NORTH CAROLINA CENTRAL UNIVERSITY
NCCU ONLINE: YOUR EDUCATION HAS NO BOUNDARIES
Distance Education Guidelines & Registration Process
1-08-2016

Step 1:   Admissions

Undergraduate

All perspective students must complete the admission process at North Carolina Central University (NCCU) before registering for a Distance Education (DE) course. The Undergraduate Admissions Office serves as the point of entry for all undergraduate students who wish to pursue a degree program or take courses for credit. Students apply online at http://www.nccu.edu/admissionsandaid/index.cfm . In conjunction with applying to NCCU, please submit all official transcripts to Undergraduate Admissions and the prospective academic unit.

Please consult the undergraduate admissions website, http://www.nccu.edu/prospectivestudents/index.cfm for undergraduate admissions requirements, policies and procedures for admission to NCCU. Please direct all questions concerning admission and application status to Undergraduate Admissions at 1-877-667-7533 or 919-530-6298.

Immunization Clearance

All new admitted and re-admitted (including special students) must clear with Student Health Services before being allowed to register. The Academic Unit, Division of Extended Studies, or the DE Coordinators will notify the Student Health Services office to remove the immunization hold. Student Health Services will remove the hold if the student is enrolled in distance education courses or program only. Student Health Services will not remove the immunization hold if a student is co-mingling (enrolled in on-campus and DE courses). Student Health Services contact number is 919-530-6317 or 919-530-7604.

Licensure

For licensure only visit the following link for more details. http://web.nccu.edu/soe/departments/AlternativeLicensureProgram/Licensure_index.htm. Licensure applications are available on the School of Education website. Prospective students can send inquiries to soelicensure@nccu.edu or call 919-530-6466.

Graduate

Graduate admission is determined by individual schools/programs. For additional information, please visit the Graduate Studies website at https://www.nccu.edu/Academics/graduatestudies/index.cfm Students seeking graduate admissions, please contact the Graduate Studies Office at 919-530-7396 or graddean@nccu.edu . The graduate application is accessible on the Graduate Studies website.

Step 2: Apply for Financial Aid and follow up.

Complete and return the Free Application for Federal Student Aid (FAFSA) to receive consideration for financial aid. The FAFSA may be filed online at www.fafsa.gov   The NCCU FAFSA code is 002950. You must submit the FAFSA if you wish to be considered for financial assistance. If applying, inquiring or receiving financial aid, contact the Office of Scholarships and Student Aid at 919-530-6180 or http://www.nccu.edu/admissionsandaid/scholarshipandaid/index.cfm

Step 3:   Activate your NCCU Email Account/Access myEOL

Once you receive an **acceptance** letter with your Banner ID # and initial Pin # **(located in the top right corner)**, then visit the Account Lookup Page to activate your **NCCU** email account at https://webapps.nccu.edu/departments/its/passwordmanagement/index.cfm . Every student will be assigned a NCCU Username and Password. If you are unable to access your email account, then contact the Eagle Service Center to obtain your NCCU email account and password at 919-530-6180, 919-530-7676 or email HelpDesk@nccu.edu

Once you activate your NCCU Email Account, you will receive all NCCU communications, alerts, important updates and all official communications including professors through your new student email account.

The NCCU email account log-in and password is used to access **My Eagles on Line (myEOL)**. myEOL is a portal designed to make accessing NCCU resources even simpler. This "one stop shop" gives you access to all of your NCCU accounts (Blackboard, Banner, etc.) from this one location. In addition, it provides direct links to information pertaining to ITS and many other important offices on campus and provides you with the latest campus news. To access myEOL visit: www.nccu.edu and click on the Login to myEOL at the top of the page.

myEOL gives you the ability to log-in to access **Blackboard,** Email, Self-Service Banner (SSB), news, announcements, NCCU calendar, document library, FAQs, NCCU network, and more.

Step 4:   Academic Advising

Academic Advisors are here to properly advise you on what courses to take and the order in which to take courses to best satisfy your academic goals. All students are responsible for contacting his or her academic advisor **to receive advisement and registration PIN (Personal Identification Number)** before registering **for classes via myEOL**.

All students admitted to a DE Program receive advisement from an Academic Advisor in their respective academic department. Please contact your respective academic department for advisement and PIN number or visit our listing of **DE Coordinators & Advisors** located on page 9 of

this document. Registration PINs change each academic semester. Please schedule an appointment with your advisor prior to registration to obtain a new registration PIN.

