

# UNDERGRADUATE REGISTRATION

## REGISTRATION POLICIES AND PROCEDURES

### WITHDRAWAL POLICY

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**

### ADVANCED PLACEMENT

The University of Guam recognizes the high scholastic achievement of students who successfully complete the Advanced Placement Program of the College Board Exam while in secondary school. For advanced placement within the English Program, students who document a score of 3 on the AP exam for English Language and Composition are placed in EN-110; students who document a score of 4 or 5 are placed in EN-111 as well as given credit for having taken EN-110. AP Literature scores of 4 or 5 will count for EN-210 credit. Requests for AP credit must be made to the registrar upon admission to the university. The English Program also accepts the

results of the College Level Examination Program (CLEP) Tests. For CLEP general examination in English scores reported by Educational Testing Services (ETS) as ranking in the 39th to 49th percentile, students are placed in EN-111 and given credit for having taken EN-110. Those in the 50th percentile or above do not need to take Freshman Composition but are given credit for having taken EN-110 and EN-111.

Additionally, the English Program recognizes students who take the International Baccalaureate (IB) Language A1 exam. Students who document a score of 4 on the 18 Language A1 exam are placed in EN-109 (unless they take the UOG Placement Test and score higher); students who document a score of 5 are placed in EN-110; and students who document a score of 6 are placed in EN-111 as well as given a credit for having taken EN-110.

Exam	Score of 3	Score of 4	Score of 5
AP Calculus AB	Five (5) Credits of MA-203**		
AP Calculus BC*	Five (5) Credits of MA-203**	Five (5) Credits each of MA-203 and MA-204**	
AP Statistics	Three (3) Credits of MA-151**		

\*Students who score a 1 or 2 on the Calculus BC exam but receive a 3 or above on the Calculus AB subscore will earn 5 credits of MA-203.

\*\*Math Placement Test will be optional and automatic placement in the higher course. For scores 3 or above on the statistics exam, students will be placed in MA-161a/ MA-165 (unless they take the UOG Math Placement Test or the Calculus AB and BC exam and place higher).

Scores of 3, 4, or 5 on other AP exams may be accepted for advanced placement and/or credit after negotiation with faculty of relevant disciplines. No AP credit will be considered for qualifying scores in biology, chemistry, or physics unless the AP class included at least three hours of laboratory per week.

## ADVANCED PLACEMENT IN ENGLISH AND MATH

On the basis of placement test scores and an interview with members of the English faculty appointed for this purpose, a student may be allowed to waive EN-110 and may be placed directly into EN-111.

Advanced placement in mathematics is determined by the student's mathematics proficiency, as evaluated by prior coursework, appropriate AP or IB mathematics test placement, the mathematics placement test administered to all incoming students, or SAT or ACT scores. The Mathematics Department may place students at various levels depending upon an assessment of skills. Contact the Mathematics Department for higher-level placement.

## SKILL COURSES

For skill courses, such as art studio or music studio and applied music courses, waivers may be given based upon evidence of attained skill satisfactory to the department faculty concerned and with the approval of the College of Liberal Arts and Sciences dean.

## CANCELLATION OF REGISTRATION

If tuition has not been paid nor arrangements made with the Financial Aid and Bursars' Office by the deadline for payments, the student's registration will be cancelled with no refunds and students will be obligated to pay the outstanding balance.

Veterans may be covered with a Course Protection Guarantee under the Veterans Benefits & Transition Act of 2018. Refer to UOG's [Military and Veteran Policies](#).

## 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.

## COURSE PREREQUISITES AND COURSE CREDIT

### ENGLISH PREREQUISITE

Students are not permitted to enroll in 300- or 400-level courses until they have completed EN-111 with a grade of "C" or better. A few courses exempt from this policy are noted below. (Enrollment in a course that is not exempt will result in disenrollment from that course without refund of tuition.)

These are exempt upper-level classes:

**Art:** AR-303, AR-305, AR-306, AR-308, AR-310, AR-311, AR-320, AR-384, AR-405, AR-406, AR-407, AR-408, AR-409, AR-420, AR-421 (studio courses), AR-390/AR-490 (studio projects), AR-392/AR-492 (studio courses), AR-393/AR-493 (studio workshops), AR-394/AR-494 (studio special studies).

