Dear University Transfer Student:

Welcome to the Arts, Sciences, and University Transfer Department at Durham Technical Community College. Academically and financially, Durham Technical Community College's University Transfer program is the right choice. You have joined the thousands of students who have selected our programs of study as the best first step to a baccalaureate degree. We are very proud of our programs, which are second to none.

Durham Tech boasts one of the largest and most respected University Transfer programs in the state. Each semester, we enroll around two thousand students in the Associate in Arts or Associate in Science programs. Each year, over 200 students successfully transfer to public and private four-year institutions, including UNC-Chapel Hill, North Carolina State University, and North Carolina Central University. Our students also have transferred to such prestigious institutions as Duke, Stanford, Cornell, UC-Berkeley and University of Pennsylvania. Many have gone on to graduate school. The academic groundwork for their success at such institutions was laid at Durham Tech. So, if you are interested in pursuing a major or career in engineering, education, health, psychology, business, or any other field, Durham Tech's University Transfer program is the smart place to start.

Under the Comprehensive Articulation Agreement between North Carolina's community colleges and public universities, students earning the Associate in Arts or Associate in Science degree transfer into the four-year institutions as juniors with 60 credit hours of course work. Our exceptional University Transfer faculty will ensure that you receive an education equal to the first two years at a four-year institution, and our expert advisors will guide you through the transfer process. We also have formed partnerships with area four-year institutions, such as the C-STEP at UNC-CH and BRITE at NCCU. Read further about these initiatives below.

As an added bonus, you will save thousands of dollars in tuition and fees by completing your first two years of higher education at Durham Tech.

In Fall 2015, Durham Tech is adding two programs: Associate in Fine Arts (AFA) and Associate in Engineering (AE). The AFA is valuable for students who wish to pursue a Bachelor's of Fine Arts or a Bachelor's of Arts with a Fine Arts major (depending on your school of choice). This degree is desirable because it allows students to take studio arts courses in their freshman and sophomore years. The AE provides a smooth alignment of required courses for students transferring to the five public university engineering programs in North Carolina.

This handbook contains useful information about our University Transfer program. As you take courses at Durham Tech, you will discover that our greatest strengths are the quality of the faculty and the quality of the education we offer. Our goal is to work with you to help you realize your full academic and professional potential. If you have any questions, please do not hesitate to contact us.

We look forward to working with you.

Tracy Mancini, Dean and Department Head,
Arts, Sciences, and University Transfer

Kara Battle, Associate Dean,
Arts, Sciences, and University Transfer

Mary Marsha Cupitt, Advising and Transfer Coordinator
for Arts, Sciences, and University Transfer

Updated July 2015

THE TRANSFER CENTER for ARTS, SCIENCES, AND UNIVERSITY TRANSFER

The Transfer Center, located in room 303 of the Phillips Building, serves as a central resource and collection point for information regarding transferability between the college and North Carolina's four-year colleges and universities. The center is designed as a resource for all curriculum students who are interested in transferring to a four-year institution at some point in their careers.

The Transfer Center serves as a resource for faculty and students by providing the following advantages:

- ✓ Provides materials that will assist students in selection of courses and in selection of a university or other higher education institution;
- ✓ Maintains a Virtual Transfer Center with bookmarked websites of area community colleges, four-year colleges, and universities, and assistance for students in navigating those websites;
- ✓ Provides access to online catalogs of higher education institutions and online applications;
- ✓ Provides information about AAS bilateral agreements;
- ✓ Offers guidance and advice for students with transfer concerns; and
- ✓ Is a location or meeting space for University Transfer workshops (watch for signs posted on campus) and recruiters from area universities (watch for signs posted on campus).

Students are invited to visit the Transfer Center, with or without an appointment. Students with appointments will be served first. Students without appointments will be served on a first-come, first-served basis. For further information, call 919-536-7223, ext.8050.

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Arts, Sciences, and University Transfer Department (ASUT) Mission Statement

Revised July 2014

The mission of the Arts, Sciences, and University Transfer Department is

1) to offer a wide range of foundational arts and sciences courses that prepare students to achieve their academic and career goals;

2) to offer a rigorous two-year, liberal arts program of study leading to the Associate in Arts or the Associate in Science degree that prepares students to succeed at upper-division coursework. The freshman- and sophomore-level courses as outlined in the Comprehensive Articulation Agreement readily transfer and are comparable to college courses at four-year institutions within the North Carolina University System, selected private institutions, and institutions in other states; and

3) to offer the Associate in General Education degree designed for individuals wishing to broaden their education, with emphasis on personal interest, growth, and development;

4) to offer the Associate in Fine Arts degree designed for individuals who plan to earn a Bachelor of Fine Arts (BFA) or a Bachelor of Arts with a Fine Arts focus (BAFA) degree in four years;

5) to offer the Associate in Engineering degree designed for a smooth alignment to the five public universities that offer engineering programs.

To expand on the goals and mission of the Student Learning, and Instructional Services Division, the department

- upholds and imparts high standards of academic integrity for the purpose of facilitating learning, positive personal growth, and contributions to the community;
- prepares students to contribute positively to the academic and workplace environment by providing them the opportunity to acquire the necessary knowledge and expected behaviors (e.g. demeanor, attendance, punctuality);
- exposes students to the vast array of technological and informational resources at their disposal and educates students in the effective use of such skills and information;
- presents students with a variety of learning experiences and critical perspectives in small classes and labs and through various methods of instructional delivery, including distance learning;
- provides students with support and guidance as they build confidence, develop learning skills, take pride in their personal and academic achievements, and prepare for careers in an ever-changing environment;
- creates an atmosphere that exposes students to multicultural issues to gain a greater understanding of themselves and the world around them, and to recognize cultural differences, to develop tolerance for differences, and to act appropriately with individuals of varying cultures;
- offers learning opportunities outside the classroom to faculty, staff, students, and the community at large;
- establishes partnerships with four-year institutions to facilitate transfer to specialized majors;
- provides access to college-level courses and credit for qualified high school students; and
- Responds to the needs of the community by offering relevant new programs and educational and enrichment opportunities to its residents.