Step 5:   Register for Courses

During the early registration/validation period, **students will register (add/drop) distance education courses via myEOL, (SSB)**. This registration process applies to all DE courses except those courses identified as **"RESTRICTED"** on the class schedule.

How to Register for Course(s):

- Obtain your Banner ID number from your Department Chairperson or Advisor. Your Banner ID is a 9 digit number.
- Obtain your Registration/Alternate PIN (PIN) from your Advisor or Chair. **Note:** Your registration pin changes every semester.
- Login to your NCCU student account and refer to your "Personal Assistant" tabs; select the "Banner SSB" tab.
- Under the main menu of Banner SSB select the "Student Services & Financial Aid" tab.
- Under Student Services & Financial Aid main menu select the "Registration" tab.
- Under the Registration tab select the "Add/Drop Classes" tab.
- Search for your desired course(s) by term and click submit.
- Enter your Registration/Alternate PIN number.
- Search for classes by: subject, term, course number (CRN), course title - ex. "ENG. 1250," instructor, instructional method and or course level (undergraduate or graduate).
- Check the box to the left of the course you want to ADD/DROP. Note: If the course you want to ADD is closed a "C" will appear instead of a check box for selection.
- Select ADD/DROP to worksheet and register for class.

Students can verify enrollment by checking their **myEOL** account.

Non-degree seeking students who do not hold a bachelor degree shall be charged the appropriate undergraduate tuition rate. Non-degree seeking students already holding a bachelor degree shall be charged the appropriate undergraduate tuition rate for any undergraduate level courses taken and the appropriate graduate tuition rate for any graduate level courses taken.

Once a student has met the definition of a full-time regular term student for tuition purposes each semester (12 regular-term semester credit hours for undergraduates and 9 regular-term semester credits hours for graduates), the student shall not be charged for taking additional courses that semester, including distance education courses offered by the student's home institution. If the student drops below the full-time regular term status, the student enrolled in on-campus and distance education course(s) will incur separate tuition and fees for extension

instruction/distance education course(s) on the bill. Please direct all tuition and fees questions to the Eagle Service Center at 919-530-6180.

Note: Additional fees may be associated with distance education courses, i.e. software, exam proctoring, equipment, etc.

LATE REGISTRATION PERIOD: Students will incur a $50.00 late registration fee.

Adding a Closed Course or Restricted Course

Students are responsible for obtaining written instructor permission to add a closed or restricted distance education course. This can be done in three ways: **(1)** Students can email their professor asking for permission to be added to their course; the email should include the student's Banner ID #, desired course information (CRN #, course ID, and section number), and personal contact information. Once the professor responds to the email and gives permission to add the course, that email can be forwarded to the DE office via email at disted@nccu.edu ;**(2)** Instructors can email permission to disted@nccu.edu stating the student's name, Banner ID and the CRN # for the desired course; or **(3)** Students can submit the drop/add form to the Division of Extended Studies as a hard copy via an in-office visit or fax to 919.530.5220.

LATE REGISTRATION: Dropping a Course

Students can drop a course via myEOL, Banner SSB. If you have difficulty dropping a distance education course, please email disted@nccu.edu

After the ADD/DROP period ends, all drop requests will be considered a withdrawal from the course(s) as stated in the University Academic Calendar. Students enrolled in a DE Program should contact the DE office via email at disted@nccu.edu and provide the following information: Name, Banner ID number, Brief explanation for withdrawing from the course(s), the course information (CRN #, course number and section, course title, and professor), and personal contact information. **Note:** All requests to withdraw from a course must be in writing. Withdrawing from a course does not release you from financial obligations/responsibilities.

Note: Dropping or withdrawing a distance education course will decrease your Financial Aid Award and affect your Financial Aid. Withdrawing from all courses in a semester is an Institutional Withdrawal. Prior to dropping or withdrawing from a course(s), please contact the Scholarship and Student Aid office or the Eagle Service Center at 919-530-6180.

Step 6:   Pay/Validate your Bill

Contact a financial aid counselor in the Eagle Services Center to ensure your FAFSA and other required documents have been received and processed. To pay all or part of your bill, contact the

Bursar's Office at 919-530-6234, 919-530-6209 or 919-530-6014. NCCU accepts Visa, MasterCard, Cash, Check, Money Order, Financial Aid and payments from pre-approved Third Party Agencies.

