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# Department of Computer Systems Technology College of Science and Technology



# Undergraduate Handbook



**NORTH CAROLINA AGRICULTURAL  
AND TECHNICAL STATE UNIVERSITY**

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## Part I: Welcome

### Chair's Welcome

Welcome to the North Carolina A&T State University's College of Science and Technology. The university is strongly committed to excellence in the study of technology. The CST Department offers a Bachelor of Science degree in Electronics Technology, Master of Science Information Technology, and a Doctoral Degree in Technology Management (consortium with IndianaState University). The College of Science and Technology also offers a Master of Science in Technology Management. Our innovative courses and curricula prepare undergraduates and graduates for critical thinking and furnish students with great employment opportunities. The departments' philosophy emphasizes extensive faculty-student contact in and outside the classroom.

We utilize a collaborative approach to course design by working directly with industry leaders to identify the leading-edge technologies that our students will need to master in order to succeed in the workforce. So, if you are interested in computer networking, embedded systems, power distribution, system administration, and digital logic; then this is the department for you. You will learn on the systems that will prepare you for the future!

Beyond the classroom you will be actively engaged in laboratory experiences. You will take courses in science, mathematics, business, microcontroller systems, circuit analysis, management, computer programming, and more. After graduation, our students are prepared to manage projects and/or people in the corporate sector, software companies, and the telecommunications industry. Companies that hire our graduates include State, Local, and Federal Government, IBM, Cisco, Ford Motor Company, just to name a few.

Once again, we welcome you to the College of Science and Technology. We hope that your matriculation at the university will be extremely rewarding. If you need assistance or additional information, please feel free to contact the department office (336-334-7717).

Welcome,

Evelyn R. Sowell-Boone, Ph.D  
Associate Professor and Interim Chair

## **Part II: Notice**

### **Notice to CST Students**

Students:

Please see your advisor to review your plan of study as soon as possible. The university academic calendar and exam schedule are posted and maintained annually by the Office of the Registrar. Please refer to them regularly for deadlines, holidays, and breaks. The link is below. Also, please check your **@NCAT.EDU** or **@AGGIES.NCAT.EDU** at least twice daily.

#### **Academic Calendar & Exam Schedule**

[Academic Calendar - Click to Follow](#)

Thank You,  
CST Department

### **Department Crash Course**

#### **What is your institution's name?**

North Carolina Agricultural and Technical State University

#### **What is your School or College?**

College of Science and Technology

#### **Who is the Dean of the College of Science and Technology?**

Dr. Abellah Ahmidouch

#### **Who is the Assistant Dean of Student Success?**

Dr. Angela White

#### **What is your department name?**

Computer Systems Technology

#### **Who is the Chair of your department?**

Dr. Evelyn Sowell-Boone

#### **What is your major?**

Electronics Technology

Information Technology

#### **What degree will you earn upon graduation?**

Bachelor of Science in Electronics Technology

Bachelor of Science in Information Technology

## **Part III: The Department**

### **Introduction**

The Department of Computer Systems Technology (CST) prepares students to pursue technical, as well as technical management careers in all employment sectors. The program emphasizes acquisition of sound theoretical studies, as well as intensive hands-on experiences in the area of electronics technology. The CST department emphasizes development of real world competencies demanded by employers. Students receive thorough grounding in electronics; digital and microprocessor systems; computer technologies, including hardware, software and computer networking; communication systems; power distribution; and automation and control systems.

Additional emphasis is placed on courses in business management, statistical process control, humanities, computer programming, safety and project management, and manufacturing processes to provide students the background they need in the economic and managerial aspects of the business enterprise.

After graduation, our students are prepared to manage projects and/or people in the corporate sector, software companies, telecommunications, the banking industry, etc. Companies that hire our graduates include: John Deere, Verizon, USAA, Lockheed Martin, Fidelity Investments, Accenture, IBM, just to name a few.

Within the Department of Computer Systems Technology, students can select a concentration in one of the following areas: Storage Technology, Wireless Systems, Mainframe Computing, High Performance Computing, Computer Engineering Technology, Information Management, Enterprise Computing, Security, and Networking.

### **Vision**

The vision of the Department of Computer Systems Technology at North Carolina A&T State University is to become one of the top 100 departments in the nation that offer degrees in technology-related disciplines. In this way, the department intends to create leaders in computer systems technology and engineering disciplines for the state, nation, and the global community.

### **Mission**

The mission of the Department of Computer Systems Technology at North Carolina Agricultural and Technical State University, strategically aligned with that of the university, is to provide students with the fundamental technical skills and knowledge required for gainful employment in the electrical, electronics, or information technology fields.

## Course Descriptions

All courses that are offered by the CST Department can be found in the University's Course Catalog, searchable by term. You can access a description of each course by using the following steps or link.

