

Student Handbook



School of Technology



2016-2017

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2016 - 2017

We are committed to helping students achieve academic excellence!

Welcome



Welcome To The School of Technology (SoT)

You are about to embark on a journey that will change your life if you engage in the process. We invite you to be the master of your destiny.

Facts you need to know:

- we are one of 6 (six) schools/colleges on campus
- the dean is the academic and administrative leader of the school
- there is an assistant dean for student success and an associate dean for faculty and research
- there are four (4) departments in SoT, each with a department chair
 - Applied Engineering Technology
 - Built Environment
 - Computer Systems Technology
 - Graphic Design Technology
- the faculty are aligned with each department

You should get to know the dean, assistant dean, department chairs, and the faculty as they will support your pursuit of the degree.

Important SoT Contact Information

Dean's Office

Smith Hall, Room 2003
(336) 334-7567 (office)
(336) 334-7098 (fax)

Office of Student Success

Price Hall, Room 205
(336) 334-7359 (office)
(336) 256-1267 (fax)

Applied Engineering Technology

Price Hall, Room 100
(336) 334-7585 (office)
(336) 334-7704 (fax)

Built Environment

Price Hall, Room 110
(336) 334-7590 (office)
(336) 334-7433 (fax)

Computer Systems Technology

Price Hall, Room 203
(336) 334-7717 (office)
(336)334-7546 (fax)

Graphic Design Technology

Price Hall, Room 116
(336) 334-7550 (office)
(336) 34-7577 (fax)

Campus Academic Resources

SoT OFFICE OF STUDENT SUCCESS

The Office of Student Success will:

- provide an understanding of a quality education
- provide accurate information about degree programs, university policies, procedures and campus resources
- uphold high academic and ethical standards
- promote diversity
- collaborate with faculty to enhance academic advising
- assist students in identifying academic and counseling resources (ie., tutoring, supplemental instruction, writing labs, etc.)

Curriculum Guides . . . your road map to graduation

All SoT Curriculum Guides can be found via the SoT website under the Department Tab of Student Success.

Policies and Forms

All policies and forms pertaining to the School of Technology can be found via the website under the Student Success Tab. All forms can be completed in the PDF file and printed.

Graduation

In order to complete your degree in four (4) years, you must:

- earn 16 credit hours per semester
- achieve a minimum 2.0 GPA (although your goal should be 3.0)
- ensure all courses are taken in sequence
- complete a degree audit after each semester
- meet all departmental and university requirements

Scholarships

The SoT awards a limited number of scholarships during the academic year. Students will apply for scholarships by completing a scholarship interest form, which may be obtained in Price Hall 205 or the SoT website. All applicants must adhere to the SoT scholarship process and deadlines.

For additional information, please contact the Office of Student Success, 205 Price Hall, Telephone: (336) 334-7359, Fax: (336) 256-1267.

TUTORIAL SERVICES

Tutorial services are offered on campus at various locations free of charge. It is your responsibility to seek help for courses in which you are having difficulties.

The Center for Academic Excellence (CAE) Tutorial Program

CAE offers tutorial programs for math, science, business, and Spanish. For additional information, please contact the Program Coordinator, ACB, 334-7855.

Math & Science Learning Resource Center (MSLRC)

The MSLRC offers tutorials for: MATH 099, 101, 102, 110, 111, 112 131, 132, 231, 431; BIOL 100, 101, 160, 221, 240; CHEM 100, 106, 107, 116, 221; and PHYS 105, 225, 226, 241, 242. For additional information, please contact the Center Director, 306-A General Classroom Building, 334-7764, mslrc@ncat.edu.

The University Writing Center (UWC)

The UWC assists all students with pre-writing, organization, grammar and mechanics, and clarity in the writing process. For additional information, please contact the Center Director, 309-A General Classroom Building, 334-7764.

For additional information, please contact the Office of Student Success, 205 Price Hall, Telephone: (336) 334-7359, Fax: (336) 256-1267.

