

UNIVERSITY TRANSFER

STUDENT HANDBOOK

Connecting students to their
four-year institution.



DURHAM TECH

Do great things.

THE TRANSFER CENTER

Phillips, room 3-126

The Transfer Center is designed as a resource for all students who are interested in transferring to a four-year institution at some point in their career.

Students are invited to visit The Transfer Center, with or without an appointment. Appointments can be made by going to <https://bit.ly/3g6g8uK>; by emailing transfercenter@durhamtech.edu; or by calling **919-536-7223, x8004**.

Table of Contents

How to Succeed in College: Join the Academic TEAM	2	What are Course Selection Guides?	6
Getting Started at Durham Tech	2	What agreements does Durham Tech have with specific universities?	7
What is a plan of study?	2	Applying to Four-Year Universities	7
Which plan of study is right for me?	2	When can I transfer?	7
How do I decide between an Associate in Applied Science (AAS) degree and a transfer degree?	2	Does the Comprehensive Articulation Agreement (CAA) mean I can automatically transfer to one of the 16 campuses within the UNC System?	7
What is the Comprehensive Articulation Agreement?	2	What is the Transfer Assured Admissions Policy (TAAP)?	7
How do I decide between the Associate in Arts (AA) and Associate in Science (AS) programs?	3	Who can help me with the transfer application process?	7
Why might I select an Associate in Fine Arts (AFA)?	3	Requesting transcripts	7
Why might I select an Associate in Engineering (AE)?	3	If I have an Associate in Applied Science (AAS) Degree, can I still transfer?	7
Who is right for an Associate in General Education (AGE)?	3	Is there a limit to how many semester hours of credit I can transfer to the university?	7
How are the Associate in Arts (AA), Associate in Science (AS), Associate in Engineering (AE), and Associate in Fine Arts (AFA) plans of study structured?	3	How do I select a transfer university?	7
What exactly are Universal General Education Transfer Component (UGETC) courses?	3	Where can I learn about universities in North Carolina?	7
What exactly is a semester hour?	3	Can I complete a bachelor's degree online?	8
What are general education requirements at the universities?	4	How can I improve my chances of getting into a competitive program or obtaining a scholarship?	8
Why do I need to take courses outside of my major field of study?	4	How do I obtain financial aid when I transfer to the four-year university?	8
What is an elective course?	4	Where can I find information about scholarships when I transfer to the four-year university?	8
Can I earn my degree online?	4	Specific University Information	9
Can I earn my degree at the Orange County Campus (OCC)?	4	What should I know about applying for North Carolina Central University (NCCU)?	9
What is an advisor, and how do I get one?	4	What should I know about applying for North Carolina State University (NCSU)?	9
What are some keys to success in college courses?	4	What should I know about applying for UNC-Chapel Hill?	9
What is the grading policy for University Transfer courses?	5	What other schools should I consider?	9
What happens if I make a D or F?	5	Which universities are more accepting of the Associate of Applied Science (AAS) courses and degree?	9
Can a grade of D or F be removed from my record?	5	After You Transfer	10
Can I get credit for a workplace internship?	5	What is Reverse Transfer?	10
If I have concerns about a course or instructor, to whom should I speak?	5	How well do Durham Tech students succeed after they have transferred?	10
Can I use AP, CLEP, and DANTES tests to fulfill program requirements?	5	What if a transfer university fails to honor the Comprehensive Articulation Agreement (CAA) or other articulation agreements?	10
Can I complete a course early, take an early exam, or get a final grade before the course ends?	5	Durham Tech Resources for Transfer Success	10
How do I qualify for financial aid?	5	The Transfer Center	10
How many credit hours are necessary to be considered a full-time student?	5	The Transfer Times	10
How many classes should I take?	5	College and Major Interest Form	10
What is a major?	6	Planning Your Course Work	6
What if I haven't decided on a major?	6	ACA 122: College Transfer Success	6
What majors are offered at the universities?	6	Which courses are guaranteed to transfer?	6
ACA 122: College Transfer Success	6	How can I minimize taking extra courses at the university?	6
Which courses are guaranteed to transfer?	6	What are CAA Baccalaureate Degree Plans?	6
How can I minimize taking extra courses at the university?	6		
What are CAA Baccalaureate Degree Plans?	6		

How to Succeed in College: Join the

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 a course. Others stop attending the course, and, all too frequently, they fail the course. Many students, however, *do* successfully complete their courses.

