Enrollment Definitions

Enrollment is defined as consisting of three major components:

1. **Application**: Students provide information requested by the University for purposes of establishing and administering academic and financial relationships that exist between the University and its students.

2. **Registration**: Students register for courses and provide information needed to assess fees and tuition.

3. **Payment of Fees**: Students must pay all assessed tuition and other special fees and satisfy all due and/or delinquent amounts payable to the University.

Students who withdraw will be considered no longer enrolled at the time of withdrawal.

Certification of Enrollment

The University of West Florida reports enrollment status based on the definitions listed below. Information on enrollment is reported through the National Student Clearinghouse (http://uwf.edu/offices/registrar/registration/enrollment-certification) (NSC) and is available for the semester beginning the first week of classes.

- Students participating in internships are not automatically considered full-time for the semester of their internship. The number of hours for an internship is based upon the credit hours granted for the internship.
- Non-degree students’ enrollment status is reported based on the level of the non-degree program.
- Students enrolled in a dissertation, thesis, or cooperative education are considered full-time regardless of the hours enrolled.
- Students who withdraw are not considered enrolled in the course once the withdrawal has been processed, and enrollment status will be adjusted as of that time.
- Students receiving Financial Aid should confirm requirements for financial aid eligibility.
- **Continuous Enrollment**
  
  Consecutive continuous enrollment is defined as enrollment in the University without a non-enrollment period of three or more semesters (summer semester included). Credits earned at other institutions during any semester, while not registered at UWF, will not constitute continuous enrollment at UWF.

Classification of Students

The classifications for graduate students are as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>A student admitted to a master's program and completing work at the master's level.</td>
</tr>
<tr>
<td>Specialist</td>
<td>A student admitted to a specialist program and completing work at the specialist level.</td>
</tr>
<tr>
<td>Doctoral</td>
<td>A student admitted to the doctoral program and completing work at the doctoral level.</td>
</tr>
<tr>
<td>Non-Degree Student</td>
<td>A student who currently is not a candidate for a degree or diploma.</td>
</tr>
</tbody>
</table>

Non-Degree Seeking Status

The non-degree classification at the graduate level is used only by those students who have completed a baccalaureate degree and who will not be working toward a graduate degree at UWF. Successful completion of courses in this classification does not provide a basis for degree status.

Coursework completed as a non-degree student will be included in the respective graduate level (master's, specialist, doctorate) GPA, determined by the level of the course. Returning non-degree students who do not maintain continuous enrollment must file a new non-degree student application in the Graduate School.

To be considered for degree status, students must contact the Graduate School and complete the required application. Graduate students may apply a maximum of 12 semester hours completed as a non-degree seeking student toward a graduate degree once admitted into a graduate program. Students should contact Graduate Admissions (https://uwf.edu/graduate) for more information concerning this process.

Graduate degree-seeking students who wish to change to non-degree status will complete the non-degree student application in the Graduate School and submit an additional statement in writing indicating that a degree from UWF will no longer be pursued.

The non-degree student registration period begins approximately two weeks prior to the first day of classes for the semester—see the Academic Calendar (http://catalog.uwf.edu/academiccalendar) for specific dates.

Helpful Information

- **Immunizations**: UWF requires the completed UWF Mandatory Immunization Health History Form to be submitted to Student Health Services as a prerequisite to matriculation or registration. More information on the UWF Immunization Policy is provided by Student Health Services (https://uwf.edu/offices/student-health-services/immunizations/uwf-immunization-policy).
- **International Students**: International students in F-1 status should consult with the Director of International Services (https://uwf.edu/offices/international-affairs/programs-and-services/international-services) regarding enrollment as a non-degree student.
- **Parking**: Parking a vehicle on campus requires a parking decal which can be purchased online through Parking and Transportation (https://uwf.edu/offices/business-auxiliary-services/parking-and-transportation/parking-permits).
- **Student ID Card**: All Pensacola campus students are required to purchase a Nautilus Card (https://uwf.edu/offices/business-auxiliary-services/nautilus-card/nautilus-card-overview).
• **Student Policies:** Non-degree students are subject to the student policies stated in the current *Catalog* and Student Handbook ([https://uwf.edu/offices/enrollment-and-student-affairs-division/plans-policies-and-publications](https://uwf.edu/offices/enrollment-and-student-affairs-division/plans-policies-and-publications)).

• **Student Privacy:** Non-degree students should review the Student Educational Records ([http://catalog.uwf.edu/graduate/academicpolicies/studentrecords](http://catalog.uwf.edu/graduate/academicpolicies/studentrecords)) section of the current *Catalog* to understand privacy information.

See the Registration ([http://catalog.uwf.edu/graduate/academicpolicies/registration/#nondegreestudenttext](http://catalog.uwf.edu/graduate/academicpolicies/registration/#nondegreestudenttext)) section of this *Catalog* for more information.

**Academic Common Market**

The Academic Common Market is an interstate agreement among southern states for sharing academic programs. Participating states enable their residents who qualify for admission to enroll in specific graduate programs in other states on an in-state tuition basis. Arrangements traditionally are limited to unusual programs or programs not offered within the state of residence. To enroll as an Academic Common Market student, an applicant must obtain certification from the common market coordinator in the student’s home state.

The Academic Common Market serves residents of the following 15 southern states: Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

Students must be admitted to the appropriate degree program by the Graduate School, and the letter of certification must be received in the Office of the Registrar before the first day of classes for the effective term. Information on the state authorization of programs, the identity of the coordinator for a particular state, and UWF programs affiliated with the Academic Common Market can be found at [http://www.sreb.org/page/1304/](http://www.sreb.org/page/1304/).

**Southern Regional Education Board’s (SREB) Electronic Campus**

The University of West Florida is a participating member of the SREB’s Electronic Campus, which is a marketplace for courses and programs offered by colleges and universities through electronic methods. Over 200 colleges and universities offer courses through SREB Electronic Campus, enabling students across the South to take courses without leaving their hometowns. All courses are offered by accredited colleges and universities in the Southern Regional Education Board states and exceed the *Principles of Good Practice* developed by the SREB Electronic Campus. Students may access the SREB Electronic Campus at [sreb.org/electronic-campus](https://www.sreb.org/electronic-campus). SREB Electronic Campus member states are Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.