### Navigation Steps:

[www.ncat.edu](http://www.ncat.edu) >> [Quick Links](#) >> [Aggie Access Online](#) >> [Course Catalog](#) >> [Select the Term](#) >> [Select Subject](#) >> [Select Level \(Undergraduate\)](#)

### Link:

[Aggie Access Online Course Catalog - Click Here to Follow](#)

# Electronics Technology Program Curriculum Guide

## Bachelor of Science in Electronics Technology Fall 2016 Major Code: 0340

***For additional program curriculum guides, please see your Academic Advisor.***

### Freshman Year

First Semester		Credits	Second Semester		Credits
CST 120	Fundamentals of Technology	3	CST 112	Electric Circuits I	3
CST 130	Introduction to Unix/Linux	3	CST 122	Electric Circuits I Lab	1
ENGL 100	Ideas and Their Expressions I	3	CST 140	Intro to Computer Programming	3
FRST 101	University Experience (SS) <sup>(2)</sup>	1	CST 150	Intro to Computer Programming Lab	1
MATH 110	Pre-Calculus for Eng/Sci (MLAR)	4	ENGL 101	Ideas and Expressions II (WC) <sup>(2)</sup>	3
	Global Awareness(GA) <sup>(2)</sup>	3	MATH 131	Calculus I	4
		<b>17</b>			<b>15</b>

### Sophomore Year

First Semester		Credits	Second Semester		Credits
CST 212	Electric Circuits II	3	CST 213	Digital Circuits	3
CST 222	Electric Circuits II Lab	1	CST 223	Digital Circuits Lab	1
CST 240	Applied Java Programming	3	CST 250	Communication Systems	3
MATH 132	Calculus II	4	CST 260	Communication Systems Lab	1
SPCH 250	Speech Fundamentals (HFA) (2)	3	MATH 224	Intro to Probability and Statistics	3
	African-American studies (AA)(2)	3		Social /Behavioral Sciences(SBS)(2)	3
		<b>17</b>			<b>14</b>

### Junior Year

First Semester		Credits	Second Semester		Credits
CST 312	Active Circuits I	3	CST 300	Intro to Project Management	3
CST 322	Active Circuits I Lab	1	CST 313	Applied Hardware and Soft. Sys. I	3
CST 329	Computer Networking I	3	CST 323	Applied Hardware and Soft. Sys. I Lab	1
CST 339	Computer Networking I Lab	1	MGMT 220	Business Environment	3
CST 355	Electrical Power and Machinery	3	PHYS 226	College Physics II	3
PHYS 225	College Physics I	3	PHYS 236	College Physics II Lab	1
PHYS 235	College Physics I Lab	1			
		<b>15</b>			<b>14</b>

### Senior Year

First Semester		Credits	Second Semester		Credits
CST 496	Senior Colloquium	1	CST 499	Senior Project Capstone Experience	3
CST 498	Senior Capstone Project	3		Technical Elective <sup>(1)</sup>	3
	Technical Elective TE <sup>(3)</sup>	3		Technical Elective <sup>(1)</sup>	3
	Free Elective <sup>(3)</sup>	3		Free Elective <sup>(4)</sup>	3
	MGMT Elective <sup>(3)</sup>	3		MGMT Elective <sup>(3)</sup>	3
		<b>13</b>			<b>15</b>
	<b>Total Credit Hours:</b>	<b>120</b>			

(1) Technical Electives: Any CST course that is not already a required course may be used as a technical elective. In addition, students may petition to have other technical or math courses counted as technical electives.