Bill payment options can be accessed on the following website,
http://www.nccu.edu/admissionsandaid/tuitionandfees/index.cfm .

Course Schedules will be cancelled for all students who have not made satisfactory payment arrangements by the deadlines established in NCCU academic calendar,
http://www.nccu.edu/academics/resources/calendar.cfm

Step 7:   Reinstatement Process

The Division of Extended Studies adheres to the NCCU University Registrar Office reinstatement process. In lieu of the add/drop form, Distance Education students can submit email approvals from an advisor, instructor, Chair, or Dean to the University Registrar Office. The email will be accepted with the proper approvals. Students must initiate the process for obtaining the email approvals. Also, before any classes can be reinstated, students must obtain financial clearance by contacting the Eagle Service Center. Eagle Service Center will notify the University Registrar's Office, via email approving reinstatement in courses.

Extended Studies "DE" staff cannot reinstate classes for students. **The University Registrar Office is the only office who can reinstate students after the drop/add period concludes.**

Step 8:   NCCU Student ID Card

Take your ID picture, upload it to https://nccu.managemyid.com   and obtain your NCCU Student ID Card at the Eagle Card Office located in the Lee Biology Building, room 117. The Eagle Card Office contact number is 919-530-5010.

DE students can request a student ID card by submitting a request online at
http://www.nccu.edu/forms/distanceedstudentidcardrequest.cfm

Step 9:   Purchase Textbooks

Textbooks can be purchased from the NCCU, Follett online bookstore: http://www.nccushop.com

Instructions on how to purchase your textbooks online are located at
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=3231

Book Vouchers

If a distance education student wants to use financial aid "Book Voucher" and does not have a NCCU student ID card ("Eagle card"), please follow these steps:

Instructions for Ordering Products Online Via the University Bookstore's Website

Step 1:   Go on line at the Bookstore www.nccushop.com select all items needed for purchase and place them in your cart.

Step 2:   Go to cart and place order; you can check out as a guest or set up an account.

Step 3:   Enter your name, email address, and phone number. Click next.

Step 4:   Select payment method. You can pick between gift card, eagle card, or credit card.

Step 5:   After selecting your payment as "Eagle Card", it will ask for your student id number (banner number)

Step 6:   At this point it will verify funds

Step 7:   If you would like to pay, select place order at bottom of webpage.

Step 8:   You will receive an order confirmation number.

Step 9:   You have completed your order.

 If you have any questions, please contact the NCCU Bookstore at (919-530-6445).

IMPORTANT: Remember that your refund will be reduced by the amount of the book allowance. If you have any questions, please contact the Eagle Card Office at (919) 530-5010

Step 10:   Attend Your Classes

Log-in to classes on the first day of classes. Log-in to myEOL to access Blackboard.

Login to Blackboard:

- ■   Go to www.nccu.edu
- ■   Login to myEOL with username (NCCU email) and password

- If the server or NCCU website is unavailable, go to http://nccu.blackboard.com; follow the login instructions on the screen.
- If you are unsuccessful logging into Blackboard:
    - Click User Login and use the Forgot Password? feature to reset your password.
    - Call the Eagle Service Center at 919-530-6180 or NCCU ITS at 919-530-7676 to have your password reset.

Courses not Displaying in Blackboard:

- If you login successfully, however do not see your courses listed:
    - Log into Banner (SSB) to verify you are still registered for the course(s). (Banner and Blackboard are integrated; therefore the course(s) you are registered for in Banner will be available to you in Blackboard).
    - Contact Registrar's office to verify course registration (Students may be dropped from courses by the Professor and University Registrar if you do not attend or participate in your course during the first 2 weeks of the semester).
    - Contact Eagle Service Center to verify your account has been cleared. (Students may be dropped from courses by the registrar if tuition and fees have not been paid and bill not validated).
    - Contact the instructor to verify the course has been made available for students to view in Blackboard (faculty may make the course unavailable until the first day of class).

Accessing your Online Courses:

- Once you log into Blackboard, look on the right hand side of the screen for "Courses you are Participating In." Under this heading you should see links for each online course for which you are registered. You may also see links for courses that you are taking on campus if your instructor is using Blackboard as an enhancement to their face-to-face instruction. Students will be able to access courses on the first day of the semester if you are registered in Banner.

For Blackboard help:

- Contact the 24/7 Blackboard Helpdesk at 919.530.7667 or 1-866-845-0010.
- For Blackboard orientation, go to https://nccu.blackboard.com and click on Blackboard On-Demand or Student Guide.

