

Enrollment

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 course(s) 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 from courses or the University 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](#) (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 on the credit hours granted for the internship.
- Non-degree students' enrollment status is reported based on the level of the non-degree program and/or registered courses.
- 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.
- Graduate Student-Veterans receiving V.A. Educational Benefits enrolled in a (non-standard) part of term will have their training time reported according to the length of a session as defined by the Veteran Affairs Administration.

Status	Fall/Spring	Summer
Full-Time	6 SH or more	6 SH or more
Half-Time	3-5 SH	3-5 SH
Less than Half-Time	0-2 SH	0-2 SH

*UWF AC-40.01-08/15

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:

Classification	Definition
Master's	A student admitted to a master's program and completing work at the master's level.
Specialist	A student admitted to a specialist program and completing work at the specialist level.
Doctoral	A student admitted to a doctoral program and completing work at the doctoral level.
Non-Degree Student	A student who currently is not a candidate for a degree.

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.

The non-degree student registration period is subject to the dates listed on the academic calendar – see the [Academic Calendar](#) for specific dates.

See the [Registration](#) 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 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 on the [Academic Common Market website](#).

State Authorization Reciprocity Agreement (SARA)

The State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses and programs while maintaining compliance standards with state regulatory agencies. SARA allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. To learn more about SARA and UWF's state authorization status, please visit the [UWF State Authorization Status webpage](#).