10.1 ACADEMY FOR TEACHING AND LEARNING

Location: 313 Dowdy Building
Website: http://www.ncat.edu/divisions/academic affairs/atl/

The Academy for Teaching and Learning (ATL) is a campus-wide resource for faculty members, departments, and schools/colleges at North Carolina A&T State University focused on promoting teaching excellence, improving student learning outcomes, and encouraging ongoing professional development and scholarly engagement.

The Academy for Teaching and Learning (ATL) promotes continuing faculty development and enhanced student learning through the development of scholarly teaching and the scholarship of teaching, learning, and engagement. The activities and resources of the ATL focus on: (1) encouraging innovative teaching pedagogies and effective uses of instructional technology grounded in research on student learning; (2) promoting formative assessment of teaching practices, curricular design, and student learning; (3) supporting faculty involvement in the scholarship of teaching, learning, and engagement, including classroom-based research, sponsored research, and scholarly activity such as presentations and publications; and (4) facilitating campus-wide discussion of issues related to teaching and learning. In addition, the ATL coordinates new faculty orientation activities and supports ongoing student learning assessment projects, departmental teaching and learning initiatives, and graduate student teaching assistant training.

ATL activities are informed and guided by research on teaching and learning, national teaching and learning-related initiatives, university-level strategic goals and objectives, and UNC-system priorities. The ATL leads a wide array of activities, including:
• Workshops and seminars on effective teaching practices, assessment of student learning, and professional development.
• Support for faculty travel to conferences with the purpose of improving teaching and learning through ATL faculty development grants.
• Leadership for campus involvement in national and regional teaching/learning initiatives.
• Support for university-level initiatives focused on enhancing student learning and faculty development.
• Distribution of newsletters, articles, and web resources focused on improving teaching and learning.
• Assistance developing, implementing, and assessing scholarship and grant-related projects focusing on teaching, learning, and engagement.
• Classroom observations/assessment and student focus group sessions.
• Faculty learning communities on teaching and learning-related topics.
• Assistance with departmental, school, or college curricular assessment and redesign.
• New faculty orientation program.
• Recognition of teaching excellence through university-level teaching awards and an annual teaching award luncheon.
• Annual teaching showcases highlighting innovative teaching/learning projects.
• Campus-wide communication related to teaching, learning, and faculty development.

10.2 BOOKSTORE, UNIVERSITY
   Location: Brown Hall at the corner of Bluford and Laurel Streets

10.2.1 Textbooks
   Policy: The University Bookstore is responsible for providing all textbooks and additional learning material, such as course packs for the entire A&T community. This includes assessing the needs of the professors, ordering textbooks, providing textbooks and course packs at reasonable prices and pre-ordering for students. The bookstore can obtain the copyrights for Course Works at no charge to the faculty and make that material available for purchase.

   Desk Copies and Instructor Material: Desk, exam or instructor copies of textbooks are ordered from the publisher. Please contact your publishing representative for additional information.

10.2.2 Textbook Adoptions
   Policy: Each professor must complete a text adoption request for the fall and spring semesters as well as the summer terms. The text adoptions due dates are:
   • Summer I and II - March 15th
   • Fall - April 15th
   • Spring - October 15th.
   The Deans and Chairpersons will be notified of any delinquent text adoption requests. All text adoption requests are processed following the due date for submission.

   If you do not have a user name and password to login onto CampusHUB, please contact Karl Henry at khenry@ncat.edu. A response will be provided within forty-eight hours (48) of

10.3 Office of Career Services
Location: Suite 101, Murphy Hall
Website: www.ncat.edu/careerservices

The Office of Career Services (OCS), located in Murphy Hall, provides centralized, comprehensive and progressive interdisciplinary programs, services and resources to prepare A&T students for the achievement of successful personal and professional career development to meet the needs of a global society.

Its centralized, comprehensive and progressive programs, services and resources are tailored to be a gateway for the enhancement of the skills necessary to keep the A&T Aggie competitive in the workplace. All students are encouraged to register with the OCS and actively take advantage of the services offered.