What allows one student to be successful while another student in the same course finds himself or herself faced with a failing grade? 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.

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!

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 enjoy the critical thinking process that takes place in class.

The fourth and final key to success is **MOTIVATION.** 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 part of a **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.**

Getting Started at Durham Tech

What is a plan of study?

A plan of study for the Associate in Arts, Associate in Science, Associate in General Education, Associate in Fine Arts, Associate in Engineering, and Associate in Applied Science degrees is a listing of courses you need

to complete to earn the degree. Plans of study can be found in the [Programs](#) section of the website.

Which plan of study is right for me?

If you plan to transfer to a four-year university, you should be in the Associate in Arts, Associate in Science, Associate in Engineering, or Associate in Fine Arts programs.

There are two other transfer pathways especially for nursing and early childhood education students. The [Associate in General Education-Nursing \(A1030N\)](#) degree is designed for students who wish to obtain their Associate Degree in Nursing here at Durham Tech and work on their general education courses to bridge to a bachelor's degree program at the four-year university. See the [RN to BSN course selection guide](#) for more information.

The [Early Childhood Education Transfer Associate Degree](#) is for students who wish to earn their Early Childhood Associate in Applied Science degree at Durham Tech and then transfer to a four-year university to complete a Bachelor of Arts in Birth to Kindergarten Education.

How do I decide between an Associate in Applied Science (AAS) degree and a transfer degree?

Generally speaking, students who want to attend Durham Tech to learn a specific workplace skill and then start working after completing their two-year degree seek an AAS degree. Durham Tech offers many AAS or “career-ready” degree options. Students who know they want to transfer to a four-year university right after they complete their associate's degree should choose a transfer degree. [Career Services](#) can help you learn more about the job responsibilities and expected rates of pay for specific professionals with different degrees and credentials. More information can be found on the [College Foundation of North Carolina](#) website. Your ACA 122 instructor can also help you research career opportunities and develop a plan to achieve your goals.

What is the Comprehensive Articulation Agreement?

The [North Carolina Comprehensive Articulation Agreement \(CAA\)](#) is a statewide agreement governing the transfer of credits between N.C. community colleges and N.C. 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. N.C. community college students who earn an associate's degree according to the guidelines of the CAA will transfer 60 credit hours, be treated as juniors, and be considered to have met all of the general education requirements at the receiving University of North Carolina (UNC) institution. Visit the [UNC System](#) website for more information.

Independent colleges and universities also have an Independent Comprehensive Articulation Agreement. View the [list of private colleges and universities](#) that are part of this agreement, which works the same way as the CAA.

Our other transfer pathways are governed by different agreements.

- [Uniform Articulation Agreement Associate in Early Childhood](#)
- [Uniform Articulation Agreement Associate in Engineering](#)
- [Uniform Articulation Agreement Associate in Fine Arts \(Visual Arts\)](#)
- [Uniform Articulation Agreement RN to BSN Programs](#)

How do I decide between the Associate in Arts (AA) and Associate in Science (AS) programs?

The AA is a two-year degree designed for students who want to pursue a four-year degree in the humanities, social sciences, or business. The AS degree is designed for students who want to pursue a four-year degree in areas of study such as mathematics, science, or professional programs that require strong math and science backgrounds. An advisor can help you develop a plan appropriate to your goals.

Why might I select an Associate in Fine Arts (AFA)?

The AFA is a great choice for students interested in studio art. It allows students to complete studio arts classes in their freshman and sophomore years and thus graduate in four years. Not every university offers a Bachelor in Fine Arts or a Bachelor of Arts in Fine Arts, so students should select a university that offers such degrees. The [course selection guide for Art and Design](#) indicates which UNC Schools accept the AFA.

Why might I select an Associate in Engineering (AE)?

