

# Office of the Registrar

*Sharon Hush, Registrar*

## Registration

All UNCSEA high school students must register and show evidence of payment of tuition and fees prior to attending classes. Please refer to the registration policy located in the High School Academic Policies section of this bulletin.

## Class Attendance

Regular, prompt class attendance is a student's responsibility and the expectation of the faculty. Please refer to the class attendance policy located in the High School Academic Policies section of this bulletin.

## Class Designation

A high school student's status is officially determined by the High School Academic Program based on his/her progress toward completion of the requirements for high school graduation. A student must be in good standing in his/her arts area to receive the concentration in arts designation on his/her diploma.

## Credit Definitions

Students enrolled in high school programs receive credit in terms of standard Carnegie high school units.

## Drop/Add Policy

Students who wish to add or drop a course should seek permission from their Arts Dean (for arts courses) or the Associate Dean for the High School Academic Program (for an academic course). Students may receive credit only for courses in which they are officially registered.

## Course Withdrawal

To withdraw from an arts course, students must have the signed approval of their arts advisor and Dean. To withdraw from an academic course, students must have the signed approval of the instructor, their parent or guardian, and the Associate Dean of the High School Academic Program. A grade of "W" may be assigned for courses from which a student has withdrawn.

## Final Examinations

Final examinations take place during a designated period at the end of each semester. Arts activities are limited during the final exam period. An unexcused absence from a final examination will result in the student receiving a "zero" for that activity and loss of makeup privileges. All students must make travel arrangements that do not conflict with scheduled examinations.

## Withdrawal from School

Students who wish to withdraw from school during a semester should first inform the Associate Dean of the High School Academic Program, before meeting with the case manager in the Office of Student Affairs to fill out a withdrawal form. Students who withdraw from school during a given semester receive no credit for courses taken during that semester. A student who leaves school without officially withdrawing will receive grades of "F" for all

courses for which they are registered. Students who have terminated their enrollment for any reason must apply for readmission prior to being allowed to register for a subsequent semester.

## **Long-Term Absence for Medical Reasons**

A student who must leave school for medical reasons, either by order of the UNCSA Wellness Center or by choice (with a physician's written recommendation), may remain enrolled in courses with excused absences for up to a total of twelve (12) consecutive academic class days. Arts Wednesdays will not count against these twelve days. During this time, the student's academic teachers will make reasonable efforts to send home the student's academic coursework and assignments. An evaluation by the UNCSA Wellness Center may be required upon a student's return to campus following a leave of fewer than twelve consecutive academic class days. After missing twelve consecutive academic class days, however, a student on medical leave will be withdrawn from UNCSA and UNCSA will assist the student in the process of transferring to another school by providing documentation of academic work completed while enrolled at UNCSA. A student withdrawn from UNCSA after an extended medical leave will be allowed to re-apply for admission for the next academic semester. Acceptance will be subject to the approval of the UNCSA Wellness Center, the relevant Art School Dean, and the Dean of the High School Academic Program.

## **Non-Resident Status Graduation**

Students are required to complete all degree requirements at the time of their participation in graduation. In rare circumstances, twelfth-grade students who must withdraw from UNCSA during the academic year may receive permission, upon request, to complete their UNCSA high school diploma requirements through an approved correspondence or online program and qualify to receive the UNCSA high school diploma. Typically, only seniors who have experienced a catastrophic event (medical or financial) may be given permission to graduate non-residentially.

These students must receive permission from their Arts School Dean and from the High School Academic Program, which maintains the UNCSA high school graduation list and monitors a student's progress while on non-resident status. This permission is valid for one twelve-month period from the date of permission, after which the High School Academic Program will permanently remove a non-resident student from the graduation list. High school seniors who have been suspended long-term from UNCSA for disciplinary reasons are not eligible to graduate from UNCSA on a non-resident status basis and must adhere to the requirements of their suspension for re-applying to and graduating from UNCSA.

## **Grading System**

The highest grade assigned either for work at UNCSA or for transfer work is "A" and is awarded 4.0 quality points. Prior to 2011, the highest grade assigned was an A+. Final grades for courses are accessed via the EZ Arts web portal. The following grades and quality points provide indication of student achievement. (Quality points are awarded per unit of high school credit unit.)

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- D+ = 1.3
- D = 1.0
- D- = 0.7

F = 0

P = Pass

I = Incomplete

W = Withdrew S=Satisfactory U=Unsatisfactory

## Incomplete Coursework

Occasionally, because of personal, medical or other emergencies that may arise, a student may be unable to take final examinations, juries, or complete the final assignments for a course. In such a case, the instructor may request a grade of “Incomplete” for one semester so that the student may complete a course in which satisfactory progress was being made at the time of the request. The normal time limit to complete the work for a course in which a grade of “Incomplete” has been given is the end of the semester immediately following the semester in which the “Incomplete” was given. However, an individual faculty member, with the permission of the appropriate dean, may designate a different deadline for making up the incomplete work.

## Student Records

All educational records for students are maintained in the Office of the Registrar and are available for student examination, as outlined by the Family Educational Rights and Privacy Act (FERPA). Students are informed at regular intervals of their current grade point averages and credits accumulated. Students having questions about their progress are encouraged to address these questions to the Associate Dean of the High School academic program.

## Transcripts

Transcripts are released only at the written request of the student or parents of high school students who are under 18 years of age, except in cases as outlined by the Family Educational Rights and Privacy Act. Official transcripts bear the signature of the Registrar and the School seal and are normally sent directly to other institutions or agencies in sealed envelopes. Unofficial transcripts may be downloaded from the website. High school students, while enrolled at UNCSEA, will be allowed transcripts free of charge, and can request copies of their transcript through the high school guidance office. Graduated students may request transcripts from the Office of the Registrar. Transcripts will not be released for students who have an outstanding financial obligation to the school.

## Policy on Students with Disabilities

The University of North Carolina School of the Arts is committed to providing equal access to all qualified students in pursuit of their educational and artistic endeavors. UNCSEA carries out its mission through the accommodation of all qualified students with documented disabilities. Reasonable accommodations are provided based on individual need and supporting documentation. High school students who seek accommodations in the academic or living environment on campus are responsible for providing UNCSEA with appropriate documentation to support their accommodation requests. Documentation should be submitted to:

**Director of Learning Support**

**University of North Carolina School of the Arts**

**1533 South Main Street, Winston Salem, NC 27127**

All disability-related questions related to high school students may be directed to the Associate Dean of the High School academic office.