

FACILITIES AND SERVICES

THE CAMPUS

The campus is located off Harris Boulevard on NC 49 near its intersection with US 29, and only eight miles from the interchange of Interstates 85 and 77. Campus facilities are comprised of air-conditioned contemporary buildings. In addition to classrooms and well-equipped laboratories, the University offers arts and athletic facilities, cafeterias, and residence accommodations. The campus is designed for the pedestrian, and facilities are generally accessible to students with disabilities.

UNC Charlotte Uptown. The University offers selected upper-division undergraduate and graduate courses and a variety of continuing personal and professional development programs at its UNC Charlotte Uptown location. Classes are scheduled for the convenience of persons employed in or living near the central business core of the city. UNC Charlotte Uptown is located at 220 North Tryon Street, on the third floor of the Mint Museum of Craft + Design. When traveling I-77, either north or south, exit onto Fifth Street. Stay on east Fifth Street until you reach Tryon Street.

Parking is the responsibility of Parking Services, located in the Auxiliary Services Building. Parking on campus requires the purchase and display of a University parking permit or payment to park at the meters or in the visitor's decks. Night Decals for evening-only students are available by the semester or by the year. Permits do not guarantee a space will be available nor do they reserve a specific space. Abbreviated copies of the *Campus Parking Rules and Information* are available from Parking Services. The full and abbreviated version is available via the web at www.uncc.edu/parking. For information on fees for motor vehicle registration and parking, see the section on *Financial Information* in this *Catalog*.

The **Charlotte Transit System** provides bus transportation from the Square in uptown Charlotte and from Southpark (via Eastland Mall and the apartment complexes along Barrington Drive, Route 29 & 39). Service is provided on a regular schedule connecting with established routes throughout the city. Brochures containing detailed information regarding routes, schedules, and fees may be obtained in the Parking Services Office, or by calling the Charlotte Transit Authority at (704) 336-3366. Fees are set by Charlotte Transit and are subject to change.

Police and Public Safety services to the University community are provided 24 hours a day, seven days a week. University Police Officers are sworn, North Carolina State Certified Law Enforcement Officers.

The Administrative Offices of Police and Public Safety are located at the new Facilities Management and Police Building on Cameron Blvd. near Mary Alexander; The Police Telecommunication Center is still at its existing location in the King Building on campus. This agency is responsible for crime prevention, enforcement of laws and regulations, protection of life and property, preservation of peace, apprehension of criminals, and Lost and Found property.

Emergency telephones are located throughout the campus and are identified by "blue lights."

More information can be found online at: www.police.uncc.edu/index.htm.

Recycling services are coordinated by the Office of Waste Reduction and Recycling (704-687-2137) within Facilities Management. The University's recycling program, initiated by students in 1990, currently recycles 33% of the solid waste generated on campus, including over 25 different materials. Residence halls are equipped with outdoor recycling centers, recycling containers in trash rooms or lobbies, and a small recycling bin in each room. Toner cartridges, aluminum cans, plastic and glass bottles, newspapers, magazines, and cardboard can be recycled at the residence halls. In addition to the above materials, office paper, Styrofoam peanuts, transparencies, and hard and soft back books can be recycled in the academic and administrative areas. The Waste Reduction and Recycling program also includes a food-waste composting project. This project is funded through a grant awarded by the North Carolina Department of Environment and Natural Resources Division of Pollution Prevention and Environmental Assistance, and has been the topic of several graduate research papers.

The recycling program provides educational sessions for students, faculty, and staff. The program coordinates and sponsors the UNC Charlotte Earth Day Environment Festival and co-sponsors 49er Green Day activities with the Dean of Students Office. The Office of Waste Reduction and Recycling offers students a chance to actively embrace their environmental responsibilities and to demonstrate concerns through volunteer and employment opportunities. Active and concerned students designed and initiated the aluminum can and residence hall recycling programs.

These and other waste reduction and recycling programs help UNC Charlotte in its effort to meet North Carolina's 40% waste reduction goal. For more information about UNC Charlotte's waste reduction and recycling activities, view the website at <http://facilities.uncc.edu/recycling> or call the office at 704-687-2137 or 704-687-3890.

Occupational Safety and Health, Accident Prevention, and Life Safety are the concerns of the Safety and Environmental Health Office in the Department of Human Resources. It is the responsibility of this office to investigate accidents on campus, conduct safety inspections of all buildings, maintain all reports required by the N.C. Department of Labor, and generally work to reduce the risks of illness or injury in the University community. This office is located in 113 King Building.

EDUCATIONAL SERVICES AND FACILITIES

The J. Murrey Atkins Library, located near the center of the campus, is a state-of-the-art facility that houses a collection that includes nearly 1 million bound volumes and extensive education, audiovisual, document and microform collections. Some highlights include:

- Member of ASERL (the Association of Southeastern Research Libraries).
- **Largest research library** in the Southern Piedmont region.
- Nearly **one million volumes** and one million microfilm/fiche.
- Approximately 273,000 volumes circulate each year.
- Current subscriptions include **14,000 periodicals**, about two-thirds accessible electronically.
- Nearly one million patrons annually enter its doors.
- State-of-the-art information technology includes **wireless network** and **250 public computer stations**.
- **Live online help** with Ask A Librarian service.
- **Library instruction facilities** include several electronic presentation and computer equipped classrooms.
- U.S. Government Depository receives 70% of government publications.
- U.S. Patent and Trademark Depository Library.
- NASA Educational Resource Center for Teachers.
- Houses **Curriculum Instructional Materials Collection (CIMC)**.
- **Information Commons** supports research, presentation, production, instruction, and individual and small-group study.
- **Special Collections** includes rare books and manuscripts, oral, photographic and written materials related to the history of the greater Charlotte region and the University archives.
- **Xerox copy center**, the Faculty Center for Teaching and e-Learning and Information & Technology Services located in the Library building.
- Video production and Channel 22 support Distance Education, video conferencing, and television broadcasts to the campus and local community.
- Displays of university-owned art, historical materials, and memorabilia.
- **Full-time security staff** and electronic monitoring.

