Non-Degree Undergraduate

UOG

ADMISSIONS INSTRUCTION BOOKLET



UNIVERSITY OF GUAM ADMISSIONS & RECORDS OFFICE 303 UNIVERSITY DRIVE MANGILAO, GUAM 96913

PHONE: (671) 735-2201/02/14 FAX: (671) 735-2203

E-MAIL: admitme@triton.uog.edu WEB SITE: www.uog.edu

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. NON-REFUNDABLE \$49.00 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: <u>First time college applicants</u> 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. <u>Transfer applicants</u> are required to have their transcripts from all colleges and universities attended sent directly to the Admissions Office at the address above. <u>Transcripts submitted by the applicant</u> <u>will not be accepted as official</u>. 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 <u>only</u> 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.



UNIVERSITY OF GUAM

Enrollment Management & Student Services

UNIBETSEDÅT GUAHAN

Admissions and Records

The deadline dates for prospective students, as well as tuition costs, are provided below. SCHEDULE OF APPLICATION DEADLINES TUITION COST AND APPLICATION FEES

INTERNATIONAL (I-20) FOREIGN UNDERGRADUATE & GRADUATE APPLICANTS Tuition (Per Credit)

<u>Entry Term</u>	Application Deadline	Application Fee	<u>Undergrad</u>	<u>luate /Graduate</u>
Spring 2017	September 1, 2016	\$74.00	\$504.00	\$650.00
Summer 2017	February 06, 2017	\$74.00	\$504.00	\$650.00
Fall 2017	March 13, 2017	\$74.00	\$504.00	\$650.00

RESIDENT/NON-RESIDENT UNDERGRADUATE AND GRADUATE APPLICANTS

Tuition (Per Credit)

			Resid	lent	Non-R	esident
Entry Term	Application Deadline	Application Fee	<u>Undergra</u>	<u>duate/Graduate</u>	<u>Undergra</u>	<u>duate/Graduate</u>
Spring 2017	November 18, 2016	\$49.00	\$210.00	\$285.00	\$504.00	\$650.00
Summer 2017	April 14, 2017	\$49.00	\$210.00	\$285.00	\$504.00	\$650.00
Fall 2017	June 1, 2017	\$49.00	\$210.00	\$285.00	\$504.00	\$650.00

Application fee and tuition fee are subject to change. Semester fees also apply.

PLACEMENT EXAMINATION DATES (Picture ID Required) PROSPECTIVE APPLICANTS MUST SUBMIT AN ADMISSIONS APPLICATION FORM BEFORE TAKING THE PLACEMENT EXAMINATIONS

TERM	DATE/SUBJECT	TIME	LOCATION
Spring 2017	December 3, 2016 (English)	08:00 a.m.	CLASS Lecture Hall
Spring 2017	December 3, 2016 (Math)	10:30 a.m.	CLASS Lecture Hall
Summer 2017	April 22, 2017 (English)	08:00 a.m.	CLASS Lecture Hall
Summer 2017	April 22, 2017 (Math)	10:30 a.m.	CLASS Lecture Hall
Fall 2017	June 08, 2017 (A-C English)	I 2:00 p.m.	CLASS Lecture Hall
Fall 2017	June 08, 2017 (A-C Math)	2:30 p.m.	CLASS Lecture Hall
Fall 2017	June 08, 2017 (D-L English)	08:00 a.m.	CLASS Lecture Hall
Fall 2017	June 08, 2017 (D-L Math)	10:30 a.m.	CLASS Lecture Hall
Fall 2017	June 09, 2017 (M-R English)	I 2:00 p.m.	CLASS Lecture Hall
Fall 2017	June 09, 2017 (M-R Math)	2:30 p.m.	CLASS Lecture Hall
Fall 2017	June 09, 2017 (S-Z English)	08:00 am	CLASS Lecture Hall
Fall 2017	June 09, 2017 (S-Z Math)	10:30 am	CLASS Lecture Hall

Please be advised that the placement test dates are subject to change. A reminder will be sent to the student via email the week of the test date.

For more information contact: English Dept. Tel. 735-2725-6 or Fax 734-0012 Math Dept. Tel. 735-2825 or Fax 734-4582

> UOG Station, Mangilao, Guam 96923 Tel. (671) 735.2201 or 735.2202/14 Fax. (671) 735.2203 A Land Grant Institution accredited by the Western Association of Schools and Colleges The University of Guam is an Equal Opportunity Employer and Provider



UNIVERSITY OF GUAM APPLICATION FOR ADMISSION NON-DEGREE UNDERGRADUATE *IMPORTANT*: A non-refundable Application Fee must accompany this application. Certified Cashiers check or money order should be made payable to the University of Guam. Please use a pen (print in ink) or a typewriter in filling out this form and submit the completed application to the Admissions Office. 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.

