

UNDERGRADUATE ADMISSIONS

POLICIES & PROCEDURES

ADMISSIONS POLICIES & PROCEDURES

The Office of Admissions & Records welcomes inquiries regarding admission application, transcript request, academic evaluation, enrollment verifications, registration processing, and student records. Inquiries may be made at:

Office of Admissions & Records

Location: Calvo Field House

Tel: (671) 735-2204/06/14

Fax: (671) 735-2203

Email: admitme@triton.uog.edu

Website: www.uog.edu/admissions

ADMISSION PROCEDURES - DEGREE-SEEKING STUDENTS

ACADEMIC RENEWAL FOR PREVIOUSLY SUSPENDED STUDENTS

Former University of Guam students whose academic performance resulted in their probation, suspension, or dismissal from the University may apply for re-admission to the University with a request that their prior academic record be disregarded. If approved, such students re-enter the University with no credits attempted, no credits earned, and no quality (grade) points earned. This policy may be evoked by students only once and is applicable only to students enrolled at UOG and only for UOG credits. Contact the Registrar's Office for information and forms.

Time Requirements and Evidence of Change

At least three full calendar years must have elapsed since the end of the last semester in which the applicant was enrolled. The applicant may be asked to present adequate evidence that the conditions that caused the prior poor academic performance have changed so that

there is a reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her studies.

Academic History

The prior academic record remains a part of the person's overall academic history, but none of it is carried forward as part of his or her program. That is, none of the credits earned previously can be used in the student's program after re-admission under the academic renewal policy. Students showing competency in any area may be allowed advanced standing (without credit) or waiver of requirements like any other student but will not be permitted to earn credit by examination for courses that they enrolled in prior to requesting re-entry under this policy.

Student Appeals Procedures

Students have the right to appeal decisions made in relationship to admission requirements, records, registration and academic rules. The forms for requesting an appeal are available through the Office of Admissions & Records.

FORMER (RETURNING) STUDENTS

Former students who have not attended the University for at least one regular semester (fanuchãnan and fañomnãkan) of the current academic year are required to submit an "Application for Re-Entry" to the Office of Admissions & Records at least one week before the registration period. Official transcripts from all colleges and/or universities attended during the student's non-attendance at the University of Guam are required and must be submitted directly to the Office of Admissions & Records from the issuing institution prior to re-entry review. Students who were in good academic standing prior to their non-attendance at UOG and missed only one semester during the current academic year are eligible for an extension to submit official

transcripts until the end of the first semester or term of re-enrollment.

A cumulative or overall GPA of 2.00 on a 4.00 scale is the minimum requirement for satisfactory academic performance. Therefore, returning students who do not satisfy the minimum requirement will be admitted to the University on probation and must maintain a GPA of 2.00 or better during the first semester of re-entry to be eligible for continued enrollment.

HOMESCHOOLED STUDENTS

Homeschooled applicants who have successfully completed a curriculum equivalent to that required for graduation from high school will be considered for regular admission after submitting a complete Application for Admission and supporting documents by the application deadlines as indicated in the Academic Calendar. Official transcripts signed by a tutor or parent must be sent directly to the Admissions Office indicating the date of high school graduation. For more information, please contact the Office of Admissions & Records.

INTERNATIONAL STUDENTS (F, J, AND OTHER ELIGIBLE VISAS)

The University is authorized under federal law to enroll non-immigrant foreign (alien) students for degree-seeking purposes or English language training. International students are those whose entry into and stay in Guam and the United States is prescribed by and subject to the limitations of non-immigrant visas, including, but not limited to, F visas. Prospective international applicants interested in the University of Guam should write to the Office of Admissions at least six months before their expected date of enrollment. This is to ensure adequate time for the University to receive and evaluate all of the necessary requirements for admission. Please refer to the Academic Calendar for admission deadlines or inquire at the Office of Admissions & Records. International students must maintain full-time enrollment (12 credits or more) during the fanuchånan (Aug.–Dec.) and fañomnåkan (Jan.–May) semesters and must maintain satisfactory academic progress with a minimum cumulative GPA of 2.00.