Durham Tech Partnership Initiatives with UNC-Chapel Hill and North Carolina Central University

C-STEP (Carolina Student Transfer Excellence Program) is a comprehensive and competitive academic program designed to increase the number of high-achieving, low- to moderate-income students graduating from the University of North Carolina at Chapel Hill. Transfer program students accepted into C-STEP who complete an associate degree and comply with all other C-STEP requirements will be **guaranteed junior transfer admission to UNC-Chapel Hill.** Such students may fall under the Carolina Covenant, which guarantees graduation from UNC debt-free. Furthermore, Durham Tech provides a $750 stipend for C-STEP students who meet basic requirements of the program. For information, call 919-536-7223, ext. 8050 or visit the C-STEP section of the website**.**

BRITE (Biomanufacturing Research Institute & Technology Enterprise) Scholarships to North Carolina Central University are available for students completing the Associate in Science degree at Durham Tech and planning to pursue a Bachelor of Science in chemistry or biology with a concentration in biopharmaceutical science. These scholarships may cover all tuition and expenses for students interested in a career in the biotech industry. For further information, call 919-536-7223, ext. 8050 or visit the BRITE website**.**

The **Eagle Connect** Enrollment Program is a two-year residential program offered jointly by North Carolina Central University and Durham Tech. Designed for a select group of first-year students, the Eagle Connect Program is an academic transfer program **available by invitation only**. The Eagle Connect Program includes targeted academic advising, student support services, and a student life component designed to help students succeed in meeting academic requirements for transferring to NCCU. The program allows students to make progress in their intended major during their first and second years while preparing for full admission to and enrollment at NCCU beginning in their junior year. Eligible students are first-year college students who do not qualify for regular admission to NCCU due to Minimum Admission Requirements (MAR) or Minimum Course Requirements (MCR). For more information please contact NCCU at 919-530-6687 or mdshaw9@nccu.edu.

HOW TO SUCCEED IN COLLEGE
Time Management, Effort, Academic Attitude, Motivation (TEAM)

Join the **TEAM!** Every year, thousands of students across the country register for college courses with expectations of successfully completing each one. Unfortunately, many students never do. Many students find they must drop the course; others stop attending the course; and, all too frequently, they fail the course. These students are often surprised that their hopes and expectations at the beginning of the semester are never realized. Many students, however, **do** successfully complete their courses. What allows one student to be successful while a student in the same course may find himself or herself faced with a failing grade? Other students are successful. It may be that the successful student has joined the **Academic TEAM.**

The first key to successful college work is **TIME MANAGEMENT**. Effective time management begins at registration. Successful students are realistic about their workload and do not attempt to do too much at one time. To calculate **minimum** study time, multiply your total number of hours in class by two. If you are taking four three-hour courses, your time in class is 12 hours. That means that you should be studying at least 24 hours each week. Combined, that is 36 hours **devoted to school alone.** A student who is working only 20 hours a week who tries to take 4 classes is committing himself or herself to a **56-hour** work week! Most people cannot do their best work under conditions such as these.

Once a semester begins, time management becomes crucial. Create a written schedule for yourself or buy some type of time management aid (such as a daily planner). Upon receipt of a syllabus, immediately write in assignments, project/paper due dates, and test dates. Use a week-at-a-glance schedule to find study times. Begin by filling in all committed time — class times, work schedule, required family time, leisure activities — and look at what's left. This is your study time. If there is little time left, something will have to be rearranged. Of course, no time management system is perfect, and they are all useless unless followed. If a created schedule is not working for you, change it. Keep trying until you find a schedule that works for you. Remember that the dates for tests and assignments given on the syllabus are deadlines, not suggestions.

The second key to success is **EFFORT.** To succeed, **you will have to work**. College courses require you to spend your time reading textbooks, reviewing and revising notes, thinking about class material prior to class, **attending every class**, being on time to class (yes, even 8 a.m. classes!), preparing for tests, researching and writing papers, and completing all projects according to deadlines. There is no way around this — you have to do the work to get the grade! **No amount of wishing, whining, or complaining is going to substitute for effort.**

The third key to success is the **ACADEMIC ATTITUDE**. Successful students approach their studies in a positive, open-minded manner. They look at each class meeting as an opportunity to learn something new, and they enjoy the critical thinking process that takes place in class. Frequently, students will say, "Just tell me what you want me to know for the test." This may be out of frustration or a lack of interest in the material, but either way, it is an attitude of passivity and apathy. People with an academic attitude are active learners, always searching for new ways to think about the world around them.

The fourth and final key to success is **MOTIVATION**. No one else is going to make you successful. **It is up to you**. You will have to find the motivation within yourself to complete your courses. To understand your motivation, ask yourself why you are in school. Examine your goals and how college will help you achieve them. College is an incredible opportunity to discover new ways of thinking about the world and an opportunity to explore your own individual talents and interests. Discover your own personal motivation, and remind yourself frequently why you have chosen to be here.

Lastly, remember that you are only one player on the **TEAM**. The other players are your classmates, your instructors, your advisor, and the administration of the college. **We are working together toward one common goal: your future.**

Resources for Transfer Success

ACA 122: College Transfer Success is a required course for the AA/AS degree and should be taken in the first semester of courses. This transfer course instructs students in the fundamental academic and personal skills necessary for college success. Most importantly, this course provides information and strategies for a successful and seamless transfer to a four-year university or college. Topics include academic and career planning, advising, research of four-year schools and majors, financial planning and aid, the application process, transfer students' rights, and more. Upon completion of the course, students will have a comprehensive plan for successful transfer.

The Virtual Transfer Center (VTC), has links to most of the colleges and universities that are of interest to Durham Tech students. By following the links, students can identify graduation requirements at area institutions, find course equivalencies lists, and download applications. Students can research career choices as well as information about financial aid and scholarship opportunities through the link to the College Foundation of North Carolina website. The **Transfer Center** maintains the VTC. See page 1 for more information about the services offered by the Transfer Center.

Phi Theta Kappa International Honor Society
In October 2011, Durham Tech chartered the Beta Tau Phi chapter of Phi Theta Kappa. This organization provides high-achieving students the resources needed for college-planning and leadership development. Information about available scholarships is also provided. Students who are currently enrolled in an associate degree program at Durham Tech, have completed at least 18 semester hours of credit toward that program, and have maintained a 3.5 GPA or higher receive invitations to join Phi Theta Kappa at the beginning of the Fall and Spring semesters. Membership is noted on student transcripts, and members' diplomas are embellished with a Phi Theta Kappa gold seal upon graduation. For more information on Phi Theta Kappa, contact Lyndsay Al-Shabli at 919-536-7200, ext. 8073.

