

## **UAM OPERATING PROCEDURE 500.1**

### **PROVISIONAL ADMISSION OF STUDENTS**

University requirements include: (1) a completed application for admission, (2) college entrance exam scores, and (3) official academic transcripts. The University also requires all first-time freshmen to sign acceptance of an 8-Semester Program of Study or a waiver of the 8-Semester Program of Study to become fully admitted.

Other requirements include: (1) Proof of immunization against measles, mumps, and rubella. Two MMR injections or proof of serological immunity is required. It is the responsibility of the student to request any exemption through the Arkansas Dept. of Health, 4815 W. Markham, Little Rock, Arkansas 72205. Proof that the student was born prior to January 1, 1957, will be accepted in lieu of receiving a vaccine. (2) A selective service statement. Students who are required to register with selective service must sign a statement attesting that they have registered or are exempt from doing so. This statement appears on the application for admission and must be completed by all male applicants. (3) For international students, proof of tuberculin skin testing or a chest x-ray within the last six months is required.

Provisional admission may be extended to the student who has not completed the admission process at the time of registration. The admission requirements listed below must be met no later than the last class day of the fall or spring semester or a summer term. Students who do not meet the deadline will be ineligible to register for a future semester.

- Proof of second immunization against measles, mumps, rubella, and such other diseases as delineated by the Arkansas State Board of Health - Required of all students (undergraduate and graduate) born on January 1, 1957, and thereafter. Records must show administration at a state health department or medical facility. Proof of serological testing within normal guidelines will be accepted in lieu of the immunizations. Any other state allowed exemption must come directly from the Arkansas Department of Health Prior to the first day of classes. Records requesting exemption that are provided from a student will not be accepted. Lack of immunization requirements can directly affect the admission of any student.
- High school transcript or GED.
- College transcript(s) - Required of students who have attended other colleges or universities.
- ACT or comparable test scores - Transfer students who have not completed their English and mathematics general education requirements.
- Letter of good standing - Required of visiting students.

At the time of provisional admission, the Office of Admissions completes a form which lists the documentation needed to complete admission. This form, which also contains the provisional admission policy, requires the student's signature. One copy is given to the student, and one copy is filed in the student's folder in Admissions. This form is completed on all provisional students who visit the Office of Admissions in person and by fax on those who handle their admission *in absentia*. The Office of Admissions and the Office of the Registrar coordinate their efforts to ensure that the language and deadlines on the form are consistent with both offices.

- For fall and spring semesters, the following time line and procedures are implemented by the Office of Admissions and the Office of the Registrar-to complete the admission of provisional students:
- Prior to first class day, the Office of Admissions will notify each provisionally admitted student enrolled in one or more hours. The postcard will direct the student to their checklist items in WeevilNet.
- On the 5th class day - The Registrar's Office sends an e-mail notification to each provisionally admitted student who is enrolled for one or more hours. The e-mail notification, which directs the student to their checklist items in WeevilNet and include the deadline to submit documents, is sent to the student's UAM e-mail address.
- Beginning the 12<sup>th</sup> class day - The Registrar's Office will send a weekly follow-up e-mail with a copy to the advisor to any student lacking-documents; beginning the fifth class week will ask instructors and Residence Life to assist in notifying the students; and will call students.
- The week prior to pre-registration – A registration hold will be placed on the student's account until all documents are received.

For summer terms, the following time line and procedures are used:

- Prior to first class day, the Office of Admissions will notify each provisionally admitted student enrolled in one or more hours. The postcard will direct the student to their checklist items in WeevilNet.
- On the 3<sup>rd</sup> class day - The Registrar's Office sends an e-mail notification to each provisionally admitted student who is enrolled for one or more hours. The e-mail notification, which directs the student to their checklist items in WeevilNet and include the deadline to submit documents, is sent to the student's UAM e-mail address.
- Beginning the 6th class day - The Registrar's Office will send a weekly follow-up e-mail with a copy to the advisor to any student lacking-documents; will ask instructors and Residence Life to assist in notifying the students; and will call students.

- The day after the last class day – A registration hold will be placed on the student’s account until all documents are received and any registration for future terms will be cancelled.

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