

■ INTRODUCTION ■

Welcome to Asheville-Buncombe Technical Community College. This guide will help while you are at A-B Tech in one of the college transfer programs: the Associate in Arts (A.A.) or the Associate in Science (A.S.). These programs are for students who plan to transfer to senior colleges and universities to continue study for a bachelor's degree.

A-B Tech is a participant in a comprehensive articulation agreement (CAA) between North Carolina's community colleges and the 16-member institutions of the University of North Carolina System. This CAA agreement provides for an easy transition between institutions. Basically, if a student completes the A-B Tech A.A. or A.S. degree on the semester system (which includes the articulated, pre-major agreement), that student may enter one of 16 senior institutions as a junior if accepted for admission to a senior institution.

A-B Tech endeavors to facilitate the transfer of credit to senior institutions. However, the College cannot guarantee that all of its courses will transfer to any given senior institution for any specific program. If the student does take the courses in the Common Course Library that are indicated as being transferable, the courses will transfer to the North Carolina universities. Therefore, you should plan your course of study in close coordination with the senior institution to which you plan to transfer.

The sooner you choose a senior institution and your major there, the easier the task of selecting A-B Tech courses will be. Try to take required courses as soon as possible. Bear in mind that courses listed in the A-B Tech catalog may not be available every semester. **A condition of the CAA states that one who has attended a college other than a North Carolina community college operating on the semester system will not be covered by the CAA agreement.**

To enter A.A. or A.S. programs, including pre-major articulation agreement courses, you must have good basic skills to ensure success in college-level courses. The admission requirements include High School Algebra I, Biology, and Chemistry or Physics. You will be able to take substitute courses at A-B Tech if they are not on your transcript. However, this may extend your period of study at A-B Tech.

Students who graduated from high school Spring 1990 or after, who did not complete the minimum course requirements for the UNC system, may eliminate their deficiencies by:

1) Enrolling **only** in the course(s) where they did not meet the UNC minimum requirements. At this point they may still be accepted as first-year students at UNC institutions.

OR

2) Completing 6 semester hours of college-level transferable work in each of these areas: English, mathematics, natural science, and social science before applying to the UNC institution as a transfer student.

A.A. and A.S. programs are offered on day and evening schedules. However, a greater selection is available for day classes than for evening. These curricula **are not currently offered in the summer**, but selected courses will still be available.

■ ADVISING ■

*When you are admitted to the Transfer Program, Student Services assigns you to a faculty advisor. Advisors are instructors in the Division of Arts and Sciences. Advisors' office hours are posted on their office doors and in the schedule of classes each semester. Advisors guide student course selection to ensure that courses registered for meet the requirements of the transfer program [not any 44 hours meet the core and not any 20 hours are eligible as electives]. **Students must see their advisors in order to register for each semester. See your advisor as soon as the schedule for the semester is published. Students should not wait until the week of registration to see their advisors.***

■ TRANSFER CREDIT ■

*A-B Tech will accept credit for parallel work completed at other post-secondary institutions accredited by a regional accrediting agency. Applicants who seek transfer credit and have not had their transcripts evaluated at A-B Tech before must fill out the **Request for Transfer Credit** available in the Admissions Office in order to have their transcripts evaluated once an official copy is sent. If a student had his or her transcript evaluated on the quarter system and believes he or she can receive additional credit for certain courses, the student should go to the Admissions Office and fill out the **Transcript Evaluation Form** which will specify the course on the other college transcript and the course in the Common Course Library which is equivalent. No credit is transferred for work below a "C." No credit toward your degree is granted for developmental courses. Courses must be equal in semester hours. At least half of the credit hours in a program of study must be earned by taking courses and/or proficiency examinations at A-B Tech if you plan to graduate from A-B Tech. **(Proficiency credit will not transfer to or away from A-B Tech.)** If any course is taken for credit after transfer credit has been awarded and a grade of A, B, C, D, or F is earned; the grade will replace the transfer credit and become the official grade for the course.*

A-B Tech will award credit for Advanced Placement (AP) courses in which you score a "3" or higher on the Advanced Placement Exam. AP English will count in the Comprehensive Articulation Agreement. At A-B Tech AP credit is granted for ENG 111 when you make at least a "3" on the Language & Composition exam and for ENG 113 when you make at least a "3" on the Literature & Composition Exam. A score of "5" on either exam will result in credit for ENG 111 and ENG 113.