The Transfer Times is a monthly, student-oriented newsletter that provides current and breaking transfer-related information. This publication aims to help make the transition from an associate degree (AA, AS, AFA, AE, or AAS) program to a four-year college or university seamless. ***The Transfer Times*** includes reminders about registration, transfer opportunities, courses students need to complete their programs of study, scholarship announcements, transfer workshops, campus recruiter visits, and extra-curricular activities related to transfer. Hard copies of the monthly newsletter can be found in The Transfer Center, Phillips 303.

For electronic and back issues of ***The Transfer Times***, visit the Virtual Transfer Center.

2+ Agreements are designed by the public and private four-year institutions for **AAS** students. Many AAS degrees are transferrable to specific universities with majors that continue to higher levels of education in that selected subject area. For example, students with an AAS degree in Criminal Justice are able to bundle that degree, transfer to NCCU and complete the Criminal Justice Baccalaureate degree in two years. ECU offers a true 2+2 BS in Industrial Engineering for a wide variety of AAS degrees. And, UNC Greensboro offers a 2+ for many AAS degrees as well. View more is the link to some 2+ opportunities on the Durham Tech website.

The Honors Program provides students taking General Education courses the opportunity to pursue guided undergraduate research opportunities above and beyond the normal scope of a course. Many full-time ASUT faculty members offer an Honors option; however, the program is selective, and a limited number of honors project proposals are accepted each semester. Durham Tech has signed Memoranda of Understanding with Appalachian State University, UNC-Asheville, and UNC-G which allow honors courses completed at Durham Tech to count toward the Honors Programs at those respective schools if a student transfers there. See more information about the Durham Tech's Honors Program, lists of current instructors offering honors options, and the honors project proposal form.

The Center for Academic Excellence (CAE) provides free tutoring on the third floor of the Wynn Center, room 1310. View information about the services offered.

FREE Online tutoring is available 24 hours per day. View information about Upswing online tutoring.

Information about **Other Student Services** such as counseling services, disability services, and career

services can be accessed in the Student Services section of the website.

Frequently Asked Questions About AA, AS, AGE, AFA, AE, and AAS degrees

What is a plan of study?

A plan of study for the Associate in Arts (AA), the Associate in Science (AS), Associate in General Education (AGE), Associate in Fine Arts (AFA), Associate in Engineering (AE) degree, and Associate in Applied Science (AAS) is a listing of courses you need to complete to earn the degree. View the Plans of study web page.

Why are the plans of study for the AA and the AS degrees so similar?

Both plans of study start with 30 semester hours of Universal General Education Transfer Component (UGETC) courses. Those courses form the foundation of a quality higher education for all students at a two-year or a four-year level. Some of these hours should be selected with an eye toward your intended major, especially in the areas of mathematics and science. After you have completed the UGETC courses, you will select 15 semester hours of additional General Education courses more specific to your areas of interest, as defined by your university-of-choice. And, you will complete 15 semester hours of pre-major or elective courses to earn your AA or AS degree. Again, you will select those 15 hours with your specific interests and the graduation requirements of the university/college in mind.

What exactly are UGETC courses?

Universal General Education Transfer Component (UGETC) courses are a select body of courses guaranteed to satisfy a lower division General Education core requirement at the NC public university or the participating private college to which you transfer. For this reason, it is suggested that you take only UGETC courses in your first semester at Durham Tech. Still, it is best to select your UGETC courses with a major in mind, especially in regard to mathematics and science choices. Your UGETC course choices should be the suggested courses for your major.

What exactly is a semester hour?

Semester hours (or credit hours) are based on the amount of time spent in class during one week of a 16-week semester. For example, a three semester-hour-credit course meets for three hours per week for 16 weeks. The three hours per week are called **contact hours**. When you successfully complete the course, you are awarded three semester hours credit (SHC) for the course. In most cases, semester hours equal contact hours. However, this is not always the case. For example, lab hours are counted differently: typically a lab meets for three hours per week but you will be given only one SHC credit for the course. In addition, the length of an hour is only 50 minutes.

Minimester courses and summer courses meet for the same total number of hours as fall and spring semester courses but those total hours are distributed differently. For example, a three (3) SHC course meets for 3 x 16 = 48 hours total. In a minimester or summer course, those 48 hours are distributed over an eight (8) week period.

What is the "Lower Division General Education Core" at the universities?

Every university defines a set of freshman and sophomore level coursework that give a student broad exposure to many fields of study. These courses may include English, history, foreign language, science, mathematics, humanities, and social science. **Students who complete the AA or AS degree are guaranteed to have completed the General Education Core at the receiving university**.

Students in AE must earn a GPA of 2.5 or above to be granted that degree. Thus, the AE student's protection in regard to the General Education requirements at the receiving university are dependent on that GPA requirement.

Transferring to a North Carolina university prior to completion of the degree means that each core course will be transferred individually and you will be required to complete the General Education Core of the receiving university. Remember, if the course is a UGETC, that course is guaranteed to satisfy some part of the General Education requirements at the receiving institution.

For the AFA student all courses are protected, but the degree is not. The General Education Core of the AFA is composed of UGETC courses so all choices should fulfill some part of the receiving university's General Education requirements. All other courses are protected and transferrable but students should check with the receiving university for details. Students who earn the AFA degree should be able to graduate from the university offering a BFA or BA in Fine Arts in four semesters, assuming they attend the university full-time.

UGETC courses are guaranteed to fulfill some of those lower division requirements. So too, will many courses listed in the area of "Additional General Education

Hours," but there is no guarantee. Check with your university to be certain. Again**, be careful when selecting your math and science courses** to be certain that they not only fulfill lower division requirements but also the requirement for your desired major.

How can I minimize taking extra courses at the university?

Pay special attention in your first semester to the UGETC courses as they will satisfy a Lower Division General Education requirement at every public university. If you know to which school you want to transfer and you know your major, look at the graduation requirements. Select only courses listed as required. You can find links to the universities and the majors at the Virtual Transfer Center.

How do I decide between AA and AS programs?

The Associate in Arts (AA) is a two-year degree with an emphasis on courses such as English, fine arts, foreign languages, history, philosophy, psychology, or sociology. The AA degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or at a professional school that requires a strong liberal arts background. The Associate in Science (AS) is a two-year degree with an emphasis on courses such as biology, chemistry, computer science, engineering, geology, mathematics, or physics. The AS degree is designed for students who want to pursue a four-year degree in areas of study such as engineering, mathematics, the sciences, or professional programs that require strong mathematics and science backgrounds. An advisor can help you develop a plan appropriate to your goals.

