

# COLLEGE TRANSFER HANDBOOK

## TABLE OF CONTENTS:

### WELCOME – pg 2

### FREQUENTLY ASKED QUESTIONS – pg 3 - 16

- How do I decide which of the Associate in Arts, Associate in Science, Associate in Fine Arts (Drama), or the Associate in Fine Arts (Music) degrees is the best one for me? – pg 3
- What's the difference between a Counselor and an Advisor and how do I know who is mine? - pg 3
- What do I need to do to earn an A.A. or an A.S. degree? – pg 3
- What is a "major" ? – pg 3
- What does "pre-major" mean? – pg 3
- What if I haven't decided on a major? – pg 4
- What is the Comprehensive Articulation Agreement and why is it important to me? – pg 4
- What's the minimum number of semester hours of transfer credit needed in order to be accepted by a four-year college or university as a transfer student? – pg 4
- What is the easiest way to transfer and be sure that the courses I take meet the requirements of the college I want to attend? – pg 4
- What is the minimum course grade required for transfer? – pg 5
- What happens if I make a D or an F? – pg 5
- What about my over-all grade point average? – pg 5
- What if I don't stay at Blue Ridge long enough to complete the 44 semester hour core or have earned credits from colleges that are not part of the NC Comprehensive Articulation Agreement? – pg 5
- What are state "Minimum Course Requirements," and why are they important to me? – pg 5
- Is it best to stay at Blue Ridge long enough to earn the entire Associate degree? – pg 5
- How is transfer handled for the Associate in Fine Arts degree? – pg 6
- What courses won't transfer? – pg 6
- What is the "Transfer Core Diploma"? – pg 6
- The NC Comprehensive Articulation Agreement in a Nutshell – pg 6 - 7
- How can I learn about four-year college options? – pg 7
- What if I want to attend a private school? – pg 7
- How many credit-hours are necessary to be considered a full-time student? – pg 8
- If I work, should I try to take fewer hours? – pg 8
- If I have concerns about a course or an instructor, to whom do I speak? – pg 8
- How do I go about getting special accommodation for my disability? – pg 8
- Where can I get transfer help here at Blue Ridge? – pg 8
- What about all my other questions? – pg 8

### PLANNING YOUR TRANSFER – pg 9

### COLLEGES AND UNIVERSITIES – pg 10

### THE DEPARTMENT OF STUDENT SERVICES – pg 11

### YOUR TRANSFER RIGHTS – pg 12

### COLLEGE TRANSFER WORKSHEETS – pg 13 - 16

# WELCOME !

Dear College Transfer Student,

Welcome to the College Transfer program at Blue Ridge Community College! Academically and economically, Blue Ridge's College Transfer Program is the right choice. You have joined the hundreds of students who have selected our programs of study as an excellent first step toward a baccalaureate degree. We are very proud of our programs and their proven ability to provide a firm foundation upon which to form and to continue educational goals.

Blue Ridge Community College is one of the most respected Community Colleges within the North Carolina Community College System. Each semester we enroll hundreds of students in one of our seven college transfer programs: The Associate in Arts (A.A.), The Associate in Arts Transfer Core Diploma, The Associate in Science (A.S.), The Associate in Science Transfer Core Diploma, The Associate in Fine Arts (Art) (A.F.A.(Art)), The Associate in Fine Arts (Drama) (A.F.A.(Drama)), and The Associate in Fine Arts (Music) (A.F.A.(Music)) programs. Each year, Blue Ridge Community College students successfully transfer to public and private four-year institutions of higher education, including Western North Carolina University, UNC-Asheville, Appalachian State University, NC State, Mars Hill, UNC-Charlotte, and many others. Many of our students have chosen to continue on to graduate schools. The academic groundwork for their success was laid at Blue Ridge. If you are interested in great start to higher education, Blue Ridge is a smart place to start.

Under the Comprehensive Articulation Agreement between North Carolina's Community College System and its University System, students earning the Associate in Arts or the Associate in Science degree are guaranteed acceptance into one of the NC public four-year institutions. As well, the completion of the Associate in Arts or Associate in Science degree can give a student junior status and up to 64 transferable credits.

Our exceptional faculty will ensure that you receive an education equal to the first two years at a four-year institution, and our advisors and counselors will guide you through the transfer process. As an added bonus, you will save thousands of dollars in tuition and fees by completing your first two years of higher education at Blue Ridge Community College.

This handbook contains useful information about our College Transfer Program. As you read through the pages, you will discover that our greatest strength is the quality of the education we offer. Our goal is to work with you to help you realize your full academic and professional potential. If you have any questions, please do not hesitate to contact us.

Updated 2/09

# FREQUENTLY ASKED QUESTIONS

How do I decide which of the Associate in Arts, Associate in Science, Associate in Fine Arts (Art), Associate in Fine Arts (Drama), or the Associate in Fine Arts (Music) degrees is the best one for me?

The Associate in Arts (A.A.) degree program is designed for students who plan to major in non-scientific liberal arts areas. However, the A.A. is our most flexible degree program is able to meet the needs of students who will be majoring in a wide variety of different fields of study.

The Associate in Science (A.S.) degree program is designed for students who plan to enter math or science-based majors at a four-year institution. Emphasis within the A.S. degree program is on science and mathematics.

The Associate in Fine Arts (Art) (A.F.A. (Art)), Associate in Fine Arts (Drama) (A.F.A. (Drama)), and the Associate in Fine Arts (Music) (A.F.A. (Music)), are degree programs designed for students who plan to transfer to a four-year institution where they will major in the area of performing or teaching art, drama, or music.

Be sure to talk with your Counselor and your Academic Advisor in order to get help deciding which of these degree programs is best for you.

What's the difference between a Counselor and an Advisor and how do I know who is mine?

The College Transfer Counselor is a member of the Counseling Team of the Student Services Department. The College Transfer Counselor has specific expertise in the ins and outs of how college transfer works, and can guide you through the process during your time at Blue Ridge. Pride Carson, in our Student Services Department, currently serves as Blue Ridge's College Transfer Counselor.

