Self-paced Courses

Through Self-paced Courses, part-time students can earn college credit by taking correspondence or online courses at their own pace. All courses are taught from a distance—no class attendance is required. The courses can be started at any time and are not tied to a semester schedule. Students have nine months to complete the course work.

The institutions offering courses are accredited by the Southern Association of Colleges and Schools. Courses originate and credit is granted from eight institutions in the University of North Carolina system:

- Appalachian State University (ASU)
- East Carolina University (ECU)
- Elizabeth City State University (ECSU)
- North Carolina State University (NCSU)
- The University of North Carolina at Chapel Hill (UNC-Chapel Hill)
- The University of North Carolina at Greensboro (UNCG)
- Western Carolina University (WCU)
- Winston-Salem State University (WSSU)

All courses have been reviewed and approved by the department offering the course. To locate courses from a particular institution, consult the Institutional Course Index.

Self-paced Courses is administered by Credit Programs for Part-time Students in the William and Ida Friday Center for Continuing Education at UNC-Chapel Hill. Disclosure of information on students is governed by the Family Education Rights and Privacy Act (FERPA).

Possible Fee Associated with Verifying Student Identity

If you take a course that requires a proctored exam, please be aware that you may be charged a fee for proctoring your exam by the site where you arrange to take the exam. The use of proctored examinations is one method UNC uses to verify that the students who get credit for a course are the ones who took the course.
How Self-paced Courses Work

Correspondence Courses

When you enroll in a correspondence course, you will receive a printed course manual that contains all of your lessons, assignments, and instructions. Your enrollment begins on the day we receive your payment. We recommend that you order the textbooks and materials required for the course from Friday Center Books & Gifts (see Textbooks).

Once you receive your textbooks, you can begin submitting assignments. Your work will be routed through our office, where Credit Programs for Part-time Students staff will record receipt of your assignments and forward your work to your instructor. Your instructor will return your graded assignments to our office, and we will forward them to you. When you have submitted all assignments, you may schedule the supervised final exam (see Final Examinations).

Note: The number of assignments you may submit at one time is limited (see Restrictions, Time Limits, and Expirations).

E-mailing Assignments in Correspondence Courses

The assignments for a limited number of correspondence courses can be sent and received via e-mail. If you wish to use e-mail to send assignments and receive them back from your instructor, contact Credit Programs for Part-time Students to determine if this option is available for your course. If so, complete information will be sent to you with your enrollment materials.

Online Courses

When you enroll in an online course, you will receive information on how to access the Web pages that contain all of your lessons, assignments, and instructions. Once you order and receive your textbooks, you can begin work. In most cases, you will e-mail your assignments to your instructor and to Credit Programs for Part-time Students at the same time. In some cases you must submit assignments via US mail. When you have submitted all assignments, you may schedule the supervised final exam (see Final Examinations). Note: The number of assignments you may submit at one time is limited (see Restrictions, Time Limits, and Expirations).

To enroll in an online course, you must have a computer, e-mail, access to the World Wide Web, and a Web browser the equivalent of Firefox 2.0 or higher, Internet Explorer Version 7 or higher, or Safari 3.0 or higher.

For visually impaired students: The course pages are developed to be accessible to JAWS 3.7 or similar screen readers. We encourage you to self-identify so that we can make reasonable accommodations for your needs.

We recommend that your equipment have at least the following specifications:

- computer: 486 IBM-compatible or equivalent Macintosh
- memory: 8 megabytes RAM
- modem: 33,600 baud.

Your Instructor

Your instructor will guide you through the course and will be your primary contact as you complete your work. If you have questions about any of the course assignments, you will contact your instructor.
At certain times of the year, instructors may not be available for rapid grading of assignments and exams. This is particularly true during winter holidays, near the end of terms, and in the summer months (see Restrictions, Time Limits, and Expirations).
Restrictions, Time Limits, and Expirations

Minimum Time to Complete a Course
You may begin work on your course immediately after enrolling. Your enrollment period is nine months from the date of enrollment. The minimum time to complete a course is:

- Noncredit course: 12 weeks
- 1 credit hour: 6 weeks
- 2 credit hours: 9 weeks
- 3 credit hours: 12 weeks
- 4 credit hours: 16 weeks.

The minimum time is counted from the date we receive your first assignment, not from the date of your enrollment. We cannot guarantee that you can complete a course and take the final exam in the minimum time allowed. At certain times of the year, instructors may not be available for rapid grading of assignments and exams. This is particularly true during winter holidays, near the end of terms, and in the summer months. Grading a final exam, recording a final grade, and processing and mailing a transcript can add extra weeks to the end of a course.

If you are facing a personal deadline: Discuss your plans with the Student Services Manager or another Self-paced Courses representative before you enroll. Tell us whether you need to have the course work completed by your deadline or whether you need to have a transcript arrive at another institution by your deadline. Our office can check to see if the instructor's schedule will permit him or her to grade your work quickly enough for you to meet your deadline. If you are trying to complete the course in the minimum time allowed, we can assist you with planning a schedule for assignment submissions and taking the final exam.

Restrictions on Submitting Assignments
Ideally, you should submit assignments one at a time and review comments from your instructor before submitting additional work. In a three-credit-hour course, you are limited to submitting one-fifth of the total number of assignments in your course every two weeks. For one- and two-credit-hour courses, students are not permitted to submit more than 1/5 of the total number of assignments at any one time. If your instructor has not returned your work at the end of the two-week period, you are allowed to submit further work.

Scheduling and Taking Your Final Exam
You may take your final exam after you have submitted all of your assignments. If you wish to take your exam at the Friday Center, call at least one week in advance to schedule a date and time. If you are scheduling your exam at another location, submit your exam application form at least two weeks in advance. We do not e-mail or fax exams to off-site proctors. Allow at least three to four weeks between the time you take the final exam and the time your grade must be posted to a transcript at the records office of the UNC institution offering your course.

Course Expirations
Courses expire nine months after the enrollment date. You will receive a notice prior to the expiration of your course, and you may extend your enrollment if you wish.

Extending Your Enrollment Period
First renewal
You may extend your original enrollment period for four months by completing the renewal form (requires Adobe Acrobat Reader, which you can download for free if you do not have it on your computer) and paying a renewal fee of $30. The renewal period begins immediately upon conclusion of the original nine-month enrollment period.

Second renewal
You may request a second renewal period of four months if the following conditions have been met:
• Your ability to complete the course has been seriously hampered by circumstances relating to employment, health, family responsibilities, or comparable personal factors or significant involvement in other forms of learning.
• You could not have fully anticipated these circumstances at the time you enrolled in the course.
• You are able, despite the circumstances, to demonstrate a reasonable degree of progress in the course within the original enrollment period and/or the first renewal.

The fee for a second renewal period is $75.