**Languages:** Any 300- or 400-level language course

**Theater:** TH-390/490 (performance projects), TH-392/492 (performance courses), TH-393/493 (performance workshops), TH-394/494 (performance studies).

### MATH PREREQUISITE

Students placed into the Developmental Math Program are not permitted to enroll in 300- or 400-level courses until they have completed MA-085b or MA-089. Enrollment in any 300- or 400-level course by any student placed into the Developmental Math Program who has not completed MA-085b or MA-089 will result in disenrollment from that course without refund of tuition.

Student should contact their individual program for any additional mathematics prerequisites.

Students will be held responsible for observance of types and sequences of courses taken and other academic rules and regulations printed in this catalog or other supplements thereto.

## **OTHER COURSE PREREQUISITES**

Except for the University-wide policy requiring completion of EN-111 and MA-085b or MA-089 or higher before enrollment in 300-/400-level courses, course prerequisites are listed immediately after the course descriptions. If no prerequisite is listed, it may be assumed that no other college-level course in that area is required. It must be emphasized, however, that the student will, unless granted permission by his or her advisor, take classes within his or her particular class level (freshman, sophomore, junior, or senior). Other prerequisites are usually listed in the course descriptions. Students should check prerequisites before enrolling in a course.

## **ENROLLMENT IN LOWER-LEVEL COURSE AFTER COMPLETION OF UPPER-LEVEL COURSE**

A student may not take a lower-level course after completing a more advanced level course in the same subject area without written permission from the appropriate unit/ department and approval of the dean.

## **FIRST-YEAR SEMINAR (FY-101) COURSE REQUIREMENT**

First-Year Seminar is a three-credit course that is required of all new first-year students (and all new transfer students with less than 30 cumulative credits). Measures will be established to ensure that students cannot register for further classes until they have registered and successfully completed the course. The course will help orient students with the resources available at the University and assist individuals in becoming successful members of the campus community. This course is intended to help students make a successful transition into university life.

## **HONORS PROGRAM**

The University of Guam Honors Program provides enriched learning opportunities for academically outstanding and intellectually ambitious students.

The program is particularly interested in engaging the intellects and imaginations of students who enjoy reading; students who like to participate actively in small, seminar-type classes; and students who enjoy the benefits of working closely with faculty mentors to pursue independent study and research. It is important to note that the purpose of the Honors Program is to enrich, not to accelerate. While honors courses are more challenging than regular courses, they do not involve a significantly greater amount of assigned work. Because the goal of honors courses is to enrich, not to replace, the regular curriculum, students are able to integrate honors with the remainder of their academic programs.

All fully matriculated undergraduate students with at least a 3.000 GPA may enroll in as many as nine semester hours of honors courses (designated by an "H"). After completing nine semester hours of honors courses, a student must apply for acceptance as an Honors Student in order to continue in the Honors Program. To be accepted as an Honors Student, a student must have, at the time of application, a minimum GPA of 3.0. Once accepted as an Honors Student, the student must maintain a GPA of 3.30.

## **HONORS LISTING ON TRANSCRIPT**

Students who complete less than 15 semester hours of honors study will have honors courses designated on their transcript with "H" following the course number.

## **CONTRACTING FOR HONORS CREDIT IN REGULAR COURSES**

Students may contract for up to nine semester hours of lower-level honors credit and three semester hours of upper-level honors credit in regular courses. To contract for honors credit in a regular course, students must negotiate the terms of the contract with the instructor of the course and submit the properly completed form to the registrar for approval.

## **WHO MAY ENROLL IN HONORS**

- All fully matriculated undergraduate students
- All incoming freshmen with a high school average of "B" or better
- All Merit Scholarship recipients and Dean's List students

- Faculty-recommended students
- Students qualifying for advanced placement are offered advanced placement in honors.
- Students recommended by currently enrolled honors students

## **HONORS COURSE REGISTRATION**

Honors courses are listed in the schedule with the letter "H" following the course number. Students wishing to enroll in honors courses should see the dean of their respective school or college and/or check with their honors advisor or the director of the Honors Program.

## **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.