

UC 12793 14S

TO: Lawrence Williams, Chair
Undergraduate Committee

FROM: Richard Scamell
Academic Policies and Procedures Committee

SUBJECT: UC 12753 14S: Visiting Students Proposal

DATE: April 16, 2014

APPROVED APR 23 2014
gm

The Academic Policies and Procedures Committee met on Wednesday, April 9 and on Wednesday, April 16 to consider a proposal to make it clear that it is possible to enroll as a visiting (i.e., transient) student in the Fall and Spring Semesters as opposed to just during the Summer Semester. Participating in the discussion were committee members Christina Gola, Ognjen Miljanic, Richard Scamell, Shishir Shah, Lesley Sisk, and Steve Soutullo. Jeff Morgan attended the meeting as a guest.

The University of Houston currently allows undergraduates who are pursuing degrees at other U.S. colleges and universities and who want to take a course or courses at the University of Houston during a summer session to enroll as a summer visiting student without actually enrolling as a regular student. Summer visiting students usually take courses that transfer to the college or university in which they are enrolled, maybe while they are home for the summer. Admission requirements as a summer visiting student are found in the undergraduate catalog at <http://www.uh.edu/admissions/apply/additional-applicant/summer-visiting/index.php>. **The purpose of UC 12753 is to delete the word summer from the description of this program thereby making it clear that students can enroll and take courses as a visiting student during the fall and spring semesters as well.** Deletion of the word "summer" from the description results in a revised catalog description that appears in italics as follows.

Admission is granted as a ~~summer~~ visiting student to undergraduate students who have earned college credit at another regionally accredited U.S. college or university.

In order to be considered for admission as a ~~summer~~ visiting student, the applicant must provide a transcript from the last regionally accredited U.S. college or university attended in order to document that he or she is currently in good academic standing. Some colleges and departments may have different requirements. Note: Financial Aid is not available for ~~summer~~ visiting students.

Once admitted as a visiting student, no application is necessary for enrollment in future semester sessions. Enrollment as a degree seeking student requires a visiting student to change their status to that of a regular student. *Enrollment in the subsequent fall semester requires a change in status from that of a summer visiting student to that of a regular student by completing the ~~Summer Visitor to Regular Student Form~~. This means that the student must meet the general admission requirements of the University of Houston and submit all transcripts from previous colleges or universities.*

Grades earned as a ~~summer~~ visiting student will be included in determining the cumulative grade point average for admission as a regular student. Appropriate credits earned as a ~~summer~~ visiting student may be applied toward a degree at UH when admission as a regular student has been granted.

Apply online to the University of Houston through the Transfer Texas Common Application (www.applytexas.org), no later than the indicated deadline date. Provide an official transcript from the most recent college or university attended.

Recommendation

The Committee agrees that it is a good idea to allow students to enroll as visiting students throughout the academic year. For example, such a policy would make it clear that the University of Houston welcomes qualified students from other universities who may be at home in Houston for the summer or who may have relocated to Houston at other times of the year as a result of a temporary change in their job assignment or in the job assignment of a member of their family.

Steps to enrollment for prospective Visiting/Transient students

Step 1: ~~Summer~~ Visiting/Transient students should apply using the TRANSIENT application type

~~Summer~~ Visiting/Transient students should apply as a visiting/transient student. The student must be in good standing at their current institution and only their current institution's official transcript is required. The deadline to submit an application and all required documents is **May 1 for summer enrollment, June 1 for fall enrollment, and November 1 for spring enrollment.**

Step 2: Check course availability

Check the UH class schedule online to make sure the course is available and open.
Note: Students who check availability before the open enrollment period begins may find that their desired course fills up during the initial enrollment appointment period. Remember, priority goes to degree seeking students, and students cannot be added to closed (full) courses.

Step 3: Remove TSI Hold

Once admitted, there will be a hold placed on your record for the Texas Success Initiative, a state exam required of all degree-seeking students. Since you are not planning to be a degree-seeking student at UH, you must contact the University Scholars Program (UScholars) at 832-842-2100 to request a waiver/exemption form (sent via email).

Complete the waiver form and fax the form (and a copy of your schedule for the next semester at your home school) to UScholars at 713-743-8998 as proof that you

are a ~~Summer~~-Visiting/Transient student. They should remove the stop within one business day.

Step 4: Remove Bacterial Meningitis Hold

Beginning January 2012, Texas State law (SB 1107) mandates that all entering students under the age of 30 provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration. Students may also submit proof of approved conscience exemption from the Texas Department of State Health Services (see below for more information).

Visit www.uh.edu/immunization to see how to fulfill the bacterial meningitis immunization requirement.