

# **Document D: TRANSIENT ADMISSIONS**

*Updated 9/3/09*

## **I. OVERVIEW:**

### **A. Key points**

Transient admissions is a time-consuming part of study abroad administration, but a rewarding one in that it allows for a richer mix of students participating in the program. Two cardinal rules apply:

- It is up to you as a program director whether or not to accept transients. OIE policy neither favors nor discourages it.
- Everyone going on the program should be enrolled in UGA classes for credit. When students are not properly admitted, cleared for health flags, and registered in classes, the result is bad practice for risk management, while denying the student the credit and the program the tuition dollars.
- Decisions related to how credits transfer back, apply to degree programs, etc. are entirely in the purview of the home institution. Students should work closely with their academic advisor and their own study abroad administrator.
- Transients who cannot attend your orientation session(s) nevertheless need to receive as full an orientation experience as possible; consider conference call, powerpoint posted to the web, and other means of providing students with the same information as their UGA classmates.

### **B. Procedures & time commitment:**

- There are five aspects to transient admissions for study abroad: admissions, health/immunizations, financial matters, registering in OASIS, and sending the transcript to the home university.

**There are certain variations for graduate students in some of these steps, and they are outlined at the end of this document.**

- Due to the relatively involved process of admitting transient students to a study abroad program, we recommend that if the program keeps a waiting list and lets people into the program close to departure, these late admits be degree-seeking UGA students only.

**Experience has shown that transient students must be admitted early and keep in close contact with the program in order for admissions, immunizations, registration, payment, orientation, etc. to all run smoothly.**

### C. Recruiting resources:

- Please add a description of the program to the University System of Georgia online study abroad catalog. This is something the system requests, and will also aid in publicizing the program.

<http://www.usg.edu/oie/catalog/>

- Other sites on which the program may consider listing (fees may apply):

[www.goabroad.com](http://www.goabroad.com)

[www.studyabroad.com](http://www.studyabroad.com)

[www.iiepassport.com](http://www.iiepassport.com)

- SECAC (the Southeastern Conference Academic Consortium) has a website on which the SEC member schools (UGA, UT-Knoxville, UK, Auburn, Alabama, Vanderbilt, Florida, South Carolina, Mississippi State, and Ole Miss) can list their study abroad programs that have room for each others' students. The Director of Study Abroad can get your program listed on a year-at-a-time basis.

## II. ADMISSIONS:

### A. Procedure for Students

- Please refer students to [http://www.uga.edu/oie/sa\\_transient\\_under.htm](http://www.uga.edu/oie/sa_transient_under.htm) for more information (the undergraduate link).
- Please also ask transient applicants to fill in the term and the study abroad program in which they wish to participate on the application form. Please ask them to confirm to you when they have completed transient admission application.
- Also, please note first, that students cannot simultaneously apply for transient admission and to transfer permanently to the University, and second, courses taken at UGA as a transient cannot be evaluated or counted towards the GPA for Admissions purposes if the student later applies to transfer permanently to UGA.
- As soon as a student hears that he or she has been admitted, he or she may register for MyID. **Please make sure that students know that they must have a UGA MyID to register for classes, and that ALL CORRESPONDENCE FROM UGA about their billing, course registration, and other related matters will go to their UGA e-mail address.**

- UGA will NOT send official notices to another e-mail address, including their home institution address. Students may, of course, elect to have the UGA e-mail address forward automatically to a different address which they check regularly.

**B. Procedure for Programs: NEW PROCEDURE – AVAILABLE FOR SPRING 2009 and REQUIRED FOR MAYMESTER 2009 and thereafter**

- Note that the webpage for students directs them to submit the application online with the \$60 application fee. Students will also be asked to supply either a transcript or a Letter of Good Standing from their home institution.
- Admissions asks program directors to do the following:
  - a). Have students apply for transient admission on-line and confirm to you when they have done so.
  - b). For each student who is seeking application to your program, copy the contents of the Study Abroad Transient Admissions Form into an e-mail and fill in the information. Send to Jason Emond, Admissions, Terrell Hall (jemond@uga.edu). This brief form may be found at

[http://www.uga.edu/oie/docs/sa/director/sa\\_transient\\_admissions.doc](http://www.uga.edu/oie/docs/sa/director/sa_transient_admissions.doc)

Please place each student's information in a separate e-mail as these e-mails will be scanned and added to the student's electronic image file in Admissions.

- c). Check back in a few days to weeks with the Director of Study Abroad regarding the admit status of your applicants. Admissions is giving the Director access to a online, daily updated list of applicants and their admit codes.