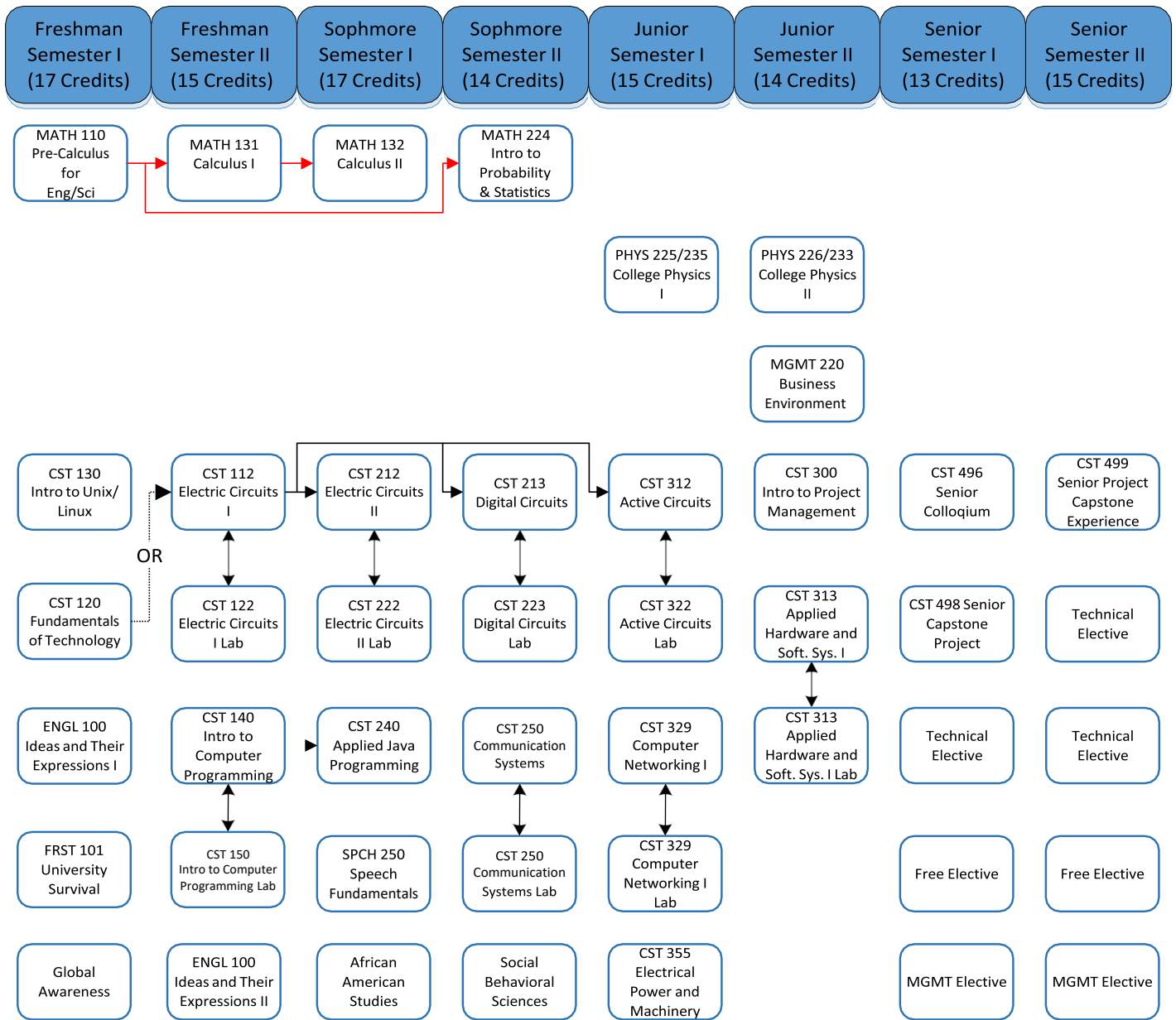
(2) SBS/GA/AA Electives from Approved List: These must be selected from three different pools. If a course meets requirements in two or more outcomes, the student has the option to use the course for one outcome and must select another course to fulfill the requirement for each outcome.

(3) MGMT Electives: Students must earn at least 6 credit hours in the MGMT courses.

(4) Free Electives: Any course at or above the 100 level may be taken as a free elective.

# Program Prerequisites and Co-requisites: Curriculum

## Electronics Technology



Bachelor of Science in Electronics Technology  
Total Credit Hours: 120



# Information Technology Program Curriculum Guide

## Bachelor of Science in Information Technology Fall 2016 Major Code: 0432

***For additional program curriculum guides, please see your Academic Advisor.***

### Freshman Year

First Semester		Credits	Second Semester		Credits
CST 120	Fundamentals of Technology	3	CST 112	Electric Circuits I	3
CST 130	Intro to Unix/Linux	3	CST 122	Electric Circuits I Lab	1
ENGL 100	Ideas and Their Expressions I (WC)	3	CST 140	Intro to Computer Programming	3
FRST 101	University Experience (SS) (2)	1	CST 150	Intro to Computer Programming Lab	1
MATH 110	Pre-Calculus for Eng/Sci (MLAR)	4	ENGL 101	Ideas and Expressions II (WC) (2)	3
	Global Awareness (GA)(2)	3	MATH 131	Calculus I (MLAR)	4
		<b>17</b>			<b>15</b>

### Sophomore Year

First Semester		Credits	Second Semester		Credits
CST 231	Web Systems	3	CST 225	Computer Database Manag I	3
CST 240	Applied Java Programming	3	CST 235	Computer Database Manag I Lab	1
MGMT 220	Business Environment	3	CST 285	Economic and Social Impacts of IT	3
	<i>Social &amp; Behavioral Sciences(SBS)(1)</i>	3	SPCH 250	Speech Fundamentals (HFA) (1)	3
	Scientific Reasoning with Lab(2)	4		Scientific Reasoning (SR)(2)	<b>3</b>
				African-American studies (AA)(1)	3
		<b>16</b>			<b>16</b>

