

# GRADY COLLEGE ADVISOR HANDBOOK A-Z

## OFFICE OF UNDERGRADUATE SERVICES

### Academic Calendars

UGA Academic Calendars can be accessed at [reg.uga.edu/calendars](http://reg.uga.edu/calendars)

### Academic Probation

University-wide regulations provide that students are placed on academic probation at the end of any term in which their UGA cumulative average is below 2.00. Students may remove themselves from academic probation by achieving a 2.00 UGA cumulative average. Transfer credits are not included in the computation of the UGA cumulative average.

Some schools and colleges within the University maintain academic standards specific to their degree requirements which may exceed University regulations. Students who fall below such standards should immediately contact the appropriate administrator in their respective dean's office for academic counseling and program evaluation.

#### ***What is meant by "Scholastic Probation?"***

Students are placed on Scholastic Probation at the end of any term in which their cumulative (University of Georgia) grade point average is below 2.00. Transfer grades are not computed into the cumulative average.

#### ***What is meant by "Continued Probation?"***

Students are considered to be on Continued Probation if their cumulative grade point average is below 2.00 for two or more consecutive terms.

#### ***How does a student "Clear Probation?"***

Students may remove themselves from academic probation by achieving a 2.00 cumulative grade point average.

#### ***What happens if a student has not cleared probation after two consecutive terms on probation while enrolled at the University?***

Students will be subject to dismissal from the University for academic reasons after two successive terms on probation. Students are considered enrolled in any term in which they

receive any grade(s) other than W or V. Students who have not cleared probation (i.e. have at least a 2.00 cumulative GPA) after two successive terms on probation must meet one of the following criteria to avoid being dismissed from the University.

If the term grade point average is a 2.30 or better on at least SIX hours attempted in fall/spring semesters or at least THREE hours attempted in summer semester (in courses numbered 1000 or higher in which grades of A, B, C, D, or F are given), the student will not be academically dismissed even if the cumulative grade point average is below 2.00.

***If the term grade point average is below a 2.30, or if fewer than the minimum hours were attempted, the student will be subject to academic dismissal based on the following standards:***

Students whose first enrollment at the University was during the Summer Quarter of 1980 or thereafter will be subject to academic dismissal if their cumulative grade point average is below that required for the designated number of total semester hours attempted\* as follows:

## Advising

Students must be advised before they can be cleared to register for courses. Grady College students can make an appointment using the Grady online advising tool found at [https://www.franklin.uga.edu/advising/students/Unified\\_Login.php](https://www.franklin.uga.edu/advising/students/Unified_Login.php).

The online advising tool will prompt students to enter their UGA ID and password. Students will be able to register for an available appointment time that works with their schedule.

Appointments can not be made within 24 hours of an advising time.

Advisors can check their appointment schedule and make notes on appointments through the advisor side of the online advising tool,

<https://cas.uga.edu/cas/login?service=https%3A%2F%2Fwebapps.franklin.uga.edu%2Fadvising%2Fadvisors%2Flogin.php>

Advisors meet and guide students a semester before registration for the next semester begins.

At that time advisors present students with a set of options for course selection. The student then takes the information and registers through ATHENA. Advisors encourage students to utilize electives to complete a minor, dual degree or certificate program.

A critical tool in the advising process is the use of Degree Works audit. DegreeWorks is a web-based tool to help students and advisors monitor a student's progress toward degree completion.

DegreeWorks can be accessed at <http://www.reg.uga.edu/degreeWorks>.

The Online Schedule of Classes is a useful tool to get an idea of what courses are planned for the following semester. The course offerings and class information in the Schedule of Classes will change throughout the semester. However, it does provide insight into the course offerings. Additionally, there is useful information in the FAQ section at the back of the Schedule.

## Applying to Grady

Entrance requirements can be found at <http://grady.uga.edu/apply/> .