**C. Student Deadlines**

The new online application allows for quicker admission processing time and a somewhat greater ability to allow applications beyond deadlines, but these remain the desirable target dates:

<b>Fall programs:</b>	April 1
<b>Spring programs:</b>	October 1
<b>Maymester:</b>	March 1
<b>Summer programs:</b>	May 15

- Also, keep in mind that transient applications for Maymester term are ONLY accepted for study abroad purposes, so Admissions must clearly understand that the student's intent is to study abroad.

#### **D. Problems that can be avoided by this method:**

Some possible problems that might be avoided or caught by having directors send Jason Emond a Study Abroad Transient Admissions Form include the case of a student who thinks that in applying for transient admission to UGA, he or she has applied for the study abroad program itself, but has not; or a student who is turned down by the program but who gets admitted to UGA, creating confusion for the student.

### **III. HEALTH/IMMUNIZATIONS:**

#### **A. Required immunizations**

- Transient students who study abroad and do not come on campus are nonetheless enrolled in UGA classes and studying alongside other UGA students and are therefore required to have the same immunizations as other students taking UGA courses. This requirement is issued by the Board of Regents and cannot be waived for study abroad (the same requirements hold for students enrolled only in distance learning classes).
- Thus, all transient students **MUST** clear immunization and have the automatic health flag (which is assigned to all new students when they are admitted) removed before registering for classes.
- **Have all non-UGA students who express interest in the program begin both the transient admissions process with Admissions *and* the gathering of their immunization data as soon as possible.**

#### **B. Resources & troubleshooting:**

- Melanie Gibson (706-542-8618) and these URLs:

Information: [http://www.uhs.uga.edu/appts\\_forms/immunizations.html](http://www.uhs.uga.edu/appts_forms/immunizations.html)

Actual form: <http://www.uhs.uga.edu/documents/immunization-forms-12-08.pdf>

- Health Information (706-542-8617) will accept certification of immunizations from the student's own home university health office – including photocopies or faxes – if on letterhead or some sort of official form. Correspondence should include a list of specific shots and the dates they were administered. The student must meet UGA's immunization requirements, not just those of their home school (for example, UGA requires varicella, which not all schools do).
- Personnel at the above number can also tell program staff the immunization status of a particular transient student. However, they cannot grant temporary clearances so that the school/dept can bill for the class or because the student is already at the international

location and therefore cannot easily send the information. Health Information needs each transient student's immunization data before registration can occur.

#### IV. FINANCIAL MATTERS:

##### A. General:

- **Please make sure that all students understand that they will pay both a program fee and UGA in-state tuition. Both are now billed and paid through the Bursar's Office.**

Shannon Lay, manager of Student Accounts, indicates that if programs send her a list of signed-up participants (UGA and transient) at an appropriate point pre-departure, she can tell them who has and has not yet paid. (slay@uga.edu, 706-542-6797).

- **Please note that transient admits (students from other colleges or universities going on your program) will be assigned to a UGA college/degree program by Admissions based on their self-selected major. If you teach in a high-tuition degree program or college, your students may NOT be admitted into that same college and as a result may pay tuition at a lower rate than do your majors at UGA. Please budget accordingly.**
- **Re-instatement:** Once drop/add ends for a particular term, if a student has never been added to the appropriate course(s) – or if he or she is dropped for non-payment – someone from the program's academic department will have to walk through a fairly time-consuming reinstatement process (this is normally done by the student, but in this case, he or she is generally already abroad, as the student and program director generally won't find out about the student being dropped for non-payment until after departure).

If the issue is non-payment, the first step is paying the Bursar's Office. Then the late add paperwork (which requires departmental signatures) can be completed. Student Accounts assesses a late fee for students dropped for non-payment.

If the student is trying to add a course back from a previous term (i.e., a returned student realized once a program is over that he or she was not properly registered), the Registrar's Office will need a letter initiated by the instructor and signed by the department head and dean. The letter is taken to the Student Accounts office and the student pays for the course. The course is then added to the student's record with a grade of 'NR.' Once the grade of NR has been entered, the instructor for the course has to do a grade change form to change the NR to the appropriate grade.

**Registration trouble-shooting and re-instatement:**

Registrar's Office: Rodney L. Parks, Associate Registrar, 706-542-8762, [rlparks@uga.edu](mailto:rlparks@uga.edu), and Nita Bellamy, 706-542-4055 [nbellamy@uga.edu](mailto:nbellamy@uga.edu)

Bursar's Office: 706-542-1625

**B. \$250 Surcharge:**

A relatively small number of students are charged a surcharge (currently \$250) on top of in-state tuition. These are students who are NEITHER Georgia residents nor attending either a USG (University System of Georgia) NOR an SEC (Southeastern Conference School) school.

- **Please bring it to my attention when you submit your enrollment stats if you have SEC students participating! I have to alert the Bursar's Office and they waive the fee manually (USG students and Georgia residents have the fee waived automatically by the financial information system).** SEC schools are listed in section I.C. above.