Upon admission to your degree program, the Registrar's Office will assign a faculty member to serve as your Academic Advisor. This person will be the one who actually registers you for your classes each semester.

Both your Advisor and your Counselor are happy both to assist you in selecting courses appropriate to your area of interest, and to provide for you a sense of continuity during your time here at Blue Ridge.

What do I need to do to earn an A.A. or an A.S. degree?

You will need to complete the 44 semester-hour General Education Core requirements, plus 20 more hours of electives, plus the ACA 115 class, for a total of 65 semester-hours. The specific courses you may choose are outlined on the College Transfer Worksheet. However, your intended major and the school to which you wish to transfer should influence your course-choices as well.

Be sure to talk with your Counselor and your Academic Advisor in order to get help deciding which courses will lead you most smoothly toward your goals.

What is a "major" ?

A major is a field of study at a four-year institution of higher learning, in which you specialize by taking courses specifically designated as major courses in that field of study. You should decide on a major by the time you transfer to the university.

### What does “pre-major” mean?

“Pre-major” refers to a specific plan of study within the A.A. or A.S. degree-program, designed for community college students which will prepare them for a specific major at the four-year institution. Pre-major outlines have been developed through negotiations between the NC University System and the NC Community College System. They serve as a blueprint for guiding community college students in selecting courses appropriate to their selected major.

### What if I haven’t decided on a major?

That’s okay. College is meant to be a place to discover new fields of interest and open doors to new possibilities. Taking a variety of courses can help to clarify interests and talents. However, it will be most beneficial to you to decide on a major by the time you transfer to the university.

Be sure to talk with your Counselor and your Academic Advisor in order to get help deciding upon a major. Also, the Job-Link Career Center here on campus offers career counseling and skills/interests assessment for further help.

### What is the Comprehensive Articulation Agreement and why is it important to me?

The Comprehensive Articulation Agreement is an agreement governing transfer between the NC Community College System and the state university system that went into effect in the fall of 1997. Under this agreement students completing Associate in Arts (A.A) and Associate in Science (A.S.) degrees at community colleges, with grades of “C” or better, are able to transfer all 64 semester hours of credit to senior institutions, entering the university with junior status. To view the entire agreement, use this link:

[http://www.northcarolina.edu/content.php/assessment/reports/student\\_info/caa.htm](http://www.northcarolina.edu/content.php/assessment/reports/student_info/caa.htm)

For those who may want to transfer before completing a full degree, the agreement also specifies a 44-semester hour “General Education Core” which, if completed with grades of “C” or better, will meet the general education requirements of any state university in NC. At Blue Ridge, there is an option for those completing the 44-semester hour “General Education Core, to graduate from Blue Ridge with a Transfer Core Diploma.

The agreement also specifies which courses are approved for transfer, which include all courses in Blue Ridge’s A.A., A.S. and A.F.A. degrees. Courses approved for transfer under the agreement have a statement to that effect in the course description in back of the Blue Ridge catalog.

### What’s the minimum number of semester hours of transfer credit needed in order to be accepted by a four-year college or university as a transfer student?

Most four-year institutions require from 24 to 30 transferable semester hours to meet “transfer” admissions requirements. Students with less than this may be accepted and transfer individual courses, but they are accepted on the basis of freshman admission standards. Transfer admission is based on a student’s college record (SAT scores not generally needed), while freshman admission is based on the high school record, SAT scores, etc...

### What is the easiest way to transfer and be sure that the courses I take meet the requirements of the college I want to attend?

Under the Comprehensive Articulation Agreement, if you complete the prescribed 44 semester hour “General Education Core,” with grades of “C” or better, all 44 semester hours will transfer and you will have met the lower division (freshman & sophomore) general education requirements at all state universities and most private institutions in NC. If you complete the entire 64 semester hour Associate in Arts or Associate in Science degree with grades of “C” or better, all 64 semester hours transfer and you will have junior status at the four year institution.

However, neither completing the core or a degree guarantees admission to a specific university, as that is based on performance at the community college. (Note: Completing the core does not exempt students from meeting an individual university's foreign language and physical education requirements. Foreign language requirements can typically be met by taking two foreign language courses as part of the Gen. Ed. Core humanities requirement.)

#### What is the minimum course grade required for transfer?

In most cases, a grade of "C" or better is required for a course to transfer.

#### What happens if I make a D or an F?

It's best to retake the class. If you retake a class, the second grade will be used to calculate your Blue Ridge grade point average (GPA).

#### What about my over-all grade point average?

A minimum 2.0 grade point average is required for transfer, with many colleges and programs requiring higher GPA's. UNC-Asheville and UNC-Chapel Hill require higher GPA's, for example, and a 2.5 GPA is a typical requirement for someone wanting to enter a teacher training program.

Students should be aware that when courses are repeated, many universities count all attempts in the cumulative GPA, while Blue Ridge "forgives" the earlier grade, counting only the most recent attempt. Thus a student who has a 2.0 cumulative GPA on his Blue Ridge transcript, but who has repeated courses after making grades of "D" or "F," may have his GPA lowered in the admissions decision process at the four-year institution.

#### What if I don't stay at Blue Ridge long enough to complete the 44 semester hour core or have earned credits from colleges that are not part of the NC Comprehensive Articulation Agreement?

In these cases you are not covered under the Comprehensive Articulation Agreement and your courses transfer to the senior institution on a course-by-course basis. Lists of community college course equivalencies and recommended courses for meeting general education requirements are often posted on university web sites; copies of many of these are available from the College Transfer counselor in the Student Services Department.

#### What are state "Minimum Course Requirements," and why are they important to me?

If you are under the age of 24, North Carolina requires that you have completed specified courses in high school before you are eligible to enroll in a state university. Briefly, these are: four units of English; in math, Algebra I, Algebra II and Geometry; three sciences, including at least one physical science and one life or biological science; two units of social studies, including one U.S. History; and, beginning with 2004 high school graduates, two units of a foreign language.

Students failing to meet these requirements can have them waived by: (1) earning the Associate in Arts, Associate in Science, or Associate in Fine Arts degree; (2) completing the 44-SH General Education Core; or (3) completing six hours of transferable credit each in English, math, science, social science and, beginning with 2004 high school graduates, a foreign language. Note that GED graduates, having left high school early, are almost always MCR-deficient and must take one of the above steps in order to transfer before age 24.