OCS is available to students 24/7, either by visiting the Office in Suite 101 Murphy Hall or online at www.ncat.edu/careerservices

10.4 The Center for Academic Excellence
Location: Hodgin Hall
http://www.ncat.edu/divisions/academic-affairs/cae/

The Center for Academic Excellence (CAE) is a full service learning support unit designed to assist all university students in reaching high levels of academic success. The CAE mission is to empower students for academic, career, and personal success. The primary goal of CAE is to increase the retention of all freshmen, sophomores and student athletes by providing quality academic support programs. To that end, CAE provides a wide array of academic support programs and services such as: intrusive academic advising; supplemental instruction; tutoring in traditionally difficult courses; instruction in developmental math, reading, University Studies--UNST 100 and Strategies for Academic Success--SCS 099; academic skills workshops; peer mentoring; and a retention initiative for males.

The objectives of the Center for Academic Excellence are:
- To increase the retention of students admitted to the University.
- To provide intrusive academic advising to declared and undeclared freshmen and sophomores.
- To provide academic support in the form of tutoring and supplemental instruction to assist students enrolled in traditionally difficult courses.
- To implement curricula that will promote academic and social transition to the university environment.
- To enhance students’ reading and mathematics skills.
- To enhance academic skills of all university students.
10.5 Child Development Laboratory  
Location: Price Hall Annex

The Child Development Laboratory (CDL) at North Carolina A&T State University has been in existence for over sixty years. It is primarily teaching, research and service laboratory for students in the Family and Consumer Sciences Department who are majoring in Child Development and Family Studies. The CDL is also available for use by students from other majors across the campus that have an interest in child development, child behavior, special education, physical education, speech pathology, social work, and other areas involving children and families. The maximum enrollment is forty children per year. 

The children in the CDL are observed and studied for various education experiences and course requirements related to the many curriculum programs available through the University. Parents are asked to supply information needed to assist in research and educational activities.

The CDL holds a 5-Star Rated License, which is the highest license available in North Carolina. The CDL not only reaches but also exceeds the standards for state licensure in areas including administration, programming, and nutrition.

10.6 Counseling Services  
Location: Murphy Hall

Counseling Services offers a variety of services to help all currently enrolled North Carolina A&T State University students address challenges and difficulties they may face. Our services are designed to help students understand themselves better, create and maintain healthy relationships, improve their academic performance and make satisfying career and life choices. We are dedicated to helping our students by providing brief counseling from a wide spectrum of services. Those include individual and group counseling, outreach and consultation, training and supervision, teaching, psychological testing, and research. If more intensive or specialized care is needed, we will assist with making referrals to healthcare providers in the community.

The following services are available through the Counseling Services:
- Personal counseling in individual and group sessions.
- Academic and career/vocational counseling.
- Individual test administration and interpretation covering the areas of intelligence, aptitude, personality, interest, and achievement, as well as other areas required by special needs.
- College Level Examination Program (CLEP) for course credit by examination.
- National Testing Program which includes administration of the Graduate Record Examination, National Teacher Examination, Graduate Management Admission Test, and other standardized examinations.
- Graduate student internship training laboratory.
- Graduate school information, and cooperation in the placement of graduates who desire to pursue graduate studies.
- Exit interviews for students withdrawing from the University for psychological or medical reasons.
- Outreach counseling programs and activities.
All counseling is voluntary, free of charge, private, and confidential.

10.7 University Advancement
   Location: Suite 400 Dowdy Administrative Building

The Division of University Advancement encompasses the program areas of Development, University Relations, Alumni Affairs, Advancement Services, the University Foundation and other administrative functions related to overall institutional advancement and marketing. In addition, the office aids in conducting the affairs of the North Carolina A&T University Foundation, Inc., which has been established to assist in soliciting gifts, grants and contributions from public and private sources for such worthy purposes as student scholarships, faculty development, library resources, specialized equipment and cultural and public service programs. The mission of the Division of Development and University Relations is to support the university through the enhancement and management of private resources by expanding opportunities for engagement, increasing the division’s resources, strengthening the university’s brand and improving communications. The Office of Alumni Affairs and the NC A&T University Foundation are located in the Alumni-Foundation Event Center at 200 N. Benbow Street. The University Relations Department is located in the Garret House on Nocho Street next to Murphy Hall.