For further information about library resources and services, check the Library's web page at www.library.unc.edu.

Information and Technology Services (ITS) manages the campus voice and data networks, centralized servers, University owned PCs, operating systems, and software to support teaching and learning, research and business processes. The campus has a robust data network that connects over 130 servers and more than 3000 computers. Thirty percent of the campus features wireless network access. ITS performs application development and maintains and supports the University's core administrative systems and all of the University's central server resources. ITS manages the general-use student computer labs and provides technical support to students through a walk-up facility and through an online helpdesk tool. ITS provides development, consulting, and support services for the University web presence and its portal - 49er Express, the University's e-learning system, and facilities and services in support of the University's research mission.

University Center for Academic Excellence (UCAE). Designed to improve academic performance and foster meaningful learning experiences, the University Center for Academic Excellence provides services, programs, and materials to help students develop and refine thinking skills, utilize learning and self-management skills, and learn course material more quickly and thoroughly while earning higher grades. Services include: (1) individual consultation regarding academic concerns; (2) diagnostic assessment of learning styles and study habits/attitudes; (3) computer-assisted instruction for a variety of course subjects; (4) "Study Smarter" workshops; and (5) a library of materials with books, DVDs, video tapes, and printed handouts outlining successful study/learning strategies.

Tutorial Services (TS). Well-trained undergraduate and graduate students provide free tutoring to University students in a variety of disciplines. Tutoring is primarily in mathematic, sciences, business and foreign languages and emphasizes both content mastery and learning skills development. Tutors are selected based on their competence in the subject area and their effective interpersonal skills. Tutorial Services at UNC Charlotte is nationally certified through the *College Reading and Learning Association*, Level II.

Supplemental Instruction (SI). Supplemental Instruction assists students in historically difficult courses, including biology, chemistry, physics, communication studies, engineering, mathematics, and business. In regularly scheduled group study sessions, trained SI Leaders help students refine the unique skills necessary for doing well in the target course. Students regularly participating in SI average one-half letter grade or higher on final course grades than non-participants.

Structured Study Groups (SSG). SSG is a study system in which students from the same class work together in small groups of 4-6 members to reinforce material presented in class. The UCAE assists students in forming SSG with the support of faculty. SSG encourages students to collaborate on common classroom tasks for deeper understanding of course material. The goal of the SSG is to have each student commit to the "pursuit and ownership" of learning.

Through the **Writing Resources Center**, assistance is provided primarily for undergraduates and graduate students who want to become more effective writers. The center is staffed by graduate and undergraduate writing consultants who work with writers at all stages of the writing process: prewriting, focusing, organizing, revising, and editing. Programs include one-on-one and group consulting; on-line writing consultants for distance education students; classroom presentations; and library and internet research.

The Writing Project (WP) focuses on developing K-12 writing teachers using three interconnected components that are based on the National Writing Project model: 1) the summer invitational institute, 2) continuity programs for teacher consultants in the project, and 3) inservice programs with local school districts. The WP offers inservice teacher training as well as opportunities for K-12 teachers to conduct classroom-based research. Working in conjunction with the College of Education, the WP provides leadership in teacher training.

The Charlotte 49ers Athletic Academic Center. The Athletic Academic Center (146 ATAC) provides academic and personal counseling to student athletes as a supplement to assistance provided by the Advising Center and the regular departmental advisor. Academic advisors provide prospective student-athletes with information on admission procedures and academic requirements, monitor academic progress, arrange supervised study sessions, and make referrals to other campus services.

Disability Services (DS). The Office of Disability Services works with departments across UNC Charlotte to ensure that educational programs and campus facilities are accessible to individuals with disabilities. Disability Services counselors meet with qualified students to determine and provide reasonable accommodations that support the student's educational goals.

Assistive technology is available to students with disabilities in the Disability Services Office, centralized computer labs, the Atkins Library, and in other departments on campus. Service animals assisting individuals with disabilities are permitted to all facilities on campus. Disability Services does not provide prescriptive devices, devices of a personal nature, or personal attendant care.

The Office of Disability Services supports a culturally rich, inclusive, and accessible campus environment through education and consultation with faculty, staff, and the community on disability-related issues.

The Office of Building Educational Strengths and Talents (B.E.S.T.). B.E.S.T. is a federally funded community that provides intensive academic and post-baccalaureate advising, tutorial assistance, and exposure to diverse cultural opportunities to first-generation college students, as well as other select populations with lower retention and graduation rates.

Ronald E. McNair Post-Baccalaureate Achievement Program. This federally supported program is designed to increase the number of low-income and first-generation college students who earn doctoral degrees and teach in colleges and universities. Participants are usually juniors and seniors who work with faculty mentors on research projects and attend other scholarly activities related to pursuing a graduate education. The intent of the program is to introduce students to the rigors of graduate study.

Academic Initiatives for Mentoring Students (AIMS), in the division of Academic Affairs, is committed to providing quality academic support services that foster the recruitment, retention and graduation of all students, especially underrepresented students at UNC Charlotte. AIMS provides academic advising to freshmen and sophomores primarily through three programs: SAFE, UTOP, and PRODUCE. In addition, academic intervention is conducted with underrepresented transfer students through TRACE. AIMS also serves other underrepresented students, some of who are experiencing chronic academic difficulties, by referring them to other University academic support programs that meet their specific needs.

University Transition Opportunities Program (UTOP). UTOP is a summer academic program designed to facilitate the transition from high school to the University for students from typically underrepresented populations by

involving a limited number of incoming freshmen in a rigorous collegiate experience prior to fall semester enrollment. Seven hours of credit are awarded for successful completion of UTOP coursework, which consists of English Composition, Supplemental English, and Freshman Seminar.