#### Is it best to stay at Blue Ridge long enough to earn the entire Associate degree?

In most cases this works well, as all courses in the A.A., A.S. or A.F.A. degrees generally transfer. You will transfer as a junior and, if you choose both specific core courses and the required 20 semester hours of electives with your eventual major in mind, you should be able to earn the first two years towards your bachelor's degree as fast at Blue Ridge as you can at a university. Note: the "Pre-

Major Options,” many listed in the Blue Ridge catalog and others available from the College Transfer Counselor, suggest appropriate choices for many majors.

There are some professional programs, such as teacher education and engineering, where it can be advantageous to leave Blue Ridge before completing the full two-year degree due to specific university curriculum requirements. The College Transfer Counselor can help you with this decision.

#### How is transfer handled for the Associate in Fine Arts degree?

Transfer with the A.F.A. degree is less clearly defined than with the A.A. and A.S. degrees. While the individual courses in the A.F.A. degree are approved for transfer under the Comprehensive Articulation Agreement and students completing the degree can expect to transfer as juniors, how the courses apply towards the bachelor’s degree will depend on the individual university. Whether specific arts courses are applied towards major requirements or are counted as electives can vary widely.

Another difference is that the A.F.A. degree contains only 28 semester hours of general education courses, not enough to complete the “General Education Core” and meet university general education requirements. Transferring students will be expected to meet those requirements at the university.

The A.F.A. program directors can help you determine the universities at which transfer works most advantageously. It is also important that you be in touch with the particular university departments to which you are considering transferring.

#### What courses won’t transfer?

Developmental courses (those whose course numbers start with a “0” prefix, such as MAT 080) are designed to prepare you to succeed in college-level work and do not transfer. The transferability of other courses you might take when starting your college career at Blue Ridge, such as ACA 115, Success & Study Skills, or ACA 120, Career Assessment, will vary from school to school. Remember that it takes a grade of “C” or better for a course to transfer.

All of the courses listed in the catalog for the A.A., A.S. and A.F.A degrees are transferable under the Comprehensive Articulation Agreement. Some courses from other programs may transfer, but that will vary from school to school. Check with the College Transfer Counselor and the college to which you hope to transfer if you have questions about specific courses.

An easy way to determine whether a particular course is approved for transfer under the Comprehensive Articulation Agreement and how it is used (whether for the General Education Core or for elective credit) is to check the course description in back of the Blue Ridge catalog.

#### What is the “Transfer Core Diploma”?

For those who may want to transfer before completing the full Associate degree, the agreement also specifies a “Transfer Core Diploma” which includes the 44 semester hour “General Education Core”. Completing the 44-hour Core with grades of “C” or better will satisfy the general education requirements of any state university in NC.

#### The NC Comprehensive Articulation Agreement in a Nutshell:

If you are pursuing the Associate in Art or Associate in Science degrees, you can expect the following when you transfer:

#### *If you transfer courses without completing the 44-hour General Education Core:*

All courses which are identified for transfer will be evaluated on a course-by-course basis using the general education requirements of the university or college to which you are transferring.

Transferable Blue Ridge courses which do not meet a general education requirement of the university or college will be transferred as electives. (The transferability of a course can be identified by the transfer statement at the end of a course-description entry in the back of the Blue Ridge catalog.) It is important to note that the general education core for which you are held accountable will be that of the university and not Blue Ridge's.

*If you do complete the 44-hour General Education Core (within your degree or as the Core Diploma):* Completion of our 44 SHC general education core allows you to transfer with general education complete with the following exceptions:

- You may be required to complete the university's physical education requirement as a junior or senior. These credits will be taken from your electives at the university.
- You may need to take two semesters of a foreign language so as to meet the university's requirement if you did not do so in your general education core at Blue Ridge. It is, therefore, wise to take a foreign language as part of your Blue Ridge humanities requirement in order to make sure that you will not have to do this at the university.
- You may be required to take one or more upper division general education classes at the university. These are typically 300 or 400 level classes, which all juniors and seniors are required to take and which are not available at Blue Ridge.
- At Blue Ridge, there is an option for those completing the 44-semester hour "General Education Core, to graduate from Blue Ridge with a Transfer Core Diploma.

*If you complete the Associate in Arts or Associate in Science degree:* Completion of either of these degrees with grades of "C" or better in all courses, gives you junior status and 64 transferable credits.

*The guidelines of the Comprehensive Articulation Agreement (C.A.A.) are void if:*

- You have more than 14 hours of transfer credit from a college/university that does not endorse the C.A.A.
- You have credit based on quarter hours
- You are using CLEP credit as part of your degree program

If any of these exceptions apply to you, then your Blue Ridge work will be evaluated on a course by-course basis, using the university or college's own general education requirements.

How can I learn about four-year college options?

Blue Ridge College Transfer Coordinator, Pride Carson, can provide information about college options and has access to a variety of college guides, catalogs, view books and applications. College guides, catalogs and information can also be found in the JobLink Career Center, the Blue Ridge college library and the Student Services Department reception area.

Nothing beats visiting the campuses of colleges which interest you. Short of a visit, almost all colleges today have web pages that can provide a wealth of information. Be sure to take advantage of the opportunity to get information from college and university admissions representatives when they come to campus, such as for the annual Henderson County College Night program in September or for specific transfer recruiting visits to Blue Ridge.

The College Foundation of North Carolina (CFNC) maintains an excellent website in order to assist you in collecting information about the universities in the state. It also has information to assist you in finding funding for your college education. You will find a wealth of information at the CFNC website: [www.cfnc.org](http://www.cfnc.org).

What if I want to attend a private school?

The basic procedure is the same. In fact, many of the state's private schools have also signed on to the Comprehensive Articulation Agreement. A list of these schools is included in this booklet on page 17. The best plan is to contact the Admissions Office of the private school in which you are interested

and make sure you are the right track. Also, go to their website and download the information about your intended major and share that information with your Counselor and your Academic Advisor as you choose your courses here at Blue Ridge.