10.8 Dining Services
   Location: Williams Dining Hall

Aggie Dining provides an exciting and innovative dining services program for the entire North Carolina A&T State University community. Our locations are all conveniently located within walking distance of on-campus housing, classrooms and administrative buildings. In addition to the cafeteria and faculty dining, A&T features food courts in the Memorial Student Union and Williams Dining Hall, and a grab-and-go in Craig Hall.

- **Dining Hall, Food Courts and Faculty Dining:** Individuals can dine at a very reasonable cost. The following methods of payment are available: cash, credit card, faculty dining guest card or faculty block plan. Reservations are required for groups of ten (10) or more.

- **Catering:** Catering offers a wide range of services from freshly brewed coffee to casual feasts, and elegant hors d’oeuvres. This includes banquets, dinners, refreshments, receptions, picnics and bag or box lunches. Menus are available and can be customize for special dietary needs and events. Catering reserves the right to charge a fee for orders scheduled, changed or cancelled within seventy-two (72) hours of the event. Payment must be received within seventy-two (72) hours of the event. The following methods of payment available are: cash, credit card, purchase order, procurement card or money order.

10.9 Farm – University Farm at N.C. A&T State University
   Location: 3136 McConnell Road

The University Farm is North Carolina A&T’s largest classroom! This 492-acre working farm features active livestock and horticultural production, making it possible for N.C. A&T to honor
the land grant university mission of learning, discovery and engagement with the farming community. Fulfilling that mission is crucial for North Carolina, where agriculture is worth $71 billion a year and is the state’s largest industry, employing more than 17 percent of the workforce.

The University Farm at NC A&T plays an important role in maintaining the viability of the agricultural industry. Here, we educate tomorrow’s agricultural professionals, research new agricultural products and practices, and advise farmers on methods to improve their productivity, efficiency and sustainability.

The University Farm is a working, producing farm that raises crops and livestock, including poultry, swine, horses, meat goats, sheep and beef and dairy cattle. Students and faculty in the School of Agriculture and Environmental Sciences use the farm for research and education. The campus Cooperative Extension Program uses the farm to evaluate and demonstrate new crops and farming practices before introducing them to the state’s farming community. Feed crops for the farm’s livestock are raised here, as well as new vegetable and specialty crops. The farm is also the site of research conducted by the Agricultural Research Program on sustainable agriculture and natural resources conservation, waste management and soil conservation.

10.10 Foundation
   Location: Alumni-Foundation Event Center

Chartered March 9, 1946, the North Carolina A&T University Foundation, Incorporated, is governed by a Board of Directors and is managed by a professional staff. The Foundation supports North Carolina Agricultural and Technical State University’s educational mission through a variety of investments. These investments provide a reliable source of funds for current and future endowments, scholarships, investments and expenses.

10.11 Galleries
   Location: Dudley Building

The North Carolina A&T State University Galleries are comprised of two main galleries and their corresponding art collections: the Mattye Reed African Heritage Gallery and the H.C. Taylor Art Gallery. The galleries and collections are housed in the historic Dudley Building located behind the A&T Four Monument on campus.

The Mattye Reed African Heritage Gallery (also known as the Mattye Reed African Heritage Center) evolved from student activism during the 1960s. The Reed collection consists of hundreds of artifacts that include sculptures, masks, figures, musical instruments, textiles, and household implements. More than thirty-five African and Caribbean countries are represented in this collection including Ethiopia, Ghana, Haiti, and Nigeria. This collection is one of the southeast’s largest repositories of artifacts of the African Diaspora.

The H.C. Taylor Art Gallery was named for Henry Clinton Taylor, who founded the Art Department and a small gallery in the basement of the original Bluford Library. It was originally set up to display graphic and plaster works of African American artists. The H.C. Taylor Gallery
primarily features the work of A&T students and faculty, as well as that of renowned African-American artists through rotating exhibitions.

**10.12 Greenhouse, Reid**  
**Location: Between Carver and Ward Halls**

The Reid Greenhouse is an important teaching, research, and demonstration facility of the Department of Natural Resources and Environmental Design. This 4,000 square foot greenhouse facility is used to grow and maintain horticultural and agronomic plants for laboratory classes and research experiments.

