
Admissions

General Policies The University of North Florida encourages application from qualified persons and does not discriminate on the basis of sex, age, culture, ethnicity, race, religion or disability. The President has designated a director for affirmative action, equal opportunity and non-discrimination against disabled persons. Inquiries about policies and practices may be directed to the Office of Equal Opportunity Programs, (904) 620-2507.

General Procedures Applicants for admission are required to submit the following:

1. An application for admission must be submitted by the deadline specified in the official University Schedule on the web. Applicants may apply for admission up to one year in advance of the term in which enrollment is sought. The undergraduate application is common to other public institutions in Florida and is available at Florida high schools, community colleges and the admissions office of any state university. UNF's application is also available on the website at www.unf.edu. You may also check the status of your

application online at our website. Graduate or post-baccalaureate applicants must complete the appropriate application. An application may be obtained from UNF's Office of Admissions by telephoning (904) 620-2624, by writing or by email to admissions@unf.edu. In order to be considered for admission, applications must be received in the Office of Admissions by the published deadlines.

2. An application fee payment of \$20 by check or money order (not cash) must be attached to the application for admission. Application fees may be paid online using a major credit card. This is not refundable. Applications received without the fee will not be processed.

3. Official transcripts and test scores, if applicable, are required of applicants seeking formal admission to UNF. Transcripts must be submitted by the same deadline as applications specified in the official University Schedule on the web. It is the applicant's responsibility to have the required documentation forwarded to the UNF Office of Admissions in order for the application to be processed.

4. Applicants should refer to the appropriate section in this catalog to determine if additional materials such as letters of recommendation, financial statements or other test scores are required.

5. Applicants who matriculate at Florida public universities are required to provide proof of immunization against rubeola (measles) and rubella (German measles) prior to the initial registration. The policy applies to students who attend classes taught at the main campus. Questions concerning this policy should be directed to the Medical Compliance Office, (904) 620-2175, Building 14 Robinson Center, Room 1523.

An admission decision will be made upon receipt of all required documents.

Applicants whose applications for admission are denied may petition for reconsideration. Additional academic information is considered in these cases. Information about reconsideration may be obtained from the Office of Admissions.

The Office of Admissions may be contacted by telephone by calling (904) 620-2624 or by e-mail to admissions@unf.edu.

Beginning Freshmen Because UNF's freshman class is limited in size, admission is selective. The University is interested in applicants who have demonstrated strong academic ability and who will bring diverse interests and talents to the campus.

All prospective freshmen are required to submit an official copy of their high school transcript and an official score



report from at least one of the required college entrance tests. Scholastic Assessment Test (SAT) and American College Test (ACT) scores reflected on the high school record are considered official.

Academic Requirements Applicants who meet or exceed the following minimum academic requirements are encouraged to apply for admission to UNF as freshmen. (This does not guarantee that admission will be granted.)

1. A high school diploma or G.E.D. Students participating in a home school program are required to submit a transcript of completed courses and verification from the appropriate district school superintendent or designee stating that the student is participating in an approved home education program. Students who do not submit acceptable transcript and program verification documentation may be required to submit evidence of passing scores on the subtests of the GED exams and a GED diploma, in addition to the SAT or ACT. Effective Fall 2001.

2. Nineteen academic units in college preparatory courses: four in English (at least three with substantial writing requirements), three in mathematics (Algebra I or above), three in natural science (at least two with laboratory), three in social science, two in foreign language (must be sequential levels in the same foreign language), and four approved electives, preferably academic.

3. An overall recalculated grade point average in academic course work as computed by UNF (additional points are assigned to advanced, honors, Advanced Placement and International Baccalaureate courses) and scores on the SAT or the ACT program to meet the minimum established by the Florida Board of Education and by the University. Some applicants who do not meet these established academic criteria, but who bring to the University other important attributes, may be admitted. The Summer Academic Potential Program was designed to provide an opportunity for a limited number of applicants who do not meet the established criteria but who bring other important attributes or special talents. Please contact the Admissions Office for more information about this program.

If a student's recalculated grade point average is less than 3.0, the following sliding scale may be used to determine academic eligibility. This sliding scale represents the Florida Board of Education minimum standards. Each university may establish higher admissions requirements beyond these standards.

