

# 2016 UAFS Maymester Programs

## Registration and Course Payment Guidelines for Students

### Maymester Registration Due Date: Monday, January 4, 2016

**(1) ELIGIBILITY**—Students must meet the following criteria to be eligible to participate in a Maymester program:

1. Be in good judicial and academic standing at the time of application and remain in good standing prior to departure.
2. Have completed a minimum of 20 credit hours and declared a major prior to departure.
3. Have a minimum 2.0 cumulative grade point average at the time of application and at the time of departure for the Maymester program.

**(2) REGISTRATION PROCESS**—for currently enrolled students:

1. Print, complete, and submit the **MAYMESTER PROGRAM APPLICATION, RELEASE FORM**, and a copy of your **PASSPORT** (for international programs) or **DRIVER'S LICENSE** (for domestic programs) to Jenna Palmer, in Vines 104. **ALL THREE DOCUMENTS MUST BE SUBMITTED TOGETHER IN PERSON. EMAILED DOCUMENTS WILL NOT BE ACCEPTED.** Application and Release Form can be found at <http://international.uafs.edu/maymester>. **Application information should be typed or printed clearly.**
2. Once students have completed #1 above, eligible students will receive an email with registration approval from the Office of International Relations.
3. Through **January 4, 2016**, eligible students will web register for the course ***after they receive approval from the Office of International Relations (OIR)***. Non-degree seeking students will need to apply for admission to UAFS by selecting the "transient student" option on their application. Upon acceptance to UAFS, they may then apply for the Maymester course at OIR. Once approved, the student will send their Registration Form (found at <http://academics.uafs.edu/records/forms>) to Andrea McCaleb (Andrea.McCaleb@uafs.edu) who will register the student in the course.
4. Students graduating in Spring 2016 and planning to use a Maymester course for a graduation requirement should speak to Wayne Womack, Registrar, in the Records Office (CC234A), prior to registering.

**(3) PAYMENTS**—Complete the payment for tuition/fees and the additional Maymester course fee by **January 11, 2016**, or set up an installment payment plan by **January 11, 2016**.

1. If full payment and/or arrangements (financial aid or installment plan) has not been made by January 11, 2016, you will be dropped from your classes. A minimum payment of 25% of net tuition balance after any financial aid has been applied will be required to stay enrolled (on four month installment plan). Any student with an installment plan already in place will have payments automatically adjusted to include the additional Maymester charges.
2. Students intending to use a Maymester course to fulfill scholarship requirements should visit the Financial Aid Office for more details.
3. **January 4, 2016:**
  - Final day to submit all paperwork to OIR. Applications will not be accepted after this date.
4. **January 11, 2016:**
  - Final day to complete payment or set up installment plan for all Maymester fees.