■ FINANCIAL AID WARNING ■

It is the student's responsibility to be sure the courses chosen will be paid for by financial aid programs. If you have already received credit for a course from another college or A-B Tech, the financial aid program may not pay for you to repeat a course.

■ **PROFICIENCY EXAMS** ■

If successfully completed, proficiency exam credits can be used for course credit at A-B Tech, but senior colleges will not accept proficiency exam credit in transfer.

■ **PROVISIONAL STUDENT STATUS** ■

The determination of provisional status depends upon the results of placement testing (Computerized Placement Test or SAT or ACT scores) and the professional judgment of a Student Services counselor/advisor to whom you are assigned. The counselor will assist you in developing a Plan of Individual Education (PIE) tailored to meet your academic needs. The PIE will document the developmental course work required of you. Equivalent courses from high school to ABTCC are:

| <u>High School</u> | | <u>A-B Tech</u> |
|--------------------|---|----------------------|
| Algebra I | = | MAT 070 and MAT 080 |
| Biology | = | BIO 110 or BIO 111 |
| Chemistry | = | CHM 121 and CHM 121A |

■ **PREREQUISITES** ■

Many courses at the college have prerequisites. All college courses are listed alphabetically in the back of the college catalog. Students may not take course without satisfying the prerequisite requirements.

■ **RETAKEING COURSES** ■ (see page 57 in the catalog)

Every course you take at A-B Tech will appear on your transcript. If you fail a course and retake it, the "F" will be on the transcript as well as the grade made when you retook the course. At A-B Tech the higher grade will be used to compute the major GPA if you fill out a form in the Records and Registration Office, but most colleges to which you transfer will average the two grades.

■ **MAJOR COURSES** ■

All courses taken for your Associate in Arts or Associate in Science degree must have a grade of "C" or better in order to apply toward graduation.

■ **APPLYING FOR GRADUATION** ■

*You should go to Records and Registration and apply for graduation the semester **before** you have enough credits to graduate. You will be sent a letter after your record is evaluated listing the courses still needed, if any, to complete the degree.*

■ **IMPORTANT RECORDS** ■

You should read and keep:

The college catalog, the Student Handbook and Events Calendar, your PIE form, you're A.A. or A.S. check sheet and this guide. You should keep copies of registration forms, drop/add forms, transfer credit letters and receipts in a folder in a safe place. **The folder should be brought to all advising sessions in order to have all necessary information for reference during advising.**

■ **ATTENDANCE POLICY** ■

Class attendance is very important. You should not stop going to a class without completing the required paperwork. If you must drop a class for any reason, go to Records and Registration and get an official withdrawal form and complete the withdrawal process. This form does not have to be signed by your instructor unless you are receiving financial aid or veteran's benefits. Plan to withdraw from any problem class early, so you will not need to find your instructor on the last day to withdraw without penalty! (See Student Handbook and Events Calendar for dates.)

■ **UNIVERSITY REQUIREMENTS** ■

Most senior colleges require that you have a GPA higher than 2.0 in order to be accepted into a curriculum. You should ask the senior college that you plan to attend what GPA is required for the program in which you are interested. Certain colleges in the University System require certain courses in order to be accepted into a program. For example, you may be accepted into North Carolina State University, but may not get into Mechanical Engineering because you have not had calculus-based physics. If you follow the appropriate pre-major program for the university major (available from your advisor or from the Counseling Center), this should not be a problem.

Some of the universities in the North Carolina University System do not have a "grade forgiveness" policy for transfer students. A student's GPA, for admission purposes, computed by the university includes the grade for each course taken at A-B Tech.

If you have a question about what schools offer a particular major, you should look at the second page of that pre-major program. There is also a Senior College Transfer Day on the A-B Tech campus in the fall. **DO NOT MISS** this opportunity to obtain applications, catalogs, and other important information from colleges you are considering. Meet the college representatives face to face.

The University System will evaluate transcripts on a course-by-course basis if the student has quarter courses or transfer courses from other colleges used in the degree requirements.