**10.13 Industry Cluster**  
**Location: 101 Murphy Hall**

The purpose of the University's Industry Cluster is to aid the university in ensuring that its students are prepared to meet business/industry’s needs, enhance the university teaching community relevant to the needs in the work place, and to promote research and the exchange of information needed to continually develop the best practices for student employability. The Cluster is a branch of Career Services and consists of twenty-two diverse companies, government agencies, and cities that are committed to students making a successful transition to the business world.

**10.14 Information Services**  
**Location: Alumni-Foundation Event Center**

Housed in the Alumni-Foundation Event Center, University Relations serves as a hub of information. The Office of University Relations has two main areas of focus: effective two-way communications, and branding N.C. A&T's image with internal and external constituents. The Office of University Relations provides information to the press, radio, television, other public information agencies, and the many publics served by the University concerning activities, events, and programs of the University. The services of this office are available to the administration, faculty, staff, students, alumni and organizations of the University. The print and electronic communication materials produced by University Relations are at the following website: [http://www.ncat.edu/divisions/advancement/university-relations/](http://www.ncat.edu/divisions/advancement/university-relations/).

**10.15 Institutional, Planning, Assessment and Research**  
**Location: Dowdy Building**

The Office of Institutional Planning, Assessment, and Research (IPAR) is an information gateway that assesses institutional effectiveness and facilitates strategic planning through knowledge management. The goals of IPAR are to: 1) conduct research and analyze data to support decision-making and provide general information about and for the University community; 2) create a culture of evidence to inform strategic planning and facilitate desired outcomes; and 3) communicate customized client-friendly information.
The IPAR team captures data on faculty, staff, and students and uses it to illustrate the University in quantitative processes using nationally accepted definitions. IPAR responds to the institutional reporting needs of the University administration, academic schools and colleges, campus community, the University of North Carolina General Administration, the federal government, accrediting bodies, and other reporting agencies that support higher education research. IPAR draws on a variety of data collection procedures, information processing methods, analytical tools, and reporting strategies in an effort to present information with integrity, clarity, validity, reliability, and value.

10.16 Language Laboratory
   Location: General Classroom Building, Room 323 F

The language laboratory is designed to help students develop and improve language skills. The facility is equipped with computers for individual work as well as for large or small group instruction. The language laboratory is available to all students of the University, although Romance Language majors, minors, and students enrolled in a language class will be given preference. The language laboratory houses many of the Department of Foreign Languages' holdings, which include audiovisual materials related to course texts.

10.17 Library, The Ferdinand Douglass Bluford
   Location: Bluford Library

F. D. Bluford Library is the intellectual heart of the campus, providing a place for interaction, collaboration, study and reflection. The library offers a dynamic learning environment that supports the research and educational efforts of its faculty, staff, and students. The physical facility offers wireless access throughout four levels, individual study spaces, group and collaboration rooms, and public computers. The library maintains a balanced collection of circulating print and non-print materials, with an ever growing collection of electronic resources available for local and remote access or for download to mobile devices. Special collections in Archives and Black Studies are also available. A Learning Resources Center (LRC), located on the lower level of Bluford Library, offers print and non-print instructional materials which support the curricula and disciplines represented in the Teacher Education Program of the University. Bluford Library continues as an officially designated partial depository for United States Government and North Carolina publications.

A highly qualified staff, a solid collection of print and non-print resources, electronic indexes and full-text databases, and ample individual and group study facilities provide an atmosphere that encourages discovery and engagement.

During the regular academic year, the library opens on Sunday at 2:00 p.m. with 24-hour service until Friday at 8:00 p.m. and on Saturday from 10:00 a.m. to 7:00 p.m. Variations in this schedule are posted at the front entrance of the library and on the library’s website under “Hours.”
10.18 Lost and Found and Building Information
   Location: Each Campus Building – Building Representative’s Office

The lost-and-found service for each campus building is usually located in the office of the administrator who has primary responsibility for that building. Articles found and turned in to the lost-and-found service will be returned to the owner upon proper identification.

10.19 Mail and Delivery Service
   Location: Brown Hall

The University Mail Center has the primary responsibility for providing mail services for the University. We examine, evaluate and enhance the extent to which mail services are provided for students, faculty and administrators. Each department is responsible for completing the necessary form when using any of the services highlighted below.