International applicants should follow these steps:

1. Complete the international student application with a fee of \$77 (Board of Regents Resolution No. 17-15)

2. Have official high school and/or college transcript submitted from issuing institution directly to the UOG Office of Admissions & Records along with a "Release of Information and Signature" form. All transcripts must be converted to U.S. standards by one of the following U.S. evaluation companies:

- Education Credential Evaluators Inc.: <http://www.ece.org>
- International Education Research Foundation Inc.: <http://ierf.org>
- World Education Services Inc.: <https://www.wes.org>

3. Submit evidence of adequate command of the English language by taking the Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS) tests. Otherwise, enroll in and successfully complete the UOG English Language Institute Program (See next section). Request for official scores to be sent directly to UOG's Office of Admissions & Records. Information about TOEFL may be obtained at www.ets.org/toefl and IELTS at <https://www.ielts.org>. The following scores are required for UOG acceptance:

- TOEFL paper-based: 500
- TOEFL computer-based: 173
- TOEFL internet-based: 61
- IELTS: 5.5

4. International students who originally received an F visa for English language training and successfully completed the UOG English Language Training as certified by ELI are not required to take the TOEFL if they apply for change of educational level to degree-seeking.

5. Submit immunization records (updated within six months for PPD and MMR 1 and 2) and "Medical History" form to Student Health Services. (See Student Health Services section.)

6. Submit copy of current passport and visa, if you are currently under a U.S. visa.

7. Make adequate financial arrangements for the desired period of enrollment. A "Financial Support" form certified by a bank or attached with a bank statement is required. Proof of a guaranteed minimum amount of \$1,000 must be submitted for initial entry. A summary of the Cost of Attendance at UOG for non-resident students may be found at <https://www.uog.edu/financial-aid/tuition-and-fees>. Private scholarships may be available to international students based on various

criteria. For more information, visit the Financial Aid Office and <http://www.uog.edu/financial-aid/types-offinancial-aid>.

8. Provide proof of medical insurance coverage that is valid on Guam. This is required to protect UOG international students from the high costs of medical care services in the United States.
9. Make arrangements for on-campus housing before arriving on campus. On-campus housing accommodation is available on a first-come, first-served basis. Detailed information may be obtained from the director of Residence Halls Life (see Student Housing and Residence Life section).
10. Upon arrival at the University of Guam, obtain an appointment as early as possible with the University Designated School Official at the Office of Admissions & Records.
11. Upon arrival at the University, take the English and Math Placement Tests (undergraduate students only). See Placement Test schedule in the application booklet.
12. Take the Sexual Misconduct Training prior to registration. For more information, contact moodlehelp@triton.uog.edu or call (671) 735-2620.

NEW FRESHMEN STUDENTS

An applicant who has successfully completed high school or who has passed the General Educational Development (GED) test with a cumulative score of 45 or higher will be considered for regular admission after submitting a complete Application for Admission and supporting documents by the application deadlines as indicated in the Academic Calendar. Official transcripts must be sent directly to the Admissions Office from the issuing institution indicating date of high school graduation or proof of successful completion of the GED test.

SENIOR CITIZENS

Anyone age 55 years or older is entitled to free tuition during the regular semester at the University of Guam, provided that he/she be a resident of Guam for no less than five years preceding enrollment (Public Law No. 24-151) and provided that he or she has been admitted to the University. Admissions into a course shall be on a space-available basis or, if a course is full, by permission of the instructor(s). Senior citizens may

apply for admission as a degree-seeking student or as a non-degree student. Registration is scheduled after the Schedule Adjustment (Add/Drop) Period of any regular (fanuchånan or fañomnåkan) semester. Payment of fees for each semester must be paid by the assigned payment deadline. However, a senior citizen may enroll during any registration period provided he/she registers on the assigned registration for her/his class level and provided he/she pays the required tuition and fees.

NOTE: Because all intersession and summer classes are offered on a self-sustaining basis, there will be no senior citizen tuition waiver for tinalo' (Dec.–Jan.) and finakpo' (June–Aug.) classes or courses offered outside the regular semester. There are no waivers for courses or programs offered through the Professional & International Programs office. For assistance, contact the assigned coordinator at the Records Office. All admissions and enrollment requirements apply.

SPECIAL STUDENTS

An applicant 18 years of age or older who does not meet the requirements for regular admission as a freshman student may be admitted to the University as a "special" student. General admission requirements for the special student are the same as those listed for the freshman student. A special student who does not possess a high school diploma or GED is not eligible for federal financial aid.