State University System Sliding Admission Scale

If GPA in academic core courses is: One of the following composite admission test scores must equal or exceed:

HS GPA	SAT or	Recentered	
		SAT-I*	ACT
2.0	1050	1140	25
2.1	1020	1110	24
2.2	990	1090	24
2.3	960	1060	23
2.4	930	1030	22
2.5	900	1010	21
2.6	890	1000	21
2.7	880	990	21
2.8	870	980	21
2.9	860	970	20
3.0	**	**	**

In order to be considered for admission, applicants **must** have minimum SAT scores of 440 verbal and 440 math **or** minimum ACT scores of 17 on English, 18 on Reading and 19 on Math subtests.

*SAT taken after March, 1995.

**Academic eligibility for admission is determined by a recalculated 3.0 or better grade point average and submission of admission test scores.

Dual Enrollment/Early Admission Talented students in high school may accumulate college credits through two special, non-traditional programs: dual enrollment and early admission. Students who wish to apply to either of these programs must be recommended by appropriate high school officials. Eligibility for participation is set by written agreement between the school district and UNF.

Dual enrollment is a program in which an academically talented student receives permission from the high school to take one or more college courses on the UNF campus while currently enrolled in high school courses required for graduation.

UNF offers a limited number of dual enrollment courses. Home, public or private school students who plan to participate in dual enrollment should do so in close consultation with their high school guidance counselor to ensure the courses will either a) meet UNF general education requirements, b) meet prerequisite or lower division requirements for the student's intended major, or c) substitute for elective hours in the student's intended major. In addition, comparable high school courses should be unavailable and the university must have space available in the requested class.

The Dual Enrollment Program at UNF is available to high school students enrolled in a home education program. The Dual Enrollment Program is in compliance with Florida Statute 232.02 which regulates home education programs. The appropriate district school superintendent or designee

must verify that the student is participating in an approved home education program. Home school students must meet the dual enrollment admission criteria outline below.

Eligibility for participation in the Early Admission and Dual Enrollment programs is set by written agreement between the school district and UNF. The UNF early admission/dual enrollment application which is available from the Office of Admission should be submitted. (a) If the student is a public or private school student, the appropriate district school superintendent or designee must verify enrollment in a school in that district or in the private school. (b) If the student is a home school student, the appropriate district school superintendent or designee must verify if the student is participating in an approved home education program.

To qualify for dual enrollment, a student must:

- possess a 3.0 unweighted high school GPA
- submit ACT or SAT scores taken within the last two years (minimum 24 ACT or 1100 SAT).
- submit passing scores for the appropriate subsections of the Florida College Entry Level Placement Test, if the student is requesting an English or mathematics course
- satisfy any course prerequisites
- have permission from high school principal, counselor and parent
- have at least 18 high school credits
- submit a UNF Dual Enrollment application
- have a waiver of any course that can be used for high school graduation. (UNF can only waive tuition for in-state residents for courses required for high school graduation)
- register during open registration

For additional information, contact your high school guidance counselor.

The Early Admission Program provides opportunities for talented students to be admitted as a degree seeking college freshman prior to high school graduation. Superior students who wish to apply for early admission at UNF must be recommended by the appropriate high school officials.

To qualify for early admission, a student must:

- have completed a minimum of six semesters at the high school level in grades 9-11 and 18 high school credits
- have demonstrated ability to excel in advanced level coursework
- achieve a 1200 on the SAT or a 28 on the ACT and a 3.5 minimum weighted GPA
- have submitted a Terms of Agreement form provided by UNF with all of the necessary signatures and specific courses listed as to what courses the high school will accept for high school graduation
- complete a freshman application, health form, and submit a high school transcript with SAT and/or ACT test scores.

The student who is accepted for the Early Admission Program completes the first year in college and the senior year of high school at the same time. Credit earned through this program

with grades of C or higher may be used in degree programs at UNF. The university waives the cost of tuition and fees (excluding textbooks) for in-state residents for each course that the high school will accept for graduation.

For additional information, contact your high school guidance counselor.