10.19.1 Mailing Address

To avoid delay in delivery of mail on campus, you should use the correct mailing address to ensure mail and package arrives in a timely manner.

10.19.2 Campus Mail

Inter-departmental mail should be addressed with the addressee’s name and department.

10.19.3 Addressing Outgoing Mail Guidelines

“Example”
Dr. John Doe
2512 New Bern Street
Greensboro, NC 27455-4552

The departmental charge code slip “Postage Authorization Form” must accompany all mail requiring postage. This form must include the nine digit accounting code, date and signature of the person mailing the items. Mail without this form will not be picked up or if it is accidentally picked up will not be processed, but returned to your department.

10.19.4 Address Change / Move

To expedite the delivery of mail to departments and individuals on campus, the University Mail Center must be notified of any campus address moves or address changes. You can e-mail or a “Notification of Campus Address” form (CMS 401) can be sent to the mail center supervisor.

Departments must notify the Mail Center of new faculty/staff members when they arrive on campus.
10.19.5 International Mail

If you are mailing foreign express or priority mail, you must use an international express envelope (EP13E) or global express envelope (EP15B). In addition, a customs form (2976A) has to be completed, signed and attached to the article. The Mail Center will return any mail received in the wrong envelope.

10.19.6 Package Notices

If mail is addressed “North Carolina A&T State University” without a department, this mail is forwarded to the Purchasing Office, located in Dowdy Administration Building. This office determines where the pieces of mail should be sent, and will forward it to the appropriate department.

If this type of mail happens to contain a check, money order or cash, these items are logged. Purchasing Department calls the appropriate department and asks them to send a representative to pick up and sign for any monetary item.

10.19.7 Insured Mail

Protection against loss – Insured mail protects the sender against loss of or damage to the article. You can be reimbursed for domestic mail that has been lost or damaged by having it insured. You can purchase insurance up to $5,000 for Standard (A) and Standard (B) mail. It is available for merchandise mailed at the Priority mail or First Class Mail rates. Express Mail includes $500.00 insurance at no charge to the sender.

10.19.8 Delivery Confirmation

The sender is provided with two services: proof of when your article was mailed, and 24 hour internet or telephone access to the delivery date, time and zip code. Delivery confirmation can only be used with First Class Parcels, Priority Mail and Standard Mail (B) services.

10.19.9 Certified Mail

The sender can also request that proof of delivery be returned to him/her by requesting a “Return Receipt” for an additional fee. Certified mail service is available only on First Class Mail. Forms must be completed and affixed by the addressee.

10.19.10 Return Receipt

A return receipt is the senders’ proof of delivery. It is available for certified, domestic express, insured and registered mailings. The return receipt identifies the article number, the delivery date and who signed for it.
10.19.11 Express Mail

Express mail is a guaranteed expedited postal service for shipping any mail item up to 70 pounds. This service offers next day delivery to most destinations and is delivered 365 days a year. All express mail packages must be presented to the mail center for processing by 3:00 p.m. to be processed the same day. Departments using express mail service are responsible for the proper preparation and addressing of the express mail form label (11-B). This label should be typed or clearly printed.

10.19.12 UPS CampusShip

You can ship your packages using your department charge code number for departmental packages or cash for personal shipments.

10.20 Facility Services

Location: DeHuguley Service Center

The Facilities Office is a support unit within the Division of Business and Finance. The Department is responsible for developing and executing the University master plan, providing capital improvement for the University, accomplishing day-to-day operations, maintenance and repair of facilities and campus grounds while being student-centered and to achieve the missions, goals and objectives of the University. The Assistant Vice Chancellor for Facilities is the chief administrative officer. The Physical Plant and University Engineer’s Office are major departments within the Facilities Office. Other areas include Environmental Health and Safety, Property Management, Financial Affairs and Support Services.