University Transition Opportunities Program Learning Community (UTOP-LC). This initiative, sponsored by Academic Initiatives for Mentoring Students (AIMS), is a one-year program limited to freshmen students who participated in the UTOP summer experience. It is designed to have students engaged in coursework and activities that emphasize liberal arts education and diversity, campus connections, and growth and development. Participants continue to enroll in classes together and share living/learning environments during the fall and spring semesters, as they did during the UTOP summer experience. Academic support services and co-curricular activities are also provided throughout the one-year period.

Student Advising for Freshman Excellence (SAFE). The goal of SAFE is to facilitate the transition from high school to college of all incoming underrepresented freshmen. Through orientation sessions, academic advising, academic issues workshops, mid-semester evaluations, student advising, individual and group tutoring, co-curricular and social activities, and weekly meetings with student counselors, SAFE empowers students to acquire the skills necessary for academic success and the establishment of rewarding careers. Some students are eligible to participate during the sophomore year.

Producing Readiness of Diverse University Cohorts in Education (PRODUCE). UNC Charlotte is one of the eight schools in the University of North Carolina system that has received a Louis Stokes Alliance for Minority Participation (LSAMP) National Science Foundation Grant to: (1) improve the quality of the learning environment for underrepresented students in science, mathematics, engineering and engineering technology; (2) increase the number of underrepresented students graduating with degrees in science, mathematics, engineering and engineering technology; and (3) develop and implement effective techniques of attracting talented underrepresented students who would otherwise not choose science or engineering as a career. PRODUCE participants receive faculty and peer mentoring, peer tutoring, opportunities to attend professional meetings/conference, internships, and scholarships.

Transfer Resources for Advancing the College Experience (TRACE). TRACE assists transfer students from underrepresented populations in making a smooth transition into UNC Charlotte by identifying campus resources, providing academic support, and acting as advocates. The TRACE program provides services related to orientation, retention, career advisement, academic advising, and learning assistance.

Bridge to the Doctorate (BTD). The Bridge to the Doctorate Program funded by a grant from the National Science Foundation, seeks to broaden the participation of underrepresented students in science, technology, engineering and mathematics (STEM). It provides tuition and fees, health insurance, and a stipend for a selected number of underrepresented students in STEM graduate programs. In addition, the program participants receive advising and mentoring from graduate faculty, opportunities

to conduct and present scholarly research, and attend professional meetings and workshops.

Office of Adult Students and Evening Services (OASES) serves as a liaison with academic departments, advising centers, and administrative offices. OASES offers extended hours to serve students from 8 a.m. to 7 p.m., Monday through Thursday (when classes are in session); 8 a.m. to 5 p.m. on Friday; and 9 a.m. to 1 p.m. on Saturday. OASES is closed on Saturdays during the summer. Services include general education advising, acceptance of tuition payments (no cash), and assistance with parking requests. Students can pick up and/or drop off information to be delivered the next day. Programs include re-entry open houses, orientations, adult student scholarships, the Alpha Sigma Lambda Honor Society, and the Non-Traditional Student Organization (NTSO). Visit www.uncc.edu/oases for more information.

Office of International Programs (OIP). The Office of International Programs serves as a focal point for UNC Charlotte's international dimension by providing leadership and assistance in the areas of curriculum development, international student/scholar services, education abroad, overseas linkages, English language training, cross-cultural training, and community programming.

International Admissions (IA). International Admissions is responsible for marketing UNC Charlotte to the world. The primary focus is the admission of students on non-immigrant visas. IA processes applications, evaluates credentials, makes admissions decisions, and serves as consultant to prospective students, academic advisors, sponsors, and agencies representing international students, departments, and the Graduate School. When students are admitted, IA provides documentation to the International Student Office for Immigration purposes.

Education Abroad. UNC Charlotte encourages its students to study and live abroad as a part of their academic careers. The Office of Education Abroad offers students the opportunity to study for a year, a semester, or a summer. Programs are available in countries virtually all over the world. Deadlines for application for fall semester or year-long programs are in January, deadlines for spring semester programs are in September or October, and deadlines for summer programs are generally in March or April. Contact the Office of Education Abroad for specific program information.

Faculty Development. The Office of International Programs serves as a facilitator for faculty exchange opportunities. Faculty are encouraged to work with the Director of International Programs in exploring and applying for a wide range of international exchanges. Among those are the Fulbright Exchange Program, reciprocal department exchanges, and exchanges based on agreements between UNC Charlotte and overseas institutions of higher learning. Faculty and administrators also are able to take advantage of OIP's professional development program. This program provides opportunities for the further enhancement of international interests through travel for international study and research and faculty colloquia on international topics.

International Student/Scholar Office provides services in the areas of immigration, campus and community orientation, and cultural adjustment. The staff serves as a

liaison to other campus offices on related matters and provides programs that enhance the student and scholar's learning experience including Conversation Partners, the Host Family Program, International Coffee Hour, advising of international student clubs, and cross-cultural training workshops.

Campus Programming. Various events are sponsored independently and in cooperation with other departments and agencies. They include the annual International Festival, dinners featuring specific cultures, the Education Abroad Fair, Summer Institutes, and the chapter office of Phi Beta Delta Honor Society for International Scholars.

The English Language Training Institute (ELTI) provides intensive English as a Second Language instruction for international students planning to attend American universities or colleges in the United States. ELTI holds three sessions per year--fall, spring, and summer--and offers up to seven language proficiency levels. Average class size is 12 students and students attend classes 20-24 hours per week. Exceptional students in Levels 6 and 7 are eligible to take University courses in addition to their English classes. ELTI also offers a communications course for international teaching assistants and consulting for international faculty at UNC Charlotte.

