**ROTC Visiting Student FAQ**

1. **What is the ROTC Visiting Student Program?**

It allows students from nearby schools that do not participate in Greater Charlotte Consortium to be a part of the ROTC program at UNC Charlotte. You would need to submit a Visiting Student application if you attend one of the following schools:

* Catawba College
* Johnson C. Smith University

If you attend a school not listed above, it is best to discuss with the specific ROTC Department about [Greater Charlotte Consortium](https://greatercharlotteconsortium.org/).

1. **Is there someone I can speak to regarding being an ROTC Visiting Student?**

The UNC Charlotte ROTC Department is the best place to start and can answer detailed questions about the program. For Army ROTC, you can contact Richard Nash at 704-687-8633 or at [rnash3@uncc.edu](mailto:rnash3@uncc.edu). For questions regarding Air Force ROTC, you can contact Captain Donohoe at 704-687-8100 or at [det592@uncc.edu](mailto:det592@uncc.edu).

Cassandra Bland, Scheduling Analyst in the Office of the Registrar, registers students once applications are submitted. You may reach Ms. Bland at [specialenrollments@uncc.edu](mailto:specialenrollments@uncc.edu) 704-687-5505.

1. **How do I start the process to get registered?**

It is recommended to begin this process by speaking with the ROTC Department at UNC Charlotte. Once you’ve confirmed this is the right program for you and you are eligible, you must complete the [ROTC Visiting Student Application](https://docs.google.com/forms/d/e/1FAIpQLSfQ-Hwqs2O-M6c76IeNB-NFhPqaP7-CyvsIPzbJYF0nyXArqg/viewform?embedded=true#start=embed) found on the ROTC webpage. Please note that you must complete and submit the form for **each semester** you plan to participate in ROTC. Forms must be received prior to the end of the last day to add or drop a course with no grade -- this date can be found on the [Office of the Registrar’s website](https://registrar.uncc.edu/printable-calendar). Once your application has been processed, the Office of the Registrar will send you a confirmation email of your registration.

1. **How do I know which course to request to take?**

You can start by looking at UNC Charlotte’s [schedule of classes](https://registrar.uncc.edu/calendars-schedules/schedule-classes) when it posts each semester. It is recommended to begin this process by talking to your ROTC contact to ensure you follow the appropriate curriculum path each semester.

1. **When will I be registered for my course(s)?**

ROTC visiting students are registered for courses as early as one week after registration opens to all UNC Charlotte students.

1. **Is there a fee associated with this program?**

As a visiting student, you are financially responsible for paying tuition and fees for any courses you take at UNC Charlotte.

1. **How do I know what books I need?**

You can view if any books are associated with your course via [Banner Self Service](https://aux.uncc.edu/bookstore/textbooks). If you have questions about your textbooks or other required materials for the course, please contact the course instructor.

1. **What if I need to drop or withdraw from a course?**

You can **drop** a course before the add/drop period is over, This is the sixth business day for fall and spring full terms. If you would like to drop a course, email your ROTC contact and they will connect you with the Registrar’s Office in order to drop from the ROTC courses. You will not be permitted to drop a course on your own. Once dropped from the course, It will be removed from your academic record.

If you wish to **withdraw** from the course, you may withdraw from the course via Banner Self-Service until the posted withdrawal [deadline](https://registrar.uncc.edu/printable-calendar) for the term. You will receive a “W” grade on your record for that course.

1. **How do I give my family access to my academic records?**

It is recommended to enter any persons into the [Guest Access Portal](https://ninercentral.uncc.edu/student-records-personal-information/guest-access-portal-ferpa) that you wish to release your academic information to. This will identify who has permission to discuss your academic records with UNC Charlotte personnel.

1. **Do I need to submit immunization records?**

According to immunization requirements, students who enroll in up to four (4) credit hours per semester are not required to submit immunization documents. You can read more about immunization requirements on the [North Carolina Immunization Branch website](https://www.immunize.nc.gov/schools/collegesuniversities.htm).

1. **How does parking work on campus?**

Parking permits are required on-campus. To purchase a permit, visit [Parking and Transportation Services](https://pats.uncc.edu/).