Special Student Status

Non-degree Students

Eligibility
A general Non-Degree seeking student is one who is not currently enrolled in or pursuing a degree at another institution and who desires to enroll at UAH for one or more terms to take certain advanced coursework for personal or professional growth. Any adult who has completed high school or completed the GED with a minimum score of 170 at least two calendar years prior to the application term may apply for admission as a non-degree student. Credits earned or courses audited as a non-degree student are recorded on the student's permanent record. As appropriate, credit courses will be applied toward a regular undergraduate degree program when the individual qualifies for admission as a regular student. A student enrolled as a non-degree student must satisfy course prerequisites for each course taken and may be required to submit official transcripts from any prior collegiate institutions attended to show satisfactory completion of prerequisites. International students attending UAH on a student visa are not eligible for non-degree status. A student whose first language is other than English must demonstrate English language proficiency. See the section on English language requirements for nonnative speakers.

Exceptions
Several factors are considered when determining eligibility as a Non-Degree Student. Students may be more appropriately classified in other admission categories as outlined below:

- Students who have not yet graduated from high school must apply for admission via Dual Enrollment or Early Start.
- A student who has completed high school or earned at least a 170 on the GED, but has not yet enrolled in college coursework must apply as a degree seeking first year/freshman student, or have graduated from high school or earned a GED at least two calendar years prior to term of application for non-degree admission.
- Students currently enrolled at another institution who wish to take classes as a visiting student with the intention of returning to the primary institution should apply as a Transient student.
- Students who have earned a bachelor's degree previously should apply as a Post-Baccalaureate student, which is a special category of Non-degree seeking students.

Enrollment
Non-Degree seeking students who have attended another college or university must have an official transcript from the last school attended sent to the Office of Admissions. The student must be in good academic standing at the last institution attended, if the application is submitted within one year of last enrollment. Applicants who have not attended another college or university must submit an official high school transcript, including graduation date, or an official GED test report to the Office of Admissions.

Once admitted as a non-degree student, the student may only register for a maximum of 12 semester hours per term. Only 12 semester hours earned as a Non-Degree seeking student can be used toward an undergraduate degree at UAH. Please note that admission as a Non-Degree seeking student does not imply admission to an undergraduate or graduate degree program.

Non-Degree seeking students are generally considered casual course takers and as such have the lowest priority in class registration. Enrollment in courses will be on a space-available basis, and degree-seeking students shall have priority should there be a wait-list. If a course has prerequisites that the student has not met, permission must be granted by the instructor before enrollment in the course. Non-degree students may provide evidence of meeting course prerequisites by providing an unofficial transcript to the appropriate academic advisor or Registrar staff.

A student enrolled in this category is subject to the same periodic review of his or her record as a regular student and is subject to the University's regulations regarding scholastic probation, dismissal, and reinstatement. (See Academic Policies and Procedures.)

Non-Degree students cannot become candidates for a degree, be eligible for honors or hold officer positions in student organizations unless and until they reapply and are admitted as regular degree seeking students. At such time, the student shall submit official transcripts from all institutions previously attended and meet regular admission standards.

Non-Degree students generally are not eligible for financial aid. It is recommended that applicants contact the Office of Financial Aid at 256.824.6650 for more information and to verify eligibility.

Transient Students
Students who are currently enrolled at other colleges may apply for admission to take credit classes that will count toward a degree at their home institution. A completed application, a non-refundable $30 application fee, and an Official Transcript from the current college are required. This verifies eligibility to return to the student's home institution and verifies the home college will accept the UAH courses for degree requirements. Transient
students should satisfy UAH course prerequisites for each course taken and may be required to submit other official transcripts showing satisfactory completion of prerequisites.

**Concurrent Enrollment**

This category permits a student to enroll concurrently at more than one higher education institution. One institution must be declared as the "home" institution. A student may enroll at UAH and concurrently at another regionally accredited higher education institution and earn credit toward a degree at UAH, provided that prior written permission has been obtained from the student's academic advisor and the UAH Registrar. The student pays regular tuition at both institutions.

**Post-Baccalaureate**

**Eligibility**

A Post-Baccalaureate student is one who has already earned a bachelor's degree and who desires to enroll at UAH for one or more terms to take certain advanced coursework for personal or professional growth. In addition to the application and non-refundable application fee, applicants must submit to the Office of Admissions an official transcript from the college or university from which the baccalaureate degree was earned.

**Exceptions**

Students who have already earned a bachelor's degree and wish to enroll as a degree seeking student should apply as Second Bachelor's applicant. These applicants must have a minimum cumulative grade point average of 2.0 and have all official transcripts of coursework attempted sent to UAH Office of Admissions.

Please note that admission as a Post-Baccalaureate student does not imply admission to an undergraduate or graduate degree program.

**Enrollment**

As with all Non-Degree seeking students, Post-Baccalaureate students are generally considered casual course takers and as such have the lowest priority in class registration. Enrollment in courses will be on a space-available basis, and degree-seeking students shall have priority should there be a wait-list. If a course has prerequisites that the student has not met, permission must be granted by the instructor before enrollment in the course. Non-Degree students may provide evidence of meeting course prerequisites by providing an unofficial transcript to the appropriate academic advisor or Registrar staff.

Post-Baccalaureate students are limited to 12 semester hours each term. Additionally, a maximum of 24 semester hours earned as a Post-Baccalaureate student can be applied toward a second bachelor's degree should a student decide to apply as a degree seeking student.

A student enrolled in this category is subject to the same periodic review of his or her record as a regular student and is subject to the University's regulations regarding scholastic probation, dismissal, and reinstatement. (See Academic Policies and Procedures.)

Post-Baccalaureate students cannot become candidates for a degree, be eligible for honors or hold officer positions in student organizations unless and until they reapply and are admitted as regular degree seeking students under the Second Bachelor's application category. At such time, the student shall submit official transcripts from all institutions previously attended and meet regular admission standards, which includes a minimum cumulative 2.0 in all attempted coursework.

Post-Baccalaureate students generally are not eligible for financial aid. It is recommended that applicants contact the Office of Financial Aid at 256.824.6650 for more information and to verify eligibility.

**Re-Entry**

A student who has not attended UAH for one or more semesters and who wishes to return should consult with the Office of the Registrar to determine enrollment status and the conditions under which studies may be resumed.