### Junior Year

First Semester		Credits	Second Semester		Credits
CST 325	Computer Database Management II	3	CST 300	Introduction to Project Management	3
CST 329	Computer Networking I	3	CST 315	Network Security Applications	3
CST 339	Computer Networking I Lab	1	CST 317	Human Computer Interaction	3
MATH 224	Introduction to Probability and Statistics	3	CST 430	Linux System Administration	3
	Track Elective TE (3)	3		Track Elective TE (3)	3
		<b>13</b>			<b>15</b>

### Senior Year

First Semester		Credits	Second Semester		Credits
CST 460	System Integration & Architecture	3	CST 499	Senior Capstone Experience	3
CST 496	Senior Colloquium	1		MGMT Elective(4)	3
CST 498	Senior Capstone Project	3		Track Elective TE (3)	3
	MGMT Elective(4)	3		Track Elective TE (3)	3
	Free Elective (4)	3		Free Elective(4)	3
		<b>13</b>			<b>15</b>
	<b>Total Credit Hours:</b>	<b>120</b>			

- (1) SBS/GA/AA Electives from Approved List: These must be selected from three different pools. If a course meets requirements in two or more outcomes, the student has the option to use the course for one outcome and must select another course to fulfill the requirement for each outcome.
- (2) Scientific Reasoning Electives: Students must complete at least one lab-based science course. Refer to the University website for an up to date listing of acceptable courses.
- (3) Technical Electives: Any CST course that is not already a required course may be used as a technical elective. In addition, students may petition to have other technical or math courses counted as technical electives.
- (4) MGMT Electives: Students must earn at least 6 credit hours in the MGMT courses.
- (5) Free Electives: Any course at or above the 100 level may be taken as a free elective.

## General Education Courses

Please use the following link to view the approved general educational courses. They have been approved by the General Education Council, the Faculty Senate, and the Provost. Courses are listed on the website in alphabetical order by department and course number within each general education student learning outcome area.

Link: <https://www.ncat.edu/provost/general-education-resources/gec-list.php>

## Technical Electives/ Track Electives

Technical electives can be any course (200 level or above) offered in the department that is not already a required course for that student. Students may also take classes in the Management Information Systems department, which are at or above MIS 241. As a last resort (if courses from the two previous categories cannot be found), students can take other courses offered in the SOT as Tech Electives.

### MAJOR PROGRAM REQUIREMENTS

*Students must earn a C or better in the following courses:*

CST 112	CST 300
CST 120	CST 312
CST 122	CST 313
CST 130	CST 322
CST 140	CST 323
CST 150	CST 329
CST 212	CST 339
CST 213	CST 355
CST 222	CST 496
CST 223	CST 498
CST 250	CST 499
CST 260	



## Program Outcomes

### Electric Technology

1. An ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve broadly-defined engineering problems appropriate to the discipline.
2. An ability to design systems, components, or processes meeting specified needs for broadly-defined engineering problems appropriate to the discipline.
3. An ability to apply written, oral, and graphical communication in broadly-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature.
4. An ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes.
5. An ability to function effectively as a member as well as a leader on technical teams.
6. The application of circuit, analysis and design, computer programming, associated software, analog and digital, electronics, and microcomputers, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems.

### Information Technology

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing-based systems.

## Part VI: Academic Policies & Procedures

### Email Accounts

All Computer Systems Technology students should check their NC A&T State University email accounts multiple times a day. This is a vital tool of communication between the University, the Department, the faculty, and with your classmates.

### Academic Advising & Registration

The College of Science and Technology Course Registration Form is available on the College of Science and Technology website at the link below. Please complete, obtain the required signatures, and return the ORIGINAL to the department office. (A copy will be made for you)

***Please note that we expect ALL students to complete the advising process two (2) weeks PRIOR to registration. Failure to do so may result in you not being able to register until the beginning of the next semester.***

