

Non-Degree Undergraduate

UOG

ADMISSIONS INSTRUCTION BOOKLET



UNIVERSITY OF GUAM
ADMISSIONS & RECORDS OFFICE
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Please read the following information and review the enclosures before you submit the application and supporting documents.

**NON-DEGREE UNDERGRADUATE ADMISSION INFORMATION
AND INSTRUCTIONS TO APPLICANT**

Please provide complete and accurate information in blue or black ink. Incomplete applications cannot be processed and the applicant will not be considered for admission.

Application and Fee: Students must apply **ONLINE** at **www.uog.edu** or a completed application along with all required additional documents must be submitted to the Admissions Office at the address above. Failure to include the application fee will result in the rejection of the application. A NON-REFUNDABLE PROCESSING FEE can be mailed with the application or paid at the Cashier's Office, in the administration building (on campus) before submitting your application. (Cashier's office hours: M-F, 8:00 a.m. - 4:00 p.m.). If mailing in your application, a money order or Cashiers Check are the only acceptable form of payment. Your application fee is valid for one calendar year by semester.

Deadlines: Completed application must be received by the published dates included in this application packet. Applications received after the deadlines for admission for a particular term will be considered for the next term. Should you decide not to attend the semester you are applying for, you must submit a written request to the Admissions Office to defer your application to the following semester.

Transcripts: First time college applicants are required to have their secondary school or General Educational Development (GED) Institute send a transcript showing completion of twelve years of elementary and secondary education to the Admissions Office. Transfer applicants are required to have their transcripts from all colleges and universities attended sent directly to the Admissions Office at the address above. **Transcripts submitted by the applicant will not be accepted as official. All transcripts become university property and will not be given to or reproduced for the applicant/student.**

Placement Examinations: All entering freshmen and transfer applicants who have not completed at least three (3) semester hours of college-level English composition and at least three (3) semester hours of transferable college-level mathematics course with a grade of "C" or better at an accredited U.S. College or University must take placement examinations in English and Mathematics. Applicants who

do not take the English placement test or who do not submit transcripts showing completion of college level English can be admitted only as transition students and will be limited in

their enrollment to certain approved courses for transition students. Admission under this status is limited to one semester. **APPLICATIONS MUST BE PAID AND SUBMITTED TO THE ADMISSIONS OFFICE PRIOR TO PLACEMENT EXAMINATIONS.**

Health Requirement: All applicants must supply evidence of having been vaccinated against measles, mumps and rubella (MMR) and the results of a tuberculin skin test taken no earlier than six months prior to the beginning of the entry term. In addition, applicants must complete a personal health survey form and submit it to the Student Health Services Office. Health documents must be submitted to Student Health Office and cleared by the nurse before Orientation and Registration. Failure to submit health documents for your health clearance will delay registration.

Residency Classification: Submit proof of residency for tuition rate determination. The burden of proof is upon the student making a claim to resident student's status. This admission of students who knowingly provide false information for the purpose of achieving resident status shall be subject to cancellation and adjusted billing. Applicants who fail to submit proof of residency documentation will be classified as non-resident. Supporting documents must be submitted on or before registration day.

Discrimination Prohibited: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, or be treated on the basis of gender, or disability under most education programs or activities receiving Federal Assistance.

POLICIES AND PROCEDURES FOR NON DEGREE STUDENTS

The University of Guam recognizes that some mature individuals need specific courses for personal enrichment or professional advancement and do not require degree programs. The following option is for such individuals only.

An applicant who has not been a full time secondary student for at least four years, or who is enrolled in a degree program at another institutions and does not wish to enroll in a degree program at UOG, may apply for admissions as a non-degree student. Applicants who are enrolled in degree programs at other institutions must provide certification of enrollment and academic standing from other institution in order to be accepted as a non- degree student. A non-degree student is not required to submit high school or previous college records, or to take placement examinations except for entry into courses in English and Mathematics.

A maximum of 30 credits taken by a student in non degree status can be accepted toward fulfillment of a degree program at the University of Guam if the student meets the following requirements:

- An Undergraduate Application for the Admission for Degree Seeking Students must be submitted to the Admissions Office. The student must complete all requirements for admission, as would a degree-seeking student.
- Prerequisite courses not completed while the students were in non-degree status must be satisfied before the requested courses can be applied toward a degree program.
- After completing two consecutive semesters of study as a degree seeking student and after completing the appropriate prerequisites, the student must submit a request to the Admissions Office asking that courses taken in non-degree status be applied toward a specific degree program.