Honors Program for Entering Freshmen The Honors Program at UNF is designed to provide creative ways for students to explore their academic talents through seminars and mentor programs with major professors. Admission to the program is based on high school GPA and test scores of entering freshmen and on the college GPA of sophomore and junior applicants. Generally, entering freshmen are admitted to the Honors Program (space available) if they graduate in the top 10 percent of their high school classes and present scores of 1250 SAT-I or 28 composite ACT; or are National Merit, National Hispanic, or National Achievement finalists. For further information, refer to the Honors section of this catalog.

Transfer Admission Applicants desiring to transfer to UNF are required to submit a completed application, the twenty dollar application fee, and an official transcript from each college or university attended, whether or not credits were earned. An official transcript is one sent directly to the Office of Admissions by the Registrar's Office of the issuing institution. Applicants transferring to UNF who have earned less than 60 semester hours or 90 quarter hours of **transferable** college academic course work, are required to submit an official high school transcript and official college entrance (SAT and/or ACT) test scores. Transferable courses, as deemed by UNF, do not include occupational, vocational, or remedial courses and may not include courses taken at a non-regionally accredited post-secondary institution. It is required, however, that transfer students submit official copies of transcripts from each and every post-secondary institution attended — regardless of the transferability of coursework. All applicants who completed two years of **sequential** foreign language (sequential levels of the same foreign language) or 2 years of American Sign Language in high school must submit their high school transcript as well.

Lower-Level Study — Admissions Requirements

The following qualifications are required of transfer applicants who have earned less than 60 semester hours or 90 quarter hours of transferable credit:

1. Satisfaction of the same general admission requirements as students who enter UNF as beginning freshmen. Refer to preceding two pages, "Beginning Freshmen" section.
2. An overall college average of C or higher and a C or higher average with "good standing" status (eligible to return) at the last institution attended.
3. The Faculty Admissions Committee reviews requests for admission for applicants who do not meet minimum lower level admission requirements. These written requests should be sent to the Director of Admissions. Each student's request

is handled on a case-by-case basis and if admission is granted, conditions of probation are outlined by the Committee.

Upper-Level Study — Admissions Requirements

In general, the following qualifications are expected of upper-level transfer applicants:

1. Satisfactory completion of two years of **transferable** college course work, 60 semester hours or 90 quarter hours, at an approved institution. An approved institution is a college or university that has candidacy or membership status with the appropriate regional accrediting agency, such as the Southern Association of Colleges and Schools.

In accordance with the statewide articulation agreement, the associate in arts degree from a Florida public community college is the basic transfer degree. It is the primary basis for admission of transfer students from the community colleges to upper division study in a state university.

2. An overall college average of C or higher and have a C or higher average and “good standing” status (eligible to return) at the last institution attended.

On the application for admission, **all upper-division applicants are required to declare a major**. A number of UNF academic programs are limited access or have special admissions requirements. Admission to these programs is select or competitive. Applicants to these programs must meet or exceed the admissions requirements as established by the individual programs. Please see the limited access portion of the catalog on the following two pages for more information.

3. Applicants who do not meet these requirements are referred to the academic departments for an admission decision. See specific program descriptions for more information.

If not met before matriculation, the following requirements will become a portion of the student’s program of study:

1. Satisfaction of any prerequisites for the program desired. Prerequisites are listed in this catalog in the appropriate college section.

2. Satisfaction of Rule 6A-10.0312, FAC. Effective August 1984, the Florida Board of Education requires assessment procedures for college-level communication and computation skills. Students who have satisfied CLAST standards on three of the four subtests or have received a CLAST exemption and who are otherwise eligible may be enrolled in state universities’ upper-level courses. However, students who need CLAST may accumulate only 36 semester credits of upper-level course work before they are required to pass the fourth subtest.

3. In addition to testing, student achievement in these two skills shall be measured by completion of course work in English and mathematics. Prior to entering upper-level study at a public university, a student is required to complete, with at least a C grade: (1) Twelve semester hours of English course work in which competence is demonstrated in English composition by writing essays or papers of at least 6,000 words per course, (2) six semester hours of mathematics at

the level of college algebra or higher and (3) have a satisfactory conduct record under policies established by the Board of Regents and Florida law.

4. Satisfaction of UNF general education requirements. Students who transfer to UNF with the A.A. degree from a Florida public university or community college will be considered to have satisfied general education requirements. International students and students who transfer from out-of-state colleges and universities or from nonpublic colleges and universities in the State of Florida will be subject to this rule and required to complete general education deficiencies. Individual assessments of records and transcripts will be used to determine that the rule has been satisfied.