- Be accepted and currently enrolled in classes at the University of Georgia.
- Complete I-V of the General Education core curriculum – Effective Fall 2008.  
<http://bulletin.uga.edu/GenEdCoreBulletin.aspx>
- Earn a 2.8 minimum overall GPA.
- Be in good academic standing during the semester of application. (cumulative GPA of at least 2.0)
- Complete the online application during the posted application dates. The deadline is 5:00 p.m. on Friday of the second full week of classes each Spring and Fall semester.
- Complete a written statement of interest. The statement must be written at the UGA Testing Center. <https://testing.uga.edu/students-customers/exam-detail/27>

Admission to Grady's high demand majors is competitive, and acceptance is not guaranteed. We expect this high demand situation to continue, due to high interest in journalism and mass communication, the vibrant reputation of Grady College and the high quality of students who apply to study here.

Selection of applicants will be based on scores in the following areas:

- 75% Grades Areas I, IV, and V of the Gen Ed curriculum
- 25% Score written statement of interest. (Maximum length is 2 pages)

The number of spaces available for new students varies by semester and is determined by the availability of teaching staff, classroom space, lab facilities and other resources for each major, as well as our commitment to help students proceed efficiently through our 4-semester programs.

### ***Change of Major (Current Grady Students)***

Grady majors are eligible to apply to change majors the semester following admission. Grady students who wish to apply for a change of major should complete the online application by

posted deadlines. They may also rewrite their statements of interest. Please remember that changes of major are competitive and not guaranteed.

## Athena

Athena is the student information system used for registration. It utilizes Banner software and provides a single authoritative source for registration. Students are able to log into Athena online using the UGA MyID and password. There are multiple search options for classes, so students don't have to scroll down a long list to look for classes. Students also can see their schedules by electing the 'week at a glance' options.

- Register for courses and drop courses
- Find out the date and time of their registration appointment
- Print a class schedule
- View flags
- Change or confirm graduation date
- View or update address information
- Restrict their directory information
- View or update email address

## Course descriptions

A description of all classes taught at the Grady College of Journalism and Mass Communication can be accessed at <http://bulletin.uga.edu/CoursesHome.aspx> .

## Course Overloads

If a student wishes to take more than 17 credits in one semester they must get approval from an advisor.

If an advisor feels that the student is capable of successfully attempting more than 17 credits, the advisor may increase the student's Max Credit Load. However, before increasing the credit load the advisor may want to get a short written statement from the student stating why they feel they will succeed taking more than the suggested amount of credits.

To Increase a student' Max Credit Load please contact the Office of the Registrar by emailing a request to [regsupp@uga.edu](mailto:regsupp@uga.edu)

## Cultural Diversity Requirement

All students who matriculate in fall 2002 and thereafter must comply with the University of Georgia Cultural Diversity Requirement. Courses that fulfill Grady College's Cultural Diversity Requirement can be found at:

[http://bulletin.uga.edu/Bulletin/cultural\\_div\\_journalism\\_mass\\_comm.html](http://bulletin.uga.edu/Bulletin/cultural_div_journalism_mass_comm.html) .

Students may also choose a course from the courses that satisfy the requirements for Franklin College of Arts and Sciences that are listed at:

[http://bulletin.uga.edu/Bulletin/cultural\\_div\\_journalism\\_mass\\_comm.html](http://bulletin.uga.edu/Bulletin/cultural_div_journalism_mass_comm.html)

## Dual Degrees

A graduate of any program may receive the baccalaureate degree of any other program by completing the additional studies required in that program

The minimum resident requirement is 30 semester hours. Courses taken in residence at the University of Georgia for the purpose of meeting program requirements for one degree may be counted toward the resident requirement for the second degree. (Students not enrolled at the University for a period of five years or more must complete 30 semester hours in residence for the second degree in addition to the courses taken to satisfy the first degree.) Individual schools and colleges within the University may impose additional resident requirements. Students pursuing an additional major within the same degree objective are considered to be enrolled for a double major.