LEGAL NAME:					ANY OTHER	R NAMES U	ISED ON OTHER REQUI	RED
LAST,	r, First			MIDDLE	DOCUMENT	rs:		
MAILING ADDRESS:	NUMBER/STREET		CITY		STAT	 TF		ZIPCODE
	NONDER, DIREET		0111		DIM	10		DII CODE
HOME ADDRESS:			(E	Effective Da	ate):			
CONTACT INFORMATION :								
HOME: W	ORK:	CELL:		EMAII	•			
SEMESTER ENTERING:								
(Select and indicate semester	year) () FA	LL 20	()	SPRING 2	0	() SUMMER 20	
REASON FOR ENROLLING:								
Personal Enrichment					to another ins			
Raise my grade point	average			1 .	r Requiremen	nt		
Certification			Other (Specify)					
To prepare for CPA E	xam 		Note: No	on-Degree s	students are	not eligib	le for federal financial	aid.
		PERSC	NAL DA					
DATE OF BIRTH: Mor	nth Day	Year	PLACE O	F BIRTH (S	tate or Foreig	gn Country	y):	
	////////							
U.S. SOCIAL SECURITY NO. ONLY:			FIRST LA	NGUAGE:				
	/ / -							
CITIZENSHIP: (check on	e)							
Guam, USA		MI – Rota		M- Chuuk			Japan	
 USA, Other CNMI – Saipan 		MI- Other		M – Yap			Korea	
 CNMI – Saipan CNMI – Tinian 		M –Kosrae M – Pohnpei		lau/Belau arshalls			Philippines Other:	
			:					
GENDER: () Female () M	ale MARITA	L STATUS: ()	Single () Marrie	d () Div	vorced	() Widowed	
IF YOU ARE A NATURALIZED U.S. CITIZEN, GIVE NATURALIZATION CERTIFICATION NUMBER:								
	copy to the Admission	ns Office for verific	ation. <u>Do n</u>	ot photo co	py the natura	alization ce	ertificate).	
ETHNICITY: (check one)	/ A 1 1 N						MM Misservice M	111
 IN – American Indian BN – Black Non-Hisp 			Asian - Kor Asian Vietn				MM – Micronesian- M MP – Micronesian – Pa	
\square WN – Caucasian (Wh			Asian –Othe				MH – Micronesian – P	
HP – Hispanic	1	□ CH – C	Chamorro –	Guam			MY – Micronesian – Y	1
\Box AC – Asian - Chinese				aipan, Rota			MO – Micronesian – O	ther
$\Box AF - Asian - Filipino$				n – Chuuke			PO – Pacific – Other	
 AN – Asian – Indian AJ – Asian – Japanese 	`			n – Carolini n – Kosraer			OT Other:	
		- mix - 1		. isobiaci	•		o. outor	

PARENT, GUARDIAN, SPOUSE, OR PERSON TO CONTACT IN CASE OF EMERGENCY:
FULL NAME:
MAILING ADDRESS:
HOMEPHONE: WORK PHONE: CELL:
DOB: EMAIL:
FORMER UOG STUDENT:YESNO
STUDENT'S EDUCATIONAL DATA
INDICATE THE NUMBER OF YEARS YOU ATTENDED EACH OF THE FOLLOWING:
Elementary School Senior High School
Junior High/Middle School College/University
YEARS OF EDUCATION TOTAL:

An applicant who has successfully completed twelve (12) year of formal education or who has passed the General Educational Development (GED) Test with a cumulative score of 45 or higher will be considered for admission. Foreign transcript records must be translated into English. We will not accept transcripts submitted by students; academic records must be mailed directly to the Admissions and Records Office from the issuing institutions.

HIGH	SCHOOL(S) ATTE	NDED	
NAME AND LOCATION (please print full name & location)	DATES ATTENDED		DATE GRADUATED
		то	
GENERAL EDUCATION		то (G.E.D if applica	ble)
NAME AND LOCATION (please print full name & location)	DATE PASSED		
UNIVERSI	TY COLLEGE(S) A	ITENDED	
NAME AND LOCATION (please print full name & location)	DATES ATTENDED MAJOR		DEGREE & DATE (M/YY) EARNED
	то		
	10		
	то		
	То		

Are you in good academic standing at all previous institutions attended and eligible to return? () Yes () No

Failure to list all institutions previously attended may result in cancellation of your admission. Your application will not be considered complete until we have received official transcripts of all previous academic work sent directly from your previous colleges and universities to the Office of Undergraduate Admissions. If your cumulative GPA at the last institution attended is below the required minimum of 2.00, you may submit a written appeal to the Registrar for consideration of probation admittance to the University of Guam.