Foreign Language Requirement By action of the Florida Legislature, undergraduate students who enter a state university in Florida are subject to a foreign language admission requirement. To satisfy the requirement, a student must present evidence of: (1) the successful completion of two years of sequential foreign language (sequential levels of the same foreign language) or two years of American Sign Language study in high school, or (2) the successful completion of 8-10 semester hours of sequential foreign language (sequential levels of the same foreign language) or American Sign Language at the postsecondary level, or (3) proficiency through a satisfactory score on the College Entry-Level Assessment (CELA), formerly (MAPS) test, for Latin or the College-Level Examination Program (CLEP) foreign language examination.

Transfer students are exempt from this requirement if they received an Associate in Arts degree or special purpose A.S. degree before September 1, 1989, from a Florida public community college or university or were enrolled before August 1, 1989, in an associate in arts degree program at a Florida public community college and **maintained continuous enrollment until admitted to a university**. These students do not have to take a foreign language to be admitted to the university nor do they have to take it prior to graduation unless the program major has a foreign language graduation requirement.

Upper division transfer students, students who have either received an Associate in Arts degree from a Florida public community college or university or have 60 or more transferable semester credit hours, may be admitted to UNF without having previously completed the foreign language requirement. **For these students, successful completion of the foreign language requirement becomes a graduation requirement.**

UNF may admit first time in college applicants who do not meet the foreign language admissions requirement as exceptions. Students admitted as exceptions must complete 8-10 semester hours of foreign language study or prove proficiency in a foreign language prior to completing 60 credit hours.

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Foreign Culture Substitution for Disabled Students

Students must comply with the Florida Board of Education foreign language admission requirement. However, nine semester hours of foreign culture courses, offered in the College of Arts and Sciences, may be substituted for the foreign language admission requirement for students with hearing or visual impairments, dyslexia or special learning disabilities. A formal request to use the substitute foreign culture courses must be filed on the Waiver of University Policy form. Petitions are available in the Registrar's Office located in Founders Hall. Appropriate documentation to substantiate the request, in the form of a physician's statement, vocational rehabilitation records or other appropriate documentation must accompany the petition. The petition must be approved by the dean of the college in which the student is enrolled.

CLAST The College-Level Academic Skills Test (CLAST) has been developed by the State of Florida to test the communication and computation skills that are judged by state university and community college faculty to be essential for college students to have achieved by the end of the sophomore year. The test is **required** by the statutes and rules of the Florida Board of Education for the awarding of Associate in Arts and Baccalaureate degrees and for admission to certain upper division college programs. Please refer to the Academic Policies and Regulations section "CLAST Exemptions" in this catalog, and the Course Schedule and Registration Booklet for the applicable semester. Students pursuing majors in the College of Education and Human Services **must** complete the CLAST with acceptable scores prior to admission to these majors.

UNF/Military Policy Agreement As part of the University's continuing commitment to provide educational opportunities for active-duty military personnel, their spouses and retired military personnel, a policy facilitating the transfer of academic credit was adopted in October 1987. This policy allows active-duty military personnel, their spouses and retired military personnel stationed in Florida, who hold associate in arts degrees from regionally accredited institutions, to transfer as juniors to UNF. To determine eligibility, applicants must provide documentation of an acceptable associate in arts degree and verification of their military status.

Special Admission Requirements/ Limited Access Programs:

Bachelor of Arts in Education Programs

The following are the **two** categories of admission criteria by which students will be directly admitted into all COEHS undergraduate programs:

- (1) Students who have a cumulative GPA of 2.5 or better and have passing scores on all four parts of the CLAST exam or corresponding components of the Praxis series exams.*
- (2) Students who have completed a bachelor's degree from a regionally accredited institution with a minimum GPA of 2.5

and have passing scores on all four parts of the CLAST exam or corresponding components of the Praxis series exams.*

*** All students entering the College of Education and Human Services must have passing scores on all four parts of the College Level Academic Skills Test or a passing score on the corresponding components of the Praxis series exams. EXEMPTION FROM THE TEST FOR ADMISSION TO THE UNIVERSITY DOES NOT WAIVE THIS ENTRANCE REQUIREMENT TO THE COLLEGE OF EDUCATION AND HUMAN SERVICES.**