What do I need to do to earn an AA or AS degree?

You need to complete the 45-Hour General Education Core requirements plus 15 more hours of electives, for a total of 60 hours. The specific courses you choose will depend on your major and the school to which you wish to transfer.

View the plans of study for the AA and the plans of study for AS. Select the plan in effect the year you enrolled in the AA or AS program.

The plans of study defined by the universities can be found from the Virtual Transfer Center. Select your university-of-choice and then the major of your choice.

Why might I select the AFA?

The Associate in Fine Arts (AFA) is a great choice for students interested in studio art. It will allow a student to complete studio arts classes in their freshman and sophomore years, thus allowing the student to graduate in four years. Not every university offers a Bachelor in Fine Arts (BFA) or a Bachelor of Arts in Fine Arts (BAFA) so the student should select a university that offers such degrees.

Why might I select the AE?

The Associate in Engineering (AE) is designed for students who plan to be engineers. The AE was designed in collaboration with the five public university, engineering schools: ECU, NCA&T, NCSU, UNC Charlotte, and WCU.

Can I earn my degree online?

Students can take nearly all of the courses they need to complete an Associate in Arts (AA) degree online. They may need to take two to four hybrid courses to complete the plan of study, but hybrid courses are designed to reduce the amount of time students spend on campus. Online courses can be more time-consuming than traditional classroom courses. **You should consider carefully the amount of time you have to devote to study and online participation as well as whether or not you have access to required technology. Also consider whether or not you have the self-discipline to complete an online course successfully.**

What is a major?

A major is a field of study in which you specialize by taking 10 or more courses. The earlier you decide on a major, the more likely you are to select courses appropriate to your major. You must decide on a major by the time you are a junior. Taking the recommended core courses may help you find a major based on courses you enjoy. Many students know early in their studies which field they wish to study intensely; others students need longer to decide. Both methods can lead to success.

What if I haven't decided on a major?

That's fine. College should be a place to discover new fields and to open doors to new possibilities. Taking a variety of courses can help you define your interests and talents. The academic advisors in Admissions and Enrollment Services offer career counseling with inventories that can suggest possible career paths. Also, your ACA 122 course will assist you in career exploration. However, it helps to make a decision on a major by the end of your first 30 hours so that you take courses that fulfill the requirements for that major. Be open with your advisor about careers you are considering so your advisor can use that information to

assist you in selecting courses. Again, math and science course choices are major-specific.

What majors are offered at the universities?

The active majors offered by the University of North Carolina system is listed on their website. This list was compiled by the General Administration Office of the University of North Carolina (which is composed of the 16 public institutions of higher learning in North Carolina).
It is also possible to find the list of majors by visiting the Virtual Transfer Center and selecting the college of your choice. Then select "Degree Program Requirements" to be directed to a list of majors at the selected university.

Why do I need to take courses not in my major field of study?

There are three kinds of courses necessary for either a four-year Bachelor of Arts or Bachelor of Science degree:

- General education (or core) courses in mathematics, English, humanities, social sciences, and natural sciences are designed to give you a broad understanding of each area. These courses are usually completed in your first and second year.
- Courses in your major, usually 10 to 12 courses, are intended to extend and deepen your knowledge in that specific field of study. These classes are usually taken in your junior and senior year after you have transferred from Durham Tech.
- Elective courses allow you to explore other fields and to broaden your academic horizons. To transfer as a junior, a student at Durham Tech will take 45 hours of general education/core courses and 15 hours of elective courses. Elective courses are taken throughout your college career.

What is an elective course?

All courses that are protected by the Comprehensive Articulation Agreement (CAA) are designated in one of three ways: UGETC courses, general education courses, or pre-major elective courses. If a course is designated as a pre-major elective course, it may be used as credit toward graduation, but may not be used to satisfy a general education course requirement. Transferring prior to the completion of the degree means that each elective will be transferred individually. You can research the appropriate designation of a course by going to the course descriptions on the Durham Tech website.

What is the Comprehensive Articulation Agreement (CAA)?

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities. Its objective is the facilitation of student transfer from two- to four-year institutions. The CAA establishes transfer policies and assures certain student rights in the transfer process. NC community college students who earn an associate degree according to the guidelines of the CAA will transfer 60 credit hours and be treated as juniors at the receiving UNC institution.

See additional information about the CAA and transfer to the UNC System.

Independent colleges and universities are considering an Independent Comprehensive Articulation Agreement. That agreement has not yet been finalized. View a list of private colleges and universities that had signed in 2012. Many of these will sign again once the agreement is finalized.

Which courses are protected by the CAA?

Courses which are transferable will be identified in the course description as protected by the CAA and as UGETC courses or as elective courses. These protected courses must be earned with the grade of C or better and must be part of the curriculum for your intended major. Say, for example, you plan to enter engineering at NCSU but you take courses appropriate for an elementary education student. Those elementary education courses are guaranteed to transfer and they will, but they will not reduce the course work required for a degree in engineering. Thus, you can see that it is essential to know the requirements of your major.

You must also know your intended school. Surprisingly, the requirements for a major in psychology at NCSU are different from the requirements for a psychology major at UNC-CH. Follow the requirements for the major and for the school to have the most successful transfer.

To assist you in selecting the best courses for your major, use a Course Selection Guide.

Does the CAA mean that I can automatically transfer to one of the 16 campuses within the University of North Carolina system?

No. You must still apply and be accepted. The admissions procedure is still quite competitive, and certain programs are more selective in their admissions than others. In addition, some schools limit the number of transfer students they will accept. Talk to your advisor about any issues you have in regard to applying. However, the Transfer Assured Admissions Policy (TAAP) does assure that AA/AS graduates who are covered by the CAA will be accepted to at least one of the 16 UNC institutions.

What are the University of North Carolina System Minimum Course Requirements (MCRs)?

MCRs are the courses necessary for undergraduate admission to the University of North Carolina system directly from high school.

The Minimum Course Requirements (implemented in 2006) for admission into the UNC system directly from high school include the following course units:

- Four course units in English;
- Two course units of a language other than English;
- Four course units of mathematics, in any of the following combinations:
  - Algebra I and II, geometry, and one unit beyond algebra II,
  - Algebra I and II, and two units beyond integrated math III;
- Three courses in science, including
  - At least one unit in a life or biological science
  - At least one unit in physical science
  - At least one laboratory course; and
- Two course units in social studies, including one unit in US history.