Advising and Registration

ADVISING . . . Occurs Before Registration

What is Advising?

Advising is a process of promoting student success through academic planning and personal guidance. You will set goals and constantly review requirements with your faculty advisor, retention advisor, and department chair to complete your degree.

Retention Advisor

Your Retention Advisor can be located in the Center for Academic Excellence. The Retention Advisor will assist you with academic concerns and serve as a personal advocate and resource during your freshman year. S/he communicates with professors to monitor your academic progress and may refer you to campus resources. To contact your advisor, call 336.334-7855.

Faculty Advisor

Faculty Advisors assist you during advising periods in course selection, guiding you through your degree curriculum, and directing you to internship and employment opportunities. Your faculty advisor is located within your department. Contact your departmental office to find your advisor's name.

My Responsibilities:

- Schedule regular appointments with your Advisors
- Keep a **Copy of Your** academic progress and records.
- Share truthful information regarding your issues with your advisor
- Follow all directions, suggestions, and/or referrals from your advisor
- Accept RESPONSIBILITY for your actions that affect your education
- Utilize campus resources to assist you in achieving your goals
- Be aware of all important dates. Mark your calendar!

The Advising Process

It is MANDATORY that all students follow the SoT advising process. The process and forms can be found at www.ncat.edu/sot

Advising and Registration

REGISTRATION. . . Occurs After Advising

Deadlines

Be aware of and adhere to all University deadlines which can be found in the academic calendar.

PINs will NOT be issued without Proper Advisement!

Official Registration

In order to get credit for a course, you must be officially registered. This means that you must go through the registration process. Only registered students are authorized to attend class. Keep a copy of your original class schedule and any schedule changes that are made.

Registration Records

All courses you register for will permanently remain on your academic record (i.e. if a course is retaken the original grade will remain).

Registration Periods

Student athletes, band members, and students in the honors program are able to register two (2) weeks prior to the open registration period. All other students will be able to register for classes during open registration.

Course Load

The normal course load is 15 to 18 credit hours. A student must carry a minimum of twelve (12) semester credit hours in order to be considered full time. The maximum course load that a student may carry is eighteen (18) hours. To enroll in more than 18 semester hours, students must have a 3.0 GPA, and get approval from the dean and Registrar's Office. The maximum course load that a student may carry who is on Academic Probation is fifteen (15) hours.

Changes in Schedule

A change in a student's class schedule may be made during designated period for adding and/or dropping courses, with the consent of his or her advisor or department chairperson. No changes to a student's class schedule will be made after the end of the designated period for adding and/or dropping courses.

The student must obtain the Change of Schedule Form from the Office of the Registrar. The student must complete the form and obtain their advisor's signature. The form must be returned to the Office of the Registrar prior to the published deadline.

Advising and Registration

Repetition of Courses

Effective fall 2014, a student who has received a passing grade of “D” or better in a course may not repeat that course. Students may repeat a course in which they earned a grade of “D” if it is a prerequisite course requiring a minimum grade of “C”, or if a minimum grade of “C” is a requirement in the student’s declared major. Students who do not receive a passing grade in a course may repeat that course. For courses repeated subsequent to the effective date of this policy, during a student’s academic career at the University a maximum of sixteen (16) credit hours may be repeated.

No single undergraduate course may be repeated more than two (2) times to include withdrawals (Ws), for a maximum of three (3) attempts. All grades received will be recorded on the student’s permanent academic record. For repeats of courses subsequent to the effective date of this policy, any undergraduate student who has exhausted their three (3) attempts and has not passed a required course in their major field of study will be dismissed from that major. The University may accept transfer credit for undergraduate General Education Core requirement courses.

Financial aid implications for repeated courses should be discussed with the Office of Financial Aid.

Course Withdrawal

A student may withdraw from any course or courses by submitting a Change of Schedule form to the Office of the Registrar on or before the last day to withdraw from an individual course, as published in the Academic Calendar.