Transfer Students applying to the College of Education and Human Services who have completed at least 60 semester hours of **transferable** undergraduate credit, but who do not have passing scores on the CLAST exam, may be tentatively admitted for one semester (14 semester hours maximum) only during which time they **MUST** register for and pass all four parts of the CLAST exam. Students **NOT RECEIVING PASSING SCORES** on all four parts of the CLAST exam during this tentative admission semester **WILL NOT BE PERMITTED TO REGISTER** for any additional classes until this requirement is satisfied. Students not meeting the College of Education and Human Services' admissions criteria after being tentatively admitted will be changed to a non-degree seeking student status. This tentative admission exception is **not** applicable to students with fewer than 60 transferable semester hours of undergraduate credit

For additional information, refer to the College of Education and Human Services section of this catalog.

Bachelor of Fine Arts (Graphic Design and Multimedia tracks) Effective Fall Term 2002 the Bachelor of Fine Arts Graphic Design track and Multimedia track will be limited access programs. To be admitted to either track, students must submit a portfolio for review by March 1 of each year for fall admission and October 1 for spring admission. A faculty committee will conduct the portfolio review in the spring of each year. Students must register for portfolio reviews by contacting the Department of Communications and Visual Arts in writing to request an application packet. At this time, we will temporarily admit students to the FAR major until the application to the Graphic Design or Multimedia track is approved.

All students who have completed the Associate of Arts degree at any of Florida's community colleges will be eligible for full consideration for admission to the program but must participate in the portfolio review and receive approval of their application for admission to the University.

The portfolio review committee will evaluate students' **potential** for success as an artist in the field of graphic design as well as **demonstrated** talent.

Bachelor of Science in Nursing The Bachelor of Science in Nursing degree program has two tracks (the RN-BSN track and the Prelicensure BSN track) each of which requires a 2.7 grade point average for admission. In addition to the GPA requirement, each track has other special admission requirements. For additional information, refer to the College of Health section of this catalog.

Bachelor of Science in Health - Athletic Training Students admitted to the program leading to the Bachelor of Science in Health - Athletic Training track must meet special requirements and technical standards, and are selected through a competitive admission process. Students considered most competitive for admission may be requested to participate in an interview process and/or submit written work. An additional application for admission is required for this area of study and may be obtained in the program office. The application deadline is May 1 of each year. For additional information, refer to the College of Health section of this catalog and/or contact the program director.

Bachelor of Arts in Music, Bachelor of Music in Jazz Studies, and Bachelor of Music in General Music (Voice/Piano only) The Bachelor of Arts in Music, the Bachelor of Music in Jazz Studies, and the Bachelor of Music in General Music (Voice/Piano only) require applicants to take a performance audition. Prior to applying to UNF, applicants should contact the Department of Music to make arrangements for an audition. For additional information, refer to the College of Arts and Sciences section of this catalog.

Post-Baccalaureate Students An applicant with a bachelor's or master's degree from a regionally accredited institution may be admitted as a post-baccalaureate student. Post-baccalaureate students are admitted to acquire or extend teacher certification, to work toward a second bachelor's degree or to take courses to extend their areas of competency. The term post-baccalaureate student is not synonymous with graduate student.

An applicant seeking post-baccalaureate status is required to submit an official transcript from the institution where the bachelor's or master's degree was awarded. An applicant seeking a second degree and students seeking initial teacher certification should have **all** official transcripts from each institution forwarded to the Admissions Office. Transcripts must be submitted by the same deadline as applications.

Post-baccalaureate degrees require a minimum of 30 upper level semester hours. All degree requirements, including prerequisites, must be satisfied to earn the degree even if the required hours exceed the minimum. Courses previously completed prior to earning the first bachelor's degree will not apply to the post-baccalaureate degree.

Students who intend to earn a graduate degree after completing post-baccalaureate course work must reapply for admission to a graduate program. To be eligible for graduate-level courses, a student must maintain a post-baccalaureate average

of B or better. Grades earned in post-baccalaureate status in undergraduate and graduate-level courses will not be computed in the graduate grade point average if the student is later admitted to a graduate program at UNF.

