How does "double counting" work in the Early Entry Program?

First Semester

As soon as you receive admit letter and you declare your Intent-to-Enroll through the Graduate Application Portal, the University puts an "Early Entry Program" hold on your registration.

To remove this hold, you must immediately do the following.

Fill out an Early Entry Program form at this: [link]. Using the following procedure:

1. Consult with your Undergraduate Adviser (you will need their signature)
2. On the form, list at least one grad. course that you want to take either (i) in your first Early Entry semester or (ii) in any up coming semester while an Early Entry student.
   - The listed grad. course can be taken either with double counting or without double counting.
   - To double count the course, you must list the both the grad. course and the double counted undergrad. course.
     - Non-Standard Double Counted Courses:
       - Consult with your Undergraduate Adviser on any desired non-standard, double counted course pair.
       - Usually any cross-listed course (4xxx/5xxx) will be approved
       - Other double count pairs may be approved in some circumstances.

3. Get your Undergraduate Adviser's signature on the form.
4. Add your signature
   - Note, the Grad. School will reject any form without a hand written signature (see [guidelines-accepting-digital-or-electronic-signatures](https://catalog.uncc.edu/preview_program.php?catoid=25&poid=6112)).
5. Give the form to the Graduate Student Support Specialist.
   - She will get the CS MS Program Director's signature and forward the form to additional University administrative units.
6. You will receive email notification that you have been given permission to take the requested course.
7. You must register for the graduate section of the course in order for double counting to occur.

Later Semesters

It is very common to submit revised copies of the Early Entry Program form (see MS Forms) in later semesters.

- Revised form must be completed before the first day of classes of the semester in you wish to take the listed course(s).
- Revised forms should be comprehensive; that is they should include all information on the graduate courses that you have already completed.

Otherwise, the procedure to follow for form is the same as discussed above in Section "First Semester".

See Also:

- [Early Entry Program: Problems registering for 5xxx Sections](https://catalog.uncc.edu/preview_program.php?catoid=25&poid=6112)
- [How do I apply for Early Entry?](https://catalog.uncc.edu/preview_program.php?catoid=25&poid=6112)