The AE degree is designed for students who plan to be engineers and transfer to one of the five UNC engineering schools: East Carolina University, North Carolina A&T, North Carolina State University, UNC-Charlotte, and Western Carolina University.

Who is right for an Associate in General Education (AGE)?

AGE is not a transfer degree. Although any transferable credits a student earns in an AGE program will transfer to a UNC System university, the student will not have the general education protections of the Comprehensive Articulation Agreement. This means that the student will have to meet all of the general education requirements at the four-year university after transferring.

AGE is a great option for people who only need an associate's degree to advance in their profession, who wish to complete an associate's degree for personal

enrichment only, or who have a unique situation requiring specific courses that would be impossible to gain under another degree program.

How are the Associate in Arts (AA), Associate in Science (AS), Associate in Engineering (AE), and Associate in Fine Arts (AFA) plans of study structured?

All of these plans of study start with 25-34 semester hours of Universal General Education Transfer Component (UGETC) courses. These courses form the foundation of a quality higher education for all students at a two-year or a four-year level. Some of the hours should be selected with an eye toward your intended major, especially concerning 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. You will then complete 15 semester hours of pre-major or elective courses to earn your AA or AS degree. Use the baccalaureate degree plan for your specific major and transfer university to choose the correct courses.

What exactly are Universal General Education Transfer Component (UGETC) courses?

UGETC courses are a select body of courses guaranteed to satisfy a lower division general education requirements at the N.C. public university or the participating private college to which you transfer. For this reason, it is suggested that you take mostly UGETC courses in your first semester at Durham Tech. It is best to select your UGETC courses with a major in mind, following the baccalaureate degree plan, especially in regard to mathematics and science choices. Your UGETC course choices should be the suggested courses for your major and intended transfer university.

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-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. A lab typically meets for three hours per week, but you will be given only one SHC credit for the lab. In addition, the length of a contact hour is only 50 minutes.

Mini-Session 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-SHC course meets for 48 hours total over a 16-week period. In a Mini-Session or summer course, those 48 hours are distributed over an eight-week period.

What are general education requirements at the universities?

Every university defines a set of freshman- and sophomore-level course work that gives the 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 an Associate in Arts (AA), Associate in Science (AS), or Associate in Engineering (AE) degree are guaranteed to have met the general education requirements at the receiving university.**

Transferring to a North Carolina university prior to completion of the AA, AS, or AE 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.

All courses are protected for Associate in Fine Arts (AFA) students, but the degree is not guaranteed to fulfill all general education requirements at the four-year university. The general education requirements of the AFA are Universal General Education Transfer Component (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.

UGETC courses are guaranteed to fulfill some of those lower division requirements. So will many courses listed in the area of "Additional General Education Hours," but there is no guarantee. Check with your university to be certain. **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.

Why do I need to take courses outside of 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 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 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 are designated in one of three ways: Universal General Education Transfer Component 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.

Can I earn my degree online?

Associate in Arts students can take most of their required courses online. 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.**

Can I earn my degree at the Orange County Campus (OCC)?

Students can complete an Associate in Arts degree at [OCC](#) in Hillsborough by taking most of their courses on-site with a few online courses.

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

Your first advisor will be one of our professional advisors in the [Advising Center](#) (Phail Wynn, Jr. Student Services Center, Building 10, room 10-200). In the first half of your first semester at Durham Tech, you will be assigned 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 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 answer questions about course selection and the transfer process. In addition, your advisor releases your registration restriction each semester.

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 of 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.

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 taken in sequence, such as Spanish 111 and 112 or Chemistry 151 and 152, a grade of at least a 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 transfer. A grade of D does count toward graduation; however, a degree including D's 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.

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.

Can I get credit for a workplace internship?

Associate in Arts, Associate in Science, and Associate in Fine Arts students may apply to do a work-based learning internship and receive one, non-transferable academic credit. Please note, this non-transferable credit must be in addition to the number of credits required for their degree program, and it is not usually covered by financial aid. An internship could help you decide whether or not you are interested in a particular field, or it could distinguish you from other students applying in the same field. Interested students should contact the dean for your program of study.