**Students may not double major within Grady College, i.e. they cannot major in Journalism and Advertising.**

## Environmental Awareness Requirement

All students who matriculate in fall 1993 and thereafter must attain knowledge of basic principles concerning environmental issues. This requirement may be satisfied by taking one course from a list of approved courses.

[http://bulletin.uga.edu/Bulletin\\_Files/EnvironmentalAwarenessReq\\_Fall2016.pdf](http://bulletin.uga.edu/Bulletin_Files/EnvironmentalAwarenessReq_Fall2016.pdf)

## Exceptions

Advisor will make exceptions in DegreeWorks which allows one course to substitute for another course by matching the first requirement that can use EITHER the original course id or the substituted course id. Instructions for processing exceptions can be viewed at

<http://reg.uga.edu/degreeWorks/tutorials> .

# Experiential Learning Requirement

All first-year and transfer undergraduate students who matriculate fall semester 2016 and thereafter are required to complete at least one experiential learning activity before graduation. Experiential learning is the development of knowledge, skills, abilities, values, behaviors, and attitudes through first-hand experiences outside of the traditional classroom. To see the Grady courses and activities that satisfy this requirement see the link below:

<https://static1.squarespace.com/static/552e61fae4b02828ddd32f90/t/58bdc8c23a04117b534856fe/1488832721704/ELJour201703.pdf>

## Grading System

A A-	<b>Excellent</b>
B+ B B-	<b>Good</b>
C+ C C-	<b>Satisfactory</b>
D	<b>Passing</b>
F	<b>Failure</b>
WF	<b>Withdrew, failing.</b> This grade indicates that the student was permitted to withdraw from the course while doing unsatisfactory work. Withdrawal from a course under these circumstances is equivalent to a failure. This grade is included in the academic average.
I	<b>Incomplete.</b> This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an "I" is not satisfactorily removed after three semesters (counting summer school as one semester), the symbol I will be changed to the grade F (or U for a course graded S/U) by the Registrar.
W	This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint withdrawal

	deadline of the semester (date to be specified in the <i>Schedule of Classes</i> ) except in cases of hardship as determined by the appropriate official.
S	This symbol indicates satisfactory participation in certain required courses. Normally S grades are given in a limited number of professional, seminar, or graduate-level courses. Credit is included in hours earned. The grade is not included in the academic average.
U	This symbol indicates unsatisfactory performance in certain required courses in which S grades may normally be given. No credit is given. The grade is not included in the academic average.
V	This symbol indicates an audit. No credit is given. The grade is not included in the academic average.
K	This symbol indicates that a student was given credit for the course via a credit by examination program approved by the faculty; e.g., CLEP, AP, Proficiency, etc.
ER	This symbol indicates an error in reporting. ER's not removed by the end of the semester subsequent to their assignment will be converted to grades of WF.
NR	This symbol indicates that a grade was not received by the Registrar's Office in time for processing. The NR symbol will be replaced by a grade upon receipt of an official grade change form from the instructor.
WM	This symbol indicates a military withdrawal due to involuntary activation.

## GPA

For purposes of computing the grade-point average, letter grades are converted into numerical equivalents:

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- D = 1.0
- F = 0

*The cumulative grade point average is based on all residence hours attempted at the University exclusive of S and U grades. All other grades or symbols are excluded from computation of one's grade-point average.*

## Graduation with Honors

The University awards degrees with honors to candidates who meet specified standards of academic excellence. In order to be considered for a degree with honors, a student must meet the following requirements:

Graduating seniors will be recommended for graduation with honors on the basis of their overall grade point average for all college-level work attempted. The overall grade point average or all-college average includes all work attempted at the University of Georgia as well as all college-level transfer work attempted prior to or subsequent to matriculation at the University. Respective standards are as follows:

<b>HONORS DESIGNATION</b>	<b>REQUIRED OVERALL GPA</b>
Summa cum laude	3.90 -4.0
Magna cum laude	3.70 -3.89
Cum laude	3.50 -3.69

### ***First Honor Graduate***

Each student completing a baccalaureate degree with an overall grade point average of 4.0 will be designated a First Honor Graduate. The overall grade point average or all-college average includes all work attempted at the University of Georgia as well as all college-level transfer work attempted prior to or subsequent to matriculation at the University.