I did not complete the MCRs in high school. What do I do now?

Attend your local community college. Students who earn the AA or AS degree at Durham Tech will receive all protections provided by the Comprehensive Articulation Agreement, including having satisfied the receiving university's General Education core requirements. Students who transfer before completing the degree should find from the university website the requirements for admission. Learn of the requirements for your school of choice.

I am only missing one course in the MCRs. May I take only that one course at the community college to be compliant?

If you missed any one of the high school MCR requirements, you must meet the MCR requirements at a community college, as defined above. If you are deficient in one area, you are considered deficient in all areas.

I am over the age of 24. Do the MCR rules apply to me as well?

No. If you are over the age of 24, you may apply to the public universities without being MCR-compliant. However, the university will probably have requirements for admission that apply to you. Learn about requirements for your school of choice.

What is the Transfer Assured Admissions Policy (TAAP)?

The Transfer Assured Admissions Policy (TAAP) assures admission to one of the 16 UNC institutions with the following stipulations:

- Admission is not assured to a specific campus or specific program or major;
- Students must have graduated from a NC community college with an Associate in Arts or Associate in Science degree;
- Students must meet all requirements of the Comprehensive Articulation Agreement;
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which he or she graduated, and a grade of C or better in all CAA courses;
- Students must be academically eligible for re-admission to the last institution attended;
- Students must meet judicial requirements of the institution to which the student applies; and
- Students must meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

What does "CAA Baccalaureate Degree Plan" mean?

The CAA Baccalaureate Degree Plan (BDP) refers to a specific plan of study designed for community college students that will prepare them for a chosen major at the four-year school. These plans have been developed by the universities. They serve as a blueprint for guiding community college students in selecting courses appropriate to their selected major. They follow the same basic plan for an AA or AS degree but are more specific in their recommendations for course selection. Since they are only recommendations for course selection, substitutions may be made within the requirements of the AA or AS plans of study. You will still need to meet the admissions requirements for your preferred university, even if you followed the BDP carefully.

A list of the current BDPs are be found on at the Virtual Transfer Center. Select your preferred university, then select BDP. Visit the Virtual Transfer Center.

What is the Virtual Transfer Center?

Durham Tech maintains a web page that links you to the universities in the area, Baccalaureate Degree plans, and career development websites. Visit the Virtual Transfer Center on the Durham Tech website. There you will find links to career exploration sites; universities' websites; and links for nursing, business, and engineering.

What are Course Selection Guides?

Course Selection Guides (CSG) are documents where Baccalaureate Degree Plans are compiled for four universities. For example, say you want to major in nursing. The CSG for nursing has compiled, on one document, the requirements for nursing at four different universities: NCCU, UNC-CH, UNCG, and UNCW. With this document you can compare and contrast the requirements at all four schools and select the school that is best for you. View the CSGs found on the Virtual Transfer Center web page under Transfer Planning.

Are there other sites that a transfer student should know about?

UNC-General Administration maintains a website for Transfer Students. It contains links to important information for all sixteen universities.

What is the required ACA 122: *College Transfer Success* course?

ACA 122: College Transfer Success is a course designed to introduce students to Durham Tech campus resources, prepare a plan or study based on a chosen university and a preferred major, and familiarize students with the campus culture. Through this course, students learn the characteristics of an independent learner, receive help in creating goals and developing strategies to achieve those goals, learn good time management skills, and identify resources that will assist them in developing a curriculum that will provide a seamless transfer to the university. *ACA 122* is required of any student who has taken fewer than 12 hours of college work.

What agreements does Durham Tech have with specific universities?

At this time, Durham Tech has specific transfer agreements with both area UNC institutions and private colleges and universities. Go to the Virtual Transfer Center for a list of bilateral agreements and Memoranda of Understanding.

What is an advisor, and how do I get one?

Upon admission to a program, the Advising Center will assign a faculty member to serve as your academic advisor. Your advisor will assist you in selecting courses appropriate to your areas of interest and will provide a sense of continuity during your time here at Durham Tech. You should meet with your advisor at least once a semester to ensure that you are on track for graduating and/or transferring. Your advisor can also help you clarify ideas about which you are still unsure. In addition, your advisor releases your registration restriction each semester.

How do I qualify for financial aid?

We recommend that all students fill out the application for financial aid as soon as they receive their letter of acceptance into a program. The Financial Aid office is located in the Phail Wynn, Jr. Student Services Center. The phone number is 919-536-7200, ext. 1503. For additional information, visit the College Foundation of North Carolina's website for information about financial aid.

How many credit hours are necessary to be considered a full-time student?

Full-time has different meanings for different parts of the school. Twelve semester hours is considered full-time for purposes of insurance, veterans' benefits, and financial aid. Fourteen semester hours is considered full-time for purposes of determining tuition at a per term rate. Check with the Financial Aid office to confirm your status. For students who are not working, the recommended hours are 14-18.

If I work, should I try to take fewer hours?

Yes, you should, so you have time and energy to do well in your courses. Our expectation is that you will study two hours outside of class for every hour the class meets. Thus, if you are taking 12 hours of coursework you should study for 24 hours, making a total of 36 hours of class/studying each week. If you work or if you have time-intensive family commitments, you will have less time available for courses and for out-of-class studying and assignments. We recommend the following course load for working students:

- If you work 10 hours per week, take 12-16 credit hours.
- If you work 20 hours per week, take 10-12 credit hours.
- If you work 30 hours per week, take 7-9 credit hours.
- If you work 40 hours per week, take 3-6 credit hours.

When can I transfer?

You can transfer whenever an institution accepts you. This will vary depending on the program you wish to enter, the institution you choose, the courses you have

selected, and the grades you have earned at Durham Tech. There is abundant evidence that students who complete the degree at the community college are more successful than students who leave before completing the degree. See the detailed information about Durham Tech's success (as well as the success of all students) transferring from a NC community College. Go to Page 21.

Can I earn my degree at the Orange County Campus?

Students can complete an Associate in Arts (AA) degree at the Orange County Campus (OCC) in Hillsborough by taking most of their courses at OCC and just a few online courses. For information about OCC course offerings, call 919-536-7220, ext. 4203.

How do I decide among AAS programs?

