

## Military Activation During Wartime or for Mandatory Training

The University offers a refund of tuition and fees and official withdrawal from classes for active duty military students who are asked to serve their country by deployment during wartime or for mandatory military training while enrolled in a given semester. As an alternative to refunds, students may opt for credit against future enrollment or request an incomplete grade ("I") from their respective instructors (subject to instructor approval). Students will be required to provide to the Registrar's Office and the Business Office written proof of active military status and deployment and indicate whether a refund or credit is preferred.

## REGISTRATION

### Academic Advisement

Although the academic advising of students may occur throughout the academic year, it is especially important prior to registration for classes. Students are urged to contact an advisor as soon as the Course Schedule is available to discuss course prerequisites, the requirements of their academic programs, and the courses offered in the current Schedule of Course Offerings. Advisor assignments are issued at your college/school Dean's Office. Students with undeclared academic majors receive assistance from the Student Counseling. Instructions on how to register are a part of the published and web-based Schedule of Course Offerings for each academic term.

There are three registration periods:

- **Early Registration** (Registration by class level)  
Continuing or returning students register on assigned days/times based upon their class level (freshman, sophomore, junior, senior, graduate, etc.) Class level is based on credit hours earned.
- **Open Registration**  
All class levels may register during this time period. New students may register only on assigned days.
- **Schedule Adjustment (Drop and Add) Period**

### Changes in Course Schedule

A registered student may drop and/or add courses with the prior approval of her or his academic advisor as required. Such changes may be made before the first day of weekday classes without additional charge or cancellation fee. Students may also change their class schedules during the Schedule Adjustment Period, and the cancellation fee schedule (per transaction) for dropping courses will apply. Ordinarily, no course may be added or changed after the designated date, although withdrawal from courses is permitted within the limits indicated in the section entitled Withdrawal Policy.

## Resident and Non-Resident Students

An applicant is initially classified as a resident or non-resident for tuition purposes at the time of application with the Office of Admissions. The classification, which is certified by the registrar, is based upon information furnished by the student and from other relevant sources. In compliance with the Residency Policy passed by the Board of Regents on February 1996 and amended in May 1997, June 2004, and December 2012, students in non-resident status are required to pay non-resident tuition.

The burden of proof is upon the student making a claim of resident 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.

The considerations used in determining residency status are as follows:

1. Establishment of a domicile on Guam, the Northern Mariana Islands, or in one of the Freely Associated States (the Federated States of Micronesia, the Marshall Islands, or Palau) as mandated by 17GC16125 for the 12-month period prior to the beginning of the term for which residency is claimed
2. Evidence of residency for a period of 12 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 following<sup>1</sup>:
  - 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
  - Use of a Guam permanent address on ALL records (educational, employment, military, financial)
  - Being a registered voter in Guam
  - Maintaining 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.
  - Certification of residency from your village mayor.
3. 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 12 consecutive

months prior to applying to the University and have submitted the following supporting documents:

- Notice of Action for the Adjustment to Permanent Resident Status from the U.S. Citizenship and Immigrations Service. 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.
- Proof of residency on Guam for the 12 months prior to applying to the University.

#### <sup>1</sup>Exemptions to the 12-Month Residency Requirement

Resident classification may apply if the applicant is one of the following:

- **A graduate of a Guam high school**  
You may be entitled to an exemption from non-resident tuition if you have not resided on Guam for the preceding 12 months but previously attended high school in Guam for three or more years AND graduated from a Guam high school. Nonimmigrant aliens are not eligible for this exemption.
- **A former elementary or middle school student on Guam**  
You may be entitled to an exemption from nonresident tuition if you have not resided on Guam for the preceding 12 months but previously attended both elementary AND middle school on Guam. Nonimmigrant aliens are not eligible for this exemption.
- **Active duty military**  
U.S. military personnel and their authorized dependents (as defined by the Armed Services) are authorized resident tuition 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.)
- **A legal resident of Guam**  
You may be entitled to an exemption from non-resident 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.
- **A permanent resident**  
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.

#### Nonimmigrant Aliens

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

#### Classification Appeal

If you are classified as a non-resident and wish to be considered for resident reclassification, complete the "Petition for Residency Student Classification" before 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 non-refundable.

#### Withdrawal Policy

##### Administrative Drop

Students are responsible for registering only for those courses for which they have met the stated prerequisites. Students who register for classes without the proper prerequisite courses or exemption from the prerequisites will be administratively dropped. Students are administratively dropped after the refund period are not eligible for a refund of tuition or fees.

##### Student-Initiated Schedule Adjustment (Add/Drop)

Students may drop from a class or classes during the first week of instruction of a regular semester and the first day of a finakpo' (June–Aug.) session without anything being recorded on their transcripts. (See Cancellation Fee section for applicable charges.)

##### Student-Initiated Official Withdrawal

From the second through the eighth week of instruction of a regular semester and from the second day of classes for each finakpo' (June–Aug.) session through the third week of each finakpo' session, students may withdraw by filing a withdrawal form in the Records Office. This form must be signed by the student's advisor. A "W" (indicating an official withdrawal) will be recorded on the student's academic transcript. If students fail to file the withdrawal form and do not attend the class, a "UW" (Unofficial Withdrawal) will be recorded. The "UW" will be calculated in the GPA in the same way as an "F." (See Cancellation Fee section for applicable charges.)

After the eighth week of instruction of a regular semester and after the third week of a finakpo' (June–Aug.) session, students may NOT withdraw from individual courses without submitting to the Records Office a Petition to Withdraw form that has been approved by the class instructor and the student's advisor. Students requesting a complete withdrawal from the University must file a withdrawal form available at the Records Office and obtain the required signatures. (See Cancellation Fee section for applicable charges.)

##### Unofficial Withdrawal

When students leave the University or stop attending a class without requesting an official withdrawal according to this regulation, the administrative mark "UW" will be recorded unless the instructor submits an academic grade. For GPA purposes, a UW is regarded as an "F" grade. All tuition and fees apply.