.
- \* Monthly seminars pertaining to professional development and admissions advocacy with health profession schools.
- \* Field trips to recruitment fairs, health profession schools, hospitals, and clinics.
- \* Information on financial aid, research fellowships, summer programs, and grant opportunities for pre-health students.

#### Summer Science Enrichment Program:

This six-week summer program, held on the campus at UNCP, is designed to expose graduating high school seniors to a university-level pre-health curriculum.

This program includes courses in mathematics, biology, chemistry, physics, computer science, master student/study skills, and oral/written communications.

The Summer Science Enrichment Program was made possible through a grant from the *U.S. Dept. of Health and Human Services, Public Health Service, Health Service and Resource Administration, Bureau of Health Professions, Division of Disadvantage Assistance, Rockville, MD 20857.*

### **Native American Resource Center**

The Native American Resource Center, on the first floor of Old Main, offers a rich collection of authentic American Indian artifacts, handicrafts, art, books, cassettes, record albums, and filmstrips about the Native Americans, with emphasis on the Lumbee Indians of Robeson County. An exciting variety of exhibits is on display, including prehistoric tools and weapons, 19th century Lumbee household and farm equipment, and contemporary Indian art. Indian cultures from all sections of the United States, Canada, Central America, and South America are represented by characteristic artifacts.

### **WNCP Television Station**

WNCP-TV is the University's cable television station. The station is operated by the students, staff, and faculty of the Department of Mass Communications and supports the academic program in Broadcasting by providing its students with a strong practical working environment to gain needed production experience.

WNCP-TV also supports both the university and the surrounding communities by broadcasting its signal throughout the local area, and worldwide through its webcasting efforts.

The shows produced for WNCP-TV cover a wide range of topics including, news, sports, public affairs, entertainment, and special programs such as live events around the campus.

WNCP-TV facilities include a three-camera studio, control room, video editing suites, audio production room, and Media Integration Mac Lab.

### **The Teaching and Learning Center**

The Teaching and Learning Center, in Old Main building, fulfills the 1993 mandate of the UNC General Administration designed to stimulate teaching excellence at system schools. The office sponsors faculty development workshops facilitated by both on- and off-campus experts; coordinates the annual Faculty Development Day, which offers faculty development in teaching and related areas; disseminates *TLC@UNCP* each semester to reach the faculty with information designed to help faculty with teaching (including providing information on web sites); distributes faculty development funds to faculty traveling to both discipline-based conferences and teaching workshops; houses a library of resources on teaching-related topics such as syllabus and test construction, student motivation, and teaching technology; oversees a mentoring program for new faculty members; and writes grants to stimulate instructional improvement.

### **Center for Sponsored Research and Programs**

The Center for Sponsored Research and Programs facilitates the University's sponsored research, grant, contract, and cooperative agreement activities. The center's staff provides guidance and assistance to faculty and staff in identifying funding sources, developing grant proposals, and ensuring compliance with federal regulations. Additionally, the center maintains University-wide grant records and reports institutional grant activity to the UNC system. Grant programs include research grants, national research service awards, research career programs, instructional and training projects, undergraduate research opportunities, minority programs in science and math, community outreach programs, and economic development projects, partnerships, and cooperative agreements. The office conducts grant writing workshops on various aspects of proposal development and grant management. Forms for developing proposals may be found at <http://www.uncp.edu/csrf>.

## Institutional Research and Planning

The Office of Institutional Research and Planning collects and analyzes data regarding students, faculty and staff, facilities, and institutional programs, services and operations. Reports generated from this data are used internally to support institutional decision making and planning, and are also disseminated to the University of North Carolina's Office of the President and other external agencies. Selected information is compiled annually in the *Fact Book*, which is distributed on campus and is available at the Institutional Research and Planning website (<http://uncp.edu/ir>). In addition, the Office is a resource for survey and questionnaire research concerning the university.

## Regional Center for Economic, Community, and Professional Development

The Regional Center for Economic, Community, and Professional Development is located off campus at the Carolina Commerce and Technology Center (COMTech) on Livermore Drive. The Regional Center provides outreach services to the citizens, businesses, governments and nonprofit organizations throughout the region. These outreach services are executed in cooperation with organizations to provide management development programs, health care initiatives, customized training, consulting, grants development, planning and technical assistance, conference designing and implementation, and economic and social research.

**Professional Development:** The center offers over 30 non-credit workshops leading to a certificate in Management Development with concentrated study in group dynamics, communications, quality, change, and strategic planning. These programs can also be tailored to meet an organization's specific needs, and instruction can be arranged on-site, and courses may qualify for Continuing Education Units of credit (CEUs).

**Short Courses, Institutes, and Conferences:** In addition to helping students meet licensure requirements, the University meets special needs of students through this program and continues the tradition of providing education to all segments of the population.

The University awards Continuing Education Units (CEUs) to participants in qualified programs. Continuing Education Units are a part of a nationwide recording system to provide a uniform measure of attainment in non-credit educational programs. One CEU at UNC Pembroke is defined as "ten contact hours of participation in an organized continuing education experience under responsible, capable direction, and qualified instruction."

**Small Business and Technology Development Center:** Operated as an inter-institutional program of The University of North Carolina, SBTDC provides information and individualized counseling services to citizens who are starting a business or existing businesses interested in expansion.

**Community Services:** The center supports community agencies and the nonprofit sector through services such as grants assistance, community organizing, and leadership development. Healthy Start, a national infant mortality initiative, is administered by the Regional Center under Community Health Alliance, as is the Youth Start Program, with comprehensive services for in-school youth aged 14-18.