■ CAREER CENTER ■

College Transfer students who are undecided about the choice of a college major are encouraged to contact Sherry Thompson, Career Counselor (828-254-1921, extension 209) in the Counseling Center in the Azalea Building. Several inventories are available to help you clarify your career goals. Information about specific occupational and educational opportunities is also available. These services are offered at no charge.

The A-B Tech Career Center is located in the Azalea Building, Room 113. It is an excellent resource for transfer students who are undecided about a major, college, and/or career. The Center houses computers and resource publications available for student use. Feel free to make an appointment. If you have your own web access, you may find information at the following sites:

NC Community College System – www.ncccs.cc.nc.us.

University of North Carolina System – www.northcarolina.edu.

College Foundation of North Carolina – www.cfnc.org.

Guide To North Carolina Higher Education – www.ga.unc.edu/student_info.

NC Association of Independent Colleges – www.nccihe.org

■ REASONS FOR COMPLETING AN A.A. OR A.S. ■

Some fundamental reasons a student should complete the A.A. or A.S. degree requirements are as follows:

- Tuition at community colleges is less than at four-year colleges.
- A completed program displays a record of an appropriate work ethic, ability, and persistence.
- Completion waives the Minimum Admission Requirements for senior institutions.
- A student may transfer to a UNC system senior college as a junior ready to begin coursework in one's major area of study.

■ HOW DO I DECIDE BETWEEN AN A.A. AND A.S. PROGRAM? ■

The Associate in Arts (A.A.) is a two-year degree with an emphasis on courses such as English, fine arts, foreign languages, history, philosophy, psychology, or sociology. The Associate in Science (A.S.) is a two-year degree with an emphasis on courses such as biology, chemistry, engineering, geology, mathematics, or physics. These programs prepare students for different majors at four-year institutions. The A.A. degree is for liberal arts majors; the A.S., for science majors. Speak with an advisor to help clarify your future plans.

■ WHAT DO I NEED TO EARN AN A.A OR A.S. DEGREE? ■

You need to complete the 44-semester hour General Education Core requirements plus twenty more hours of electives for a total of 64 hours. The specific courses you

select will depend upon your major and the school to which you wish to transfer. Exact plans of study for the A.A. and A.S. degrees are found within this booklet.

■ **WHAT IS A MAJOR?** ■

A major is a field of study in which you specialize by taking 10 or more courses. You should decide on a major by the time you transfer to your university of choice. Majors are selected by taking recommended core courses and finding the areas in which you enjoy working.

■ **COURSE DESCRIPTIONS** ■

The North Carolina Community Colleges operate with a Common Course Library. You can view these course descriptions on the following web site: (http://www.ncccs.cc.nc.us/CCL/common_courses.htm).

*A-B Tech does not offer all of the courses listed. Please refer to the course schedule book for course offerings. Take only the courses, which meet the Comprehensive Articulation Agreement for general education or pre-major/elective requirements. Courses listed as a pre-major/elective **will not** count in the 44-hour General Education Core. If you take more courses in any category of the general education core than you need, they can count as electives.*

■ **SUMMARY** ■

This Guide for Transfer Students is designed to help you understand the transfer curriculums (A.A. and A.S.). This guide is intended to be used as a supplement to your advisor. If you have questions, please ask your advisor for further information. It is your responsibility to contact the senior institution for further information. Thank you for choosing A-B Tech for your post-secondary education.

Asheville-Buncombe
Technical Community College

Associate in Arts
Associate in Science

***Check sheets* are to be used by students who intend to graduate from Asheville-Buncombe Technical Community College**

Students who *do not plan* to complete the degree but plan to complete the 44-semester general education core should follow the General Education Core (44) listed in the Associate in Arts and Associate in Science degree requirements.

*Please note that the 44-semester-hour core as defined by the CAA is designed to provide courses that will give you a broad exposure to the world's human experience and knowledge. These 44 hours include English, history, foreign language, science, mathematics, humanities, and social science. If you complete the 44-hour core within the community college system, that body of courses will transfer as a package to any university within the University of North Carolina System and to many private colleges that honor the CAA (assuming you have been accepted to that college). If any of those courses are taken outside the community college or UNC system, the CAA is no longer in effect and the university may transfer credits on a course-by-course basis. You must pass all the courses in the core with a grade of "C" or better. Transferring prior to completing the degree or the core means that each course may be transferred on a course-by-course basis.