### ***Presidential Scholar and Dean's List***

The University encourages excellence in scholarship and gives recognition to students whose work is superior by publishing the Presidential Scholar and Dean's Lists from each school or college at the end of each semester. To be named a presidential scholar, students must have achieved during the preceding semester a grade point average of 4.00, earned at least 14 hours, with a minimum of 12 hours in courses graded A-F (9 hours during summer semester, with a minimum of 6 hours in courses graded A-F) numbered 1000 or higher, and received no

unsatisfactory or incomplete grades. Students who are not named a Presidential Scholar in a given semester will be named to the Dean's List if they have achieved during the preceding semester a grade point average greater than or equal to 3.50; earned at least 14 hours (6 hours during summer semester) in courses numbered 1000 or higher; and received no grades below a B (3.0), no unsatisfactory grades, and no incomplete grades.

## History Requirement

A passing grade on an examination on the history of the United States and Georgia is required of all persons receiving a baccalaureate degree from the University unless exempted by one of the following courses: HIST 2111, HIST 2112, HIST 2111H, HIST 2112H, HIST 3080H.

Individual testing appointments are available for a \$20 charge. Call University Testing Services (UTS) at 706-542-3183 for an appointment.

Reexamination is also permitted by appointment at UTS in Clark Howell Hall. Please visit [www.testing.uga.edu](http://www.testing.uga.edu) for more information.

## Honors Students (Grady)

First year, first semester Honors students who declare a Grady major in their first semester are automatically admitted to Grady College. As long as these students maintain their status within the Honors program, they are considered ABJ-Unspecified. When the student has satisfied the admission criteria he or she can complete the admission application in order to request a major during the application window. They are exempt from writing the statement of interest and are automatically granted the full 25 points.

## Intended -Grady Advisors

Intended-Grady Advisors, UGA Exploratory Center	
Shannon Perry	sperry@uga.edu
Crystal Cooper	coopercr@uga.edu

## Listserv Information

### ***Pre-Grady Listserv***

This listserv is for students who are not in Grady, but are interested in becoming a Grady student. It will contain information related to Grady admissions, Grady events, internships and more.

### ***Grady Student Listserv***

This listserv is for students who have been admitted to Grady College. It will contain information related to Grady events, Graduation, Convocation, Employment and more.

To sign on to the above listservs,

<http://grady.uga.edu/about-grady/listserv/>

### ***HWGrady Listserv***

This listserv is for all staff and faculty members in Grady College. It will contain information about Grady announcements, Grady events, university information, personnel and more.

To sign on to the above listserv,

Email [gradyhlp@listserv.uga.edu](mailto:gradyhlp@listserv.uga.edu)

## **Majors within Grady**

### ***Advertising***

Positions in advertising management, media planning and sales, message development and execution, and research design and analysis. Work in advertising agencies and related organizations or in the advertising and marketing communication department of businesses.

### ***Public Relations***

Positions in public relations, media relations, message design, development and execution work in public relations agencies and related organizations or in the communication/public relations departments of businesses, government, and other organizations such as not-for-profit institutions.

### ***Journalism***

Positions in public relations, media relations, message design, development and execution work in public relations agencies and related organizations or in the communication/public relations departments of businesses, government, and other organizations such as not-for-profit institutions.

## ***Entertainment and Media Studies***

Positions in media management, sales and promotions, writing, production, programming and new media in a variety of traditional broadcast stations or in the communication departments of business and other organizations, or freelance, or in entertainment industry firms. Opportunities for employment exist in the emerging new media outlets.

## **Mission Statement**

The Advising Team aims to provide exceptional services which empower and enable students and facilitate learning. The Advising Team is committed to model responsibility for students and to enable students to meet their goals.