The following regulations and restrictions apply to special students:

- After admission they may enroll in any lower-division course for which they are qualified.
- They will receive college credit for courses completed as special students.
- They may not be considered for graduation from any college program until they have been reclassified to regular student status.

To be reclassified as regular students, special students must qualify through one of the following steps: a) submit a high school diploma or b) submit a satisfactory score on the GED test or c) complete at least 15 credit hours with a minimum overall GPA of 2.00. Special students must think carefully about their educational objectives before they select their first courses. If, for example, their intentions are simply to enrich their backgrounds or to

refresh themselves in certain subject areas, then their enrollment in such courses will be determined on that basis. If, on the other hand, they anticipate entry into a degree program, they should seek guidance from their advisors and/or the chairpersons of the particular career programs so that the courses they select during their initial enrollment as special students will prepare them for matriculation into particular colleges and programs. In short, successful completion of 15 credit hours, even though qualifying special students for reclassification as regular students, does not necessarily qualify students for admission into particular colleges for pursuit of degree programs.

TRANSFER STUDENTS

Applicants are considered transfer students if they have enrolled in any college-level coursework at another U.S. Department of Education-recognized accredited higher education institution or an equivalent foreign institution, full-time or part-time, since graduating from high school. Applicants are not considered transfer students if the only college-level classes they have taken were while enrolled in high school.

To be considered for admission, transfer students must report all previous college work and have official transcripts forwarded to the Admissions Office directly from the issuing institution. Students who have successfully completed less than 15 semester hours of college credit must have high school transcripts indicating date of graduation or proof of successful completion of the General Educational Development (GED) test sent directly to the Admissions Office from the issuing institution. Transcripts received by the University become the property of the University and will not be given to the student or reproduced under any circumstances.

Satisfactory Academic Performance

Transfer students must demonstrate satisfactory academic performance as evidenced by an overall GPA of 2.00 or better on a 4.00 scale on all college work attempted and be in good academic standing at their last institution of attendance.

Conditional Admission of Transfer Students

Transfer students who do not have a cumulative (overall) GPA of at least 2.00 or were not in good academic standing at their last institution of attendance may be

admitted to the University on probation if one of the following is applicable:

- The student has an overall GPA of 1.90 or better on a 4.00 grade-point scale.
- The student has completed a total of less than 15 semester hours with an overall GPA of less than 2.00 on a 4.00 grade scale

Students admitted on conditional admission must maintain a GPA of 2.00 or better during their first semester of enrollment to be eligible for continued enrollment.

ADMISSION PROCEDURES - NON-DEGREE STUDENTS AND OTHER PROGRAMS

ADVANCED HIGH SCHOOL PROGRAM

(Board of Regents Resolution No. 09-14)

The following provisions shall govern the conduct of the Advanced High School Program:

1. The scholarship shall be awarded to qualified high school students who are within one year of graduation and enrolled in eligible high schools on Guam; and
2. The student must be a resident of Guam for a continuous period of not less than one year immediately preceding June 15 of the year the award is to be awarded.
3. The student must have an overall academic GPA of at least a 3.0 (B) in his/her high school (10th to 12th grade) studies; and
4. 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.
5. The student must provide a written recommendation from his/her high school counselor or principal; and
6. The student must provide written approval from his/her parents or legal guardian to attend the University of Guam;

7. The student must have the UOG class schedule approved by high school counselor prior to registration; and
8. The student must provide a copy of his/her senior high school class schedule for the term;
9. The student must follow all academic policies, rules, and regulations applicable (see UOG Catalog for details);
10. The student must complete all student admission requirements of the University of Guam.
11. 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.
12. The award shall cover tuition (up to six credit hours) and shall be a direct credit to the student's account at the UOG Business Office. (NOTE: The six credits may be taken during separate semesters, not including the tinalo' (Dec.–Jan) semester.)
13. The award shall cover only the equivalent of one semester of part-time attendance of the University of Guam, i.e., six credits.
14. Recipients under this program shall maintain a 3.0 cumulative GPA for courses for which they are registered under this program.
15. Recipients under this program are obligated to reimburse the University of Guam for tuition if the student fails to maintain a 3.0 cumulative GPA.
16. Benefits are subject to the availability of funding

AUDITING CLASSES

Auditor (Special)

A person 18 years of age or older and not currently enrolled in high school may attend undergraduate courses at the University as a special auditor if the person has not been admitted to the University or is not currently enrolled at the University.