#### ***Before Meeting with Your Advisor***

1. Print a copy of the CURRICULUM GUIDE for the program of study and year you entered the program.
  - a. On the College of Science and Technology website, [Curriculum Guide Links- Information Technology](#) ,[Curriculum Guide- Electronics Technology](#) navigate to find your curriculum guide.
  - b. DO NOT go to your departmental office for a copy of the curriculum, go to the website and print your copy
2. Print an UNOFFICIAL TRANSCRIPT from Aggie Access Online.
3. Complete a DEGREE AUDIT on the curriculum sheet.
  - a. Check off the courses successfully completed and note the grade
  - b. Make sure you met the minimum grade of “C” for your major classes
  - c. Make sure you met the minimum grade of “C” for math and science classes (if applicable)
  - d. Identify the next ten (10) courses in your curriculum guide, in sequential order, needed to progress toward degree completion
  - e. Make sure you are taking classes in the appropriate UNST Cluster Theme (if applicable) or General Education requirements
4. Complete a Course Registration Form from the CoST website, Link: [Course Registration - Click for more info](#)
  - a. FIRST – identify any courses that you need to retake and list them (if applicable) – we strongly recommend that you DO NOT DELAY taking lower division courses until the end (i.e., Math, Physics, Chemistry, etc.)
  - b. SECOND – identify the courses for which you have successfully completed the prerequisites
  - c. THIRD – list the next ten (10) courses that you need to continue making progress towards your degree, INCLUDE COURSE NUMBER, SECTION, etc. as listed in the CLASS SCHEDULE
  - d. FOURTH – go the class schedule on the A&T Website (Click on CURRENT STUDENTS, then CLASS SCHEDULE)

## Meeting with Your Advisors

1. Go over your proposed course schedule.
2. You are expected to take the courses listed on your curriculum sheet – ANY deviations from the curriculum sheet require **PRIOR WRITTEN APPROVAL**.
3. You are expected to have a signed Course Registration Form for your registration. We reserve the right to **CANCEL** your registration, if you sign up for classes without consultation with your advisor.
4. Please note that all Course Registration Form are writeable PDFs and must be typed, with **NO ERRORS** before requesting any signatures.

## Academic Advisors



# Who Is My Advisor?

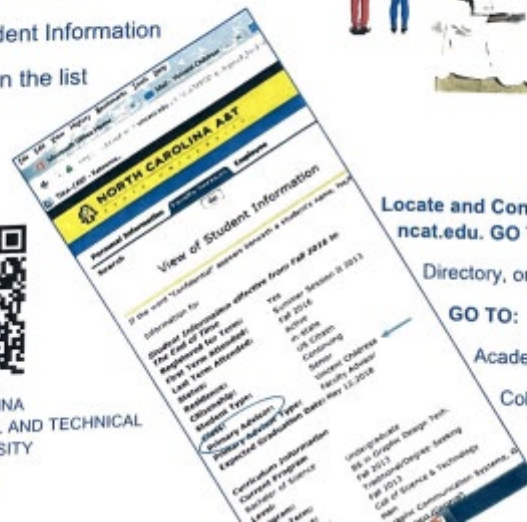
Identify Your Advisor online at [ncat.edu](http://ncat.edu).  
**GO TO:**

1. Current Students
2. Aggie Access Online
3. Enter Secure Area
4. Your Banner ID & PIN
5. Student
6. Student Records
7. View Student Information
8. Look down the list



NORTH CAROLINA  
AGRICULTURAL AND TECHNICAL  
STATE UNIVERSITY

#Aggies Do!



Locate and Contact Your Advisor at  
[ncat.edu](http://ncat.edu). **GO TO:**

Directory, or

**GO TO:**

Academics

Colleges

Your Department

## Course Overrides

***The College of Science and Technology Override Request Form is available online. Please fill out the form completely, print, obtained the required signatures, and return to the department office. Overrides may also be obtained from the course instructor.***

Permission to be placed in a course in the College of Science and Technology requiring an override through Banner MUST have approval. The College of Science and Technology Override Request Form must be completed in its entirety with all required signatures prior to review. This is an electronic form that must be completed online and can be accessed at the following link.

[Link: Course Overrides - Click to Follow](#) \*\*New link every semester\*\*

## Course Auditing

[Office of the Registrar-Click for more info](#)

Students who intend to register for a course for which they do not want to earn credit may register as an audit student by picking up the Audit Registration Form from the Office of the Registrar. He or she must register officially for the course and pay the University Cashier. Attendance, preparation, and participation in the classroom discussion and laboratory exercises shall be at the discretion of the instructor.

## Change Of Major:

1. If you are changing from a CoST program to a program in another College on campus,
  1. Obtain approval/signatures from the new department chair and dean. Please make sure your form has the name of your new advisor.
  2. Obtain approval/signature from your current department chair. Subsequently, the form should be sent to **Dr. Vincent Childress** (CoST Associate Dean) for approval. Dr. Childress' email is [childres@ncat.edu](mailto:childres@ncat.edu)
  3. Send the completed form to the Office of the Registrar
2. If you are changing from one **CoST** program to another CoST program
  1. Obtain approval/signature from the new department chair. Please make sure your form has the name of your new advisor.
  2. Obtain approval/signature from your current department chair.
  3. Subsequently, **Dr. Vincent Childress** (CoST Associate Dean) will review and sign for both the OLD and NEW Dean. Dr. Childress' email is [childres@ncat.edu](mailto:childres@ncat.edu)
  4. Send the completed form to the Office of the Registrar