**C. HOPE & Financial Aid – General Principles:**

- The student's first stop regarding financial aid is the **home** institution's Financial Aid Office (not UGA's). Students need to do what that office directs them to do and stay on top of it. The home institution's financial aid office electronically posts their student's HOPE eligibility to a state Web site where UGA's Office of Student Financial Aid can retrieve it.
- When a HOPE-eligible incoming transient student goes on a UGA study abroad program, UGA awards and disburses the HOPE, and the home institution issues all other financial aid.
- Georgia residents whose home school is out of state are **not** eligible for HOPE even when they temporarily enroll in a Georgia institution. **HOPE is only for those Georgia residents who have elected to pursue their degree at a HOPE-eligible Georgia school**, which may be public or private.
- Trouble-shooting/help contacts here at UGA: Nancy Ferguson ([nferg@uga.edu](mailto:nferg@uga.edu)) for HOPE and Jay Mooney ([jrmooney@uga.edu](mailto:jrmooney@uga.edu)) for federal aid. The phone for both is **706-542-6147** (press 1 after the automated message begins and then ask for which one you need).

**D. HOPE & Financial Aid – Procedure:**

Most of the below are steps the **student** needs to do.

- Apply to the program and to admission to UGA as a transient student. As noted elsewhere in this document, transient admission is vital for many purposes, but here the key point is that it creates a record of the student in the UGA data system, so UGA Office of Student Financial Aid can match up the documents/data they will be receiving later from the home institution.
- Go to the home institution Financial Aid office. They will have their own process for the student to follow. UGA Financial Aid cannot advise them about the specific steps and forms at their home institution.
- If the student is HOPE eligible, the home school will certify this fact to UGA. This is normally done electronically.
- The student must be actually registered in the classes (either personally or by the study abroad program director or staff, according to the program's usual procedures). **No financial aid can be issued until the student is registered for the credit hours.** See Section V below on course registration procedures and dates.
- Approximately 48 work hours after UGA Financial Aid has the two key pieces it needs (student is registered in the classes and HOPE certification has been received from the home institution), the HOPE will be awarded. UGA Student Accounts will then apply the HOPE award to the student's class registration charges and disperse any balance of HOPE funds according to the student's own preference (direct deposit or a check mailed to a specific address) as reflected in his or her OASIS account.
- \*Reminder - As soon as a student hears that he or she has been admitted to UGA, he or she may register for MyID. **Students must have a UGA MyID to register for classes, and ALL CORRESPONDENCE FROM UGA about their billing, course registration, and other related matters will go to their UGA e-mail address.**
- The home institution will issue federal (such as Pell and loans) and other aid. However, they will almost always need a signed federal student aid consortium agreement with UGA Office of Student Financial Aid in order to do so. The home Financial Aid Office initiates this document. If they ask where to send it at UGA, the answer is: fax it to the attention of **Jay Mooney, fax 706-542-8217**. Jay can complete, sign and return it once the student is registered in classes, and then the home institution takes it from there.
- **Note to program directors:** If you frequently accept HOPE-eligible transients (i.e., students at other Georgia schools), it may be worthwhile to include in your application and/or marketing materials a section similar to the following, so that program and/or UGA financial aid personnel know with whom they can follow up at the student's home institution if there are questions or problems later:

If you are HOPE-eligible, you **must** contact an advisor in your Financial Aid office while you are applying for this UGA study abroad program, informing him/her of your desire to have HOPE applied to your UGA study abroad tuition:

Name of advisor in your Financial Aid office with whom you have spoken\_\_\_\_\_.  
Date on which you spoke with this advisor\_\_\_\_\_  
Direct phone number (plus extension, if any) of this advisor\_\_\_\_\_  
Fax number of this advisor\_\_\_\_\_  
Email address of this advisor\_\_\_\_\_.

- Please note that scholarships coordinated by UGA's Office of International Education are generally for UGA degree-seeking students only. Again, direct transients to the home institution (Financial Aid, OIE, their major department) for scholarship opportunities.

#### **V. REGISTERING IN OASIS:**

- As noted above, once admitted, a student may register for MyID. **They must have a UGA MyID to register for classes, and ALL CORRESPONDENCE FROM UGA about their billing, course registration, and other related matters will go to their UGA e-mail address.**
- Registration in OASIS is the same for transients (once the above steps are taken care of) as for UGA degree-seeking students. Effective Summer 2008, **transient students can register (or be registered by program staff) two weeks before the first day of Maymester classes.**
- Students can go to [www.uga.edu](http://www.uga.edu)

Scroll to the bottom of the page and click on OASIS. Follow directions as shown on the webpage. Students will need to know the call numbers of the courses.