Since the person is not officially enrolled at the University, he or she is not required to pay application, registration, or other fees, nor is his or her name (or the course) recorded in the Office of Admissions & Records. The person receives no credit for such courses. He or she, however, is required to pay a fee equivalent to the tuition

rate. A special auditor may apply to audit a course provided he or she:

- Procures the "Special Auditor" form from the Records Office;
- Secures the signature of the instructor of the course;
- Takes the signed form to the Business Office and pays the prescribed special auditor's fee; and
- Presents the Business Office receipt to the instructor of the course as her or his admission to the class.

NOTE: Special auditors, since they are not admitted to or registered at the University, may not change their status from audit to credit once they have paid the special auditor fee.

Auditor (Regular)

A student who is regularly enrolled at the University may apply to attend classes without credit as a regular auditor. The auditor's participation in class will be as restricted or as extensive as the instructor shall indicate to the student. A regular auditor may apply to audit a course provided he or she:

- Completes the "Application for Enrollment as an Auditor" available at the Office of Admissions & Records;
- Obtains a written permission of the instructor (write "audit" in the place of "credits hours" on the advisement and registration form);
- Pays a fee equivalent to the tuition rate and registration fees;
- Obtains the signatures of his or her advisor or the department head of her or his major and the instructor of the course(s).

NOTE: A student may not change a course from "credit" to "audit" status after the first four weeks of a regular semester (or after the first week of a summer session), nor change a course from "audit" to "credit" status after the first three weeks of a regular semester (or after the first week of a finakpo' term).

BACHELOR'S DEGREE PROGRAM

Admission to the University does not imply admission to the program of your choice. Specific programs may have

additional requirements. Please review the information listed under your prospective college or major.

CONTINUING EDUCATION

The Continuing Education Unit (CEU) is used by the University of Guam to facilitate the accumulation and exchange of standardized information about participation of individuals in non-credit continuing education. Please note the following four points:

1. CEU credit is for career enrichment/advancement. At no time will CEU credit, by itself, be equivalent to regular credit. CEUs may be integrated into regular credit courses, provided that the CEU is clearly defined and there is assurance that the CEU does not replace regular credit requirements approved by the senior vice president of academic and student affairs.
2. CEU contact hours can be structured within a regular credit course, provided that the 10 contact hours to one CEU equivalency is maintained. CEUs are awarded on a pass/fail basis. Letter grades are not used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.
3. CEU programs will be governed by the same standards that the University of Guam imposes on regular programs. The University of Guam will have direct quality and fiscal control over all CEU activity within the institution.
4. CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

Further background information about these units is contained in these six items:

1. One CEU is defined as 10 contact hours of participation in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instructors.
2. Program objectives, content, format, methods of instruction, methods of evaluation, and program schedules will be established prior to the determination of the number of contact hours and appropriate CEUs. CEUs do not convert to degree credit. CEUs may be integrated into regular credit coursework but must be approved on a course-by-

course basis by the appropriate college academic affairs committee.

3. Permanent records for individual participants in CE programs will be kept.
4. Course fees will be negotiated between the requesting agency or individuals and the University.
5. Implementation of all continuing education programs will be in accordance with the criteria and guidelines of the University of Guam.
6. Review, evaluation, and approval of CEUs for an educational experience are the responsibility of the director of Global Learning & Engagement. Contact (671) 735-2600.

ENGLISH LANGUAGE INSTITUTE

Students have the option to apply to the English Language Institute (ELI). The University of Guam recognizes that some students need specialized, intensive instruction in the English language in order to successfully complete English-medium language course work. ELI students applying strictly for English language training are not admitted to the University of Guam as degree-seeking students.

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 institution and does not wish to enroll in a degree program at UOG, may apply for admission 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 Application for Admission for Degree-Seeking Undergraduate 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.

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

Students seeking degrees at other institutions should determine in advance whether courses taken at UOG are transferable to their receiving institution.