## Declaration Of Minor/Drop Minor:

1. Obtain approval/signature from your current MAJOR department chair.
2. Subsequently, the form should be sent to **Dr. Vincent Childress** (CoST Associate Dean) for approval. Dr. Childress' email is [childres@ncat.edu](mailto:childres@ncat.edu)
3. Obtain approval/signature from MINOR department chair.
4. Send the completed form to the Office of the Registrar

## Permission To Take Courses at Another Institution

1. Pull the description of the course(s) you intend to take at another institution
2. Send description of the course(s) along with the Permission to take courses at another institution form to the department that is responsible for teaching that course at A&T for review/approval (i.e. if you would like to take CHEM 106 at your local community college, the form + description should be sent to Dr. Assefa in chemistry for approval)



3. Once you have obtain all signatures for each course, your department chair will need to approve/sign
4. After receiving approval from your department chair, your form should be sent to **Dr. Vincent Childress** (CoST Associate Dean) for approval. Dr. Childress' email is [childres@ncat.edu](mailto:childres@ncat.edu)
5. Once Dr. Childress reviews and approves, the form should be sent to NCAT Office of the Registrar.
6. When you finish taking the course and receive your grade, request the transcript from that institution be sent to NCAT Office of the Registrar.

## Overrides For Courses

1. You should first contact the instructor of the course to request the override
2. If you do not get a response from the instructor, contact the department chair for that course (i.e. if it is a math course, contact Dr. Tang)
3. If you do not get a response from either the course instructor or department chair within 24 hours, contact Dr. Angela White (CoST Assistant Dean) for approval. Dr. Angela White's email is [amwhite@ncat.edu](mailto:amwhite@ncat.edu)

## Withdraw From University

1. Obtain approval from your department chair
2. Obtain approval from CoST Assistant Dean, Dr. Angela White ([amwhite@ncat.edu](mailto:amwhite@ncat.edu))

## Readmission/Academic Plan of Action

1. If you are returning to the University from suspension, first go to the Registrar's site <https://www.ncat.edu/registrar/index.php> and complete the readmission application
2. Work with your faculty advisor or chairperson on developing an Academic Plan of Action (APA)
3. Your APA should be sent to **Dr. Angela White** (CoST Assistant Dean) for review/approval. Dr. Angela White's email is [amwhite@ncat.edu](mailto:amwhite@ncat.edu)
4. Once Dr. White approves, the APA should be sent to the Registrar's Office

Students seeking readmission to the CST Department must follow the official College of Science and Technology readmission process. This process can be found at the link below Link: [Readmission Application](#)

## Applying for Graduation

The CST Department Policies and Procedures Contract for Prospective Graduates (Undergraduate) Form is available in the department office. Please review, sign, date, and return to the Department Chair before the end of the advising period.

### Apply for graduation within the department

Deadline: During Advising period of the semester before anticipated graduation date

### Apply for graduation for the university

Deadline: See University Academic Calendar

Graduation Deadline is found on the Academic Calendar:

[Academic Calendar includes graduation application deadline - Click to follow](#)

The CST Department is enforcing a new graduation procedure. This policy involves clearing students at the departmental level, before students apply for graduation at the university level.

The procedure is as follows. During the semester before a student plans to graduate, each student must attend a one on one audit session with the designated graduation clearance advisor in the department. Following this session, a student must sign the CST Graduation Policies and



Procedures contract, which is included below. This contract will be kept on file in the department and assures that the student is aware of the basic standards associated with graduating from this University.

**DUE DATES:** For students planning on graduating during the Fall Semester, the one-on-one audit session must be completed no later than March 1st of the Spring semester before you anticipate graduation. For students planning on graduating in the Spring or Summer, the one-on-one audit session must be completed no later than October 1st of the Fall semester before you anticipate graduation.

## Transfer of Coursework

***The CST Department Transfer Credit Request Cover Sheet and Transfer Credit Request Form are available in the department office. Please complete, sign, attach all supporting documentation, and return to a Transfer Coordinator or Department Chair.***

The Department of Computer Systems Technology welcomes students transferring from other universities or community colleges.

Then Office of Admissions will give credit for general education courses upon applying to the university. To obtain credit for technical courses you must complete the following steps:

- A. Obtain course descriptions from the program you are transferring from
- B. Obtain course descriptions of the CST courses (available online in course catalog)
- C. Obtain a copy of your transcript from all institutions you have attended.
- D. Fill out the following forms
  - a. Transfer Credit Request Cover Sheet
  - b. Transfer Credit Request Form
- E. Turn in completed forms to the Department Chair or Transfer Coordinator
- F. Approved transfer credits should appear on your unofficial transcript after the department's approval and processing by the Office of Admissions.