The Physical Plant is responsible for ensuring daily operations of facilities by providing preventive maintenance and repair services to all campus buildings, equipment, and grounds. The campus area includes over 3.2 million gross square feet in 116 facilities located on over 820 acres. The service areas within this department specifically include:

- Housekeeping
- Grounds, Moving and Hauling
- Central Receiving and Warehouse
- Garage (State Fleet Vehicle Maintenance)
- Motor Fleet Vehicle Reservations
- Steam Distribution and Boiler Plant Operations
- Skilled Trades (Heating, Ventilation and Air Conditioning, Carpentry, Electrical, Housing Maintenance, Locksmith, Paint and Plumbing)
- Energy Conservation and Management Coordination
- Small Project Management and Renovations
- Service Contract Management (Elevators, Dumpsters and Waste, and Pest Control)

All services provided by the Physical Plant are coordinated through the Facilities Service Call Center using a work order system and radio dispatch. Customers may request service by using one of the following three methods:
1. Web - Users with an A&T email account can reach the work order system by accessing the Facilities web page from the A&T Popular Sites drop-down menu and follow the instructions provided.

2. Service Request Form - downloaded from the Business and Finance Forms page, completed and faxed to the service call desk at 334-7214.

3. Radio Dispatch - by dialing 285-4530 (primarily used for emergency and urgent requirements).

Service requests are processed by work crews during the regular work day from 8:00 am to 4:00 pm. After hour work emergencies are serviced thru our Call Back System. Campus Police coordinates these efforts for all requests and requirements generated after 5pm.

The office of the **University Engineer** manages the University’s Capital Improvement Program. The director of Design and Construction is the administrative officer who also supervises designer selection, preparation of design and construction documents, bid letting, contract award, building renovation, new construction, utility and roadway modernization, facility condition evaluations, real property acquisition, lease property negotiations, preparation of legislative capital requests, development of master plan for main campus and farm, millennial campus strategic planning, city council updates and purchasing gas, electricity and oil for campus operations.

**Environmental Health and Safety** provides for risk identification, management techniques and prevention of injury and protection of property, life and the environment.

**Property Management** ensures accurate records related to the acquisition, ownership and disposition of fixed assets, using a computerized system to dispose of surplus property, and establish internal controls to safeguard assets. This office helps support the University’s mission by assisting departments with keeping track of assets that are used for academic and administrative purposes.

**Financial Affairs** provides prompt and accurate financial services to Facilities unit managers, as well as all University departments, contractors and vendors interacted with daily. This department processes payments (operational and capital improvements), keys purchase requests into Banner, and oversees budgets for fourteen areas.

**Support Services**, another unit within Facilities, provides clerical support for Facilities employees; collects time, attendance and payroll data; and provides coverage for the University’s main information line.

**10.21 Memorial Student Union**

**Location:** John Mitchell Drive

The Memorial Student Union functions as the “Community Center” for the University and its constituency by providing a diversity of services, activities and amenities. The “Union” serves
as the headquarters for the Student Government Association, the Student Union Advisory Board, Aggie Escort Shuttle Service, Aggie Sit-In (food court), the Yearbook Office, the University Events Center (the base for centralize scheduling of facilities and programs for campus activities), “Aggie Underground” (regulation billiard tables, X Boxes, and Play Station 2 with the latest games), the Commuter Center and Aggie One Card. Additionally, the Memorial Union offers meeting rooms and set-up services for events and conferences that vary from small group meetings to large banquets, as well as a variety of workshops and displays. Also included are comfortable lounge areas, a computer center with the latest software, programs and internet access, an Information Center (2 locations), a Convenience Store, an outdoor courtyard, Wachovia ATM service and a fax/copier corner. The Campus Recreation and Fitness Center is a satellite facility under the Union’s organizational structure that provides the latest cardiovascular and strengthening equipment with state of art audio/video system (Thirty 60” plasma TVs). The Union and Campus Recreation Center provide employment opportunities for over 50 students during the school year.

A primary goal of the Memorial Union is to promote an involved community through the various services, amenities, and programs that are made available to the campus. The Union’s location in the heart of the north campus provides an excellent co-curricular community for students, faculty/staff members, alumni and guests served by the university. Additionally, the programming and recreational activities of the Student Union Advisory Board have a unique focus on the cultural, educational and social development of student participants. For information and reference the policies regarding the Memorial Student Union Facility are outlined in the “Memorial Student Union Facilities Policies.”