Each Associate in Applied Science program will lead you to a unique career. Think about what you like to do and what you are good at doing, which are two important components of a successful career. You can research careers through the CFNC (College Foundation of North Carolina) website and the website maintained by the Bureau of Labor Statistics. Links to these organizations can be found at the Virtual Transfer Center or at the Virtual Career Center from the Durham Tech home page. Your *ACA 122* instructor can also help you research career opportunities and develop a plan to achieve your goals.

Is the transfer process different with an AAS degree?

If you are an AAS student and think you may want to transfer to a university eventually, you should be researching which universities are friendly to students transferring with the AAS degree. Several universities are friendly to students who complete the AAS degree. ECU and UNC-G both give blanket elective credit for some of the AAS work and both require that you complete the AAS degree before acceptance. NCCU has developed several 2+ agreements with Durham Tech. You can find links to these schools and their agreements from the Virtual Transfer Center.

It is important to look at the first- and second-year requirements for the major you are considering at the receiving university. You may want to take a few of those course requirements while at Durham Tech, especially if those requirements will fulfill both the university requirements and the requirements of your AAS plan of study. For example, if your AAS math requirement is *MAT 121*, but you find the university requires *MAT 171: Pre-calculus Algebra*, then take *MAT 171* (there may be prerequisite courses that you would also need to take). But be certain that your program advisor here at Durham Tech agrees that *MAT 171* will substitute for your math requirement.

Is there a limit to how many semester hours of credit I can transfer to the university?

You should be aware that most universities do not award transfer credit in excess of 64 hours from community colleges. Most will give you credit for all your work, but allot only 64 hours to all of that work. Thus, say you completed 75 hours of coursework here at Durham Tech and transfer to, say, UNC-CH. UNC-CH will take in all of the work (you will not need repeat any coursework) and will award 64 hours of credit. NCSU is the one school which allots more than 64 hours. Check with your university to be sure.

How do I select a university?

Ideally, you would select your university based on your major. And, many community college students want to stay near home. Some majors are offered at every university (for example, English). Other majors are offered only at selected universities. For example, engineering is offered at only ECU, NCA&T, NCSU, UNC-Charlotte, and WCU. Even there, they offer varying types of engineering. Thus, if you want to major in engineering, you should select one of those five universities that offer your specific speciality. View a list of all of the majors offered in the UNC system.

Where can I learn about universities in North Carolina?

North Carolina maintains an excellent website, College Foundation of North Carolina, to assist you in collecting information about the universities in the state. It also has information to assist you in identifying sources of funding for your college education. You will find a wealth of information on the CFNC website**.** The Transfer Center in the Phillips Building, room 303, also has a wealth of information on both public and private North Carolina colleges and universities. Recruiters from these institutions also visit Durham Tech. An additional resource is the specific institution's website, which can be easily accessed from the Virtual Transfer Center on the Durham Tech website. And, of course, there is the website maintained by UNC-General Administration.

What should I know about getting accepted into North Carolina Central University (NCCU)?

NCCU admits students after they have completed 24 hours of transferable courses. NCCU requires students to complete the third semester of a foreign language.

We recommend that you complete your foreign language studies at Durham Tech.

BRITE (Biomanufacturing Research Institute & Technology Enterprise) Scholarships to North Carolina Central University are available for students completing the Associate in Science degree at Durham Tech and planning to pursue a Bachelor of Science in chemistry or biology with a concentration in biopharmaceutical science. Many students earn full scholarships to cover all tuition and expenses for students interested in a career in the biotech industry.

NCCU has scholarships for community college graduates who have GPAs at or above 2.75. Combined with Pell Grants, students with high GPAs could graduate from NCCU virtually debt-free.

What should I know about getting accepted into North Carolina State University (NCSU)?

NCSU states that they give preference to students who have completed their AA or AS degree and who have successfully completed the math and sciences courses appropriate to their preferred major. You can easily access the math and science requirements for NCSU majors by following the link to NCSU's Baccalaureate Degree Plans.

NCSU posts the minimum requirements for admission to specific colleges on their Transfer Center page. Follow the links to the requirements from the Virtual Transfer Center.

Note that the minimum GPA for many of the engineering programs are 3.5. Students with lower GPAs should consider other engineering schools.

Please note that if a student selects a major (such as engineering) at NCSU that requires *MAT 271* and *272* (*Calculus I* and *II*) and the student takes those two courses at Durham Tech, the student must earn at least a B in one of those two courses. The other grade must be at least a C.

NCSU states that they admit students after they have completed 30 hours of transferable courses. These 30 hours must include *ENG 111* and *ENG 112*.

Many programs at NCSU require that you complete the third semester of a foreign language. Find out if your selected program requires the second or the third semester by following the link to Degree Requirements at the Virtual Transfer Center. Whichever your program requires, we suggest that you complete your foreign language requirements here at Durham Tech. For many programs such as engineering programs, foreign language may be completed during high school.

NCSU has limited transfer openings for the spring semester. Engineering admissions are fall only. Other admissions are based on space-availability.
There are summer internships available to community college engineering students and research opportunities for science majors who are admitted to a science program. Students will need to provide their own housing while participating in these programs.

The Engineering School operates a summer bridge program for minority students.

Engineering premajor students can arrange an overnight stay. Contact the Transfer Center for more information.

NCSU has data to show that students who transfer from the community college graduate at the same rate as native students. Their GPAs are comparable as well.

What should I know about getting accepted into UNC-Chapel Hill?

UNC-Chapel Hill requires a significantly high GPA for admission. If you are wanting to transfer to CH, your GPA should be **at least** a 3.4.

UNC requires the third semester of foreign language for graduation. Some majors require four semesters. Follow the links at the Virtual Transfer Center to find out the requirements for your desired major. We recommend that you complete your foreign language requirements here at Durham Tech.

Select your two math courses from *MAT 143*, *152*, *171/171A, 172/172A*, *263/263A*, *271*, 272, and *273*. Most UNC programs will require one math course beyond *MAT 171/171A* and MAT 172/172A. Check the degree requirements at the Virtual Transfer Center.

C-STEP (Carolina Student Transfer Excellence Program) is a comprehensive and competitive academic program designed to increase the number of high-achieving, low- to moderate-income community college transfer students entering and graduating from the University of North Carolina-CH. Durham Technical Community College University Transfer program students accepted into C-STEP who complete an associate degree and comply with all other C-STEP requirements will be guaranteed junior transfer admission to UNC-Chapel Hill. Many C-STEP students fall under the Carolina Covenant, which

guarantees graduation from UNC debt-free. For further information, call 919-536-7200, ext. 8050.