If you have ever been on PROBATION or SUSPENDED or DISMISSED by another institution, give the type and date of action						
taken and indicate your present status.						
INSTITUTION	ТҮРЕ	DATE	PRESENT STATUS			
	-					

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					rposes whatsoever, photographic portraits or in character, or form, in conjunction with my
	me, or reproductions thereof in color or				
Signat	ure:			Date:	
	ST	UDENT RES	IDENCY CLAS	SSIFICATIO	N
:	NCY: (Select one)	<u>r</u>			
	U.S. Citizen & Resident of Guam U.S. Citizen & Nonresident of Gu		CNMI I-20 Student		□ FSM □ Marshall
	Guam Resident & Non U.S. Citiz		Active Militar	v /Dependent	□ Palau/Belau
	which you seek Resident Student c				blished deadline of the semester or summ unless it is accompanied by the supportin
1.	I am a resident of state/country:		4.		is your legal residence, give exact ay and year residence was established:
2.	Have you lived on Guam contin birth? ()YES ()NO If not, p the remaining questions.		5.	What was	s your reason for coming to Guam?
3.	When did you last arrive on C month, date and year of arrival:	Guam? Give	6.	submitted Guar	e type of supporting document to be l: n High School Transcript r:
xemptions	r to application instruction booklet for	eligibility requir	ements.		ot qualified for resident tuition rates or
	FOR ACTIVE ME	MBERS OR	VETERANS O	F U.S. ARME	ED FORCES
) I am	now in the U.SBRANCH OF S	ERVICE	on	full-time duty	atBASE OR STATION
) I am	a veteran of the U.S. Armed Force	s. I received a	discharge other	than dishonor	able from the U.S.
			L REPORTIN		BRANCH OF SERVICE
OES AT L	EAST ONE OF YOUR PARENTS OR LEGAL				YES ()NO
RE YOU F	ROM A LOW-INCOME HOUSEHOLD? (for	statistical reportin	g only) () YES	() NO	
	ADEMIC SUPPORT SERVICES WOULD YOU I			AT APPLY)	
	Tutorial Services Freshmen Orientation	Peer ConCompute	er Access		 Financial Aid Assistance Cultural Orientation
	KE THE UOG ENGLISH AND MATH PLACEMI	•		/HEN:	
f you are	ve a physical or learning disability? e a person with a disability and in TY for support services and inform	need of assist) No Office at (671) 735-2244, 735-2971,

RELEASE OF INFORMATION

The University of Guam complies with the statutes and regulations of the Family Educational Rights and Privacy Act of 1974 pertaining to the confidentiality of a student's personal and academic records in its possession. See catalog for more information and notice.

The University of Guam is authorized under the provisions of the Family Educational Rights and Privacy Act of 1974 to release student directory information. Directory information includes the student's name, address, email address, telephone listing, date and place of birth, major field of study, gender, load status, class levels, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the University of Guam at any time unless it has received prior written objections from the student specifying information, which the student requests not to be released.

Students wishing to restrict release of directory information must file a "Request to Prevent Disclosure of Directory Information" form at the Office of Admissions and Records. This form must be filed within two weeks after the first day of instruction of the regular semester and within one week after the first day of instruction of the summer session. The notification to prevent disclosure of directory information is effective only for the one term from which the student is registered.

====Optional====

I authorize the following individual(s) full access to my student records, to include but not limited to, transcript requests, grades, enrollment certification, and registration. I understand that I may cancel this authorization at anytime.

NAME (please print)	RELATIONSHIP	DATE OF BIRTH			
I certify that the statements I have made in this applic to have been willfully given by me herein or in any s for my immediate dismissal.					
APPLICANT'S SIGNATURE		DATE			
THE FOLLOWING INFORMATION IS NEEDED BEFORE YOUR APPLI	CATION STATUS TO THE UNIVERSI	TY OF GUAM CAN BE DETERMINED:			
 Official/Unofficial copy of College Transcript(s) Student Health Clearance (shot records) Acceptance letter from your university Official Documentation of GED Scores Other:					
I understand that I need to submit the document(s) indi acceptance to the University or registration for my class		olete my application. This may delay my			
STUDENT (print and sign) D A	A & R TECH	INICIAN DATE			
DO NOT WRI	FE ON THIS SPACE BEL	OW			
RECRUITMENT EVENT:	TE ON THIS STACE BEE				
 High School Website Walk-In 	🗖 Recrui	ment Event (Off-Campus) ment Event (On-Campus) Specify):			
APPLICATION RECEIVED ON: BY		CEIVING PERSON			
ADMISSIONS STATUS: () Regular Student () High School Student () Special Student () App. Rejected Tech.					
APPLICATION FEE RECEIVED:	RECEIPT NO:	() LATE			



UNIVERSITY OF GUAM

Enrollment Management & Student Services

UNIBETSEDÅT GUAHAN

Admissions and Records

STUDENT'S REMINDER RECEIPT

THE FOLLOWING INFORMATION IS NEEDED BEFORE YOUR APPLICATION STATUS TO THE UNIVERSITY OF GUAM CAN BE DETERMINED:

- □ Official/Unofficial copy of College Transcripts
- □ Student Health Clearance (shot records)
- Official Documentation of GED Scores
- □ Acceptance letter from your university
- Official Statement of Standing (if transfer non-degree student)
- □ Proof of Residency
- □ Proof of Citizenship
- □ Other:_

I understand that I need to submit the document(s) indicated above in order to complete my application. This may delay my acceptance to the University or registration for my classes.

STUDENT'S NAME (print and sign)

DATE

A & R TECHNICIAN

DATE