Public Service. The OIP seeks to initiate and respond to the international needs and interests of the community. Current programs include: (1) *Community Forums*--symposia on topics of current international interest; (2) *Great Decisions*--an annual series of lecture/discussions during the months of February and March on key policy issues; (3) *Cross-Cultural training*, individually designed workshops that focus on appreciation for other cultures and development of skills in effective communications across cultures; and (4) *Intercultural Outreach Programs* offers custom-designed, short term training programs for international groups. These programs may include English language training, American cultural themes, specialized professional development in any field, site visits and internships in the community, and a variety of cultural experiences tailored to meet the objectives of the group.

The University Career Center (UCC) offers comprehensive career services designed to assist undergraduate and graduate students in all stages of career development: career decision making, career planning, career employment, and reassessment. Experiential learning is a key component and all students are encouraged to take advantage of internship, cooperative education, 49ership, and other career exploration programs. With the UCC acting as a coordinating and academic support unit for experiential learning, over 64 percent of all students at UNC Charlotte participate in a University-sanctioned career-related experience.

The goals of the UCC are: (1) to help all students make and act on career decisions that maximize their potential and long-term development; to enable the timely involvement of students in experiential learning programs; (2) to engage students, faculty, and employers in quality experiential learning programs; and (3) to promote receptivity to and involvement with UNC Charlotte, the colleges, and the students among individuals and organizations outside the University. The UCC serves over 3,000 area and national employers, and also has developed co-op and 49ership

programs abroad. Over 10,000 jobs and internships are handled through the office each year.

Services provided by the UCC range from individual *career counseling and advising*, résumé and cover letter critiques, videotaped, mock interviews, to small group workshops on such topics as: résumé writing, effective interviewing, uncovering the hidden job market, and transitioning from college to the workplace. Other services include résumé referrals to employers, on-campus interviewing, career exploration through various experiential learning programs such as Discover and Career Prospector, a career resources library collection, and seven major job fairs annually. Students can participate in co-ops, internships, job shadowing opportunities, service learning opportunities, 49erships, and the UNC in Washington Semester Study and Intern Program, all of which are arranged through the UCC. The majority of services can be accessed via our web site (www.uncc.edu/career), through the “My Future” section on the 49er Express (www.express.uncc.edu) or by registering in Campus Professional, an online database maintained by the UCC. Online UCC links such as Career Search, Vault, and E-leads are added career information tools for students. The UCC staff also presents programs in classrooms, residence halls and student organization meetings. A newsletter is published each semester to inform students about workshops, programs, and employers recruiting on campus. Students are encouraged to visit the UCC and to start their experiential learning program and career planning in their freshman year or first semester at the University. The UCC has received national recognition for its “state-of-the-art” program initiatives.

Co-taught by Psychology professors and University Career Center counselors, a 3-credit course on Career Decisions and the World of Work helps students examine the working world in terms of labor trends, the global economy, cultures, and current work related societal issues. Students are guided through in depth processes and a model to examine where their skills, values, and abilities would best fit, given a better understanding of organizations and workplace expectations. Major theoretical foundations of career development (Super, Holland) and experiential learning (Dewey, Lewin, Argyvis, and Schon) and an emphasis upon engagement in EL programs are incorporated into this course. Assignments feature career research and culture analysis, personal assessments, written and oral communications, strategic development, and individual career action planning. Sophomores taking this course will be better prepared to maximize an experiential learning educational opportunity, make career decisions, understand work cultures they enter, and develop leadership and service skills.

Part-Time Employment Off-Campus. The UCC’s Job Location and Development (JLD) Program assists students in obtaining part-time, summer, and temporary employment off-campus. Some full-time jobs that do not require a degree are also listed. Job listings may be viewed online to registered students in Campus Professional.

Jobs may include career-related positions in various fields such as education, business, entertainment, engineering, graphic design, and healthcare. The JLD Program is available to help students to earn money for their academic and personal expenses during their enrollment at the University.

The Office of Student Success and Retention (OSSR) is a multi-function office that works across both Academic Affairs and Student Affairs. The office provides consulting, resource materials and other support services to assist in the development and implementation of programs/initiatives designed to enhance student success and retention. The office provides assistance in the development of assessment plans for student success and retention programs and works with the Associate Vice Chancellor for Student Affairs and the Director of Assessment to track and analyze campus-wide student success and retention data. The office promotes awareness about campus-wide student success and retention programs among current and prospective students, the campus community, and the region. Additionally, OSSR coordinates the Learning Community programs and the Freshman Seminar program.

The Office of the **Vice Chancellor for Research and Federal Relations** provides direction and leadership for the development of research and creative activity at the University and the infrastructure that supports those activities. The Vice Chancellor coordinates federal and congressional relations and oversees four support offices, the Office of Proposal Development, the Office of Research Services, the Office of Technology Transfer and the University Vivarium. The President of the Ben Craig Center also reports to the Vice Chancellor.

The **Office of Proposal Development (OPD)** works closely with faculty and funding agencies to identify opportunities for proposal development, facilitate the formation of proposal teams, and provide a wide range of services to help faculty achieve their research goals, including identification of funding sources, general consultation on writing and funding strategies, and proposal editing.

The **Office of Research Services (ORS)** provides services for the review and submission of proposals to funding agencies, including the interpretation of guidelines, preparation of budgets, and mailing and tracking of proposals, as well as post-award management support. ORS coordinates research-support efforts with college research officers and is responsible for federal compliance.

The Office of Technology Transfer (OTT) provides services for the review, protection, and management of University-based intellectual property, and commercializes intellectual property through licensing services. OTT builds and maintains strategic partnerships with local and state-based economic development agencies; assists and mentors faculty and students with new business start-ups; provides outreach services in the areas of entrepreneurship, new business creation, intellectual property management, and venture capital financing; and acts as a conduit to industry for sponsored research and technology commercialization.