#### How many credit-hours are necessary to be considered a full-time student?

Twelve semester hour is considered full-time for purposes of insurance, veteran's benefits, and financial aid. In order to complete a bachelor's degree in four years without attending summer school, student must typically earn 16 semester hours of degree-related credit per semester.

#### If I work, should I try to take fewer hours?

If you work, or if you have time-intensive family commitments, you will have less time available for classes and for out of class studying and assignments. A good "rule-of-thumb" is that for every hour you spend in class, you will need two hours of study-time outside of class.

Your own best judgment as to your ability to keep up your class work should be the primary guide, but some have found that the following guide has been useful:

- Under normal circumstances, if you work 10 hours per week, taking 12 – 16 credit hours should be manageable.
- Under normal circumstances, if you work 20 hours per week, taking 10 – 12 credit hours should be manageable.
- Under normal circumstances, if you work 30 hours per week, taking 7-9 credit hours should be manageable.
- Under normal circumstances, if you work 40 hours per week, taking 3-6 credit hours should be manageable.

No student may take more than 21 semester hours without written permission from the Dean for Student Services.

#### If I have concerns about a course or an instructor, to whom do I speak?

Your first and best recourse is always to speak directly to your instructor. If, after speaking to your instructor, you still have concerns, then you may speak to the Arts and Sciences Division Director, your Faculty Advisor, the College Transfer Coordinator, and/or the Vice President of Instruction.

#### How do I go about getting special accommodation for my disability?

If you have a disability that requires accommodations, you should contact the Director of Disability Services. The Director of Disability Services will evaluate the documentation of your disability, and develop a plan that includes reasonable accommodations, and provide you with a copy of this plan to share with your instructors.

#### Where can I get transfer help here at Blue Ridge?

If you have questions while at Blue Ridge or even after transferring to a College or University, please feel free to write or call Pride Carson (694-1801 or pridec@blueridge.edu) who currently serves as Blue Ridge's College Transfer Counselor. She is located in the Student Services Department, in the Sink Building, in room 137.

#### What about all my other questions?

The Blue Ridge Catalog contains information on admissions, tuition, financial aid, registration, grading, curriculum policies, student life, and a wealth of other subjects. The Student Services Department has personnel in these areas who are happy to help you with your questions, or to direct you to other college personnel who are able to answer your questions.

## *PLANNING YOUR TRANSFER:*

Good planning can enhance a successful transfer to the four-year educational institution. You will need to know what majors a particular university or college offers, degree requirements, and transfer requirements.

- University catalogs are very helpful and can be found in the Student Services Library or in our Blue Ridge Library.
- As well, university web sites contain lots of information. University of North Carolina campuses can be found on the internet at [www.northcarolina.edu](http://www.northcarolina.edu) Under the Quick Links, click on campus websites.
- University Admissions Offices can provide information for students, and most universities will offer campus tours and transfer information sessions. Again, contact the individual university's website.

If you have questions about transfer while at Blue Ridge or even after transferring to a College or University, please feel free to contact Pride Carson (694-1801 or [pridec@blueridge.edu](mailto:pridec@blueridge.edu)) who currently serves as Blue Ridge's College Transfer Coordinator. She is located in the Student Services Department, in the Sink Building, in room 137.

To find out what majors are offered by the different North Carolina public Universities check out this link: [www.northcarolina.edu/content.php/assessment/reports/profiles/current.htm](http://www.northcarolina.edu/content.php/assessment/reports/profiles/current.htm) and view the "Institutional Profiles."

# COLLEGES AND UNIVERSITIES

At Blue Ridge, through the College-Transfer Program, a student can work toward a 4-year college degree and transfer up to 64 hours of coursework toward that degree to any of the 16 public universities in North Carolina and many NC private colleges and universities.

## WHO DOES THAT INCLUDE?

- Appalachian State University
- East Carolina University
- Elizabeth City State University
- Fayetteville State University
- North Carolina Agricultural and Technical State University
- North Carolina Central University
- North Carolina School of the Arts
- North Carolina State University
- University of North Carolina at Asheville
- University of North Carolina at Chapel Hill
- University of North Carolina at Charlotte
- University of North Carolina at Greensboro
- University of North Carolina at Pembroke
- University of North Carolina at Wilmington
- Western Carolina University
- Winston-Salem State University

## WHO ARE THE PRIVATE COLLEGES AND UNIVERSITIES?

- Barber-Scotia College
- Barton College
- Belmont Abbey College
- Bennett College
- Brevard College
- Campbell university
- Catawba College
- Chowan College
- Gardner-Webb University
- Johnston C. Smith University
- Livingstone College
- Louisburg College
- Mars Hill College
- Mount Olive College
- North Carolina Wesleyan College
- Pfeiffer University
- Queens University of Charlotte
- St. Andrews Presbyterian College
- Warren Wilson College
- Wingate University

# THE DEPARTMENT OF STUDENT SERVICES

At Blue Ridge Community College, the Student Services Department stands ready to serve you. Here staff members provide a variety of services which are designed to ensure that Blue Ridge students reach both their academic and career goals. The services that are available are aimed at meeting both the immediate and the long-term needs which are part of student life. From admissions to graduation, the Blue Ridge Department of Student Services provides the assistance Blue Ridge students need in order to succeed.

## Office Hours and Location:

On the Henderson County Campus, Blue Ridge Student Services is located in the David W. Sink, Jr. Building on the first floor.

At the Transylvania County Campus, Student Services is located in the Straus Building, Room 102.

The Office on the Flat Rock Campus maintains the following hours:

- Monday through Thursday, 8:00 am to 8:00 pm
- Fridays, 8:00 am to 4:30 pm
- Please check with the Student Services Receptionist for office hours during semester breaks, holidays, times of inclement weather or during the summer, as office hours may vary during these times.

Phone: (828) 694-1800 Fax: (828) 694-1693

Phone: (Transylvania) (828) 883-2520

# YOUR TRANSFER RIGHTS

So that you can be sure you will receive the credits you deserve when you transfer, it is important that you know your rights under the NC Comprehensive Articulation Agreement, the provisions of House Bill 739 and Senate Bill 1161 (1995 session of the NC General Assembly).