## **Pass/Fail Option**

### ***Purpose***

This policy provides procedures by which undergraduates may enroll in elective courses outside their majors on a pass/fail basis. The pass/fail option is intended to reward students who wish to take courses outside their major and who are making satisfactory progress in their studies.

### ***Definitions***

**Satisfactory Progress.** A student who earned at least 30 hours towards graduation during the preceding academic year (including summer) and who maintains a cumulative grade point average of 2.0 is making satisfactory progress.

**Pass/fail grading.** Pass/fail courses will appear on the official transcript with a grade of "S" or "U." These grades do not count in the computation of the grade point average.

### ***Policy***

Students who have officially achieved Second Year status and who are making satisfactory progress may enroll in courses taught on a pass/fail basis in accordance with these conditions:

- Pass/fail courses may be taken as general electives. Courses taken to satisfy core curriculum requirements, courses required for the major and/or minor, courses that satisfy college-wide or institutional requirements (e.g., the Diversity Requirement, the Environmental Literacy Requirement), and other required courses may not be taken as pass/fail.

- During the semester they enroll in a pass/fail course, students must also take a minimum of 12 additional hours (6 semester hours during summer) of graded (A-F) course work at the University.
- This policy applies only to courses that are normally graded on an A-F basis.
- No more than three pass/fail courses may be counted towards an undergraduate degree. Courses taken on a pass/fail basis beyond this limit will earn institutional credit but will not count toward graduation.
- Once the drop-add period is over, a student who has registered for a course on the pass/fail option may not for any reason change to A-F grading, or vice versa.
- Students enrolled in pass/fail courses shall receive a "U" if withdrawn from the course after the midpoint of the academic term, except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Office of Student Affairs because of emergency or health reasons.
- Students enrolled in a course on a pass/fail basis must meet all normal course requirements (e.g., attendance, reports, papers, projects, examinations, labs, etc.) and will be graded in the usual way.
- A student who earns a "U" in a pass/fail course is not eligible for Presidential Scholar or Dean's List in the term in which the grade is assigned and also is not eligible to graduate with First Honor Graduate status.

***Pass/Fail Advisor Information***

Student will submit a form to the academic advisor or dean requesting a pass/fail option registration. This form can be found at [www.reg.uga.edu](http://www.reg.uga.edu).

Eligibility for enrollment in a course under the pass/fail policy will be determined by the student's academic advisor.

Once approved, the advisor will add an override to OASIS which will be utilized during the registration period to allow the student to exercise the option.

The course segment in registration will be marked if the student decides to register as pass/fail.

Class rolls and grade rolls will include a pass/fail indicator and the grade processing system will require the grade to be S, U, I, W, or WM.

The academic transcript will contain a pass/fail indicator and edits will prevent a grade change to a grade other than S, U, W or WM.

The screens used to display the registration schedule will include a pass/fail indicator.

The Student Advisement course history screen will also display an indicator so that advisors may quickly review courses taken under this option.

## PEDB

The basic physical education requirement at the University of Georgia consists of general education physical activity courses offered by the Department of Kinesiology that meet the University requirement for physical education.

### ***Philosophy***

The philosophy of the basic physical education at the University of Georgia is to promote lifelong physical activity and fitness for the enhancement of health and well-being. Increases in regular physical activity and fitness are influenced by people's confidence in the ability to engage in regular exercise and positive beliefs concerning the benefits of physical activity and fitness. Motivation to increase physical activity and fitness can be enhanced by incorporating fitness knowledge about fitness and behavior modification principles into activity classes. The adoption of positive health behaviors by students has the potential to significantly improve the lifelong health benefits for all UGA graduates.