The Chimney Rock Park Field Station is located in the Blue Ridge Mountains, 30 miles southeast of Asheville. The University has an agreement with Chimney Rock Park to investigate the biological, geological and cultural features of the 800-acre park. Area available for study extends from the Broad River at the bottom of Hickory Nut Gorge to the top, a vertical climb of over 1,500 feet.

The UNC Charlotte Experimental Ecological Reserve is a 100-acre tract of land set aside on campus by the UNC Charlotte Board of Trustees as a permanent ecological reserve for use as an outdoor classroom and laboratory. The reserve includes a floodplain forest, pine stands, mixed pine-hardwood forest, and a relatively undisturbed 10-acre watershed of oak-hickory forest.

The UNC Charlotte Rocky River Wildlife Refuge is a 46-acre natural area located east of Charlotte in Stanly County. Its purpose is to preserve the natural features of the area and allow research and field trips to study the plants and animals within the North Carolina slate belt formation.

The UNC Charlotte Botanical Gardens, located on campus, consist of the McMillan Academic Greenhouse, the Van Landingham Rhododendron Glen, and the Susie Harwood Ornamentals Garden. Begun in 1966, these gardens combine indoor and outdoor facilities for teaching, research and public display of a wide variety of native and exotic plants. The outdoor gardens are open seven days a week, and the greenhouses are open Monday through Saturday. Students and the public are invited to visit, free of charge. More information can be found online at <http://gardens.uncc.edu>.

STUDENT AFFAIRS AND SERVICES

The University of North Carolina at Charlotte provides a comfortable and enjoyable environment for students that is conducive to study. The services, facilities, and programs of the University promote individual student development and foster a community which promotes the involvement of students in their intellectual, cultural, spiritual, emotional, and physical development.

The Bonnie E. Cone University Center serves as the hub of activity for informal gatherings, social and co-educational activities on campus and provides an attractive, comfortable place for relaxation and study. A variety of activities, including concerts, movies, lectures, and banquets, are offered to students and the campus community. Services and facilities include several meeting rooms and multi-purpose spaces, art galleries, the information desk and music listening/TV lounge, the Candy Shoppe, Creation Station (signs, banners, balloons, etc.), Campus Event Information Office, Technical Services, and Conferences/Reservations & Events Services.

Student service offices in the Center include: The Office of Student Activities, Center For Leadership Development, Multicultural Resource Center, Campus Activities Board, Student Government Association, Student Media, Student Organization Offices/Mailboxes, and the Student Activity Fees Commission. We also house the Black Student Union, Resident Student Association, and Graduate/Professional Student Government.

Additional services include the I.D. Office, *Main Street Market* Food Court, ATM machines, computing stations, wireless network access, and warm, comfortable lounge spaces. Please stop by the Cone Center Administrative Offices in the 380 Suite for more information or to get involved with our programs.

The I.D. Office is co-located with the Dining Services Office adjacent to the *Main Street Market* Food Court in

Cone University Center. It is open from 8 a.m. to 5 p.m., Monday through Friday.

After Hours (Cone Center) and **The Rathskeller** (Residence Hall Cafeteria) can be reserved for dances and other events. The Campus Activities Board (CAB) and Campus Programs offer a wide variety of entertainment, including name musical and novelty acts, lectures, movies, minority programs, women's programs, and children's programs.

The Bookstore offers new and used textbooks, non-required special interest and gift books, school supplies, computer software, greeting cards, gifts, and insignia clothing items. Services include "pre-packs of textbooks" specially designed for freshmen and special ordering of books not carried in stock.

University residence halls, suites, and apartments offer students a variety of living arrangements.

Four high-rise residence halls house a combination of either two students in each room or single rooms. Each room is equipped with dressers, study desks, chairs, and closets or wardrobes. Each floor has a central lounge, plus study and seminar rooms. Two elevators service each air-conditioned building. Each building also contains an office for the full-time professional staff (Residence Coordinator), student mail boxes, a vending area, a lounge, and a laundry room. A meal service contract is required in the high-rise residence halls.

In the majority of suite housing, two students share a double room and four students share a bath and a den area. A very limited number of suites are available in Squires Hall that house either two or four students but all in private bedrooms. Cypress Hall for freshmen students in Learning Communities houses four students in either single or double bedrooms. All buildings housing the suite lifestyle also require a meal service contract, except Squires Hall.

On-campus apartments offer students a more private living environment and require a more self-reliant lifestyle. Each apartment is a four-bedroom unit, with one student assigned to each bedroom. The four students share a bathroom area and kitchen complete with appliances and a living/dining space. A meal plan is optional, allowing students the experience of buying and preparing their own food, if they so desire.

For information about summer housing, contact the Housing and Residence Life Office.

Students who plan to live on campus should apply as soon as possible, as assignments are made according to a combination of factors including: date of application, lifestyle preferences, roommate requests, space availability, class year, and building/room preferences. Application for housing may be made on-line at www.uncc.edu/housing following the student's admission to the University. A \$100 deposit is required with the application.

Housing facilities designed specifically for students in wheelchairs are available. Wheelchair students who receive confirmation of residential space have priority in assignment to these facilities *as long as the University is able to offer space*. It is extremely important that the housing application

is received before all space is committed so that this priority for assignment to appropriate facilities can be exercised. Wheelchair students may be considered for priority status on the waiting list on the basis of (1) the date of application and (2) the degree of utilization of wheelchair-equipped facilities as compared to the proportion of wheelchair students who apply.

Assignment to a disability accessible housing space requires documentation of the disability and special needs in accommodations by the Disability Services Office. Documentation must be provided to Disability Services when the housing application is submitted and no later than June 1.