If you are pursuing the Associate in Art or Associate in Science degree, when you transfer to any state university in NC, and the private colleges and universities who have also signed the NC Comprehensive Articulation Agreement, you can expect the following:

**If you transfer courses *without completing the 44-hour General Education Core:***

All courses which are identified for transfer will be evaluated on a course-by-course basis using the general education requirements of the university or college to which you are transferring. Transferable Blue Ridge courses which do not meet a general education requirement of the university or college will usually be transferred as electives. (The transferability of a course can be identified by the transfer statement at the end of a course-description entry in the back of the Blue Ridge catalog.) It is important to note that the general education core for which you are held accountable will be that of the university and not Blue Ridge's. No course with a grade below the grade of "C" is transferrable.

**If you *do complete the 44-hour General Education Core (within your degree or as the Core Diploma):***

Completion of the 44 SHC General Education Core at Blue Ridge, with grades of "C" or better, will meet the general education requirements of any state university in NC, and the private colleges and universities who have also signed the NC Comprehensive Articulation Agreement, with the following exceptions:

- You may be required to complete the university's physical education requirement as a junior or senior. These credits will be taken from your electives at the university.
- You may need to take two semesters of a foreign language so as to meet the university's requirement if you did not do so in your general education core at Blue Ridge. It is, therefore, wise to take a foreign language as part of your Blue Ridge humanities requirement in order to make sure that you will not have to do this at the university.
- You may be required to take one or more upper division general education classes at the university. These are typically 300 or 400 level classes, which all juniors and seniors are required to take and which are not available at Blue Ridge.

**If you complete the entire 64 SHC Associate in Arts or Associate in Science degree:**

Completion of either of these degrees gives you junior status and up to 64 transferable credits.

**The guidelines of the Comprehensive Articulation Agreement (C.A.A.) are void if:**

- You have more than 14 hours of transfer credit from a college/university that is not fully regionally accredited.
- You have credit based on quarter hours
- You are using CLEP credit as part of your degree program

If any of these exceptions apply to you, then your Blue Ridge work may be evaluated on a course-by-course basis, using the university or college's general education requirements.

+++++

## COLLEGE TRANSFER WORKSHEETS

The worksheets on the following pages are provided merely for your convenience. Please be sure to consult with your Faculty Advisor and with the College Transfer Counselor as you are planning which courses to take each semester.

# ASSOCIATE IN ARTS DEGREE

## THE 44-SEMESTER HOUR GENERAL EDUCATION CORE

### English Composition: (6 semester hours required)

ENG 111	Expository Writing	3_____		
ENG 113	Literature Based Research	3_____	( ENG 114 Prof Research and Reporting will also fulfill the requirement	3_____)
<b>Subtotal (6)</b>				

**Humanities/Fine Arts: (12 semester hours required).** Four courses from at least three different discipline areas must be selected. Courses must include one literature course and one foreign language course.

**1) Select a Literature Course from the following (one course required):**

ENG 231	American Literature I	3_____	ENG 241	British Literature I	3_____
ENG 232	American Literature II	3_____	ENG 242	British Literature II	3_____
ENG 233	Major American Writers	3_____	ENG 262	World Literature II	3_____

**2) Select a Foreign Language Course from the following (one course required):** NOTE: Foreign Language Lab hours are counted as Elective credits.

A.S.L*	111	Elementary A.S.L I	3_____	GER*111	Elementary German I	3_____
A.S.L*	181	A.S.L Lab 1 (1Sem.hr.)		GER*181	German Lab I (1Sem.hr.)	
A.S.L*	112	Elementary A.S.L II	3_____	GER*112	Elementary German II	3_____
A.S.L*	182	A.S.L Lab 2 (1Sem.hr.)		GER*182	German Lab II (1Sem.hr.)	
A.S.L*	211	Intermediate A.S.L I		SPA* 111	Elementary Spanish I	3_____
				SPA* 181	Spanish Lab I (1Sem.hr.)	
A.S.L*	281	A.S.L Lab 3 (1Sem.hr.)		SPA* 112	Elementary Spanish II	3_____
FRE* 111		Elementary French I	3_____	SPA* 182	Spanish Lab II (1Sem.hr.)	
FRE* 181		French Lab I (1Sem.hr.)		SPA 211	Intermediate Spanish I	3_____
FRE* 112		Elementary French II	3_____	SPA 212	Intermediate Spanish II	3_____
FRE* 182		French Lab II (1Sem.hr.)				

\* Denotes a co-requisite, course cannot be taken by itself.

**3) Select a Third Course from the following:**

ART 111	Art Appreciation	3_____	HUM 211	Humanities I	3_____
			HUM 212	Humanities II	3_____
COM 231	Public Speaking	3_____			
			MUS 110	Music Appreciation	3_____
DRA 111	Theater Appreciation	3_____			
DRA 112	Literature of the Theater	3_____	PHI 210	History of Philosophy	3_____
DRA 115	Theatre Criticism	3_____	PHI 240	Introduction to Ethics	3_____
HUM 110	Technology and Society	3_____	REL 110	World Religions	3_____

**4) Select a Fourth course from any of the Humanities/Fine Arts courses listed above.**

Name of Course\_\_\_\_\_ 3\_\_\_\_\_

**Subtotal (12)**

**Social/Behavioral Sciences: (12 semester hours required).** Four courses from at least three different areas must be selected. Courses must include either HIS 111 or HIS 112.