### ***University Requirement***

All students entering the University fall 1991, and thereafter, who matriculate for their first baccalaureate degree are required to pass one semester credit hour of basic physical education. This requirement may be satisfied by successful completion of any combination of basic physical education courses. The above requirements are applicable to all students except as follows:

1. Veterans: Veterans who have served 180 days or more may receive credit based on their military service, depending on date of matriculation. Veterans may receive no more credit for basic physical education courses than is required for a degree. To establish credit, veterans will be required to present a copy of their DD214 form to the Admissions Office.
2. Army and Air Force ROTC Participants: Students who have successfully completed the Army ROTC Advanced Camp or the Air Force ROTC Field Training Encampment shall

be considered to have met the basic physical education requirement, if they have not already satisfied it with basic physical education course work.

3. Disabled Students: Adapted physical education classes are available to facilitate the meeting of the University physical education requirement by disabled students. Policies with regard to physical education for disabled students are as follows:

The Department of Kinesiology is committed to fulfilling the physical education needs of all students. An adapted physical education course (PEDB 1010) is included as a part of basic physical education offerings for students who, because of temporary or permanent disability or medical conditions, cannot participate in the mainstream physical education courses. It is through this adapted course that, with few exceptions, all students are able to satisfy the basic physical education requirement. It is through this adapted program that, with few exceptions, all students are able to satisfy the basic physical education requirement. Students with health problems or disabilities should consult with the staff physician at the University Health Service. Students will in turn be referred to the adapted physical education specialist who works in concert with the University staff physician, and subsequently will be placed in appropriate physical education activities. There are no exceptions to the physical education requirement for reasons of age, sex, or disability except upon special recommendation by a medical doctor.

## POD Process

Permission of Department (POD) classes are assigned based on the Grady Priority System,

1. Graduating Seniors
2. Seniors enrolled in the College for three, but not more than five semesters needing required courses.
3. Seniors needing required courses.
4. Juniors enrolled in the College for two semesters needing required courses.
5. Approved change of major.
6. Juniors enrolled in the College needing required courses.
7. Seniors registering for elective courses.
8. Juniors registering for elective courses.
9. Minors.
10. Grady majors with an undesignated major.
11. Pre-majors.
12. UGA students.

In determining POD assignments we look at,

- Intended graduation semester

- Number of semesters within Grady (more semesters = higher priority)
- Hours earned

POD courses are **not** based on advising appointment times. As long as students attend their scheduled advising appointment within the time period for their cohort they will be appropriately placed within the priority system.

All Grady courses, except introductory courses, are POD and are reserved for students in Grady majors.

Seats in open POD courses will be released to all Grady majors on the first day of Drop/Add. If a student drops their POD there is no guarantee that they will be able to regain that POD.

Any remaining seats in POD courses will be opened to Pre-Journalism students on the third business day of Drop/Add. Restrictions will continue to be lifted until all seats have been registered for. Students can check for extra Grady courses on OASIS and can pick up seats in an extra course if eligible for that course.

## Repeating Courses

### **Should I repeat courses to try to improve my grade point average?**

Keep in mind that both your original grade and the grade you earn when you repeat a course are reported on your transcript. The grade you earn when you repeat a course does not replace your original grade.

### **Policy in Bulletin: Forfeiture of Course Credit**

By registering for and receiving a grade in a course for which credit hours have already been granted, either by work at the University or by transfer, a student forfeits the previous credits in that course. All grades, however, will be included in the student's UGA cumulative average, if UGA credits, and the overall average.

## Requirements for Graduation

- PEDB
- History of the United States and Georgia
- Federal Constitution
- Georgia Constitution

- Residency Requirement
- Environmental Literacy
- Experiential Learning Requirement
- Cultural Diversity
- Upper Division Electives

## Residency Rule

Candidates for first baccalaureate degrees who matriculate at UGA fall 2003 and thereafter must earn at least 45 of the last 60 semester credit hours in residence. In addition, 15 of the semester credit hours required for a student's major must be earned in residence. (Some majors may require more than the minimum of 15 semester credit hours.)

Students whose first matriculation at UGA is prior to fall 2003 and who are candidates for first baccalaureate degrees after fall 1995 must earn 40 of the last 60 semester credit hours in residence. In addition, such students must earn 12 of the semester credit hours required for the major in residence.