10.22 COLLEGE OF ARTS AND SCIENCES

Location: General Classroom Building

The College of Arts and Sciences is one of eight academic units under the Division of Academic Affairs at North Carolina A&T State University. It is the largest college/school in the University, enrolling some 3,000 undergraduates and 175 graduate students in 13 academic departments. The Special programs in the College of Arts and Sciences include: Mattye Reed African Heritage Center, Taylor Art Gallery, Paul Robeson Players, television studio, WNAA 90.1 FM Radio station, planetarium and observatory, The A&T Register newspaper, University Bands, University Choirs & The University Chamber Singers, The E-Gwynn Dancers of NCA&T and the Arts Circle.

10.22.1 Television

The North Carolina A&T State University Television Studio is a state-of-the-art high definition studio, complete with virtual-set technology, located in Crosby Hall. The College of Arts and Sciences provides managerial and technical support for the University Television facilities in conjunction with the Division of Information Technology.

One of the primary functions of the television facilities is the training of broadcast production students in the Department of Journalism and Mass Communications. The Television Studio also
provides video production services that support university-wide academic and administrative programs. The contact number is 285-2130.

The Television Studio services provided include:
- Video Production
- Non-Linear editing
- Post Production
- Motion Graphics
- Videotaping of university related events and programs
- Video editing of university related events and programs
- Training for basic camera operations
- Technical assistance for video projects
- Limited video duplication services

10.22.2 Radio WNAA-FM/HD, located in Crosby Hall, is the University's public radio station. The station is owned by the University and operated by professionals and selected faculty within the College of Arts and Sciences and the Department of Journalism and Mass Communication. WNAA-FM/HD is a member of the National Association of Broadcasters (NAB) and currently operates on frequency of 90.1 megahertz on the FM, HD-1 and HD-2 (High Definition) bands with a power of 10,000 watts. The station operates 24 hours a day throughout the calendar year. WNAA-FM offers educational programs on science, technology, business, health, and public affairs. These educational programs are blended with news and sportscasts and a specially tailored format of Black Contemporary, R&B, Jazz, Gospel, and Reggae music to form one of the most unique college radio formats in the State. The station is used primarily as a training laboratory for students interested in developing their skills in radio announcing, production and broadcast journalism.

10.22.3 Audio/Video Services

Multimedia Services is responsible for providing technical assistance and support for Audio/Visual services campus-wide. A/V services promote the effective use audio/visual technology for teaching and learning. The contact number is 334-7599.

The services provided are:
- Training in the set-up and operation of AV equipment.
- Training in the operation of the Smart Classrooms.
- Set-up and operation of AV equipment for major university events.
- Perform maintenance and minor repair of AV equipment.
- Technical advice for the purchase or rental of AV equipment.

10.23 Scheduling Meetings

Location: Memorial Student Union

Rooms in a campus facility, including the Memorial Student Union, classroom spaces and Athletics facilities, may be reserved for authorized meetings and social functions through an online scheduling process facilitated by the University Events Center. In order to secure space
online, you must have a username and password, which is issued through the University Events Center. You can contact this office at (336) 256-2058 or through the Events Calendar on the A&T homepage at www.ncat.edu. See the policy “Student Organization and Department Event Scheduling Points of Clarity” and the policy “Major Event Protocol” for additional information regarding the scheduling of meetings in the Event Center.

10.24 Student Health Center (Sebastian)
Location: Sebastian Health Center

The Mission and goal of the Student Health Center is to continue to plan, develop, implement and evaluate healthcare offerings and health education programs that encompass the physical, social, emotional, and cultural needs of students. Additionally, the Sebastian Health Center seeks to provide medical treatment and preventative healthcare through health education programs and activities that promote healthier lifestyles.

10.25 Swimming Pool
Location: Corbett Gymnasium

The swimming pool is available for use by faculty, staff, and students of the University for academic and recreational purposes. Certified lifeguards must supervise the pool when it is being used.

10.26 e-Learning Systems
Website: http://www.ncat.edu/divisions/doit/services-for-employees/index.html

e-Learning System addresses faculty, staff, and student professional development and training in the area of technology proficiency through classroom instruction and self-paced software enhancement learning. e-Learning works closely with the Academy for Teaching and Learning and the Center for Distance Learning to help faculty and students effectively leverage technology in the teaching and learning enterprise.