Proctoring Services:

Course requirements may include proctored examinations. Proctoring services are available at NCCU University Testing Center, (919) 530-7367 or through UNC Online Academic Services, http://online.northcarolina.edu/

Students are responsible for any fees associated with having an exam proctored.

DISTANCE EDUCATION CONTACT/COORDINATORS/ADVISORS

Human Sciences:

- Kimneshonda' Chavis (DE Coordinator)
    (919) 530-7491

    (919) 530-6477   (919) 530- 7983-FAX

    kchavis9@nccu.edu

School of Library & Information Sciences:

- Dr. Chad Morgan (DE Coordinator)
    (919) 530-6485   (919) 530-6402 – FAX

    (919) 619-3403

    cmorgan@nccu.edu

Criminal Justice:

- Attorney Tracy Barley (DE Coordinator)
    (919) 530-5205   (919) 530- 5195- FAX

    (919) 530-6280

    criminaljustice@nccu.edu

School of Education

- Dr. Gerrelyn Patterson, Middle Grades Education
    o 919-530-6604   gpatterson@nccu.edu
- Dr. Yolanda Dunston, Elementary Education
    o 919-530-7536   ydunston@nccu.edu
- Dr. Prince Hycy Bull, M.A. in Educational Technology
    o 919-530-7287   phbull@nccu.edu
- Dr. Peggy Whiting, M.A. in Career Counseling and Placement
    o 919-530-6182   pwhiting@nccu.edu

Nursing

- Dr. Lettie Torain   (919) 530-7228   ljtorain@nccu.edu

School of Business

- Attorney Barry Shuster   (919) 530-7835   or (919) 530-7389
                            (919) 530-7352 (FAX)
              bshuster@nccu.edu

Recreation Certificate Program

- Dr. Robert Stiefvater   (919) 530- 7429   (919) 530- 6756 FAX
              stiefvater@nccu.edu

Admission Offices:

- Undergraduate Admissions: (919) 530-6298 or 1- 877-667-7533
     www.nccu.edu/admissions   admissions@nccu.edu   (919) 530- 7625 FAX

- Graduate Admissions: (919) 530-7396   (919) 530- 7919 FAX

- School of Education (Graduate Admission)
                          (919) 530-6478   (919) 530- 5328 FAX

- School of Education (Licensure)   (919) 530-6478
                             (919) 530-7296   (919) 530- 5328 FAX

              soelicensure@nccu.edu

- School of Library and Information Sciences (Graduate Admission)
                          (919) 530- 6485   (919) 530- 7959 FAX

- Law School   (919) 530-5244 or (919) 530-6610

- Summer School (Visiting Students Only)
                              (919) 530-6349   (919) 530-6234

                                                          (919) 530-5220 FAX

                    summerschool@nccu.edu

- Special Students (Undergraduate Students Only)
                              (919) 530-7914   (919) 530-7915 FAX

                    kquammie@nccu.edu

NCCU Campus Reference Guide

- Eagle Service Center   (919) 530-6180
- Registrar Office   (919) 530-6262
- Student Accounting   (919) 530-5071
- Bursar/Cashier Office   (919) 530-6209 or 530-6234
- Student Health Services   (919) 530-5102
- Bookstore   (919) 530-6445
- Student Counseling Center   (919) 530-7646
- Student Disability Services   (919) *530*-6325 *or*

    studentdisabilityservices@nccu.edu
- Eagle Card Office   (919) 530-7543
- Scholarship & Student Aid   (919) 530-6180 or

    ssa@nccu.edu
- Office of Student Rights & Responsibilities   (919) 530-6311

- Campus Police   (919) 530-6106

- Transfer Services   (919) 530-6688 or 530-6687 or

  transfer@nccu.edu

- Campus Operator   (919) 530-6100

- Blackboard Help   (919) 530-7667 or 1-866-854-0010

- NCCU ITS   (919) 530-7676

- Veterans Affairs   (919) 530-5312

If your question was not answered in the above document or FAQs, please don't hesitate to communicate with us.

Division of Extended Studies, H.M. Michaux, Jr. School of Education Building, room 2051, 712 Cecil Street, Durham, NC 27707

Toll Free #: 1-800-678-0006 Phone #: 1-919-530-6324 Email: disted@nccu.edu

Fax: 919-530-5220