## Grade Appeal Process

The grade appeal process is composed of three levels. The levels are: the faculty member, the Department Chair, and the Dean; who initiates a hearing by the Grade Appeal Committee. If the process reaches the GAC, the committee will render its decision to the Dean of the College of Science and Technology as outlined in the parameters of Procedures. Listed below are the steps for filing an appeal for an unsatisfactory final grade.

1. Within 10 days of the start of the succeeding semester, the student must communicate (in writing) with the faculty member of the class indicating the grade received was not the correct grade. The student must present documentation to support his/her claim that the final grade received was not the correct grade. Within 10 days, the faculty member will provide to the student a written response to the final course grade appeal.

2. If the student is not satisfied with the faculty member's response, the next level is to appeal to the Department Chair. The student must submit to the Department Chair within 10 days, the letter submitted to the faculty member and the faculty member's written response to the first level appeal. The Department Chair will review the documents and meet with the student and faculty member. The Department Chair will provide a written response within 10 days after interviews to the student and faculty member.

3. If the student is not satisfied with the decision of the Department Chair, the student can petition the Dean for a hearing with the Grade Appeal Committee. The GAC is the final level of appeal within the College of Science and Technology. Within 10 days after the student receives the response from the Department Chair, the student can write a letter of appeal to the Dean requesting a meeting with the GAC. The GAC will not meet with a student until that student has made appeals through Levels I and II as

described above. After the GAC reviews all appropriate documents, interviews the student and the faculty member, the GAC will render a decision to the Dean of the College of Science and Technology. The Dean will consider the GAC's recommendations and make the FINAL decision concerning the grade appeal. The student will receive the Dean's decision within 10 days after receiving the GAC's recommendations.

### **Final Decision**

The Grade appeal Committee will review all appropriate documents and interview all relevant parties and render a recommendation to the Dean of the College of Science and Technology. The final decision relative to the grade appeal rests with the Dean. The Dean's decision is the final disposition of the matter at the College of Science and Technology level. The Dean will convey, in writing, the final decision to all involved parties.

### **Readmission**

Students seeking readmission to the CST Department must follow the official College of Science and Technology readmission process. This process can be found at the link below Link: [Readmission Application](#)

## **Part VII: Student Success Resources**

The Office of Student Success is available in the College of Science and Technology to support you as students in your quest to be successful in your academics and career preparation, whether you are a current or prospective student. We believe you can maintain a good overall GPA and graduate in four years by being diligent and informed. Please use the following information to help guide you during your University experience here or to get more information about us.

The Office of Student Success is located in Price Hall 205 Suite.

Dr. Angela White  
Assistant Dean  
Price Hall 205D  
Office: (336)283-3079  
Email: amwhite@ncat.edu

Website: <https://www.ncat.edu/academics/academic-resources/student-success.php>

### **Student Tutoring and Other Support Services**

We are committed to providing services that you need to succeed while at North Carolina A&T State University. The following are highly recommended services on campus:

The Center for Academic Excellence offers:

- Tutorial Services
- Supplemental Instruction
- Academic Support
- Skill Building Labs to aid you in math and science courses

Other Services Available:

- University Writing Center and Composition Central offer writing assistance and tutoring.
- The Math Learning Resource Center provides tutoring for those who need help in math. We encourage all of our students to attend weekly math tutorials as you attend your classes.
- The library is a great place to study and gather peer-reviewed literature. The library stays open late and would be ideal for gathering a group of classmates for late night studying. Review what Bluford Library has to offer to our College of Science and Technology students.
- The Residence Halls have scheduled programs as well as on-going study halls for students to obtain the help needed to be successful.

### **Scholarships**

#### **CST Departmental Scholarships**

The CST Departmental Scholarships are for new and returning students based on their academic achievement and financial need. The scholarship is available for students entering the fall semester or the spring semester. To apply for the CST Departmental Scholarship, you must meet the following specified criteria in order to be selected:

1. Be enrolled full-time in a degree program within the Department of Computer Systems Technology.
2. Demonstrate financial need and complete the FAFSA
3. Maintain at least a cumulative grade point average of 3.0 or higher on a 4.0 scale.
4. Be a U.S. citizen, a permanent resident, or a legal immigrant admitted as a refugee under section 207 of the Immigration and Nationality Act or an alien lawfully admitted to the United States for permanent residence
5. Submit a one-page resume
6. Submit a one-page personal statement specifying their reasons for continuing education and their goals after completing NCA&TSU degree
7. Provide a letter of recommendation from a school instructor or administrator

**Application Deadline:**

- July 5th for the Fall semester
- Dec. 5th for the Spring semester

**Amount: varies**

NOTE: Not all applicants will receive a scholarship. Scholarships are not renewed and must be re-applied for each semester. The application must be emailed to [compsystech@ncat.edu](mailto:compsystech@ncat.edu) by the deadline in order to be considered for a scholarship.