Students who withdraw from a course or courses on or before the last day to withdraw from an individual course are assigned a grade of “W.” Failure to attend class does not constitute a withdrawal from that course or courses. For withdrawals done beginning fall 2014, students are limited to a maximum of two (2) withdrawals per course, up to a maximum of sixteen (16) credit hours during the student’s academic career. Upon a third (3) attempt in a single course, the student is not permitted to withdraw from the course and must receive a grade for the course.

Official Withdrawal from the University

If you need to leave the University before the semester ends, you must complete the Withdrawal Process. The form is available in the Office of Counseling Services, Room 108, Murphy Hall. Submit the form to the Registrar’s Office, 107 Dowdy Building, to complete the process.

Advising and Registration

Receiving Grades

Grades are posted in Aggie Access each term within a few days after the semester is over. You will need a Banner ID and password to retrieve your grades. Mid- term grades are also posted. If for any reason, you do not receive your grades, you can pick up a copy from the Office of the Registrar.

Grade Point Average (GPA)

You should be aware of your GPA at all times! Follow the steps of the formula and example below to calculate your GPA:

Step 1) Credit Hours x Grade Values = Quality Points

Grade Values	Computing Your GPA				
	Course	Credit Hrs	Grade	Grade Value	Quality Points (Hrs x Value)
A = 4.0	Math	3	B	3	3 x 3 = 9
A- = 3.7	English	3	B	3	3 x 3 = 9
B+ = 3.3	History	3	A	4	3 x 4 = 12
B = 3.0	Biology	4	C	2	4 x 2 = 8
B- = 2.7	Health	2	A	4	2 x 4 = 8
C+ = 2.3	Totals	15			46
C = 2.0					
C- = 1.7					
D+ = 1.3					
D = 1.0					
F = 0					

Step 2) Quality Points \div Credit Hours Attempted = GPA
(46 \div 15 = 3.06)

Classification of Students

Students are classified on the basis of semester hours earned, excluding developmental courses. The following scale applies:

Classification	Semester Hours Earned
Freshman	0 – 29
Sophomore	30 – 59
Junior	60 – 89
Senior	90 and above

Advising and Registration

Satisfactory Academic Progress Requirements

- Earn 12 credit hours each semester or 24 credit hours in a per year.
- Maintain a minimum cumulative 2.0 GPA.
- Maintain minimum Major GPA.
- EARN no less than 67% of the credit hours you attempt.

IMPORTANT NOTICE:

Failure to meet the minimum academic requirements stated for the end of each semester makes the student eligible for immediate probation, suspension, as well as loss of financial aid or dismissal from the University!

Changing Your Major

If you change your major between the time you were admitted to A&T and the time that you first officially registered for classes, you must obtain a Change of Major form from the Office of the Registrar.

If you change your major during the first semester or thereafter, you can go to your Academic Advisor, Office of Student Success, or to the Office of the Registrar to pick up a Change of Major form. Have the form signed by the department and school that you are leaving, THEN by the department and school that you are joining, and finally, turn in the form to the Office of the Registrar (Dowdy Building).

Minimum GPA & Credit Hour Requirements for Graduation:

- You must pass a minimum of 126 credit hours (depends on major)
- Over 140 attempted hours incurs a 50% surcharge
- You must achieve a minimum GPA of 2.0 in your major field
- You must achieve a minimum overall GPA of 2.0
- In computing the grade point average for meeting graduation requirements, the better grade in a course will be used in computing the grade point average for satisfying graduation requirements.

For further information on student policies and procedures, please visit:
<http://www.ncat.edu/legal/policies/sec2-acad-affairs>

Where to Find?