The University does not assume any responsibility for the provision of attendants for students with disabilities. Such arrangements are entirely the responsibility of the individual student and should be established well in advance of the time the services are to begin.

Dining Services. Students living in Sanford, Moore, Holshouser, Scott, Hawthorn, Hickory, Cedar, Sycamore, Oak, Cypress, and Witherspoon Suites **must** have a dining service contract. Freshmen may choose from one of several Traditional Meal Plans especially designed to meet their needs. Upper-classmen living in Sanford, Moore, Holshouser, Scott, Hawthorn, Hickory, Cedar, Sycamore, Oak, Cypress, and Witherspoon Suites may select any of the Traditional Meal Plans or Declining Balance Meal Plans designed for students living in these areas. Traditional Meal Plan meals, lunch and dinner, are offered in the Resident Dining Hall (RDH) or the Crossroads Café. Declining balance plans can be used as cash at any dining services facility on campus.

A current list of meal plan options may be obtained from the Dining Services Office (Cone Center) or the Meal Plans, 49er Card, and Insurance Office located in the Auxiliary Services Building. Information can also be found online at www.auxiliary.uncc.edu.

During the period of occupancy, UNC Charlotte will provide meals according to the plan selected, with **the exception of no meals being provided during fall break, Thanksgiving break, winter break, and spring break.**

Dining service contracts are binding for one semester. Cancellations can be made only under special circumstances (e.g., withdrawal from the University or moving to an on-campus apartment) and only upon the approval of the Office of Meal Plans, 49er Card, and Insurance. Students may make meal plan changes during the registration period, which lasts through the first day of classes. The first change will be at no charge, however an administrative charge of \$25 will be assessed for each subsequent change. Students living in required areas, Sanford, Moore, Holshouser, Scott, Hawthorn, Hickory, Cedar, Sycamore, Oak, Cypress, and Witherspoon Suites, may make changes again during the two days of housing room change on a pro-rata basis. **No other changes may be made after this time, unless the student moves from required housing.** Students living in apartments and off-campus may make changes and cancellations on a pro-rata basis until fall/spring breaks. **NO CHANGES OR CANCELLATIONS MAY BE MADE AFTER FALL/SPRING BREAKS.** (Exceptions must be approved by the Dining Services Administrator.) All changes and cancellations must be made in the Meal Plans,

49er Card and Insurance Office, 148 Auxiliary Services Building.

Resident students in apartments and commuter students may purchase any of the Traditional or Declining Balance Meal Plans. Students may also elect to purchase Optional Dining Account in the Dining Services/ID Office, located in the Cone University Center, or in the Meal Plans, 49er Card and Insurance Office, located in the Auxiliary Services Building, by using credit cards, checks or cash.

Anyone may purchase individual meals at either of the boarding cafeterias (RDH and Crossroads Café) using cash, Declining Balance, Optional Dining Account, or 49er Account. Vending machines are located throughout the campus and several locations have microwave ovens for heating items. Students applying for on-campus housing may also apply for their meal plan at the Housing web site: www.housing.uncc.edu/assignments.

The Counseling Center at UNC Charlotte supports the academic, career, personal, and interpersonal development of UNC Charlotte students by providing short-term individual and group counseling, consultation for faculty, staff, parents, and students, and educational programs to the campus community. In addition, the Center promotes a healthy university community by offering short-term consultation with faculty and staff for personal and work-related issues. Consistent with the academic mission of the University, the Center also serves as a training site for graduate students in psychology and counseling and encourages scholarly activity and professional development of staff.

Initial counseling appointments may be arranged in Room 158 of the Atkins Building or by calling the Center at 704-687-2105. Information between student clients and counselors is confidential in accordance with guidelines established by the American Psychological Association and the laws of the state of North Carolina. All currently enrolled students are eligible for an initial assessment. This first session helps both the student and counselor decide how Counseling Center services might best serve a student's needs. These services may consist of individual or group counseling at the Counseling Center or a referral to an on-campus or off-campus service.

Counseling is provided to help a person cope with difficult situations and conflicts; improve interpersonal relationships; adjust to college and other life transitions; and overcome specific psychological difficulties such as depression, anxiety, eating disorders, and substance abuse. Groups are offered each semester, some of which are short-term structured groups that address a particular theme (such as anxiety reduction). Other groups are on-going and unstructured.

Outreach and consultation are important services provided by the Counseling Center. Staff members are available to consult with faculty, staff, parents, and students on topics such as enhancing communication, improving the learning environment, and helping a particular student with a problem. Outreach activities; usually focusing on some aspect of personal, interpersonal, or group development; include programs conducted outside the Counseling Center to meet the needs of a group or organization.

More information about the Counseling Center and its services can be obtained by visiting the web site at

<http://www.counselingcenter.uncc.edu> or by calling 704-687-2105.

Student Health Services provides primary medical care; disease prevention; health education; wellness promotion; and various specialty services; including allergy injections, immunizations, gynecology, physical therapy, and HIV screening; to all registered UNC Charlotte students. Student Health Services is staffed by a team of physicians, physician assistants, nurse practitioners, registered nurses, pharmacists, physical therapists, radiology technologists, medical lab technicians, health educators, and certified substance abuse counselors, and is accredited by the Joint Commission on Accreditation of Healthcare Organizations.

Services are available as follows:

- Fall & Spring Semesters: Monday-Thursday 8:00 am to 8:00 pm, Fridays 8:00 am to 5:00 pm.
- Summer and Intersession: Monday-Friday 8:00 am to 5:00 pm.
- The center operates scheduled hours according to the University holiday and hazardous weather policies.

Appointments are recommended; this eliminates long waits and assists students in scheduling medical services around class schedules.

Seriously ill students and emergencies are referred to local hospitals or other appropriate medical facilities.

Beginning Fall Semester 2005, all students are required to either demonstrate proof of insurance or to purchase a Student Health Insurance Plan through UNC Charlotte Student Health Services. Full details may be found at www.uncc.edu/health_svcs.

