

Undergraduate

UOG

ADMISSIONS INSTRUCTION BOOKLET



UNIVERSITY OF GUAM
ADMISSIONS & RECORDS OFFICE
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Welcome to the University of Guam

The Office of Admissions & Records welcomes inquiries from prospective students and their parents. You are welcome to visit our office in the UOG Field House, Monday ~ Friday, 8am ~ 5pm. For further information visit www.uog.edu or contact us at (671) 735-2201/2/14, fax (671) 735-2203, or email admitme@triton.uog.edu

Who qualifies for admission?

REGULAR STUDENTS

- **New Freshmen:** *Students who graduated from high school (successfully completed twelve (12) years of formal education) or who passed the GED with a cumulative score of 45 or higher.*
- **Transfer Students:** *Students who previously enrolled for any college-level courses at another regionally accredited institution after graduating from high school or passing the GED.*

Admission Requirements:

- ✓ Complete the application for admission forms
- ✓ Request for your official high school/college transcripts to be mailed to the UOG Admissions Office
- ✓ Fulfill health clearance requirements
- ✓ Take the UOG English & Math Placement Examinations
- ✓ Submit proof of residency for tuition rate determination
- **High School Students:** *The scholarship shall be awarded to qualified high school students who are within one (1) year of graduation and enrolled in eligible high schools on Guam; and*
 - ✓ The student must be a resident of Guam for a continuous period of not less than one (1) year immediately preceding June 15th of the year the award is to be awarded.
 - ✓ The student must have an overall academic grade point average of at least a 3.0 (B) in his/her high school (10th – 12th grade) studies; and
 - ✓ The student must take the UOG Placement Examination and be placed in college level English or Math;
 - This requirement may be waived for students who participate in special programs.
 - ✓ The student must provide a written recommendation from his/her high school counselor or principal; and
 - ✓ The student must provide written approval from his/her parents or legal guardian to attend the University of Guam; and
 - ✓ The student must have the UOG class schedule approved by high school counselor prior to registration; and
 - ✓ The student must provide a copy of his/her senior high school class schedule for the term he/she enrolls under; and
 - ✓ The student must follow all academic policies, rules and regulations applicable (see UOG catalog for details);
 - ✓ The student must complete all student admission requirements of the University of Guam.
 - ✓ The student must follow all UOG academic policies, rules and regulations related to course prerequisites and enrollment in lower and upper division courses. High School students are not eligible to enroll in upper division courses.
 - ✓ The award shall cover tuition (up to 6 credit hours) and shall be a direct credit to the student's account at the UOG Business Office. NOTE: The 6 credits may be taken during separate semesters (not including Intersession).
 - ✓ The award shall cover only the equivalent of one (1) semester of part-time attendance at the University of Guam, i.e., six credits.
 - ✓ Recipients under this program shall maintain a 3.0 cumulative grade point average for courses for which they are registered under this program.
 - ✓ Recipients under the program are obligated to reimburse the University of Guam for tuition if the student fails to maintain a 3.0 cumulative grade point average.
 - ✓ Benefits are subject to the availability of funding.
- **Special Students:** *A special student is an applicant 18 years of age or older who does not meet the requirements for regular student admission, but wishes to pursue a degree. Students in this category may earn college credit for successfully completed courses, but are not eligible for federal financial aid and may not be considered for graduation unless reclassified to regular student status. Please see the undergraduate catalog for details.*
- **Non-Degree Students:** *An applicant who has not been a full-time secondary student for at least four years and has graduated, or who is enrolled in a degree program at another institution and does not wish to enroll in a degree program at UOG. Please see the undergraduate catalog for details.*



Frequently Asked Questions

Q. *What do I need to do to apply for Admission?*

- A. Submit the following items to the Admissions Office for a complete application:
- ✓ Application Form (available at the Admissions Office or download at www.uog.edu)
 - ✓ \$52.00 Fee (Please remit to the Business Office, Administration Bldg., on campus)
 - ✓ High School Transcripts (arrange for mailing directly from your school to UOG)
 - ✓ Health Clearance (current immunizations)

Q. *Do I need to take the SAT or ACT for admission? Or earn a certain gpa?*

- A. No. As an open-entry university, completion of twelve years of formal education is the only academic requirement for admission to UOG.

Q. *When is the deadline for admissions?*

<u>Semester:</u>	<u>Deadline</u>	<u>Classes Start</u>
Fall	1 st week of June	Mid August
Spring	2 nd week of November	Mid January

NOTE: (high school transcripts may be submitted after graduation)

Q. *What's the average cost for full-time enrollment per semester?*

- A. On average, the semester cost of tuition and fees for full-time students is \$3754.

Q. *Is financial assistance available to pay for these costs?*

- A. Definitely! At least 60% of our students qualify for one or more of the many scholarships, grants, and loans available at UOG. Approximately 60% qualify for federal financial assistance.

Q. *What is National Student Exchange ("NSE")?*

- A. After completing one year at UOG, we can arrange for you to attend one or two semesters at another U.S. college. All classes would count towards your degree at UOG, and you would be charged UOG tuition rates. This program is an excellent opportunity to experience college in Hawaii or the U.S. mainland.

Q. *Why should I attend UOG?*

- A. UOG is a world of choices, here at home!

Please read the following information and review the enclosures before you submit the application and supporting documents.

UNDERGRADUATE ADMISSION INFORMATION AND APPLICATION PROCEDURES

Application and Fee: 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. The NON-REFUNDABLE PROCESSING FEE can be mailed with the application or paid at the cashier's office, in the administration building on campus (M-F, 8:00 a.m. - 4:00 p.m.) before submitting your application. 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 transcript 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: (See Student Residency Policy)

Notice of Availability of the Annual Campus Security and Fire Safety Report:

The University of Guam's Annual Campus Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the University of Guam; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of the Vice President of Administration and Finance or by accessing the following web site <http://www.uog.edu/dynamicdata/EMSSHome.aspx?siteid=1&p=42>, click tab on left hand side for "Security and Fire Safety Report".

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.

Revised 10/03/10

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.