

NEW STUDENT INFORMATION

BECOMING A CAMPBELL UNIVERSITY STUDENT

1. If you are Active Duty Military, you must see the Tuition Assistance Office in Building 825, Room 200 prior to speaking with a Campbell counselor. This is required even if you have used Tuition Assistance in the past.
2. Present either previous college work (unofficial transcripts), SAT, ACT, Mini-Tab, or Compass Test scores to a Campbell University counselor.
3. You must see a Counselor prior to enrollment either by drop in or appointment.
4. You must declare a major when applying to Campbell and before registering.
5. Submit a transcript request form to your high school and every college attended. Campbell will only accept transcripts sent directly from the schools you attended. Active duty military members should visit the TA Office (Building 825 - Room 200) and request that an official SMART transcript be sent to Campbell University.
 - While transcripts do not have to be on file for a student to register, they should arrive at Campbell by the end of the student's first term. Failure to have transcripts on file could result in the denial of financial aid.
 - Please note: Students desiring to use VA educational benefits must have all of their transcripts and/or SMART on file as well as form 22-1990 or 22-1995. The earlier transcripts are received, the earlier VA benefits may begin.
 - We do not accept any transcripts provided by the student or received by fax, as an "Official Transcript".
6. Upon completion of 6 semester hours (2 classes), you need to request an evaluation of transfer credits from the Campbell office. (John A. Lejeune Education Center, Building 825, Room 114). (For more information, see page 5)

SEMESTERS AND TERMS

1. Classes are conducted on a term system. All terms, except for Fall II, are 8 weeks long. Fall II is a 9 week term. A semester is equivalent to two terms.
2. Fall I and Fall II terms combined equal one semester. Similarly, Spring I and Spring II terms combined equal a semester. Summer courses are 8 weeks; thus, no semester exists during the summer term.
3. Full-time* status generally means 12 semester hours of credit (*approximately* 4 classes per semester). Typically, this status implies 2 classes during the first term of a semester and two classes during the second term of a semester. *NOTE: VA students desiring to be full time for VA education benefits must be enrolled in six (6) semester hours each term (8/9 weeks).

CLASS SCHEDULE

1. Classes are held during the evening hours Monday-Thursday **or** during the day at lunchtime or on Saturdays.
2. Evening hours include early M&W or T&Thurs classes (5:15 – 7:40) and late M&W or T&Thurs classes (7:50 pm - 10:15 pm).
3. Lunch time classes are from 11:15 – 12:45.
4. Saturday courses are held 9:00 am - 1:20 pm.**There are exceptions to the above, which are noted in the printed schedule.
5. Blended night classes meet one night a week in classroom plus computer time as scheduled by the instructor. Blended lunchtime classes meet two days a week in classroom (11:15 – 12:45) at the Camp Lejeune campus plus computer time, as scheduled by the instructor.

CLASS LOCATIONS

1. All classes are held either at the John A. Lejeune Education Center (Building 825) on Stone Street, Camp Lejeune or the Enon Chapel Church 102 Barbara Avenue, Midway Park.
2. In order for any student to be eligible to take online classes, he/she must meet the following requirements:
 - Complete at least six hours with Campbell University
 - Obtain a 2.0 GPA
 - Have an evaluation of credits completed

COST INFORMATION

1. Most courses are three (3) semester hours (exception: Environmental Science (4) semester hours). Classes are \$225.00 per semester hour for a total of \$675.00 for (3) semester hours and \$900.00 for (4) semester hours. Internet courses are \$250.00 per semester hour for a total of \$750.00 for (3) semester hours, and \$1,000.00 for (4) semester hours. This is an increase starting with the Fall I 2011 term.

ATTENDANCE

1. Your signature on the registration form confirms your course registration for all courses listed. **You are responsible for attending class.** Should you realize that you are unable to uphold the attendance requirement (typically allowed a maximum of 3 missed classes) you **must drop** from the course during the first week of the term by visiting the John A. Lejeune Education Center (Building 825, Room 114) or MCAS New River (Building AS 212).
2. **Should you fail to properly withdraw, you will be charged full-price for the course and you will receive a failing grade (F).**
3. Students who must withdraw after the first week due to a personal emergency or military obligation must make an appointment with the Office Manager (451-3097).

FINANCIAL AID – See following page for further information

1. Active-Duty Military – See Tuition Assistance (TA) information.
2. All **full-time** students **seeking a degree** – See North Carolina Legislative Tuition Grant (NCLTG). This grant is **not available** during the summer term.
3. All students wishing to use Federal Financial Aid must complete the free Application for Federal Student Aid (FAFSA) online (www.fafsa.ed.gov) which is needed prior to Campbell University's determination of your eligibility to receive student financial aid*.
*Note: All transcripts must be in the Campbell Office prior to receiving financial aid and an official evaluation of credits must be completed, except for the NCLTG, in which you have 2 semesters to get transcripts.
4. NCLTG (North Carolina Legislative Tuition Grant) is available during Fall I and Spring I registration **ONLY**.
5. The University's Military Spouse Appreciation Scholarship can be obtained by speaking with Mrs. Patricia Frazier, Business Manager. (910-451-3097)

VETERAN INFORMATION

1. New VA students must see the VA Certifying Official prior to registering for courses. Students who plan to use VA Educational Benefits must check the area on the Registration Form under "Payment Plan" each registration. **VA Students should contact the certifying official each term to insure their certification is current.**
2. Active duty personnel desiring to use VA educational benefits must see the VA Certifying Official at the beginning of each term.
3. VA students will be provided a degree plan as soon as their formal evaluation of transfer credits has been completed, upon receipt of all transcripts. Only courses listed as required for your degree can be certified for VA allowances.
4. Chapter 30 students are required to verify attendance on the last day of the month. This can be completed via the VA Web Automated Verification of Enrollment (WAVE) or Automated Telephone System 1-877-823-2378.
5. All VA students must keep the Certifying Official informed of your registration status and any changes. Failure to do this may result in overpayments and non receipt of allowance due. If you change your enrollment, drop courses, withdraw from courses, or stop attending classes, or cease participating in internet courses, you may have to repay all or part of your VA educational Benefits. Always see the VA Certifying Official if you have mitigating circumstances beyond your control.

