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

### Process Change
Starting June 1, 2020, the old Early Entry Form (a PDF file requiring signatures) has been replaced with an online Graduate Petition using academicpetition.uncc.edu. Details are below.

### First Semester: Hold - Early Entry Form
As soon as you receive your admit letter and you declare your Intent-to-Enroll through the Graduate Application Portal, the University puts a "Early Entry Program" hold on your registration.

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

1. Fill out an Early Entry Program Petition at academicpetition.uncc.edu. When creating the petition, for Petition Level select "Graduate" and for Petition Type select "Early Entry". This will display a petition form similar to the one below:

   ![Petition Form Image]

   - Fill out the petition in consultation with your Undergraduate Adviser.

   - 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 a future semester as an Early Entry student.

   - The listed grad. course can be taken either with double counting or without double counting.

     - To double count a course: (1) you must list the both the grad. course and the double counted undergrad. course and (2) for the Count Towards option you must select "Undergraduate & Graduate"

       - **Standard Double Counted Courses**: A list of standard double counted course pairings is in the Graduate Catalog, section: Computer Science, M.S., Early Entry.

       - **Non-Standard Double Counted Courses**: Consult with your Undergraduate Adviser on any desired non-standard, double counted course pair.

     - 3000/6000 Courses: Starting with the 2018-2019 Catalogs, no 3000-6000 double-counting course pairings exist. Early Entry students must meet the requirements of the Catalog year under which they are graduating. Exceptions will only be granted in rare circumstances and the Early Entry Petition making the special request must be submitted prior to taking the course.

   - To not double count a course, for the Count Towards option select "Graduate Only".

   - While completing your BS you may double count up to 12 credits (4 hours) plus take one additional grad course which is not double counted. Please review https://cci.uncc.edu/academics/computer-science/5-year-babs-ms-degree-program for more information.

2. Submit the Petition.
3. The Petition will be automatically, electronically routed to a sequence of individuals for their approval. The sequence is your Undergraduate Advisor, then your Graduate Advisor, then the CS MS Program Director and eventually the Registrar's Office.
4. When the Petition is approved by Registrar's Office, you will receive an email indicating approval.
5. At that point, you still must register for the graduate section of the course in order for double counting to occur.

### Later Semesters
Typically you will submit additional Early Entry Program Petitions for later semesters.
The Petition must be completed before the first day of classes of the semester in you wish to take the listed course(s).

The procedure to follow for these additional Petitions is the same as discussed above in Section "First Semester".

See Also:

- How do I make a "Plan of Study" [Early Entry Program]?
- Early Entry Program: Problems registering for 5xxx Sections
- How do I apply for Early Entry?