**Fall 2013 TERM**

**August 19, 2013 – December 12, 2013**

# DISTANCE EDUCATION REGISTRATION FORM

## RESTRICTED COURSES ONLY

**FOR OFFICE USE ONLY**

□ ENROLLED
DATE _____
□ HOLD_____
□ WL

**(REGISTRATION FORM MUST BE FILLED OUT COMPLETELY)**
**PLEASE PRINT**

Student ID #_____ **NCCU E-Mail address:_____**
**(other email address, if NCCU email address unknown)**

_____ _____ _____
Last Name First Name Middle Initial

**MAILING ADDRESS**

_____ _____ _____ _____
Street Address City State Zip Code

_____ _____ _____ _____
Area Code-Telephone (H) Area Code-Telephone (W) Date of Birth Sex

How did you learn about NCCU distance education courses? (circle)
Returning Student Newspaper Word of Mouth Internet/E-Mail UNC-Online

What is your classification? (circle) Undergraduate Graduate Licensure

What category best describes you? (circle)
Certification Licensure DE Degree-Seeking Non-Degree Seeking/Special Transfer

Are you receiving licensure through the Regional Alternative Licensure Center (RALC)? _____Yes _____No

Are you registering for undergraduate education courses (EDU prefix)? __ Yes __ No If Yes, please complete and attach the SOE data form.

**PLEASE INDICATE THE CORRECT COURSE NUMBER & SECTION WHEN REGISTERING!**

| | CRN # | Course Prefix | Course # | Section | Day(s) | Begin Time | End Time | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |

**YOUR SIGNATURE INDICATES YOU HAVE REGISTERED FOR THE ABOVE COURSE(S) AND AGREE TO ADHERE TO THE UNIVERSITY POLICIES AS OUTLINED IN THE NORTH CAROLINA CENTRAL UNIVERSITY CATALOG. YOU CAN VIEW THE CATALOG AT THE FOLLOWING WEBSITE:**
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=307

_____ _____ _____ _____
**Student's Signature (Required)** **Date** **Advisor's Signature** **Date**

_____
**Advisor's Name (please print)**

_____ _____
**INSTRUCTOR'S Signature** **Date**

**PLEASE COMPLETE DISTANCE EDUCATION GUIDELINES FORM.**

**NORTH CAROLINA CENTRAL UNIVERSITY – DISTANCE EDUCATION 712 CECIL STREETH.M.MICHAUX SOE BLDG, RM#2051, DURHAM, NC 27707 OFFICE (919) 530-6324, Fax (919) 530-5220**

**STUDENT GUIDELINES - PLEASE READ CAREFULLY & KEEP A COPY**
**DISTANCE EDUCATION (DE) STAFF IS NOT RESPONSIBLE FOR COURSE SELECTIONS OR SUBSTITUTIONS FOR UNAVAILABLE COURSES. CONTACT YOUR ADVISOR.**

**DISTANCE EDUCATION COURSE ENROLLMENT – Only DE staff are authorized to enroll students in RESTRICTED DE courses. Students who enroll in "RESTRICTED" DE courses via "myEOL" will be dropped. The DE Registration Form must be completed, signed by an advisor & submitted to the DE Office for enrollment in DE restricted courses. Please visit the website.**
**http://www.nccu.edu/academics/distanceeducation/index.cfm**

**Verifying Enrollment**

- USE "***myEOL***" TO CHECK ENROLLMENT STATUS

**Causes of Enrollment Delays**

- Account Holds – Students must resolve all holds as quickly as possible. Note: Some holds take 24 hrs to clear in Banner after being resolved.
- Not being officially admitted to North Carolina Central University
- Incomplete or incorrect items on registration forms (ID #'s, course #'s & signatures)
- Closed or cancelled courses

**Bill Payment Options** **http://www.nccu.edu/admissionsandaid/tuitionandfees/billpayment.cfm**

- Tuition & fees are payable online via "myEOL" and or to the Bursar's/Cashier's Office located in room #012 of Hoey Administration Bldg. **Bills are not mailed**.
- **$50 Late Registration Fee – Effective August 19, 2013**

**Blackboard** **Log-in to "myEOL" to access Blackboard**

- Online courses will be available in Blackboard on the start date of the semester.
- Students must log on to courses during the 1st week of the semester to avoid being dropped by instructors for nonattendance. (This is not the same as the drop or withdrawal process.)
- Students enrolled during the Late Registration period will be provided Blackboard access within (48) hours.

**DROP REQUESTS - MUST BE SUBMITTED IN WRITING TO THE DISTANCE EDUCATION OFFICE FOR RESTRICTED COURSES ONLY. IF YOU EXPERIENCE DIFFICULTY IN DROPPING A DISTANCE EDUCATION COURSE, PLEASE CONTACT THE DISTANCE EDUCATION OFFICE.**

- **Email requests to disted@nccu.edu or fax (919) 530-5220**
- **Request must include Student ID#, Course # & the reason for dropping.**
- **Deadlines: August 23, 2013 (please refer to academic calendar)**

**WITHDRAWAL REQUESTS - MUST BE SUBMITTED IN WRITING TO THE DISTANCE EDUCATION OFFICE**

- **Email requests to disted@nccu.edu or fax (919) 530-5220**
- **Request must include Student ID#, Course # & the reason for dropping.**
- **Deadlines: (*UNDERGRADUATES)* – October 16, 2013 (please refer to academic calendar); (*GRADUATE*) October 16 ,2013**

**INSTITUTIONAL WITHDRAWALS –Withdrawal from all courses during a semester is withdrawing from the University. Distance Education is not responsible for handling Institutional Withdrawals.**

- **Institutional withdrawals are handled by the University Registrar.**
- **Contact the University Registrar office (919) 530-6262 or email whill@nccu.edu . DE will not process Institutional Withdrawals.**

****Withdrawing from courses can affect Financial Aid. Students need to contact Scholarship & Student Aid (919-530-6180) prior to withdrawing.***

**Your signature indicates that you have received, read & will adhere to the above guidelines.**

**Signature_____ Date_____**