**1) Select either HIS 111 or HIS 112:**

HIS 111 World Civilizations I 3\_\_\_\_\_, OR HIS 112 World Civilizations II 3\_\_\_\_\_

**2) and 3) Select two courses from the Social/Behavioral courses listed below, choosing each from a different Social/Behavioral discipline area:**

ANT 210	General Anthropology	3_____	PSY 150	General Psychology	3_____
ANT 220	Cultural Anthropology	3_____	PSY 237	Social Psychology	3_____
			PSY 241	Developmental Psychology	3_____
ECO 251	Principles of Microeconomics	3_____	PSY 281	Abnormal Psychology	3_____
ECO 252	Principles of Macroeconomics	3_____			
			SOC 210	Introduction to Sociology	3_____
GEO 111	World Regional Geography	3_____	SOC 213	Sociology of the Family	3_____
GEO 130	General Physical Geography	3_____	SOC 220	Social Problems	3_____
POL 120	American Government	3_____			

**4) Select a Fourth Course from the courses below or any of the Social/Behavioral Science courses listed above.**

HIS 131 American History I 3\_\_\_\_\_ Name of Course\_\_\_\_\_ 3\_\_\_\_\_

HIS 132 American History II 3\_\_\_\_\_

**Subtotal (12)**

**Mathematics:(6 semester hours required)** MAT 171/171A or MAT 161/161A is required (cannot use both for the 6 hrs requirement). NOTE: Math Lab hours are counted as Elective credits.

**1) Select either MAT 161/161A or MAT 171/171A (+ any corequisite lab)**

MAT\*161 College Algebra 3\_\_\_\_\_ OR MAT\*171 Pre-Calculus Algebra 3\_\_\_\_\_

MAT\*161A College Algebra Lab (1Sem.hr.) \_\_\_\_\_ MAT\*171A Pre-Calculus Algebra Lab (1Sem.hr.) \_\_\_\_\_

**2) Select a Second Math Course (+ any corequisite lab) from the following:**

MAT*140	Survey of Mathematics	3 _____	MAT 165	Finite Mathematics	3 _____
MAT*140A	Survey of Mathematics Lab(1Sem.hr.)		MAT 165A	Finite Mathematics Lab (1Sem.hr.)	
MAT*141	Mathematical Concepts I	3 _____	MAT*172	Pre-Calculus Trigonometry	3 _____
MAT*141A	Mathematical Concepts I Lab(1Sem.hr.)		MAT*172A	Pre-Calculus Trig Lab (1Sem.hr.)	
MAT*142	Mathematical Concepts II	3 _____	MAT*175	Pre-Calculus	3 _____
MAT*142A	Mathematical Concepts II Lab (1Sem.hr.)		MAT*175A	Pre-Calculus Lab (1Sem.hr.)	
MAT*151	Statistics I	3 _____	MAT 271	Calculus I	4 _____
MAT*151A	Statistics Lab (1Sem.hr.)		MAT 272	Calculus II	4 _____

**Subtotal (6)**

\* Denotes a co-requisite, course cannot be taken by itself.

**Science: (8 semester hours required)**

**Select two courses (+ any corequisite lab) from the following:**

A.S.T*	111	Descriptive Astronomy	3 _____	CHM* 131	Introduction to Chemistry	3 _____
A.S.T*	111A	Descriptive Astronomy Lab	1 _____	CHM* 131A	Introduction to Chemistry Lab	1 _____
BIO 111		General Biology I	4 _____	CHM 132	Organic and Biochemistry	4 _____
BIO 112		General Biology II	4 _____	CHM 151	General Chemistry I	4 _____
BIO 120		Introductory Botany	4 _____	CHM 152	General Chemistry II	4 _____
BIO 130		Introductory Zoology	4 _____	PHY* 110	Conceptual Physics	3 _____
BIO* 140		Environmental Biology	3 _____	PHY*110A	Conceptual Physics Lab	1 _____
BIO* 140A		Environmental Biology Lab	1 _____	PHY 151	College Physics I	4 _____
				PHY 152	College Physics II	4 _____

**Subtotal (8)**

\* Denotes a co-requisite, course cannot be taken by itself.

### THE ELECTIVES

**Select 21 hours of Electives from the above courses *and/or* the electives listed below:**

(2 semester hours are recommended for Health and PE. CIS 110 is also recommended.)

**ACA 115 Success & Study Skills: 1 \_\_\_\_\_ (Required course)**

**Math Labs: \_\_\_\_\_**

**Foreign Language Labs: \_\_\_\_\_**

ACC 120	Principles of Accounting I	4 _____	MUS 251	Class Music III	1 _____
ACC 121	Principles of Accounting II	4 _____	MUS 252	Class Music IV	1 _____
ART 283	Ceramics I	3 _____	PED 110	Fit and Well for Life	2 _____
ART 284	Ceramics II	3 _____	PED 111	Physical Fitness I	1 _____
ART 131	Drawing I	3 _____	PED 117	Weight Training I	1 _____
ART 132	Drawing II	3 _____	PED 118	Weight Training II	1 _____
BIO 165	Anatomy and Physiology I	4 _____	PED 120	Walking for Fitness	1 _____
BIO 166	Anatomy and Physiology II	4 _____	PED 121	Walk, Jog, Run	1 _____
BIO 175	General Microbiology	3 _____	PED 125	Self-Defense-Beginning	1 _____
BUS 110	Introduction to Business	3 _____	PED 128	Golf-Beginning	1 _____
BUS 115	Business Law I	3 _____	PED 130	Tennis-Beginning	1 _____
BUS 228	Business Statistics	3 _____	PED 137	Badminton	1 _____
CIS 110	Introduction to Computers	3 _____	PED 139	Bowling-Beginning	1 _____
CIS 115	Intro. to Program & Logic	3 _____	PED 143	Volleyball-Beginning	1 _____
COE 111	Co-op Work Experience I	1 _____	PED 145	Basketball-Beginning	1 _____
CSC 134	C++ Programming	3 _____	PED 147	Soccer	1 _____
DRA 130	Acting I	3 _____	PED 148	Softball	1 _____
DRA 131	Acting II	3 _____	PED 152	Swimming-Beginning	1 _____
FRE 161	Cultural Immersion	3 _____	PED 160	Canoeing-Basic	1 _____
HEA 112	First Aid & CPR	2 _____	PED 165	Sports Science as a Career	3 _____
HIS 151	Hispanic Civilization	3 _____	PED 173	Rock Climbing	1 _____
HIS 162	Women and History	3 _____	PED 181	Snow Skiing-Beginning	1 _____
HIS 221	African-American History	3 _____	PED 254	Coaching Basketball	2 _____
HIS 227	Native American History	3 _____	PED 256	Coaching Baseball	2 _____
HIS 231	Recent American History	3 _____	PED 259	Prev & Care Athletic Injuries	2 _____
HIS 233	History of Appalachia	3 _____	POL 130	State and Local Government	3 _____
HIS 234	Cherokee History	3 _____	SOC 215	Group Processes	3 _____
HUM 123	Appalachian Culture	3 _____	SPA 161	Cultural Immersion	3 _____
JOU 110	Introduction to Journalism	3 _____		Other Elective Hours:	
MAT 252	Statistics II	3 _____	Name of Course _____	hours _____	
MAT*252A	Statistics II Lab	1 _____	Name of Course _____	hours _____	
MUS 151	Class Music I	1 _____	Name of Course _____	hours _____	
MUS 152	Class Music II	1 _____	Name of Course _____	hours _____	
			Name of Course _____	hours _____	
			Name of Course _____	hours _____	
			Name of Course _____	hours _____	
			Name of Course _____	hours _____	
			Name of Course _____	hours _____	
			Name of Course _____	hours _____	
			Name of Course _____	hours _____	
			Name of Course _____	hours _____	