SOC AGREEMENT

1. The Servicemembers Opportunity Colleges (SOC) degree program guarantees a student may continue his/her degree even if he/she moves away from the Camp Lejeune area, provided academic residency has been established.
2. Campbell can serve as your home college - the university from which you will receive your degree even if many classes are completed at other universities. Home college **academic residency** requirements for:
Bachelor's degree: You must complete 32 semester hours (*approximately* 11 classes) with Campbell. In particular, 12 of the 32 semester hours (*approximately* 4 courses) must consist of 300- or 400-level course work in your major. This requirement literally means that **you must attend** classes totaling 32 semester hours with Campbell.
3. A SOC agreement is filed one month prior to departure. You do not have to be present to file your agreement. You may call Campbell at 451-3097 to make an appointment for the agreement.

FINANCIAL AID

TUITION ASSISTANCE

Active duty military personnel may use Tuition Assistance (TA), which will pay up to 100% of tuition depending on the availability of funds. Active Duty **Navy** personnel please refer to <https://www.navycollege.navy.mil>. Students receiving military TA may go on-line to Campbell.edu to download a form. Even if a student has pre-registered for classes, tuition assistance **must be** submitted on a term-by-term basis.

Students **must submit the completed** TA paperwork to the TA Office by the Friday prior to the start of classes. Upon notification by the TA Office, **students must pick-up the approved TA form and submit this form to the Campbell Business Office** (John A. Lejeune Base Education Center, Room 114) by the indicated deadline. (Note: Deadlines are published in the Academic Calendar of the schedule and on the instruction sheet attached to the TA forms.

NORTH CAROLINA LEGISLATIVE TUITION GRANT

During Fall I and Spring I registration, applications are available for the North Carolina Legislative Tuition Grant (NCLTG.) The NCLTG is **only available** during the Fall and Spring terms. The eligibility requirements for this grant are that the student must be a North Carolina Resident, Military Member stationed in North Carolina, or a spouse or dependent of a Military member stationed in North Carolina. In addition, **applicants must be full-time students seeking a degree through Campbell University**. Students who are interested in applying for the NCLTG must sign up for a minimum of 9 -12 semester hours of courses. In order to do this, students should be prepared to sign up and obligate themselves financially for both Fall I and Fall II during Fall I registration or both Spring I and Spring II during Spring I registration.

FEDERAL GRANTS AND LOANS

The *Free Application for Federal Student Aid* forms are available from the U.S. Department of Education website at www.fafsa.ed.gov. Students who apply for the Federal Grants and Loans **must have** an official transcript from all schools, including high school, on file at the Campbell office. Once Campbell has all transcripts on file, applicants should request an Evaluation of Transfer Credits. Money will not be awarded unless the Main Campus Financial Aid office has an Evaluation of Transfer Credits sent from our office. It is important that students give our office ample time to process this paperwork. **Financial Aid is processed at the main campus in Buies Creek, NC.** For further information, call (800) 334-4111 extension 1310.

DEGREE PROGRAMS

Campbell University currently offers the following degree programs aboard Camp Lejeune and MCAS New River:

1. Bachelor of Science in **Psychology**
2. Bachelor of Science in Social Science – **Political Science** , **History** and **Criminal Justice**, **Homeland Security** concentrations
3. Bachelor of Business Administration – majors in **Accounting**, **Business Administration**
4. Bachelor of Applied Science*
5. Bachelor of Science – with a major in **Information Technology and Security** with concentrations in **Management and Security**.

* The Bachelor of Applied Science is intended for students who possess an **Associate degree in an applied science** from an accredited college or technical school, or have the **equivalent of an Associate in Applied Science**. **Please see an academic Advisor for further information.**

RESIDENCY REQUIREMENTS

Residency must be established in order to obtain a degree from Campbell University. Residency is defined as the **minimum number of hours that must be taken with Campbell** regardless of total hours transferred. It is established as 32 semester hours for the four-year degrees. Regarding the four-year degree programs, a minimum of 12 semester hours must be upper level (3/400- level) course work in major.

CONTACT INFORMATION:

CAMP LEJEUNE

John A. Lejeune Education Center
Building 825, Room 114
(910) 451-3097

Hours: Mon – Thurs 8:30 am - 5:30 pm
Friday 9:00 am - 1:00 pm

MCAS NEW RIVER

Educational Center
Building AS 212, Room 214
(910) 449-6600

Hours: Monday 9:00 am – 2:00 pm

JACKSONVILLE OFFICE

Enon Chapel Baptist Church
Piney Green & Hyw 24, Room 103
Jacksonville NC 28544

Hours: Tues 9:00 – 4:00