—The student health fee covers most of the cost for services; however, additional fees are charged for x-ray, pharmacy, laboratory, and gynecology services. Fees for service may be paid by cash, check or transferred to the student's University account. Fees are subject to change. For more information, visit www.uncc.edu/health_svcs or call (704) 687-4617.

The Student Employment Office (200-A King Building) assists students in locating on-campus employment opportunities. The University participates in the federal Work-Study Program and attempts to match students with jobs related to their academic interests. Students are encouraged to limit employment to no more than 20 hours per week to allow for success in a full 15-18 hour course load each semester.

OUTREACH: THE UNIVERSITY AND THE COMMUNITY

The University recognizes that its mission reaches beyond the borders of the campus to the surrounding region and the state. The University touches many facets of community life and serves as a catalyst for development of a regional approach to solving problems in education, economic development, transportation, the environment, cultural amenities, and the quality of life. Faculty, staff, and students have made significant impact on the region through research, historic preservation, planning, the arts and literature, and the delivery of government and social services.

The Office of Alumni Affairs, located in the Alumni House on Highway 49, serves as the liaison between the University and all graduates. The Associate Vice Chancellor for Alumni Affairs is the chief administrative officer, coordinating activities of the Office of Alumni Affairs and carrying out the objectives, goals, and policies of the Alumni Association.

The Alumni Association's primary purpose is to involve alumni in the promotion, advancement, and support of the mission of UNC Charlotte and to develop and stimulate a continuing interest in our *Alma Mater* by providing opportunities for service, fellowship, and loyalty. A 32-member Board of Governors, elected by the active membership, establishes policy of the Alumni Association and assists in the planning and implementation of projects, events, and programs. Active members of the association are those alumni who contribute to the University or the UNC Charlotte Foundation.

Programs of the Alumni Association include the Alumni Awards Banquet, regional, local, special interest and collegiate chapters, homecoming activities, networking socials, public affairs events, reunions, merchandising opportunities, group travel, athletic support, recognition of outstanding seniors, and sponsorship of the Student Alumni Ambassadors.

The Alumni Office seeks to maintain lifelong contact with all graduates. Graduates are encouraged to become active in the Alumni Association and to notify the Alumni Affairs Office of address changes, employment information, and other significant events, such as marriages, births and Honors. In this way, adequate records can be maintained, and the Alumni Affairs Office can publish news about graduates in the *University Magazine*. The address is Alumni Affairs Office, Alumni House, UNC Charlotte, 9201 University City Blvd, Charlotte, NC 28223; telephone 704-687-2273 or, for those outside Mecklenburg County, 1-800-PIK-UNCC; fax 704-687-3962; email alumni@email.uncc.edu; web page www.uncc49er.net. A new Alumni Center is in the process of being built on Toby Creek Road. The Alumni Center will house the Office of Alumni Affairs, the Alumni Association, and provide meeting and event space to Alumni, faculty, staff, and students of the University in the near future.

The Ben Craig Center, located in the University Research Park, is a non-profit incubator associated with UNC Charlotte. Its mission is to foster entrepreneurship in the Charlotte region. The Center accomplishes its mission by combining office infrastructure, consulting services, and a network of business contacts to create a program that accelerates a business' growth.

The Office of Continuing Education, Distance Education/Extension, and Summer Programs. Recognizing that learning must be a lifelong activity, the University provides opportunities for adults to pursue their continuing education through degree-related studies and special non-credit programs.

Non-credit short courses, seminars, workshops, and conferences for adults are offered through *Continuing Education*. Specific programs are provided each year for the continuing professional education of accountants, architects,

managers in the public and private sectors, engineers, psychotherapists and counselors, teachers and other school personnel, and information specialists. UNC Charlotte also offers special lectures and forums in the arts, sciences, humanities, and public policy for the personal enrichment of all interested citizens.

Through *Distance Education/Extension*, courses for academic credit are offered at off-campus sites to serve citizens who live beyond easy commuting distance from the campus. Options for delivery include sending a UNC Charlotte faculty member to an off-campus location to teach a course in person, using one of two state-wide interactive video networks to link a UNC Charlotte faculty member on the campus in Charlotte with students attending class at remote locations throughout the state, and transmitting instruction via the Internet. In addition, the University has the ability to deliver educational programming over Cable Channel 22, which is the channel reserved for the University by the local cable service.

During the summer, the office schedules a variety of credit and non-credit programs, including academic enrichment camps for youth, on the campus and at approved off-campus sites.

Contact the Office of Continuing Education, Distance Education/Extension, and Summer Programs at 704-687-2424 or visit their website online at www.ceesp.uncc.edu for specific information about the programs offered.

The Office of University Development. Known traditionally as a "state-supported institution," UNC Charlotte is more accurately a "state-assisted institution," as the University depends on non-state resources for more than half of its operating needs. Philanthropy is critically important, providing the critical margin of excellence so that the University can fulfill its threefold mission of education, research and public service.

The Office of University Development plans and implements the private fund-raising and related efforts of the University and the Foundation of The University of North Carolina at Charlotte, Inc. Its functions include annual giving, gift planning, major gifts, corporate and foundation relations, gift processing, alumni/donor records, research, donor stewardship and campus-wide development services. The Office of University Development is led by Laura C. Simic, CFRE, Associate Vice Chancellor for Development.

The Foundation of The University of North Carolina at Charlotte, Inc. is a 501(c)(3) public charity, incorporated in 1965 to benefit UNC Charlotte through asset management and fund raising. University employees perform the fund-raising and business functions of the Foundation. In exchange, the Foundation transfers funds to UNC Charlotte to enhance its teaching, research and service missions.