10.27 Tennis Courts
Location: Corner of Market and Booker Streets

The all-weather, lighted tennis courts are exclusively for the use of the students, faculty, and staff of the University. The following rules govern the use of the tennis courts:
1. Courts are reserved for students, faculty, and staff.
2. Non-University persons may use the courts with permission from the chairperson of the Department of Health, Physical Education, and Recreation.
3. No unauthorized use of the courts is permitted.
4. Permission to use the courts must be obtained from the Department of Health, Physical Education, and Recreation.
5. Willful abuse of the courts, nets, fence, or lights may result in limiting the use of the courts to class instruction.
10.28 Theatre Programs and Services

10.28.1 The Paul Robeson Theatre
   Location: Paul Robeson Theatre (next to Crosby Hall)
   The newly renovated Paul Robeson Theatre houses the Richard B. Harrison Players, the varsity theatre guild of the University. It has a proscenium stage and a seating capacity of 346. The theatre also houses a fully equipped scene shop, showers, make-up area, dressing and rest rooms, and costume and prop storage.

10.28.2 Theatre Design Lab
   Location: Crosby 101
   The Theatre Design Lab houses 15 Mac computers and a plotter. The Design Lab serves as the laboratory for all theatre design classes.

10.28.3 Theatre Studio
   Location: General Classroom Building (GCB)
   The Studio Theatre, located in GCB 321-G serves as the laboratory for all theatre students’ experimental works, faculty directed shows and the primary classroom for all theatre performance classes. A dressing room annex is also a part of The Studio Theatre.

10.28.4 Theatre Movement Studio
   Location: General Classroom Building (GCB)
   The Movement Studio, located in GCB 321-F serves as the laboratory for all theatre movement and voice classes and classes in dance. The facility is equipped with a hardwood sprung floor, mirrors and ballet bars.

10.28.5 Theatre Costume Shop
   Location: General Classroom Building (GCB)
   The Costume Shop, located in GCB 321-E serves as the major laboratory for costume construction and make-up.

10.29 Transportation Institute
   Location: 402 Craig Hall
   The programs and activities conducted by the Transportation Institute are designed to provide ongoing initiatives in the areas of education, research, community outreach, and workforce development. The Transportation Institute is a multidisciplinary unit that is dedicated to:

- Enhancing student learning and faculty development through educational experiences in transportation, research, internships, professional meetings, scholarships and stipends.
- Expanding faculty research opportunities through funded release time, conference travel and summer employment.
- Serving as a resource to the region.
- Instituting programs that create an environment which fosters learning for the 21st century.
- Advancing diversity in the transportation workforce.
Over the years, the Transportation Institute at North Carolina A&T State University has become a leader in transportation research, education, and technology transfer. Research efforts have led to numerous publications. Educational programs have resulted in graduates being sought by Fortune 500 firms, federal and state agencies, and many smaller firms both public and private.

**Programs:**

- **The Summer High School Transportation Institute** is a 5 week residential program on the A&T campus targeting high performing rising juniors and seniors. The objective is to introduce students to the Transportation/Logistics/Supply Chain profession and encourage them to continue their studies at the college level. Students are introduced to all aspects of transportation; take the freshman writing course, and visit transportation sites including a major port and other transportation facilities in Washington DC. Additional follow-up with the students throughout the school year keeps them apprised of transportation-related career opportunities.

- **High School Teacher/Counselor Workshops** provide an immersion experience designed to inform teachers and counselors regarding all aspects of the transportation, logistics, and supply chain professions and the myriad of employment/professional opportunities available to students. These workshops result in exposing students from rural and underserved populations to information regarding the employment opportunities in the Transportation/Logistics/Supply Chain profession. Additional follow-up is provided to assist teachers with curriculum development that will infuse transportation and supply chain topics into the existing college preparatory curriculum.

- **Lecture series, site visits, and appropriate conferences and professional meetings** are used to introduce undergraduate students to the transportation and supply chain profession.

- **Research opportunities and participation in appropriate conferences and professional meetings** are used to provide students in the Master of Science in Management with program enhancement.

- **Faculties in all disciplines** are provided with cross disciplinary research opportunities.

- **Seminars and Workshops** that are vital to the continued education and professional development of professionals in all areas of transportation/logistics/supply chain activities (public and private) are provided. The availability and delivery of these workforce development activities enhances the probability of increased economic investment by current and potential employers.
Approved by the Board of Trustees

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