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 who oversees the course:

- [Janel Mays](#), English/Communications Chair
- [Shannon Hahn](#), Foreign Languages Chair
- [Dr. Steve Kerrigan](#), Humanities and Fine Arts Chair
- [Marisa Sullivan](#), Social Science Chair
- [Cathy Collie-Robinson](#), Early Childhood Education Program Director
- [Christopher Mansfield](#), Mathematics Chair
- [Kambiz Tahmaseb](#), Science Chair

Can I use AP, CLEP, and DANTES tests to fulfill program requirements?

The [AP/CLEP/DANTES credit document](#) provides guidelines used by the Admissions Office in determining credit awarded for AP (Advanced Placement) tests, CLEP (College-Level Examination Program) tests, and DANTES (Defense Activity for Non-Traditional Educational Support) tests. Students who intend to transfer to a four-year university should not use CLEP or DANTES credit as part of their 60 hours towards their associate's degree because it will exclude them from Comprehensive Articulation Agreement protections. Students' AP course credit will transfer if they complete the Associate in Art, Science, Engineering, or Fine Arts degrees. If you transfer before completing the degree, then the university will apply its own criteria for awarding AP credit.

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

Each semester, Durham Tech establishes when final course grades will be 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 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, not at Durham Tech.

How do I qualify for financial aid?

We recommend that all students fill out the Free Application for Federal Student Aid (FAFSA) when applying to Durham Tech. The Financial Aid office is located in the Phail Wynn, Jr. Student Services Center, (Building 10), room 10-210. Visit the Durham Tech [Financial Aid](#) webpages for more information.

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

Full-time has different meanings for different parts of the College. Twelve semester hours is usually considered full-time for purposes of insurance, veterans' benefits, and financial aid, but you should check with Financial Aid to confirm your status. For students who are not working and wish to graduate in two years, the recommended hours are 15-18 per semester.

How many classes should I take?

Our expectation is that you will study at least two hours outside of class for every hour the class meets. Thus, if you are taking 12 hours of course work, you should study for 24 hours, which totals to 36 hours of class/studying each week. If you work or 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.

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. Also, your ACA 122 course will assist you in career exploration. In addition, Durham Tech [Career Services](#) and the Durham Tech Library [Career Resources LibGuide](#) can help you choose. 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. Taking classes without direction or changing your major can result in taking unnecessary classes, using up financial aid eligibility, and taking longer to graduate.

What majors are offered at the universities?

Listed on the following website are the active majors offered by the [University of North Carolina System](#). 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 [Transfer University links](#) on the [Transfer Center](#) webpages and selecting the college of your choice. Then select the "Degree Program Requirements" link to view a list of majors at the selected university.

Planning Your Course Work

ACA 122: College Transfer Success

ACA 122 is a *required* course for the Associate in Arts and Science degrees 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.

Which courses are guaranteed to transfer?

Courses that are transferable will be identified in the [course description](#) as protected by the Comprehensive Articulation Agreement and as Universal General Education Transfer Component 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. For example, you plan to enter engineering at NCSU but take courses appropriate for an elementary education student. Those elementary education courses are guaranteed to transfer, but will not reduce the course work required for a degree in engineering. So it is essential to know the requirements of your major.

How can I minimize taking extra courses at the university?

Pay special attention in your first semester to the Universal General Education Transfer Component courses as they will satisfy a Lower Division General Education requirement at every public university. When you know to which school you want to transfer and your major, print out the baccalaureate degree plan (BDP) and the requirements for your major. You can find links to the universities, BDPs, and the majors on the [Transfer Center](#) website.

What are CAA Baccalaureate Degree Plans?

The [CAA Baccalaureate Degree Plans \(BDP\)](#) were written by the four-year universities and outline the courses community college students should take for a specific major at a specific transfer university. They follow the same basic plan for an Associate in Arts or in Science degree but are more specific in their recommendations for course selection. A list of the current BDPs can be found on the [Transfer Center](#) webpages. Students are encouraged to print out and save a copy of their BDP for when they transfer.

What are Course Selection Guides?

