

## **UNIVERSITY PROGRAMS OFFICE**

The University Programs Office (UP) at the University of North Carolina School of the Arts (UNCSA), led by the Dean of University Programs, encompasses the Undergraduate Academic Program (UAP), the Writing Center (WC) and the English as a Second Language Program (ESL).

### ***Undergraduate Academic Program***

Most of the undergraduate students at UNCSA are seeking to earn a Bachelor of Fine Arts degree in Dance, Design and Production, Drama or Filmmaking or a Bachelor of Music degree. In order to earn a degree, students must take general education courses and UAP provides those courses. A student earns between 36 and 42 credits (approximately 30% of the total required number of hours for a degree, depending on the major) in UAP.

All UNCSA students who do not have the appropriate AP or IB test scores or transfer credits must take the year-long freshman writing sequence entitled *English Composition I and II*. Another required year-long sequence of courses is *Self, Society, and Cosmos* and *Paths to the Present*, usually taken in the second year. A technology course entitled *Digital Media for the Artist* was added to the program in 2006 and is required for all incoming students, playing a pivotal role in our *Quality Enhancement Plan* (QEP) required by the *Southern Association of Colleges and Schools* (SACS). Courses in Psychology were added in 2007-2008 and continue to be popular among the students. The undergraduate curriculum also offers courses that are specific to certain arts majors, but which are open to all students. For example, all voice students must take *German, French* and *Italian*, but foreign language classes are open to all students. All Dance students must take a course in *Human Anatomy and Physiology*, but any student may take it to complete the Math/Science requirement. All Drama and Design and Production students must take a course in *Theatre History*, but any student may take it as an elective. While the Dean of University Programs leads the UAP faculty and the college general education program, the Arts deans and faculty supervise the overall curriculum. Information on the academic requirements for each discipline is in the UNCSA Bulletin and here: <http://www.uncsa.edu/academicprograms/programs.htm>. Incoming students will meet with a UAP advisor during Orientation who will help the student organize their academic schedule of classes. You will find the schedule of academic courses offered for the 2011-2012 academic year here: [http://www.uncsa.edu/academicprograms/courses\\_college.htm](http://www.uncsa.edu/academicprograms/courses_college.htm).

### ***The Writing Center***

The Director of the Writing Center is faculty member, Elizabeth Klaimon. The Writing Center is a *free* tutoring service for all UNCSA students, with the goal of assisting students with all stages of the writing process. Whether a student is confronting writer's block, drafting the next assignment, or facing confusion over how to organize a paper, the Writing Center tutors will work with students, on a one-to-one basis.

### ***English as a Second Language Program***

The *ESL* Instructor, Elizabeth Klaimon, works to provide non-native speakers with the highest level of instruction in *English as a Second Language* to ensure each student's success at UNCSA. She teaches both high school and college level courses in ESL, and works with students individually during ESL tutor sessions. Tutor sessions are scheduled according to the needs of the student and typically last 30–45 minutes. The ESL instructor is also responsible for reviewing the ESL proficiency of all incoming non-native speakers, and works closely with the Coordinator for International Students in Admissions, to provide the widest margin of support for our international student population here at UNCSA.

## **DEPARTMENTAL CONTACTS**

Dr. Dean Wilcox, Interim Dean  
University Programs Office  
Located at: Academic Programs House  
1903 Sunnyside Avenue  
Phone: 336-770-3243  
Fax: 336-734-2851

Dr. Krystyna Puć, Assistant to the Interim Dean  
University Programs Office  
Located at: Academic Programs House  
1903 Sunnyside Avenue  
Phone: 336-734-2854  
Fax: 336-734-2851

Mary Beth Taylor, Administrative Assistant  
Administrative Support Specialist  
Undergraduate Academic Program  
University Programs Office  
Located at: Academic Programs House  
1903 Sunnyside Avenue  
Phone: 336-631-1558  
Fax: 336-734-2851

Elizabeth Klaimon, Director  
Writing Center, English as a Second Language  
University Programs Office  
Located at: Academic Services House  
1915 Sunnyside Avenue  
Phone: 336-631-1515  
Fax: 336-770-1439

Mary Graves, University Administrative Manager  
Business Officer  
University Programs Office  
Located at: Academic Programs House  
1903 Sunnyside Avenue  
Phone: 336-770-3242  
Fax: 336-734-2851