

Current Students: Frequently Asked Questions:

Q: I want to add/change a minor or add/change my major. How do I do that?

A: Students can make these changes in mySeaport: log into [mySeaport](#), click on the “Academics” tab, scroll down to “Student Services” and select the link for adding/changing a major or minor. If a student has difficulty adding or changing their major or minor, they can email the [Registrar’s Office](#), call them at 910-962-3125 or stop by their office in James Hall for assistance.

Q: I want to take a class at another college or university and transfer those courses back to UNCW. How do I do that?

A: Students should first complete a “[Permission for Transient Study](#)” request in [mySeaport](#) prior to taking classes at another institution. This request protects the student from taking classes they think will transfer to UNCW, but later find out they do not. Since the request form is submitted online, it is routed quickly to the appropriate places for approval and the student is notified via email at each step of the process.

Once a student completes courses at another institution and final grades have been recorded, they should request that an official transcript be sent to the UNCW Registrar’s Office to be evaluated for transfer credit.

Q: I want to sit out for a semester. What do I need to do?

A: Students are allowed to sit out one semester and will be considered on Leave of Absence. They can then register for courses and return the following semester, as usual.

If the student is out for two semesters (both fall and spring), they will then be considered inactive and will need to re-enroll to take courses at the University again. The student can contact the [Registrar’s Office](#) for more information on re-enrolling.

Q: I want to study abroad for a semester. What do I need to do?

A: Students will first need to attend an International Programs Education Abroad information [session](#).

Once the student has decided where they wish to study, they need to complete a [Study Abroad Transient Study form](#). The student should list all courses they may take while visiting the other institution (there should be many alternative course options listed in case some courses are closed or cancelled once the student arrives on campus).

Once the student fills out the Study Abroad Transient Study form, they should make an appointment to see their advisor to fill in transfer equivalencies found on the Registrar’s Office [transfer equivalency database](#). Any classes not listed in the database will need course descriptions provided by the student so that equivalency decisions can be made by the Chair of the Biology department, Dr. Chris Finelli.

After courses are completed, students must request that official transcripts be sent to the UNCW Registrar’s Office to be evaluated for transfer credit.

Q: Where can I find information on internship opportunities?

Students in this department have participated in local, state and national internships. For ideas and internship opportunities, please view the following sites: [Internships](#), [Student Opportunities](#), [Biology internship links](#), [Marine Biology internship links](#).

Q: How can I set up a Directed Independent Study (DIS) with a faculty member?

A: The student should first review the [department list of faculty](#) to view the research areas of each faculty member. The student can then contact the faculty member directly to inquire about the possibility of doing a DIS with them.