**Subtotal (21)**

\* Denotes a co-requisite, course cannot be taken by itself.

# ASSOCIATE IN SCIENCE DEGREE

## THE 44-SEMESTER HOUR GENERAL EDUCATION CORE

### English Composition: (6 semester hours required)

ENG 111	Expository Writing	3 _____	
ENG 113	Literature Based Research	3 _____	( ENG 114 Prof Research and Reporting will also fulfill the requirement 3 _____)
<b>Subtotal (6)</b>			

**Humanities/Fine Arts: (9 semester hours required)** Three courses from three different discipline- areas must be selected. One literature course must be included.

**1) Select a Literature Course from the following (one course required):**

ENG 231	American Literature I	3 _____	
ENG 232	American Literature II	3 _____	
ENG 233	Major American Writers	3 _____	
			ENG 241 British Literature I 3 _____
			ENG 242 British Literature II 3 _____
			ENG 262 World Literature II 3 _____

**2) and 3) Select two courses from the Humanities/Fine Arts Courses listed below, choosing each from a different Humanities/Fine Arts discipline-area. NOTE: Foreign Language Lab hours are counted as Elective credits.**

A.S.L.*	111	Elementary A.S.L I	3 _____	
A.S.L.*	181	A.S.L Lab 1 (1Sem.hr.)		SPA 212 Intermediate Spanish II 3 _____
A.S.L.*	112	Elementary A.S.L II	3 _____	ART 111 Art Appreciation 3 _____
A.S.L.*	182	A.S.L Lab 2 (1Sem.hr.)		COM 231 Public Speaking 3 _____
A.S.L.*	211	Intermediate A.S.L I		REL 110 World Religions 3 _____
				<b>Subtotal (9)</b>
A.S.L.*	281	A.S.L Lab 3 (1Sem.hr.)		DRA 111 Theater Appreciation 3 _____
FRE* 111		Elementary French I	3 _____	DRA 112 Literature of the Theater 3 _____
FRE* 181		French Lab I (1Sem.hr.)		DRA 115 Theatre Criticism 3 _____
FRE* 112		Elementary French II	3 _____	HUM 110 Technology and Society 3 _____
FRE* 182		French Lab II (1Sem.hr.)		HUM 211 Humanities I 3 _____
GER*111		Elementary German I	3 _____	HUM 212 Humanities II 3 _____
GER*181		German Lab I (1Sem.hr.)		MUS 110 Music Appreciation 3 _____
GER*112		Elementary German II	3 _____	PHI 210 History of Philosophy 3 _____
GER*182		German Lab II (1Sem.hr.)		PHI 240 Introduction to Ethics 3 _____
SPA* 111		Elementary Spanish I	3 _____	
SPA* 181		Spanish Lab I (1Sem.hr.)		
SPA* 112		Elementary Spanish II	3 _____	
SPA* 182		Spanish Lab II (1Sem.hr.)		
SPA 211		Intermediate Spanish I	3 _____	

\* Denotes a co-requisite, course cannot be taken by itself.

**Social/Behavioral Sciences: (9 semester hours required)** Three courses from three different discipline-areas must be selected. Courses must include either HIS 111 or HIS 112.

**1) Select either HIS 111 or HIS 112:**

HIS 111	World Civilizations I	3 _____,	<b>OR</b>	HIS 112	World Civilizations II	3 _____
---------	-----------------------	----------	-----------	---------	------------------------	---------

**2) and 3) Select two course from the Social/Behavioral courses listed below, choosing each from a different Social/Behavioral discipline-area.**

ANT 210	General Anthropology	3 _____	
ECO 251	Principles of Microeconomics	3 _____	PSY 150 General Psychology 3 _____
ECO 252	Principles of Macroeconomics	3 _____	PSY 237 Social Psychology 3 _____
GEO 111	World Regional Geography	3 _____	PSY 241 Developmental Psychology 3 _____
GEO 130	General Physical Geography	3 _____	PSY 281 Abnormal Psychology 3 _____
POL 120	American Government	3 _____	SOC 210 Introduction to Sociology 3 _____
			SOC 213 Sociology of the Family 3 _____
			SOC 220 Social Problems 3 _____
<b>Subtotal (9)</b>			

### Natural Sciences / Mathematics (Minimum of 20 hours required).

#### Natural Sciences (8 Semester Hours minimum):

**A minimum two-course sequence** from the following general biology, general chemistry, or general physics courses is required.