Alternatively, an increasing number of programs are performing their own OASIS registration for all participants (the director or staff member performing registration will need the students' PIN numbers). **Health and other flags must first be cleared no matter who performs registration.**

- Associate Registrar Rodney Parks has kindly agreed to be the contact person for any questions regarding the registration of study abroad students (note that Rodney cannot help with Admissions issues, but rather questions regarding placing already-admitted individuals into classes). Rodney's contact information is **706-542-8762** and **rlparks@uga.edu**.

## **VI. TRANSCRIPTS:**

- After the completion of the program, the student will need to have the credit transcribed to his or her home university. Again, how credits are transferred back, applied to degree programs, etc. is up to the home institution. Students should work closely with their academic advisor and their own study abroad administrator well before departure.
- The Registrar's office has asked us to remind students that they can request their transcript via OASIS (this is also true for UGA degree-seeking students who need a transcript to apply for a program initially or for a scholarship administered by OIE or elsewhere on campus). **Students must request their transcripts; they will not be issued automatically just because someone from another school attended UGA for one term.**
- Students should be aware that there is a \$2 fee when the transcript is ordered via OASIS (wherever it's being sent). In addition to walk-in and OASIS, students can order transcripts via signed fax to **706-542-6578**. Transcript requests are NOT accepted via phone or e-mail.

## **VII. GRADUATE VARIATIONS ON THESE STEPS:**

### **A. Admission through the GRADUATE SCHOOL:**

- Transient graduate students studying abroad apply through the Graduate School, not through Undergraduate Admissions. Please refer students first to:

[http://www.uga.edu/oie/sa\\_transient\\_grad.htm](http://www.uga.edu/oie/sa_transient_grad.htm)

Essentially, the student will apply through the normal Graduate School method, but as a transient. Applying to the Graduate School requires logging in and creating an account; instructions are given. The application fee is \$75 for a domestic applicant and \$100 for an international applicant.

- Students will not need a transcript for transient admission, but will need a letter of good standing from their home university. A form is available on the Graduate School website, but a document issued by the home university is also acceptable.

Application deadlines for transient graduate admissions are as follows:

For Maymester programs – **April 1<sup>st</sup>**

For Summer programs – **May 1<sup>st</sup>**

For Fall semester programs – **July 1<sup>st</sup>**

For Spring semester programs – **November 15<sup>th</sup>**

- As with undergraduates, **please make sure that students know that they must have a UGA MyID to register for classes, and that ALL CORRESPONDENCE FROM UGA about their billing, course registration, and other related matters will go to their UGA e-mail address.** UGA will NOT send official notices to another e-mail address, including their home institution address.

#### **B. Steps for the Program – Facilitating & Troubleshooting:**

- The procedure for the program director and/or staff differs slightly from the one that OIE recommends when accepting undergraduate transients. Most importantly, graduate admissions applications (including transient) are always attached to a department, and the student must fill in the major code for the proper department.

Therefore, the **best bet for facilitating the process is to coordinate with the student's (UGA) department;** give the appropriate Graduate Coordinator notice that this application is coming, that the person wants to go on a particular study abroad program, etc., so that he or she may expedite the application. Often, the student's field and the field of the director's study abroad program will align closely, so that directors will be coordinating with their own departments, but if one needs to contact other departments, a list of graduate coordinators is found at:

<http://www.grad.uga.edu/>

(go to the list headed Academics, and click on Program Contacts)

- The best contact information for questions or trouble-shooting is to e-mail [gradadm@uga.edu](mailto:gradadm@uga.edu), which is monitored constantly throughout the business day. According to Graduate Admissions, this e-mail is also the method used by Graduate Coordinators themselves and their staff to contact the office, and e-mails are always answered within 24 hours. Please be as specific as possible in the question. If a correspondent prefers to speak to someone, leave a number and request to be called back rather than answered via e-mail.

#### **C. Assistantships and Transient Status:**

- **Please note that students on graduate assistantships anywhere in the University System of Georgia do not pay tuition but only the \$25 matriculation fee.** They cannot be charged differential program fees to make up the difference, so please adjust the budget accordingly if the program wishes to accept such students!

A student on assistantship at a private Georgia university (such as Emory, Mercer, an Atlanta University Center institution) or anywhere (public or private) outside the state would still pay tuition.

#### **D. Immunizations**

Graduate students must follow the same immunization requirements as undergraduates! Please see section III above.

### **VIII. STUDENTS WHO HAVE GRADUATED FROM UNDERGRADUATE:**

We have received several questions about admitting transient students who have recently graduated from other universities and are interested in a UGA study abroad program.

Admissions replies that generally, all transient students should have a home institution. UGA has at times admitted a transient student who has already been admitted to another institution (i.e., to graduate school) but not started there yet. “But this is the exception, not the rule, and this may lead to other issues (insurance, financial aid, etc).”