

UNION INSTITUTE & UNIVERSITY

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Learner Procedures for Registering as a Transient Learner* 2009-2010

The College of Undergraduate Studies provides the opportunity for learners enrolled for degrees at other institutions to complete, on a limited basis, undergraduate courses for the purpose of having them transferred to another (home) institution. This enrollment opportunity is available during any term throughout the year. Normal college registration and grading deadlines apply. Because authorization to take a class with Union Institute & University is required in advance of registration, it will be necessary to allow sufficient time to complete the registration and authorization process prior to the beginning of the term in which you wish to enroll. The following specific instructions are provided so that you may begin your course(s). Be sure to contact your nearest undergraduate office prior to completing any of the forms to ensure the course you have in mind can be made available. (Current academic calendar information is available from any of our undergraduate service centers.)

1. Complete the Transfer Credit Request and Registration Form.
2. Read the registration and tuition policies outlined on the current Union Institute & University College of Undergraduate Studies Tuition and Fee Schedule. Tuition for transient learners is \$454.00 per semester credit. In addition, there is a \$58.00 technology fee. **Note: Full payment of tuition is required by the first day of the term for all transient learners.**
3. With the assistance of a local center representative, complete all sections of the Transfer Credit Request and Registration Form, listing the specific course(s) and credits for which you are registering. The local Center staff will select the most appropriate faculty resources for you.
4. Complete the Approval for Transfer of Credit Form and obtain the required authorization by a representative of your home institution. Usually, that representative is the Academic Dean, Academic Advisor, or Department Chairperson. Please be advised that it may be necessary to provide your home institution with a detailed description of the course(s) you wish to take prior to approval. If your home institution requires that this course be evaluated with a letter grade (rather than a satisfactory/unsatisfactory grade), then you must indicate this at the time of registration so that appropriate evaluation strategies can be specified by the instructor in the Learning Agreement.
5. Payment of the full tuition is required prior to the beginning of the term. Tuition is assessed based on the total credits registered for each semester. Multiply the total credits by \$454.00 to arrive at your tuition charge. Deferred payment options do not apply to the Transient Learner. In addition to the tuition, a technology fee will be assessed according to your registration status during the term (see Registration and Tuition Policies statement for further information).
6. After your registration is approved, work closely with your assigned faculty to complete all learning experiences by the completion of the term in which you are registered. When all course work is satisfactorily completed, your course grade will be forwarded to the Registrar. At that point, you can make written request to the Registrar's Office to have an official copy of your transcript forwarded to whatever person or institution you designate (cost for each transcript request is \$10.00). A copy of the transcript request form is available at: <http://www.myunion.edu/forms/Form092.pdf>

* **A Transient Learner is defined as a learner who is neither admitted nor matriculated, but who is registered for a limited number of one or two courses to transfer to another home institution.**

Transfer Credit Request and Registration

Check the Center location you will attend:
 Cincinnati, OH _____ Miami, FL _____
 Los Angeles, CA _____ Sacramento, CA _____

Name _____ Social Security Number _____

Present Address _____ Home Telephone _____

City _____ State _____ Zip _____

E-mail _____ Work Phone _____

Place of Employment _____ Occupation _____

Address _____

(Street) (City) (State) (Zip)

Date of Birth _____ Citizenship _____

Sex: Male Female

*Ethnicity: American Indian or Alaskan Native Asian or Pacific Islander Black, Non-Hispanic Hispanic
 White, Non-Hispanic Non-Resident alien (specify) _____ Race/Ethnicity Unknown

*(Optional. We are required to solicit information for federal purposes only)

Previously attended Union Institute & University: Yes No

If yes, indicate dates and location _____

Currently attending _____
(Name of Home Institution) (City and State)

Name of Institution from which you will graduate _____

Academic Semester/Session for this Registration Period (Fall, Winter, Spr/Summer) _____ 20____

Course Number	Course Title	Grade Option*	Credit Hours	Faculty (to be completed by Center)

***Grade Option: Indicate Pass/Fail (PF) or Letter Grade (LT).**

I am registering for the current academic semester. I certify that I have read the current registration and tuition payment policies enclosed with this form, as they apply to transient learners, and that I understand the terms under which I am enrolled. I assume financial responsibility for any tuition or fees assessed.

Learner Signature _____ Date _____

For Administrative Use
 Administrative Review Signature _____ Date _____

Office Posting Signature _____ Date _____



Approval for Transfer of Credit

To: _____
(Name of Home Institution) (City) (State)

(Student Name) _____ plans to register at **Union Institute & University** to complete the following course(s):

1. _____, _____ Semester Credits
2. _____, _____ Semester Credits

_____ is enrolled at
(Student's Full Name)

_____ and is requesting the
Student's Home Institution
above course(s) be accepted to fulfill degree requirements at your institution. Upon completion of these courses at **Union Institute & University**, an official transcript will be requested by the student and forwarded to the location designated by the student.

We require that _____ obtain approval for these courses by an authorizing representative
(Student's Name)
from the home institution (e.g., Academic Dean, Academic Advisor, Department Chairperson, or other authorizing representative).

Authorization signature of receiving institution:	
Signature of Authorizing Representative _____	
Name Handwritten _____	
Title _____	
Institution _____	
Address _____	

Telephone (____)	E-mail _____

Note: This form must be completed and submitted along with the Transfer Credit Request and Registration Form before enrollment can be approved.

If this form is to be mailed, please return it to the Academic Center or Program Office at which the learner is participating.