Courses which are remedial in nature and are numbered less than 1000 shall not be counted in satisfaction of this requirement.

**Study Abroad:** Students may receive resident credit for University-sponsored studies abroad programs for which course registration and fee payment are effected through the University.

**Other University-approved academic programs:** Students participating in a University-approved academic program, including the National Student Exchange (NSE), UGA international exchange programs, and approved study abroad programs, are exempt from the part of the residence requirement which requires that 45 (or 40) of the last 60 semester credit hours must be completed in residence. In such cases, students need to complete 45 (or 40) semester hours at the University of Georgia in order to satisfy the residence requirement.

Credit earned through programs sponsored by other institutions, organizations, or approved student exchange programs will be recorded as transfer credit.

Students who present acceptable college credit earned before September 1960, or who are enrolled for a **second baccalaureate degree**, may satisfy the resident requirement by completing in residence 30 semester hours in courses numbered 2000 and above with a cumulative average grade of 2.0 or better. Students enrolled in the combined B.S.-M.D. program with the Medical College of Georgia may satisfy the resident requirement at the University by

completing 30 semester hours in residence in courses approved by the Dean of the Franklin College of Arts and Sciences.

## Returning UGA Students

A “Former UGA Undergraduate” is any student who has been enrolled previously at the University of Georgia, with the exception of students enrolled solely as “transients.”

Undergraduate students who are not enrolled at the University for more than one calendar year must apply for readmission and pay an application fee (currently \$25) at least 20 calendar days (30 days for graduate students) prior to the published date of late registration. Students who are on academic dismissal from UGA should first contact their academic school or college of last enrollment. Undergraduate readmission applications are available electronically from our Web site at [www.admissions.uga.edu](http://www.admissions.uga.edu) or from the Office of Undergraduate Admissions.

Undergraduate students who have not been enrolled at the University for a period of five years or more may be subject to different University, college or school, or department requirements than those which existed at the time of their matriculation or entry into a given college/school, major, minor, or certificate program.

*Note: If you were last regularly enrolled less than one year prior to the term of intended re-enrollment, you may be eligible to register for classes without submitting a new application. Please contact the academic advising office of the college or school at UGA in which you were last enrolled for an appointment. Any “former” seeking readmission following dismissal from UGA must contact the dean’s office of the college or school at UGA in which you were last enrolled prior to submission of an application.*

## Study Abroad

### **Grady Study Abroad Programs**

Contact Rebekah Ryan – [rryan26@uga.edu](mailto:rryan26@uga.edu)

## Transient Students

### **What does it mean to be a "Transient Student?"**

If you are planning to attend another college or university to take a course or courses for transfer to UGA, you will be considered a transient student.

### **How do I "Go Transient?"**

Obtain an application from the other institution and apply as a "Transient Student"

Submit a "Student Request for Transient Status" form which may be obtained in the UGA Registrar's Office in the Hunter Holmes Academic Building or through the ATHENA system From the "Student Records Main Menu," select "Request Transcript/Letter of Certification" then select "Send Certification of Enrollment, degrees awarded, gpa, etc." (The Transient form is on the right at the bottom.)

When your course(s) have been completed, you must request that a transcript be sent from the other institution to the UGA Office of Undergraduate Admissions, 212 Terrell Hall, Athens, GA 30602.

### **What should I know about attending an In-State College?**

The UGA Admissions Office has developed a "Transfer Equivalency Search System" for all Georgia Colleges (and many out-of-state Colleges.). This can be found at [http://www.admissions.uga.edu/7\\_trans\\_equiv\\_search.html](http://www.admissions.uga.edu/7_trans_equiv_search.html).

Many of the courses which are commonly taken are listed. As you review the information, you will see the UGA course and course number and the equivalent course/course number at the other institution.

If you plan to attend an in-state college and you plan to take one or more of the courses listed, you can be assured that the course(s) will be evaluated as shown.

You may wish to look at the Georgia colleges/universities web pages or contact them for more information.