Select a two-course sequence from the following two-course sequences:

BIO 111	General Biology I	4 _____	<b>and</b>	BIO 112	General Biology II	4 _____	<b>or,</b>
CHM 151	General Chemistry I	4 _____	<b>and</b>	CHM 152	General Chemistry II	4 _____	<b>or,</b>
PHY 151	College Physics I	4 _____	<b>and</b>	PHY 152	College Physics II	4 _____	
<b>Subtotal (8)</b>							

**Mathematics (6 Semester hours minimum):** One course in mathematics at the pre-calculus algebra level or above is required; the other course(s) may be higher level mathematics or statistics. **NOTE Math Lab hours are counted as Elective credits and are listed below in the elective section.**

**1) Select one course (+ any co-requisite lab) from the following:**

MAT*171	Pre-Calculus Algebra	3 _____	
MAT* 172	Pre-Calculus Trigonometry	3 _____	
			MAT* 175 Pre-Calculus 3 _____

**2) Select one course (+ any co-requisite lab) from the following:**

MAT*172	Pre-Calculus Trigonometry	3	MAT 271	Calculus I	4
MAT*175	Pre-Calculus	3	MAT 272	Calculus II	4
			MAT*151	Statistics I	3
<b>Subtotal (6)</b>					

\* Denotes a co-requisite, course cannot be taken by itself.

**Natural Sciences/Mathematics (6 additional semester hours required):** Credits must be selected from courses designated as Natural Sciences/Mathematics general education transfer courses. NOTE: Math Lab hours are counted as Elective credits and are listed below in the elective section.

1) and 2) Select two courses (+ any co-requisite lab) from the following:

MAT*151	Statistics I	3	BIO 120	Introductory Botany	4
MAT* 165	Finite Mathematics	3	BIO 130	Introductory Zoology	4
MAT*172	Pre-Calculus Trigonometry	3	BIO* 140	Environmental Biology	3
MAT*172A	Pre-Calculus Trig Lab	1	BIO* 140A	Environmental Biology Lab	1
MAT*175	Pre-Calculus	3	CHM*131	Introduction to Chemistry	3
MAT 271	Calculus I	4	CHM*131A	Introduction to Chemistry Lab	1
MAT 272	Calculus II	4	CHM 132	Organic and Biochemistry	4
A.S.T* 111	Descriptive Astronomy	3	CHM 151	General Chemistry I	4
A.S.T* 111A	Descriptive Astronomy Lab	1	CHM 152	General Chemistry II	4
BIO 111	General Biology I	4	PHY* 110	Conceptual Physics	3
BIO 112	General Biology II	4	PHY*110A	Conceptual Physics Lab	1
			PHY 151	College Physics I	4
			PHY 152	College Physics II	4
<b>Subtotal (6)</b>					

\* Denotes a co-requisite, course cannot be taken by itself.

### OTHER REQUIRED HOURS BEYOND THE 44-HR. GEN. ED. CORE

**A minimum of 14 Semester Hours of college transfer courses in mathematics, natural sciences or computer science is required.**

**PLEA.S.E NOTE:** Choose from courses in mathematics or natural sciences listed above, OR from the courses listed here below. See your Academic Advisor and/or the Blue Ridge Transfer Coordinator, Pride Carson for more information about what might be best for your particular academic and transfer plans.

Select 14 semester hours from the following:

MAT 140*	Survey of Mathematics	3	BIO 165	Anatomy and Physiology I	4
MAT 140A*	Survey of Mathematics Lab	1	BIO 166	Anatomy and Physiology II	4
MAT 141*	Mathematical Concepts 1	3	BIO 175	General Microbiology	3
MAT 141A*	Mathematical Concepts 1 Lab	1	CIS 110	Introduction to Computers	3
MAT 142*	Mathematical Concepts 2	3	CIS 115	Intro. to Program & Logic	3
MAT 142A*	Mathematical Concepts 2 Lab	1	CSC 134	C++ Programming	3
MAT*151A	Statistics Lab	1	Other Math/Science/Comp. Sci.	_____	
MAT 161*	College Algebra	3	Other Math/Science/Comp. Sci.	_____	
MAT 161A*	College Algebra Lab	1	Other Math/Science/Comp. Sci.	_____	
MAT 165A*	Finite Mathematics Lab	1	Other Math/Science/Comp. Sci.	_____	
MAT 171A*	Pre-Calculus Algebra Lab	1	Other Math/Science/Comp. Sci.	_____	
MAT*172A*	Pre-Calculus Trigonometry Lab	1	Other Math/Science/Comp. Sci.	_____	
MAT*175A*	Pre-Calculus Lab	1	Other Math/Science/Comp. Sci.	_____	
<b>Subtotal (14)</b>					

\* Denotes a co-requisite, course cannot be taken by itself.

**7 additional semester hours from general education core or pre-major/elective courses are required:**

ACA 115 Success & Study Skills 1\_\_\_\_\_ (This is a required course for the A.S. Program.)

Math Labs: \_\_\_\_\_

Foreign Language Labs: \_\_\_\_\_

Select semester hours from any courses listed above, or from the following:

**NOTE ALSO:** There are other transferable courses in the Blue Ridge Catalog which may be used for this section. See your Academic Advisor and/or the Blue Ridge Transfer Coordinator, Pride Carson for more information about what might be best for your particular academic and transfer plans.

ACC 120	4	HIS 162	3	PED 118	1	PED 254	2
ACC 121	4	HIS 221	3	PED 120	1	PED 256	2
ART 131	3	HIS 227	3	PED 121	1	PED 259	2
ART 132	3	HIS 231	3	PED 125	1	POL 130	3
ART 283	3	HIS 233	3	PED 128	1	SOC 215	3
ART 284	3	HIS 234	3	PED 130	1	SPA 161	3
BUS 110	3	HUM 123	3	PED 137	1	Other	_____
BUS 115	3	JOU 110	3	PED 139	1	Other	_____
BUS 228	3	MAT 252	3	PED 143	1	Other	_____
COE 111	1	MAT* 252A	1	PED 145	1	Other	_____
DRA 130	3	MUS 151	1	PED 147	1	Other	_____
DRA 131	3	MUS 152	1	PED 148	1	Other	_____
FRE 161	3	MUS 251	1	PED 152	1	Other	_____
HEA 112	2	MUS 252	1	PED 160	1	Other	_____
HIS 131	3	PED 110	2	PED 165	3	Other	_____
HIS 132	3	PED 111	1	PED 173	1	Other	_____
HIS 151	3	PED 117	1	PED 181	1	Other	_____
<b>Subtotal (7)</b>							

\* Denotes a co-requisite, course cannot be taken by itself.

**Total number of Hours in the A.S. Degree Program**

**65**