[Course Selection Guides](#) are documents that compile information from four universities' Baccalaureate Degree Plans on one sheet. With this document you can compare and contrast the requirements at all four schools and select the school that is best for you.

What agreements does Durham Tech have with specific universities?

Durham Tech has specific transfer agreements with both area UNC institutions and private colleges and universities. Visit the Transfer Center webpages for a list of [Four-Year College and University Partnerships](#).

Applying to Four Year Universities

When can I transfer?

You can transfer whenever an institution accepts you. For most universities, students may apply as transfer students when they have 24 transferable credit hours. 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 [Data Dashboard](#) for detailed information about Durham Tech's success.

Does the Comprehensive Articulation Agreement (CAA) mean I can automatically transfer to one of the 16 campuses within the UNC 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. Talk to your advisor about any issues you have in regard to applying. However, the Transfer Assured Admissions Policy does assure that Associate in Arts and in Science graduates who are covered by the CAA will be accepted to at least one of the 16 UNC institutions.

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 (CAA);
- 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 apply to and meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

Who can help me with the transfer application process?

The [Transfer Center](#) offers application and essay writing workshops each semester and can provide advice in individual appointments. [Request an appointment](#) online.

Requesting transcripts

Use this link to order official [transcripts](#) and have them sent to another college. You can print out unofficial copies of your transcripts in Self-Service.

If I have an Associate in Applied Science (AAS) Degree, can I still transfer?

AAS plans of study contain some transferable courses, such as ACA 122, ENG 111, ENG 112, and social science and humanities electives that are transferable to a four-year university. The majority of the courses, however, are not guaranteed to transfer. If you are an AAS student and think you may want to transfer to a university eventually, you should research which universities are friendly to students transferring with the AAS degree. You can find links to these schools and their agreements from the Transfer Center website [under Four-Year College and University Partnerships](#).

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

Yes. You should be aware that most universities do not award transfer credit in excess of 64 hours from community colleges. Course work in excess of the university's limit may be used for placement. NC State University is one school that accepts more than 64 hours. Check with your university to be sure.

How do I select a transfer university?

Ideally, you would select your university based on your major. Also, 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. View the list of all of the [majors offered in the UNC System](#). Some schools, such as UNC-Chapel Hill and NC State, are highly selective. You should always apply to a school to which you know you can gain admission as well as a reach school. Make an appointment in the [Transfer Center](#) for more information.

Where can I learn about universities in North Carolina?

The Transfer Center web pages have information on both public and private North Carolina colleges and universities under [Transfer University Links](#). Admissions representatives from these institutions also visit Durham Tech. The website maintained by [UNC System](#) is another

source of information as is the College Foundation of North Carolina ([CFNC](#)), which also has information about sources of funding for your college education.

Can I complete a bachelor's degree online?

Yes, many universities offer online bachelor's completion degrees for transfer students. The UNC System maintains a list of [online bachelor's degree programs](#).

How can I improve my chances of getting into a competitive program or obtaining a scholarship?

The most important way to get into a competitive university or program is to earn good grades in the classes required for your particular major.

Here are some other ways to stand out from the crowd:

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 university transfer 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, UNC-Greensboro, and UNC-Wilmington that allow honors courses completed at Durham Tech to count toward the Honors Programs at those respective schools if a student transfers there. For more information about the Honors Program, email [Marina DelVecchio](#).

The [Global Distinction Program](#) offers students a chance to develop global skills needed for the global workplace. Students take globally intensive courses as part of their regular plan of study, participate in internationally themed activities, engage in intercultural events including study abroad or programs in our community, and make a capstone presentation. Students who complete the program receive special recognition on their transcripts. Email [Shannon Hahn](#) for more information.

[Undergraduate research opportunities](#) are another way to impress admissions officers. In the [Phage Hunters Lab](#), offered in specific sections of BIO 111 and BIO 280, students identify new bacteriophages and conduct genetic sequencing. For more information about all undergraduate research opportunities, email [Dr. Kathy Zarilla](#).

Internships can also make students more competitive, both for admissions, undergraduate research opportunities when they transfer, and for jobs during college and after graduation. Contact our [Career Services](#) for help finding internships, preparing a resume and cover letter, and practicing for interviews.