Courses taken in non-degree status are taken at the student's risk, without regard to formal prerequisites. Non-degree students may sign their own registration forms but are urged to seek the advice of the course instructor. Enrollment is subject to availability of space and instructor's concurrence.

Students seeking degree at other institutions should determine in advance whether courses taken at UOG will be accepted by their official advisors.

If you are currently a Graduate Studies status, and wish to change to Undergraduate non-degree status, you must officially withdrawal from Graduate Studies Office.

Note: Non-Degree students are not eligible for federal financial aid.

For more information on non-degree status, please refer to the UOG Course Catalog or call the Admissions Office.

STUDENT RESIDENCY POLICY

As revised by the Board of Regents on April 09, 2012

For tuition purposes, students are classified as resident or nonresident. The Registrar certifies the residency status. The considerations used in determining Residency status are as follows:

- ✓ Establishment of a domicile on Guam or in one of the Freely Associated States (the Commonwealth of the Northern Marianas Islands, the Federated States of Micronesia, the Marshal Islands, or the Republic of Palau) as mandated by 17GC16125. (a) for a period of twelve month prior to the beginning of the term for which residency is claimed, or
- ✓ Evidence of residency for a period of twelve months or more prior to the beginning of the term for which residency is claimed. Evidence of residency will be shown by a student providing documentation from one of the following¹:
 - Permanent employment on Guam (verification of employment)
 - Payment of income taxes of Guam (by student, or by parent/guardian if the student is a dependent).
 - Ownership or rental of living quarters on Guam.
 - Continue to use a Guam permanent address on ALL RECORDS (educational, employment, military, financial).
 - Retain your Guam voter's registration.
 - Maintain a Guam driver's license or vehicle registration. If it is necessary to change your license or registration while temporarily residing in another location, the license MUST be changed back to Guam within 10 days of the date of return to Guam, and the vehicle registration must be changed within 20 days of the date of return.
 - Village Mayor's certification of residency.
- ✓ Adjustment to Permanent Resident Status
Students who have filed for an Adjustment to Permanent Resident Status will be eligible for resident rate **only** if they have resided on Guam for twelve consecutive months prior to applying to the university and have submitted the following supporting documents:
 - A Notice of Action for the Adjustment to Permanent Resident Status from the USCIS.*
 - Proof of residency (documents to prove living on Guam for the last twelve months prior to applying to the university).

*A Notice of Action denying the student's application for an Adjustment to Permanent Resident Status will render the student ineligible for resident tuition rate.

The burden of proof is upon the student making a claim to resident student's status. The admission of students who knowingly provide false information for the purpose of achieving resident status shall be subject to cancellation and adjusted billing.

Complete the "Petition for Residency Student Classification" before the deadline of the semester or term you wish to enroll. Approved changes of status will become effective for the term or semester following the approval; they are not retroactive, and no refunds will be given.

Exemptions to the twelve-month requirement where resident classification may apply¹:

Graduate of a Guam High School

You may be entitled to an exemption from nonresident tuition if you attended high school in Guam for three (3) or more years AND graduated from a Guam high school. You are not eligible for this exemption if you are a nonimmigrant alien.

Attended Elementary and Middle School on Guam

You may be entitled to an exemption from nonresident tuition if you attended both elementary AND middle school on Guam. You are not eligible for this exemption if you are a nonimmigrant alien.

Active Military Duty

United States Military personnel and their authorized dependents (as defined by the Armed Services) during the period such personnel are stationed in Guam on active duty. NOTE: This exception does not apply to employees of other U.S. federal government departments, bureaus, or agencies or their dependents who are assigned or stationed to Guam.

Legal Place of Residency

You may be entitled to an exemption from nonresident tuition if you are able to demonstrate to the Registrar that Guam is your legal place of residency and you intend to make Guam your permanent place of residency.

You may be entitled to an exemption from nonresident tuition if you are able to demonstrate that you permanently reside in Guam, but have been absent for only educational, training, or military reasons.

¹Non immigrant aliens, e.g. B,F,H,E Visa holders, are classified as non-residents and are not qualified for resident tuition rates or exemptions.