

## Important information for new Undergraduate and Graduate Students from the Office of the Registrar

The office of the registrar is located on the second floor of the Welcome Center. The Registrar is responsible for the academic calendar, clearance and registration, enrollment verification, grades, maintaining student records, transcript requests, reclassification of residency, surcharge assessment, graduation, and certification of students for Veterans benefits. Further information and forms can be found on the registrar's home page, <http://www.uncsa.edu/registrar>.

### Contact Information and Office Hours

The office of the registrar is open Monday-Friday, 8:30-5:00 p.m.

*Mailing address:* Office of the Registrar

University of North Carolina School of the Arts

1533 South Main St.

Winston-Salem, NC 27127-2188

*Main office number:* (336) 770-3295

*Fax:* (336) 631-1576

*Email:* [registrar@uncsa.edu](mailto:registrar@uncsa.edu)

### The UNCSA Bulletin

The UNCSA bulletin is the official publication of student requirements. The bulletin is published on the UNCSA website and is only available in electronic form. Students are responsible for the content of the bulletin published for the year they were admitted.

### Registration and Orientation Information

Tues., Aug. 16		New students arrive
Thur., Aug. 18		Returning students arrive
Thur.-Fri., Aug. 18-19	9:00-11:30 a.m.; 1:00-4:00 p.m.	Registration-Students who have cleared any registration holds will register at the main office of their Art School; students who have holds will have to clear their holds with the appropriate offices and pick up their schedule at the registrar's office before being allowed to attend classes.
Fri., Aug. 19	9:00-11:30 a.m.; 1:00-4:00 p.m.	Registration for Special and Part-time students; Late registration and drop/add begins
Mon., Aug. 29	4:00 p.m.	Last day to drop/add classes; Last day to register for the Fall semester.

### **Registration and Hold Information**

During orientation, each student will receive a “hold card” listing any outstanding holds that must be taken care of prior to registering for classes. If no holds are listed on your card, you are cleared to register at your Arts School and you don’t need to read the rest of this section. For students who have holds, it is important to take care of them prior to 4:00 p.m. on Wednesday, August 17, so that you will be able to register at the main office of your Arts School and begin attending classes on time. Students with unresolved holds after the date above must clear them with the appropriate offices and finish registration at the registrar’s office. Students are not allowed to attend classes with unresolved holds.

### **Accessing Your Student Records through E-Z Arts**

Your “hold card” will also include your 9-digit Banner E-Z Arts ID. You will need this number along with your birth date (MM-DD-YR) to set up your access to E-Z Arts, the Banner student self-service portal where you will be able to access your grades, schedules, academic history and more. You will be receiving a presentation to follow with more information about your E-Z Arts account later this month.

### **UNCSA has Officially Transitioned to Semesters this fall**

New students are virtually unaffected by our change from trimesters to semesters. You will meet with your advisor during course planning to register for fall classes.

### **Transcript Information**

Transcripts are available upon request. All requests must be in writing, and must include the student’s signature. For information on how to order transcripts, please follow the link below. Transcripts are \$7.00 per copy and payment is expected at the time of the request.

[http://www.uncsa.edu/registrar/registrar\\_how2order.htm](http://www.uncsa.edu/registrar/registrar_how2order.htm).

### **Academic Calendar**

UNCSA offers two 15-week semesters, one in the Fall, and one in the Spring. In addition, UNCSA offers a summer program. For a complete listing of dates, the academic calendar is published on the UNCSA web site at [http://www.uncsa.edu/registrar/academic\\_cal.htm#bottom](http://www.uncsa.edu/registrar/academic_cal.htm#bottom).

### **FERPA**

An annual notification of rights afforded to students under the Family Educational Rights and Privacy Act (FERPA) is published annually in the UNCSA bulletin. There, students will also find a list of items UNCSA defines as directory information, and not generally harmful if disclosed. Students can “opt out” of directory information disclosures by filling out the appropriate form and submitting it to the Registrar. To request a printed copy of student rights under FERPA, contact the office of the registrar.

### **Residency Status and Reclassification**

When students apply to UNCSA, the office of admissions makes an initial determination of whether a student is a legal resident of the State of North Carolina for tuition purposes. Students who wish to apply for reclassification are required to submit a Residence and Tuition Status Application. Applications are available in the office and on the web at <http://www.uncsa.edu/registrar/NCResidencyApplication.pdf>. Applications must be completed in full before being submitted to the Registrar. It is essential to attach supporting documentation with the application and to keep a copy for your records.

### **Activating your Campus Artist Email Account**

The office of the registrar uses the campus artist email account as the primary method of communicating with students and notifying them of important information and dates. Please make sure to activate your artist account. In addition, the registrar's office uses the EFE (Every Friday Email system) to post important announcements.

### **Veterans Benefits**

The office of the registrar certifies veterans and their dependents for benefits under the GI Bill. Students must first apply to the department of veterans affairs by submitting the Veterans online application, <http://www.gibill.va.gov/apply-for-benefits/application/>. Once the VA has approved benefits, students should contact our office to initiate the certification process. Please note: the office of the registrar cannot certify students until they have registered for classes.