The Office of Public Relations, located in the Reese Building, is the official communications channel through which the University disseminates information to its various publics. The Office has three major functions: (1) external media relations; (2) internal communications; and (3) official University publications that are distributed to off-campus audiences. The Office works with media outlets throughout the country on news and feature coverage about University programs and its people. Additionally, the staff writes and

distributes tip sheets and news releases about campus activities, as well as faculty and student achievements. The Office produces a weekly newsletter, *Campus News*, to inform faculty and staff about campus activities; publishes the official university magazine, which is distributed to alumni and friends of UNC Charlotte; and provides editing and design assistance in printing official publications for University departments. The Office of Public Relations is led by Anthony T. Hoppa, APR, Associate Vice Chancellor for University Relations.

The UNC Charlotte Urban Institute develops and supports programs that give impetus to the University's urban mission. The Institute is a catalyst for projects designed to meet the applied research needs of urban and developing areas of the Charlotte Metropolitan region. It also provides administrative and technical support to organizations involved with issues of an urbanizing society. Projects are initiated by members of the faculty, community clients or the Institute staff and focus on a broad spectrum of urban topics (e.g., local government, the environment, land use, business assistance and economic development.) Students may become involved in Institute projects as part-time research assistants or interviewers, or they may become involved with the Institute in conjunction with course work or degree requirements by writing term papers, graduate theses, or completing internships. Following are the Institute's areas of program:

Open Space Institute of the Carolinas is a membership organization open to agencies and individuals who have an interest in the conservation of land in the central piedmont region of the Carolinas. The program maintains an information base of conservation initiatives in the region and implements research and educational activities relating to broadening the community's understanding of the importance of conservation efforts.

Community Research and Service conducts needs assessments and public opinion surveys of both target and general populations focusing on issues of concern to local, regional, and national clients. The program also provides support to government and community agencies in the planning and implementation of special projects and strategic planning activities.

Land Use and Environmental Planning conducts research for and provides planning services to county and municipal governments and to businesses and non-profit organizations in the central piedmont region of the Carolinas. LUEP operates the Open Space Institute, which works collaboratively with regional land conservation organizations to define and achieve a shared regional open space vision, through education, research and planning. This division maintains and provides access to a rich set of regional information resources in support of land use, open space and environmental planning.

Evaluation Research provides research and evaluation services focusing on human service programs. Impartial, third-party program evaluation is provided to decision makers in government and private organizations for use in responsible financial management and long-term decision making regarding program policy and funding issues.

Technology Services and Training is a division specializing in the application of computer technology to develop high-payoff solutions for public-sector clients. A

major on-going project involves providing software support and training for a statewide computerized school bus routing project called Transportation Information Management Systems (TIMS). Other projects include: database design and desktop mapping, projects for economic development, social service agencies, and healthcare providers, conference planning and hosting, and redistricting for school systems.

The Center for Professional and Applied Ethics offers ethics-related services to professionals who express a need for ethics consultations or education; serves as a focus point where University students can examine the ethical issues embedded in the professions for which they are being trained; and helps develop ethics-related curricular initiatives and research collaborations among interested faculty members. It has 29 Center Faculty Associates who represent the University's major colleges and professional schools and 27 off-campus Advisors who assist with its mission. The Center routinely organizes ethics-related conferences, workshops, and seminars on and off campus.

The Center for Mathematics, Science, and Technology Education works closely with the 10 regional school districts, their administrators, and teachers to provide professional development activities in the content areas of mathematics and science for K-12 teachers and in updating and enhancing their methodologies of teaching mathematics and science.

The Charlotte Research Institute (CRI) was conceived as a partnership between UNC Charlotte and the corporate and entrepreneurial communities of the region. Ultimately to be housed in 1.2M square feet with one-third of the space currently under construction on 100 acres of the campus, the CRI exists to facilitate collaborative research and to build intellectual capital. The CRI is committed to the development of intellectual capital through global collaborations with industry, government, and academia. The CRI seeks to develop technology-based academic and business partnerships, ranging from consultation to onsite collaborative research. These efforts will attract expertise and resources to the region resulting in the creation of a top-tier interdisciplinary technology research community. Important products of this endeavor include regional cooperation, entrepreneurship, and economic development. The Institute's support of education and research includes its three centers: eBusiness, Optoelectronics and Optical Communications, and Precision Metrology.

The Center for eBusiness Technology is currently focused on the financial industry. The Center is partnering with the Bank of America and Wachovia to solve industry issues pertaining to technology applications. These applications include: information privacy and security, intelligent data analysis, systems integration, information visualization, and is expanding into research in Bioinformatics and Homeland Security. It has the distinction of being a "National Security Agency Center for Information Assurance Education." The Center for eBusiness Technology receives research funding from federal, corporate, and private grants.

The Center for Optoelectronics and Optical Communications includes research areas in: design and fabrication of photonic devices, integrated optical circuitry, assembly and packaging of optical systems, optical materials, methods for precision optical metrology, and optical imaging and inverse methods for wavefront synthesis. The center has

successfully allied with the Massachusetts Institute of Technology (MIT), Duke University, The Carolinas MicroOptics Triangle, and the North Carolina Photonics Consortium. A respected leader in the discipline, the center has won Defense Advancement Research Projects Agency (DARPA) grants for the past three years.

The Center for Precision Metrology is focused on precision engineering and measurement including research in manufacturing processes and quality assurance for mechanical parts to within a millionth of a meter. New state-of-the-art facilities will include clean rooms and multiple metrology labs. Efforts have included high-speed machine parts, specialized sensors, aerospace industry applications, and have attracted companies such as Caterpillar, Mitutoyo, and Boeing for collaboration. The center also includes a group focused on motorsports and automotive research with collaborative partnerships with area race teams and NASCAR. The Center has been recognized as a National Science Foundation Center of Excellence in New Industry Collaboration and in Nanoscale Science and Engineering.