Get involved! Community service can also be a great way to strengthen your transfer applications. The [Center for College and Community Service](#) offers an array of

volunteer opportunities throughout the year. Participating in clubs and activities while at Durham Tech can also be a good way to make yourself more competitive and build leadership skills. View the list of [organizations and activities](#) available at Durham Tech. The [Study/Travel Abroad Program](#) offers trips each year and can help students plan their individual study abroad experience.

Honor societies are another way to stand out. [Phi Theta Kappa](#) offers high-achieving students college planning leadership development and scholarship opportunities. Membership is noted on student transcripts, and members' diplomas are embellished with a Phi Theta Kappa gold seal upon graduation. For more information, email [Dr. Kara Battle](#) or [Shannon Hahn](#).

How do I obtain financial aid when I transfer to the four-year university?

Applying for financial aid at a four-year university begins with completing the Free Application for Federal Student Aid, or [FAFSA](#). All students are encouraged to complete the FAFSA even if they do not believe they will qualify for any financial aid. Some scholarships require FAFSA, even though they are not need-based, so it is always good to complete the form. Some colleges and universities, such as UNC-Chapel Hill, will require you to fill out an additional online application, the [CSS Profile](#). These forms can be time-consuming to complete, and they may require your parents to input their financial information, so get started early.

Be aware of financial aid deadlines, which usually are close to application deadlines. If a university has a "priority deadline" that means students who meet this deadline will have priority consideration for financial aid.

The [Transfer Center](#) also offers a workshop called Paying for the Four-Year Degree that provides an overview of the types of financial aid available to students when they transfer to a four-year university. Check the [Transfer Center](#) webpages for dates and times.

Where can I find information about scholarships when I transfer to the four-year university?

The Transfer Center maintains a list of [transfer scholarships](#). The link for [Triangle Community Foundation](#) is recommended to review as it administers many smaller local scholarships. The [Center for the Global Learner](#) maintains a list of [Scholarships for All Immigration Statuses](#).

Specific University Information

What should I know about applying for North Carolina Central University (NCCU)?

Students who have completed 24 hours of transferable courses may apply to NCCU as transfer students.

NCCU has scholarships for community college graduates who have GPAs at or above 2.75.

BRITE (Biomanufacturing Research Institute & Technology Enterprise) Scholarships to NCCU are available for students completing the Associate in Science degree at Durham Tech and who are 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.

What should I know about applying for North Carolina State University (NCSU)?

NCSU states they give preference to students who have completed their Associate in Arts or in Science degree and the math and sciences courses appropriate to their preferred major. It also provides students with a clear list of what courses they must complete in order to be competitive for admission to each major in its [Recommendations for Competitive Applicants](#) webpage.

NCSU requires that transfer applicants complete 30 hours of transferable courses before applying. These 30 hours must include ENG 111 and ENG 112.

Some programs at NC State only accept students for fall admission: Math, Design, Fashion and Textile Design, Physics, and Statistics. Engineering admits students primarily in the fall. Students hoping to transfer in the spring must have completed all of the engineering minimum requirements

C3, Community College Collaboration, is a new guaranteed admissions pathway to NC State. C3 students are selected through a competitive process and complete their Associate in Arts, in Science, or in Engineering degree at Durham Tech. They must maintain a 3.0 GPA and complete their degree within three years. For more information, contact [Dr. Catherine Ward](#).

What should I know about applying for UNC-Chapel Hill?

UNC-Chapel Hill requires a significantly high GPA for admission. Admissions are competitive, and the average GPA for transfer students last year was a 3.7.

UNC requires the third semester of foreign language for graduation. Some majors require four semesters. Follow the links on the [Transfer Center](#) website to find out the requirements for your desired major. We recommend that

you complete your foreign language requirements here at Durham Tech.

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 UNC-Chapel Hill. Durham Tech students accepted into C-STEP who complete an associate's degree at Durham Tech and comply with all other C-STEP requirements will be guaranteed junior transfer admission to UNC-Chapel Hill's College of Arts and Sciences.