UNDERGRADUATE CERTIFICATE POLICY

(Board of Regents Resolution No. 19-15)

Certificates: Requirements and Regulations

In addition to baccalaureate and graduate degrees, the University of Guam confers certificates of completion in several programs. These are recognized academic certificate programs, duly approved by the appropriate faculty, deans, and Faculty Senate. Certificates are not conferred in University commencement exercises, but completion of certificates is recognized on official student transcripts. In order to receive a recognized academic certificate from the University of Guam, a student must complete at least half of the required credit hours at the University of Guam. This requirement will not be waived under any circumstances. Students who wish to have their certificates mailed to them must pay the postage applicable at the time they file the request.

Certificate Student Status

Students pursuing certificates must submit a special application to a specific certificate program and pay the admission fee to that program. Students not otherwise admitted to the University will be placed on certificate status. Certificate standing is valid for two years. Students must re-apply if they do not complete their requirements in this timeframe. Certificate students are responsible for payment of resident tuition rates as well as fees (registration, lab fees, etc.) and cost of books. Current students may apply for certificate status mid-way through their programs.

Admitted Students Pursuing Certificates

Students may receive a certificate while pursuing a full degree program. In these instances, students must be admitted to the University of Guam as well as to the certificate program. All applicable rules (see earlier in this catalog) would apply. These students would be responsible for meeting prerequisites for all courses and all student fees.

Minimum Grade Requirement

As a condition for receiving an undergraduate certificate, students must have at least a "C" grade or better in specific courses required for the program. Certificate students will not be required to meet University English and math prerequisite requirements. They will be required to meet minimum academic standards for good standing and may be placed on academic probation.

Conferral of Certificates

Applications for certificates are filed at the Office of Admissions & Records, subject to certification from the program, respective Dean, and registrar. An application for completion of certificate must be filed and the appropriate fee must be paid by the mid-point of the semester the certificate is to be conferred. Deans with oversight of respective certificate programs will distribute certificates as they choose.

Catalog-in-Force

Unlike a degree program, certificate programs are governed by the current catalog-in-force, regardless of when the student began taking courses. Course substitutions will be allowed at the faculty's discretion. Courses applied toward a certificate may later be applied toward a degree, following the procedures for transfer credits.

CANCELLATION OF ADMISSION

A student's admission to the University will be canceled if she or he fails to register for classes in the term for which she or he has been admitted. Application files are retained for one year from the date submitted, and students whose admissions have been canceled because of failure to register for the appropriate term may reapply and must meet all the current requirements for admission.

Documentation on file, such as placement examination scores, transcripts, evaluations, and fees may be used for reapplication if they meet the admission requirements at the time of the reapplication and provided that the reapplication is submitted within one year of the first application.

MILITARY AND VETERAN POLICIES, PROGRAMS, AND ASSISTANCE

VETERANS AND MONTGOMERY G.I. BILL

All branches of the military and the National Guard provide financial assistance to their personnel — whether active or reserve status — and their dependents. The financial assistance covers a portion of the tuition, fees, books, and supplies (up to \$1,000 per academic year based on enrollment status and eligibility percentage). Not all branches nor services provide the same benefits. Contact the Financial Aid Office for more information or to file an application.

VETERANS EDUCATIONAL ASSISTANCE ACT

(Board of Regents Resolution No. 12-16)

The University of Guam may grant resident status for tuition purposes to certain students eligible for education benefits under the Post-9/11 Veterans Educational Assistance Act of 2010 (PI 111-377).

CREDITS FOR ACTIVE-DUTY MILITARY PERSONNEL

All active-duty military personnel as well as veterans with more than one year of service are encouraged to go to the Office of Admissions & Records for information concerning credit granted for military service. The University of Guam is a member of Service Members Opportunity Colleges (SOC and SOC-NAV), which insures transferability of selected credits among member institutions.

MANDATORY TRAINING OR MILITARY ACTIVATION DURING WARTIME

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.

COURSE PROTECTION GUARANTEE/ VETERANS BENEFITS & TRANSITION ACT OF 2018

(Board of Regents Resolution No. 19-33)

Effective Fanuchãnan 2019, the University of Guam will allow veterans under Chapter 33 and Chapter 31 and dependents under Chapter 33TOE, upon meeting matriculation requirements, to remain registered in their courses without being dropped due to unpaid tuition and fees. In order to receive this benefit, students must request to use their benefits by filling out the Certification Request Form and provide a copy of their Certificate of Eligibility or approval Form 28-1905 for Chapter 31 Vocational Rehabilitation students. The certification forms are available at the Financial Aid Office in the University of Guam Calvo Field House.