Admissions Office

Web Hall

(336) 334-7946 (office)

www.ncat.edu/admissions

Aggie OneCard Center

Aggie Dome

(336) 334-7114 (office)

<http://www.ncat.edu/divisions/business-and-finance/ce/onecard/>

Aggie Tech Support

Bluford Library, Room 24

(336) 334-7195 (office)

<http://www.ncat.edu/divisions/doing/dept/ats/>

Career Services

Murphy Hall, Suite 101

(336) 334-7755 (office)

(336) 334-7018 (fax)

www.careerserv.ncat.edu/

Counseling Services

Murphy Hall, Room 109

334-7727 (office)

<http://www.ncat.edu/student-affairs/student-services/counseling/>

Financial Aid

Dowdy Building, Room 100

(336) 334-7973 (office)

(336) 334-7954 (fax)

<http://www.ncat.edu/admissions/financial-aid/index.html>

Food Services

Williams Cafeteria

(336) 334-7560 (office)

www.ncatdining.com

Health Center

Sebastian Health Center

(336) 334-7880 (office)

(336) 334-7264 (fax)

<http://www.ncat.edu/student-affairs/student-services/health-services>

Housing

Aggie Village Bldg 2, Room 201

(336) 334-7708 (office)

(336) 256-2498 (fax)

<http://www.ncat.edu/student-affairs/housing/students/application/>

Where to Find?

Office of the Registrar

Dowdy Building
(336) 334-7595 (office)
(336) 256-2498(fax)
www.ncat.edu/registrar-office/

Office of Student Development

Murphy Hall, Suite 104
(336) 334-334.7792 (office)
(336) 334.7434 (fax)
<http://www.ncat.edu/student-affairs/student-services/development/>

Office of the Treasurer

Dowdy Building, Room 112
(336) 334-7721 (office)
(336) 334-7208 (fax)
www.ncat.edu/divisions/business-and-finance/comptroller/treasurer/

Parking Services

Department of Police & Public Safety
Ward Hall
(336) 285-2027 (office)
<http://www.ncat.edu/divisions/business-and-finance/ce/parking/>

Summer Sessions

Wendover Building, Room 109
(336) 334-7810 (office)
(336) 334-7081 (fax)
<http://www.ncat.edu/academics/out-reach/summer-session/>

Veteran & Disability Support Services

Murphy Hall, Suite 01
(336) 334-7765 (office)
(336) 334-7333 (fax)
<http://www.ncat.edu/student-affairs/student-services/ovdss/>

Work Study

Financial Aid
Dowdy Building, Room 100
(336) 334-7973 (office)
(336) 334-7954 (fax)
<http://www.ncat.edu/admissions/financial-aid/index.html>

SoT Student Organizations

School of Technology Honor Society
Epsilon Pi Tau (EPT)

Applied Engineering Technology

Association of Technology, Management and Applied Engineering (ATMAE)
American Society for Quality (ASQ)
Society of Manufacturing Engineers (SME)
Society of Plastics Engineers (SPE)

Construction Management

American Society of Safety Engineers (ASSE)
Associated General Contractors (AGC)
Rho Sigma Kappa Safety Honor Society
Sigma Lambda Chi Honor Society

Electronic, Computer and Information Technology

Electronics Club (E-Club)
Institute of Electrical and Electronics Engineers (IEEE)
Instrumentation, System, and Automation Society (ISA)
National Association of Radio and Telecommunications Engineers (NARTE)

Graphic Communications Systems & Technological Studies

American Design Drafting Association (ADDA)
International Graphic Arts Education Association (IGAEA)
Pyramid of Design Drafting Society
Technical Association of the Graphic Arts (TAGA)
Technology Education Collegiate Association (TECA)

Please visit www.ncat.edu/students/organizations to view a comprehensive list of student organizations and activities that the University has to offer.

Core Values



In the pursuit of excellence we value . . .

Social Responsibility

Community engagement, diversity, social mobility and environmental consciousness

Professionalism

Professional practices in all facets of scholarly and individual endeavors

Learning

An environment where all can succeed and impact the global community

Innovation

Critical thinking and scholarly activity that embraces creative change

Civility

The civil treatment and input of others, as demonstrated by genuine mutual respect and quality interaction

Ethical Leadership

Modeling shared leadership based upon accountability, responsibility and honesty