Admissions Requirements for International Students

Greetings and Salutations The University of North Florida is pleased to welcome you. We recognize that you and your fellow international students, representing over 100 different countries, bring with you perspectives that enrich our campus. We are committed to offering you educational programs and experiences that will enhance your professional development.

We are very aware of the challenges before you and hope to be able to provide you the best possible support as you pursue your undergraduate studies at UNF. This support includes our Student Orientation, which is offered at the beginning of every semester. Required of all new students, this program reviews your rights and responsibilities and also provides an opportunity for you to meet with your fellow international students.

We wish you well in your time at UNF.

Both the Office of Admissions and the International Center will be happy to help you with the admissions process, described below. If you have any questions or concerns, please do not hesitate to contact either office. You may contact the Office of Admissions by telephone at (904) 620-2625 or by e-mail at admissions@unf.edu. The phone number for the International Center is (904) 620-2657, and the e-mail address is intlctr@unf.edu.

The International Student Application Procedure is made of two parts, the Admissions portion and the Immigration portion. **Both sets of requirements must be completed and all necessary documentation must be submitted by the posted admissions deadlines.**

The Application Procedure — UNF Admissions Requirements for International Students

1. **Application Forms** International students must complete and submit a printed application form or submit an online application. Further information is available at <http://www.unf.edu>.

2. **Application Deadlines** Applicants should submit their completed application forms and all other required material well in advance of the date they wish to begin at UNF. The deadline for the fall semester is May 1, for spring semester it is October 1, and for the summer term it is February 1. Applicants should understand that getting credentials and transcripts evaluated can take a considerable amount of time. In addition, sending or receiving official application material can often take a very long time. Therefore, applicants should

complete their applications as far ahead of the deadline as possible.

3. **Application Fee** The \$20 application fee must be in U.S. currency only (check or money order) drawn from a U.S. bank.

4. **Academic Records and Credentials Evaluation** Applicants must submit official academic credentials in the form of original documents bearing the seal of the institution and the signature of their institution's Registrar, or exact copies that have been legally certified. If the original documents are not in English, applicants must include literal and complete translations in English. Transcripts or credentials not in English or records for which U.S. course equivalency is not readily available must undergo a course-by-course evaluation by an accredited foreign transcript and credentials evaluator. Please note, foreign transcript and credentials evaluations are not performed at UNF and it is the responsibility of the applicant to submit all proper documentation. Applicants must contact the evaluation agency directly and provide UNF with an original evaluation of all academic credentials. A list of acceptable evaluators can be found at the web pages of NACES (National Association of Credential Evaluation Services) at <http://www.naces.org/members.htm>.

5. **SAT and ACT Test Scores** Undergraduate applicants must submit official test scores from the required admission tests – the SAT (Scholastic Assessment Test) or the ACT (American College Test). Test scores from one of these standard college entrance exams are required of any student who applies for admission to UNF as a freshman or sophomore (with less than 60 college level semester credit hours).

6. **English Proficiency** All applicants, except those from countries where English is the only official language, are required to furnish satisfactory evidence that the applicant's competency in English is adequate. Most applicants to the University take the Test of English as a Foreign Language (TOEFL); for those applicants, a minimum score of 500 is required for admissions consideration. However, there are other proofs of English competency that may be used. Alternative methods of proving English proficiency may be found online at the UNF website.

The Application Procedure — United States Immigration Requirements

1. **Certification of Finances.** The United States Immigration and Naturalization Service requires UNF to insure that international students have sufficient financial resources before issuing a Certificate of Eligibility (Form I-20). All applicants must complete and submit an *Affidavit of Financial Support and Bank Certification*. The *Affidavit* is a document signed by the applicant's sponsor (the person who will be providing the funds) stating the amount of funds that she/he will provide for the educational expenses of the student applicant. A bank official then certifies that the sponsor does have that amount of funds in his/her account.

This form represents an obligation on the part of the sponsor to provide the required amount of funds as indicated on the form. Please see **Estimated Costs of Attendance for International Students** on the UNF website to determine the amount of funds needed to be written on the *Affidavit*.