It will be the student’s responsibility to pay the school any remaining balance should the student register in courses that are not on his or her approved education plan or if the student is not entitled to 100% of his or her GI Bill benefits. Students will also have the option to have any outstanding balance deducted from their Financial Aid, if available.

PLACEMENT TESTS FOR NEW STUDENTS

All entering freshmen must take the English and mathematics placement tests prior to registration.

English placement test results will determine appropriate English placement. Any student whose English placement test results show deficiencies in reading or writing must enroll in EN-109/Introduction to College Composition either prior to or concurrently with her or his enrollment in other courses at the University and is classified as a transition student.

Math placement test results will determine the need for a student to take a developmental mathematics course, MA-085a-b or MA-089 Lecture. The Fundamentals of Mathematics course is designed to provide the background necessary for advancement in mathematics and success in all disciplines. Students placed into this course should seek appropriate advisement when choosing other courses.

TRANSFER STUDENTS AND PLACEMENT TESTS

Transfer students may be exempted if an official transcript from an accredited U.S. college or university has been submitted indicating the completion with a "C" or better in the following:

1. three semester hours of college-level English for exemption from the English exam and
2. three semester hours in intermediate Algebra, college Algebra, or finite math for exemption from the math exam.

Transfer students who do not take the placement tests or who do not submit proof as previously indicated will be placed in EN-109/Introduction to College Composition.

REQUIRED DOCUMENTS AND FEES

To be considered for admission, applicants must submit the following.

APPLICATION FEES (NON-REFUNDABLE)

Entry Term	Resident	Non-Resident / Foreign
Fanuchånan (Aug.– Dec.) 2022	\$52	\$77

Entry Term	Resident	Non-Resident / Foreign
Fañomnåkan (Jan.– May) 2023	\$52	\$77
Finakpo' (June– Aug.) 2023	\$52	\$77
Tinalo' (Dec.–Jan.) 2023	\$52	\$77

HEALTH REQUIREMENTS FOR ADMISSION

All applicants and students are required to supply the Student Health Services Office with 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. Prior to the registration period, submit the documents described below in order to be eligible to enroll in classes. (NOTE: F-1 visa international applicants must submit health documents before the I-20 will be issued.)

1. Present written documentation (if born in or after 1957) of receiving a vaccination against measles, mumps, and rubella (MMR), administered after the individual was one year of age. In the case of measles and rubella, only vaccination dates during or after 1968 are acceptable. Exemptions from these immunization requirements are allowed where medically indicated or if in conflict with religious beliefs.
2. Have a PPD (Purified Protein Derivative) skin test to be sure that she or he is free of tuberculosis. (This requirement applies also to any returning student who has not enrolled for two or more regular semesters.) Students who show positive PPD results will be referred to the Guam Department of Public Health and Social Services for clearance prior to enrollment. The University reserves the right to require annual PPD testing for those foreign (I-20) students who leave Guam for places other than the United States before returning to UOG.

TRANSCRIPTS

Applicants must submit complete and official credentials, which include complete documentation of their previous educational background. Official transcripts must be sent directly to the Office of Admissions from the issuing institution. Failure to submit official transcripts from all institutions previously attended is cause for canceling the admission process or for dismissal. All credentials presented for admission to the University of Guam become the property of the University and will not be given to or reproduced for the applicant.

RIGHT TO APPEAL DENIED ADMISSION

Applicants or former students who have been denied admission to the University and feel that extenuating circumstances exist may submit a request for appeal to the Registrar's Office for review and evaluation. Appeal forms are available at the Office of Admissions & Records.

STUDENT IDENTIFICATION NUMBER

Upon admission to the University, each applicant is assigned a student identification number. This number is permanent and is used as an identifying account number throughout attendance at the University in order to record necessary data accurately. A student's Social Security Number (SSN) is used only as a secondary identifier, much like a Personal Identification Number given to bank card holders, and is used to verify various student transactions, such as registration, payment of fees, possible income tax deduction benefits, and financial aid.