### **What should I know about attending an Out-of-State College?**

Many out-of-state Colleges have courses listed in the "Transfer Equivalency Search System". However, if you wish to attend a college that is not listed, you will be responsible for reviewing the college catalogue of the school you plan to attend and determining if the course seems as if it will be equivalent to a UGA course. Evaluators in the Office of Undergraduate Admissions can assist you as you choose courses from out-of-state institutions. However, courses that are not listed on the Equivalency Search will not be evaluated officially until you return to UGA.

### **Will an Academic Advisor/Graduation Specialist be able to assist me?**

Whether you plan to attend a college in-state or out-of-state, your Academic Advisor/Graduation Specialist will only be able to assist you in selecting UGA courses appropriate for your degree and major. The Academic Advisor/Graduation Specialist cannot advise you in the selection or in the transferability of courses not listed on the equivalency sheets.

If you select a course that is not listed on an equivalency website, you will be responsible for reviewing the college catalogue of the school you plan to attend and determining if the course description seems as if it will be equivalent to a UGA course. If you plan to take a course in your "major" area of study at another institution, you should check with your major department. Some departments will not allow transfer courses to be used in the major.

The Admissions Office does not evaluate transient work until after the course(s) are transferred to the University of Georgia; therefore an Academic Advisor/Graduation Specialist cannot be responsible for determining equivalency.

**Will my H.O.P.E. scholarship cover my summer classes?**

UGA HOPE students who wish to enroll as a transient student at another HOPE eligible institution may receive HOPE funds at the transient institution. You can access the UGA HOPE Transient Form at [www.uga.edu/osfa/forms.html](http://www.uga.edu/osfa/forms.html) and follow the instructions.

**If you plan to take a course not listed on the Equivalency Search, you should keep the following items for documentation purposes:**

1. Course description
2. Syllabus of the course
3. Course Work (tests, essays, etc.)
4. Title of textbook, author, publisher, copyright date

If the UGA Admissions Office has any question about courses taken elsewhere, the above information could prove to be very valuable.

## UGA Core Curriculum

The General Education Core Curriculum can be viewed at:

<http://bulletin.uga.edu/GenEdCoreBulletin.aspx>

## Upper Division Electives

Upper Division Electives are courses at the 3000-level and above that must be taken OUTSIDE of Grady. Any completed minor or certificate program outside of Grady can fulfill this requirement (a New Media or Sports Media certificate will not fulfill the requirement because these are Grady certificate programs). These 15 hours (or five classes) are intended to give students a chance to specialize in up to two subjects. Unless students are earning a certificate, Upper Division Electives may come from NO MORE THAN TWO prefixes (example: HIST and ENGL). For most subjects, including SOCI, PSYC, and others, it is best to take the introductory course (ex: SOCI 1101) as early as possible to earn pre-requisites required for upper level courses.

## Waiving

Anything in Area F can waive courses in Areas I-V because Area VI is fulfilled with upper division major related courses. When this happens, the hours that were going to be required in a particular area are flipped to elective hours (needed for graduation). This opens the student's schedule for minors and dual majors.

## “What If” Reports

To run a “What If” Report if a student wants to see how their courses would count towards another degree, use the “What If” tab in DegreeWorks.

## 39-Hour Rule

All students are required to complete 39 hours of upper division course work (level 3000 and higher) to graduate.

### Grady Exceptions

- When a student has **completed** a minor one of their minor courses that is under 3000 level (but as close to 3000 as possible) can be moved from Upper Division Electives to General Electives. This allows students more flexibility with their General Electives.
  - Since the ILAD certificate only has 3 ILAD pre-fix courses and the rest of its curriculum is approved General Electives from other disciplines, students who complete the ILAD certificate may have more than 2 disciplines in their Upper Division Elective area **if** the additional disciplines are counting towards their ILAD certificate.
  - For example, an ILAD student may have ILAD, SPCM and SOCI in their Upper Division Electives because the SPCM and SOCI courses are electives for the ILAD certificate.