2. **FSA Report.** All applicants intending to transfer from another U.S. university must submit an *FSA (Foreign Student Advisor) Report*. The applicant must fill out Part A, and the Foreign Student Advisor of the originating university must fill out Part B. The fully complete form, plus copies of any previous I-20s, must be submitted to the UNF International Center prior to arriving on campus and prior to registration for classes. A new Form I-20 from UNF will NOT be issued without a fully complete *FSA Report* indicating the applicant is in good F-1 status.

Registering for Classes — UNF Preregistration Requirements

Before you can enroll in classes at UNF, you must supply the following health certifications. These certifications are not necessary in order for you to apply for admission to UNF; however, once you have been admitted they are necessary in order for you to be able to register for classes.

(a) **Certification of Health Insurance** If you have an immigration status of F1, F2, J1, or J2, before you may register for classes you must show proof that you have health insurance. If you currently have insurance coverage, refer to the "International Student Health Insurance Evaluation" form available from the UNF Office of Medical Compliance at (904) 620-2175 or from their web page. If you do not have such insurance, you can purchase insurance through the UNF Office of Medical Compliance.

(b) **Certification of Immunization** All students born after 1956 must meet immunization requirements of two (2) doses of Measles and one (1) dose of Rubella. Please refer to the "Immunization Documentation" form. This form is available from the UNF Office of Medical Compliance web page.

Estimated Student Expenses

The following are estimated expenses for international students enrolled in undergraduate programs during the 2003-2004 academic year (fall 2003 and spring 2004). The costs for summer are additional. The estimated costs provided below are subject to change.

tuition and fees (15 credit hours each term)	\$ 11,749
books and supplies	650
room and board	6,204
miscellaneous expenses	3,239
Estimated Total	\$21,842

Inter-institutional Transient Students UNF cooperates in a program that enables both undergraduate and graduate students to take advantage of special resources and programs available on another campus but not at their own institution, e.g., special course offerings, research opportunities, unique laboratories, overseas study programs and library collections.

Procedures and conditions of the program include:

1. The student, by mutual agreement of the sponsoring and hosting institutions, will receive a waiver of admission requirements, a waiver of the application fee with the hosting institution and a guarantee of acceptance of earned resident credits by the sponsoring institution.
2. The student must be recommended by the sponsoring academic dean, who will arrange the student's visit with the appropriate dean at the host institution.
3. The student will register at the host institution and pay tuition and registration fees according to fee schedules established at that institution.
4. Each university retains the right to accept or reject any student who wishes to study under its auspices.
5. Students normally will be limited to one term or for the duration of a special program at the university.

Special conditions must be met by transient and nonmatriculating students in order to be eligible for VA benefits. Consult the Office of Veterans Affairs at UNF.

Transient Students* A student in good standing at another approved collegiate institution may be admitted to UNF for **one term** to complete work to be transferred back to the student's home institution.

Transient student admission is for one term only and for a maximum of 12 semester credit hours. Transient students who wish to re-enroll for a subsequent semester, or who wish to be considered for degree-seeking admission, must re-apply to the University and submit all necessary documentation.

An applicant for transient status is required to submit either an official transcript or a letter of good standing from the registrar of the last college-level institution attended. The student must have a 2.0 or better GPA to be admitted in this status.

***Note to veterans:** Special conditions must be met by transient and non-matriculating students in order to be eligible for VA benefits. Consult the Office of Veterans Affairs at UNF.

Re-Admission Any degree seeking student who has not earned his/her degree, who has not enrolled at the University in any of the last three consecutive terms and who wishes to re-enroll in the University must apply for re-admission. In order to be considered for re-admission, a former student must file a new application or update form for admission with the Office of Admissions by the appropriate deadline for the term of requested reentry. Former students in good standing must apply at least six weeks before the term begins. Former

students who were not in good standing, i.e., probation or suspension, must file the request 10 weeks before the term begins. An application fee is not required unless the student intends to seek a degree and has not previously paid an application fee. Students who must reapply are subject to any new admissions requirements and to the program requirements published in the catalog for the academic year in which they reinstate enrollment at UNF.

Students who have been admitted to UNF but have not attended must update their application six weeks prior to the start of the term in which they plan to enroll. Applications for students who did not attend become inactive one year following the intended term of matriculation and therefore must be updated for admission.