Some UNC-CH schools (e.g., School of Education, School of Journalism) are very specific about the course work that they require of transfer students. Identify the coursework required by the specific school in which you are interested. Some programs also have earlier application deadlines than the institutional deadline.

Many programs have a separate admissions process. Admission to UNC-CH does not guarantee admission into these programs. View the special admissions requirements for these programs.

Admission to the Kenan–Flagler School of Business requires studying one semester on the UNC-CH campus and completion for six specific courses. View the requirements for admission to the School of Business.

View a specific, detailed discussion of items to consider if considering the Kenan-Flagler School of Business, starting on page 2.

UNC-CH admits students in the fall only. If you have earned **fewer than 60 transferrable hours**, you will need to submit SAT/ACT scores for consideration.

What other schools should I consider?

We find **UNC-Greensboro (UNC-G)** to be very transfer friendly. They have a transfer website that is easy to navigate, and they have online degree completion study tracks. You will find UNC-G's admissions counselors eager to answer your questions and help you find your way. They also have developed a brochure for potential transfer students which answers many questions. UNC-G offers online degree programs in business studies and public health. And the drive from Durham to Greensboro is only one hour. For more information, follow the links at the Virtual Transfer Center.

Durham Tech has an agreement with **UNC-Wilmington (UNC-W)** which guarantees you admittance if you complete the AA or AS degree and have a 3.0 GPA. Check UNC-W's website to see if the programs they offer fit your needs. They have strong nursing, business, and education programs. To find out more, follow the links at the Virtual Transfer Center.

While **Meredith College** is a private college, they have developed effective support systems for older students. They also have a variety of scholarships to help students compensate for the higher tuition. If you want a career in education, Meredith has an education program that is very transfer friendly. Check them out by following the links at the Virtual Transfer Center.

Which universities are more accepting of the AAS courses and degree?

East Carolina University offers a very student-friendly bilateral agreement designed for AAS students in industrial and engineering technology programs as well as business technology programs. Students are required to complete ECU's General Education Core. *MAT 121* and *122* are accepted for the General Education Core math course requirements.

UNC-Greensboro is an excellent choice for graduates in AAS. They accept many courses not protected by the CAA and publish a list of those courses on their website. You may access this list from the Virtual Transfer Center under "Bilateral Agreements at UNC-Greensboro." They are particularly friendly to business and nursing students.

North Carolina Central University has developed a variety of bilateral agreements that detail exactly which AAS courses will be accepted. These agreements include Criminal Justice, Fire Protection to Public Administration, and RN to BSN. Contact NCCU for additional details.

UNC-Charlotte has always positioned itself as a school welcoming to community college students. They, too, accept courses not protected by the CAA, though not published in a single list. You may access their lists from the Virtual Transfer Center under "UNC-Charlotte," then "Course Equivalencies." Computer programming students should give them a look.

Western Carolina University accepts many unprotected courses as well. They consider themselves student friendly.

Many private colleges are welcoming to AAS students and will accept unprotected coursework. You will need to contact the specific college to identify which of your courses will transfer. The staff at the Transfer Center can, perhaps, help in this regard.

How well do Durham Tech students succeed after they have transferred?

We expect our students to do very well. The most recent data that we have available to us is from academic year 2012-2013. For those years, transfer students from Durham Tech had the following average GPAs after their first year at the senior institution:

Institution	Number of students who transferred	GPA
NCCU	**97**	**3.12**
UNC-Chapel Hill	**46**	**3.09**
NCSU	**31**	**3.05**
UNC-Charlotte	**17**	**2.88**
UNC-Greensboro	**15**	**3.24**
WSSU	**12**	**3.55**
App State	**6**	**2.34**

In the 2015 Performance Measures for Student Success, Durham Tech students in the University Transfer program continued to perform remarkably well at four-year University of North Carolina system institutions. In the 2015 report, 91.3 percent of Durham Tech transfer students had a grade point average (GPA) higher than 2.0 after one year at a UNC system institution, one of the highest percentages in the state. Even more impressive, 94 percent of AA/AS degree graduates had a grade point average (GPA) higher than 2.0 after one year at a UNC system institution. The system average is 88.3%. These figures once again illustrate that transfer students who complete the AA/AS degree at Durham Tech are well prepared to succeed at the UNC schools.

Who can help me with the entire transfer process?

You can talk with your advisor or you can seek help from the Transfer Center. If you do not have an assigned advisor, you may seek help from Admission and Enrollment Services in the Phail Wynn Center, room 1200. Any one of them will answer the questions that you have or help you find the answers. Of course, it is up to you to collect the forms that you need and to fill out those forms. Call the Transfer Center for an appointment: 919-536-7200, ext. 8050.

If I have concerns about a course or instructor, to whom should I speak?

Your first and best recourse is always to speak directly to your instructor. If you still have concerns, then you should talk to the discipline chair that oversees the course:

- Janel Mays, English/ Communications chair, 919-536-7200, ext. 8028
- Shannon Hahn, Foreign Languages chair, 919-536-7200, ext. 8018
- Dr. David Long, Social Science and Humanities chair, 919-536-7200, ext. 8025
- Christopher Mansfield, Mathematics chair, 919-536-7200, ext. 8026
- Dr. Kathy Zarilla, Science chair, 919-536-7200, ext. 8048

What is the grading policy for University Transfer Courses?

The Arts, Sciences, and University Transfer Department uses a 10 point grading system: 100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59 or below = F. Note that in courses that are in sequence, such as *Spanish 111* and *112* or *Chemistry 151* and *152*, a grade of at least C must be earned in order to proceed to the next level in the sequence.

What happens if I make a D or F?

Retake the course. The grades of D or F will not be given transfer credit. You will not be protected by the Comprehensive Articulation Agreement. If you retake the course with a grade of C or better, then you are once again protected. However, a grade of D does count toward graduation.

Can a grade of D or F be removed from my record?

If you retake a class, the second grade will be used to calculate the grade point average (GPA) **when you graduate**. If you transfer before you graduate, the D or F will be calculated in your GPA. However, either way, the lower grade remains part of your transcript. You should also be aware that your transfer institution or specific program may use both grades in calculating your GPA.

What is a W grade?

