

INSTRUCTIONS for Transferring to UNCC

1. **Apply to UNCC through Undergraduate Admissions.** Indicate that you intend to study Art. You will be categorized as a Pre Art major until your portfolio submission has been accepted and you fill out a Change of Major form.

2. **Submit your portfolio to the Department of Art and Art History right away.** Do not wait until you are accepted to UNCC to apply! The Admissions Committee reviews the portfolios towards the end of September, October, November, January, March and April, and several times over the summer (call 704-687-2473 for specific dates). You will be notified in letter form in a week. Fill out and return the enclosed Change of Major form as soon as you can.

3. You will be notified by Undergraduate Admissions to **attend a 'SOAR' session** (Student Orientation And Registration) in order to be able register for classes. Transfer students register **AFTER** all other current UNCC students, so many classes that you hope to take may be full. This may be frustrating, but it will only occur this one time. During the next semester's pre-registration, you will be given a date and a time before which you cannot register. The Registrar's office determines these appointments by the number of credit hours earned. Student athletes, Honors students, students with disabilities, ROTC students, and several other categories of students will register early. Then, students with the most credits will be given the earliest appointment times.

4. You will best be served by deciding on your intended concentration before you register. Make sure to **download the BFA worksheet and calendar for your particular concentration area.** Look at your transfer classes and mark off the ones you have already completed. **Pay special attention to the sequencing of concentration classes (in bold) on the BFA calendar.** This sequence is what determines your time to graduation. You may have 5 classes left to take but 4 of them may be sequential. This means you will be here 4 semesters.

We recommend that you take no more than 3 studio classes per semester. The work load is simply too heavy. Typically you would register for 3 studios, 1 art history class and 1 general education class. If you have earned an AA, AS or AFA degree, you will be exempt from all of the general education classes. The AAS degree is not honored here.

5. **Look at the UNCC Undergraduate Catalog for course descriptions,** or on www.art.uncc.edu. This is where you will see course prerequisites. The prerequisites determine the sequencing of your schedule.

6. **Register by accessing your 49er Express account.** Problems? Call 704-687-3100 #2 for technical support.

7. **Need career mentoring?** Contact your faculty advisor (listed in your 49er Express account), or one of the faculty members in your concentration area. Look at the directory on www.art.uncc.edu. Concentration areas are listed after the faculty names. Click on the email address to contact us directly. Don't know who your advisor is? Call Lou Scott at 704-687-4458.