Some UNC-Chapel Hill professional schools (e.g., School of Business, School of Nursing) are very specific about the course work they require of transfer students. Follow the Course Selection Guides and Baccalaureate Degree Plans for those programs. The professional schools also have a separate admissions process and often earlier deadlines.

UNC-Chapel Hill 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?

Three UNC Schools are part of [NC Promise Tuition Plan](#). **Western Carolina, UNC Pembroke, and Elizabeth City State University** all have tuition capped at \$1000 per year for in-state students and \$5000 for out-of-state students.

UNC-Greensboro (UNCG) has a transfer website that is easy to navigate and has online degree completion study tracks.

Durham Tech has an agreement with **UNC-Wilmington (UNCW)** that guarantees you admittance if you complete the Associate in Arts or Science degree and have a 3.0 GPA. Check UNCW's website to see if the programs they offer fit your needs. For more UNCW information, visit the links on the Durham Tech [Transfer Center](#) website.

Which universities are more accepting of the Associate of Applied Science (AAS) courses and degree?

East Carolina University (ECU) 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 has several 2+ programs for graduates in AAS. They accept many courses not protected by the Comprehensive Articulation Agreement (CAA) and publish a list of those courses on their website. You may access this list from the Transfer

Center website under [Four-Year College and University Partnerships](#).

Western Carolina University accepts many unprotected courses as well.

Western Governors University has transfer pathways for AAS students in Accounting, Business, Health Information Technology, Information Technology, and Nursing.

Many private colleges are also welcoming to AAS students and will accept unprotected course work. Please see the list under [Four-Year College and University Partnerships](#). For others, you will need to contact the specific college to identify which of your courses will transfer. The staff at the [Transfer Center](#) can help in this regard.

After You Transfer

What is Reverse Transfer?

[Reverse Transfer](#) is a program offered by UNC System that allows students who have a few remaining credits needed to complete their associate's degree to take those classes at the four-year university and transfer them back to the two-year university to earn the associate's degree.

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

Durham Tech students do very well when they transfer. For information about transfer student success, visit the [Data Dashboard](#) at UNC General Administration.

What if a transfer university fails to honor the Comprehensive Articulation Agreement (CAA) or other articulation agreements?

If you feel that your transfer institution has failed to honor the terms of the CAA or other articulation agreement, you can and should discuss that with your advisor at the transfer university. If that does not resolve the issue satisfactorily, students may follow the Transfer Credit Appeal Procedures outlined in each agreement. Email the Durham Tech Transfer Center for assistance.

Durham Tech Resources for Transfer

The Transfer Center

The [Transfer Center](#) can help students with the transfer process. Advisors offer individual help with planning for transfer, applying, learning about scholarships, NC State C3, C-STEP at UNC-Chapel Hill, and other Durham Tech partnerships with four-year universities. We also offer workshops on planning for transfer, writing strong application essays, and paying for the bachelor's degree. The [Transfer Center](#) is located in Phillips (Building 3), room 3-126. Walk-ins are welcome or request an appointment online.

The [Transfer Center](#) webpages have links to most of the colleges and universities that are of interest to Durham Tech students. By following the links, students can locate baccalaureate degree plans, find course equivalencies, access applications, and research majors and scholarship opportunities.

The Transfer Times

The Transfer Times is a monthly, student-oriented newsletter that provides transfer-related information. It includes transfer opportunities, transfer student accomplishments, scholarship announcements, transfer workshops, and extra-curricular activities related to transfer. Subscribe to the email list.

College and Major Interest Form

Completing the [College and Major Interest Form](#) enables us to send you information related to your major and intended transfer university. Choose which schools and majors interest you, and we will be better able to keep you informed about upcoming admissions counselor visits, events at the transfer institutions, and important information related to your intended major or program.

THE TRANSFER CENTER

Phillips, room 3-126

The Transfer Center is designed as a resource for all students who are interested in transferring to a four-year institution at some point in their career.

Students are invited to visit The Transfer Center, with or without an appointment. Appointments can be made by going to <https://bit.ly/3g6g8uK>; by emailing transfercenter@durhamtech.edu; or by calling **919-536-7223, x8004**.

Do great things.



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