(DOC & PDF)

In addition, we have made available to you scholarships we have researched that you can apply for on your own.

**Please visit the College of Science and Technology Office of Student Success website to find out how to apply.**

<https://www.ncat.edu/cost/departments/computer-systems-technology/scholarships.php>

## Student Organizations

### College of Science and Technology's Honor Society

- Epsilon Pi Tau (EPT)
- Dean's Circle

### Electronic, Computer and Information Technology

- Electronics Club (E-Club)
- Institute of Electrical and Electronics Engineers (IEEE)
- Instrumentation, System, and Automation Society (ISA)
- National Association of Radio and Telecommunications Engineers (NARTE)

## Professional Development

We encourage you to engage in co-ops and internships to obtain valuable on-the-job experience that enhances your academic coursework. We encourage you to speak with your faculty advisor as early as possible on how your curriculum can support an internship or co-op.

As you get closer to graduation, we encourage you to begin thinking about your overall professionalism that includes professional dress, communication, resume, and overall polish of your demeanor. Career Services can support you with these aspects of your professional practice.

Link to Career Services: <https://www.ncat.edu/provost/career-services/index.php>

## SciTech Week

The College of Science and Technology presents SciTech Week with various events throughout the week. The theme this year is “Driving Excellence with Technology”. Technology continues to be the driving force in helping companies run efficient operations. When old processes are not working and companies are trying to boost performance they often turn to new technology solutions. The purpose of Technology Week is an opportunity to educate, inform, and display the field of technology and its place as a career choice. We bring together College of Science and Technology students, faculty, staff, high school and community college students, and corporate partners to share the story of “Why Technology?” Not only is technology one of the fields that is in a job growth pattern, but it meets the strategic direction of the country in increasing jobs in STEM.

Many activities throughout the week are planned: Monday, Tuesday, and Thursday we showcase these seven undergraduate technology programs, and on Thursday evening, we will have a Women in Technology Lecture and Panel Discussion. For more information, please contact the College of Science and Technology at 336-334-7359 or visit our web-site <https://www.ncat.edu/cost/departments/computer-systems-technology/index.php>

Technology Week Link: <https://costscitech.com/>

## Explore IT Day

Extreme IT Day is an annual event hosted by the College of Science and Technology for the purpose of developing skills and promoting career opportunities in mainframe technologies, information technology and cloud computing. The festive event brings together educators, industry partners and approximately 400 highly motivated high school and college students for a day of innovative activities and fun.

Students participate in various hands-on exercises to enhance applied STEM skills (science, technology, engineering & math) for managing enterprise systems. An interesting addition to Extreme IT Day is the “**Career Expo**” where organizations that use enterprise systems are able to directly interact with the best and the brightest college students from NC A & T and other participating colleges. These organizations are able to make presentations, demonstrations, receive resumes, interview students or use the time in any way they find productive in identifying the next group of enterprise systems superstars.

## Part VIII: Additional CST Resources

### Department Facilities

#### *Teaching Laboratories*

Nearly every course in the Computer Systems Technology Department is enhanced with experimentation training and coursework. It is imperative that students understand the importance of lab work. Our department offers labs that are specialized for your needs as a student in the Electronics Technology program.

#### *Instructional Electronics Laboratories*

- **Signal Processing Lab (Smith Hall 4008)**

*Supports the study of electrical and electronics circuits, microcontroller programming, and project management.*

*Equipment Provided: 16 Student Computers with NI Circuit Design, Freescale Codewarrior, and Xilinx. 6 Electronics Stations with digital oscilloscopes, power supplies, function generators, and digital meters. This facility also houses solar energy experimentation kits and Dominion Power equipment.*

#### *Instructional Computer Laboratories*

- **Instructional Computer Lab (Price Hall 201B)**

*Supports the study of microcomputer applications, java application development, and C++ programming.*

*Equipment Provided: 20 Student Computers*

- **Large Instructional Computer Lab (Smith Hall 4001)**

*Supports larger computer lecture courses. Currently Mainframe Computing is offered by our department in this location.*

*Equipment Provided: 30 Thin Clients*

- **Networking Lab (Smith Hall 4016)**

*Supports the study of computer networking, database management, cisco academy classes, computer forensics, and information technology courses.*

*Equipment Provided: 20 Student Computers, Cisco Academy routers, catalysts, and modules, computer forensics software, and Apple iPads.*

#### *Open Computer Laboratory*

- **Open Computer Lab (Smith Hall 3010)**

*This is an area for students to collaborate and study. It is open from 8 am to 5 pm daily and is equipped with software used in every computer lab in the College of Science and Technology.*

*Equipment Provided: 25 Student Computers*

## CST Faculty & Staff Directory

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