Non-Degree Seeking/Applicants Who Have Missed the Admissions Deadlines

Students who have missed the admissions deadlines may apply to the University as Non-Degree Seeking. The Non-Degree Seeking status is an option for students who have submitted documents too late for consideration for degree-seeking admission. All incomplete documentation must be submitted to the University within four weeks after the term begins. Admission as a non-degree seeking student does not guarantee admission into a degree-seeking university program. It is recommended that students do not register in this status if they have any concerns that they will not have the required number of transfer credits, or if they have concerns that they will not meet the high school or college GPA and test score requirements for admission as a degree seeking student. The following conditions apply to students in this status:

1. Non-degree seeking students must be admitted to the University. All students, regardless of status must, at minimum, submit an application and proof of eligibility. For non-degree seeking students, eligibility consists, at minimum, of proof of good academic standing from the last post-secondary institution attended. Proof of good academic standing may take the form of a transcript or letter of good standing from the last institution attended.
2. The student assumes full responsibility for submitting all necessary transcripts, a degree seeking application, necessary SAT or ACT test scores for students applying for special programs or for those who will not transfer a minimum of 60 hours in order to be admitted as a junior. These documents must be received four weeks into the term in order to process the student's degree seeking application for the next term. If the student is eligible for admission he/she will be considered a degree seeking student for the next term.
3. If the student does not meet the requirements for admission as a degree seeking student, he/she will not be eligible to register for additional terms.
4. Students in this admission status can earn no more than 12 semester hours toward a UNF degree program. These 12 hours may be considered for transfer to a UNF degree seeking program by the dean or designee of the college which

administers the degree program for which the student has been admitted. After a student is admitted as a degree seeking student he/she will be advised by a college academic advisor who will review and recommend up to 12 hours that were taken as a non-degree seeking student toward the degree program.

5. Students admitted in this status may be eligible for academic advising during established “walk-in” time periods. Walk-in appointments are very limited. Contact the appropriate college for advising information. If the student has to self-advise regarding which courses he/she should take, it is recommended that he/she reviews the university catalog for programs of study and required courses.

6. Students admitted in this status are not eligible for federal financial aid or university scholarships.

7. Special conditions must be met by students in this status to qualify for VA benefits. The Office of Veterans Affairs at UNF should be contacted immediately for additional information.

8. Students who have never attended college or who have earned less than 12 college credits are considered First Time in College (FTIC). FTIC's cannot register in this status. The Director of Admission may waive this policy if the person is 25 years or older, can demonstrate a 3.0 UNF recalculated high school GPA and if the person has never taken the SAT or ACT. This student will be authorized to register for one term. During this term he/she must take the SAT or ACT and demonstrate a passing test score that meets UNF freshman admission standards. If during the term the student does not meet the required admission standards as an FTIC he/she will no longer be eligible to register for classes.

9. Hours taken at UNF as a non-degree student cannot be used to meet the 60 transferable hours required for admission as an upper division transfer student.

10. If a student is anticipating to transfer as a lower level student with more than 11 semester hours but less than 60 hours, he or she cannot use these credits in calculating the required transfer GPA for admission as a degree seeking student. This student will have one term to show proof of admission to UNF as a lower level transfer student. This proof includes a minimum 2.0 college transfer GPA, and a UNF recalculated high school GPA and SAT or ACT scores that meet UNF FTIC admission requirements.

Non-Degree Seeking/Special Students

Applicants not seeking to work toward a degree at the University and who do not fall into another category may be considered for admission as special students. These applicants may include senior citizens or persons seeking enrichment courses at the University. To determine the applicant's eligibility to enroll at UNF, an official transcript from the last college or university attended or a letter of good standing from the last institution attended must be provided. Credits earned in this status may not be eligible for transfer to other colleges and universities. Credits earned in this status are not eligible for use toward a UNF degree program or admission to UNF as a degree seeking student. International students cannot be admitted in this status.

If a student feels admission to a UNF degree program may be sought in the future he or she should not take courses in this status.

A student desiring to apply later for admission as degree-seeking will be requested to submit the required admission documents and satisfy the admission requirements for degree seeking student status. Successful completion of course work in this status does not guarantee admission to a major or program. **In addition, financial aid is not available to students in this status.**

Criminal Offense Charges The University reserves the right to review the case of any student who has been implicated in a criminal offense prior to admission to determine eligibility for admission and participation in extracurricular activities.