Community college students often must balance difficult schedules that include work and family obligations. To accommodate these hectic and busy schedules, the community college system uses some non-punitive grading and allows for drops (W) later than most four-year schools. Students may drop a course through the first 60% of a course. After the 60% point, a grade other than W will be awarded. The exact 60% date is listed in the schedule for the current semester. A W grade has no negative impact on your GPA or your chances of being admitted to a selective university (unless you have an excessively large number of them). It may, however, affect your eligibility for financial aid. Check with Financial Aid for further details.

How do I drop a class and receive a W?

The special grade of W is assigned when a student officially withdraws or, in some specific circumstances, is dropped from a course by the instructor during the first 60 percent of the class meeting hours. After the 60 percent date, a letter grade other than W may be assigned for the course, depending on the circumstances under which the student left the course. Additional information can be found in the Advising section of the website.

Students can access the withdrawal form at eforms from the Durham Tech website.

How do I go about getting special accommodations for my disability?

If you have a disability that requires accommodations, you should contact the Disabilities Services coordinator at 919-536-7200, ext. 1403, at least two weeks prior to the need for any accommodations. The Disabilities Services coordinator will evaluate the documentation of your disability, develop a plan that includes reasonable accommodations, and provide you with a copy of this plan to share with your instructors. Instructors will be unable to provide you with accommodations until you have completed this process and communicated your plan directly to your instructor. For more information about the requirements for establishing accommodations, please visit the Counseling, Student Development, and Activities Office in the Phail Wynn, Jr. Student Services Center.

Can I get credit for a workplace internship?

Beginning in fall 2014, AA and AS students may apply to do a work-based learning internship and receive one academic credit. Please note, this credit must be in addition to the number of credits required for their degree program. An internship could help you discern whether or not a particular field is of interest to you or it could distinguish you from other students applying in a particular field. Interested students should contact the dean of AS&UT, Tracy Mancini: 919-536-7223-ext. 8011.

Can I start taking classes while I am still in high school?

We have several opportunities for students to earn college credit while still in high school. Career and College Promise defines a course of study for students interested in either AA or AS. Students can Fast Track their way to a baccalaureate degree by completing 30 hours of transferrable work with Career and College Promise and then return to Durham Tech after high school graduation and complete another 30 hours. A student could complete college in three years rather than the traditional four.

Can I complete a course early, take an early exam, or get a final grade before the course ends?

Each semester, Durham Technical Community College establishes a date on which final course grades are due. Instructors will **not** generate a final grade for a student prior to that date. To ensure that all students are treated in a fair and equitable manner, faculty in the Arts, Sciences, and University Transfer Department will not generate a final grade for any student prior to the final grade due date. Furthermore, instructors will not arrange early exams for any student in order for the student to meet deadlines at another institution. Students who find that this policy conflicts with grade reporting deadlines at their home institution must work to resolve the matter at that institution and not at Durham Tech.

What are some keys to success in college courses?

- Personal commitment to expend the effort and time to do excellent work;
- Regular (if possible perfect) attendance of classes;
- Budgeted time that includes two hours outside study for every hour in class;
- Scheduled meetings with instructors for necessary extra help;
- A study group with other students for difficult courses; and
- Attendance of tutoring services.

Advanced Placement CLEP and Dantes Score Guidelines

Below are the guidelines used by Admissions Office in determining credit awarded for Advanced Placement tests, CLEP (College-Level Examination Program) tests, and DANTES (Defense Activity for Non-Tranditional Educational Support) tests.

You should be aware that just because we give you AP or CLEP or DANTES credit does not mean that the receiving university will give you credit. If you transfer before completing the degree, then the university will apply its own criteria for accepting credit. Example: At NCSU, they require a score of 4 in English to receive credit for their freshman English course (which is actually the equivalent of our ENG 111 AND 112). We will give you credit for ENG 111 with an AP score of 3.

For information about credit, refer to the AP/CLEP/DANTES credit page.

Plans of Study

A plan of study is a listing of courses you need to complete to earn the AA, AS, or AAS degree. Sample plans of study for the AA, AS for students admitted in or after Fall Semester 2014 are reproduced on pages 17. View the plans of study for other years.

The CAA Baccalaureate Degree Plan

The Comprehensive Articulation Agreement requires the public universities and participating private colleges to post on-line plans of study for selected majors at the receiving school, in the NC Community College System numbering systems. This website has a wealth of additional information for the transfer student.

Related Programs

Spanish Certificates*

The Spanish Language Certificate is an 18-credit-hour program that provides students with the verbal and written skills needed to communicate effectively in Spanish in the workplace and in community agencies. Some courses can be used to satisfy graduation requirements for the AA or AS degree program and to pursue a Spanish major or minor at four-year institutions. *The Community Spanish Facilitator Certificate* is an 18-hour program that prepares students to work as paraprofessional Spanish interpreters. *The Medical Spanish Facilitator Certificate* is a 15-credit-hour certificate that prepares students to work as para-professional medical Spanish interpreters in medical settings such as hospitals and clinics. For further information, call 919-536-7200, ext. 8053.

Teacher Education Pre-Major Articulation Agreement

Prekindergarten and kindergarten teachers as well as grade school, middle school, and high school teachers must have college degrees and be licensed by the State of North Carolina. Courses in these programs may or may not be transferrable. Consult your receiving university to be sure. The University Transfer program enables students to complete their first two years of general college courses. Students select either the AA or AS degree, depending on the subject area and grade level they wish to teach. For further information, call 919-536-7200, ext. 2002.

The Center for the Global Learner leads and collaborates with all areas of the college community to foster inter-cultural understanding and the development of engaged global citizens. It is charged with developing an understanding of global issues among our students and encouraging students to experience cultures other than their own; supporting the development of a local workforce ready to compete in a multinational environment; and providing opportunities for international students to enroll in and complete programs. For more information, visit the Center for the Global Learner website.

Activities Outside the Classroom

Durham Tech acknowledges the importance of student life outside the classroom and supports a variety of social, cultural, and professional opportunities to enhance a student's in-class educational experiences. View the list of organizations and activities available at Durham Tech.

More Information

For **more information** about **admissions, transcripts, tuition, financial aid, placement tests, and other student services**, visit the Durham Tech home page.

For **more information** about **University Transfer at Durham Tech**, visit the Arts, Sciences, and University Transfer website.

For **more information** about **transfer opportunities and resources,** visit the Durham Tech Virtual Transfer Center.

Current AA, AS, AFA, AE Worksheets

For "pdf fillable" copies of these worksheets, go to the Associate in Arts or the Associate in Science worksheets.