

Domestic Study Away Registration

modified on 5/3/2010

(Please complete a **separate form for each semester** you will be away)

Instructions to Student:

1. Meet with your academic advisor to determine appropriate courses to take at the host school. Attach course descriptions to this form.
☐ Checked by advisor Advisor's/Chairperson's Initials
2. Submit the form to the Academic Dean of your College or to the Graduate School, for review and signature.
3. If you receive financial assistance (including scholarships and tuition waivers), you must meet with a Financial Aid Advisor and have him/her sign your form.
4. If you are taking classes at the College of the Atlantic, additional paperwork must be filed with Student Records.
5. **Before leaving your host campus, request that an official transcript be sent to Kathy M. Ouellette, University of Maine Office of Student Records, 5781 Wingate Hall, Room 100, Orono ME 04469-5781, after grades are posted.**
Please note: An official transcript is not required for courses taken within the University of Maine System.

Office of Student Records only:
The student named below is officially
registered as an AWAY student for:

Fall Semester: _____
(signed) (date)

Spring Semester: _____
(signed) (date)

Summer Semester: _____
(signed) (date)

Copies retained by: Student
Dean's Office or Grad School
Financial Aid
Student Records

Student Information

Name

Student ID#

Class Level ☐ FY ☐ SO ☐ JR ☐ SR ☐ GRAD

Plan (Major) Plan (Minor)

Sub-Plan (Concentration)

Anticipated Graduation Date

Local Address

City State Zip Code

Local Phone Cell Phone

Address to
which UMaine
information can
be sent while
you are away

Date

Which institution will you be attending?

Which campus?

Semester you will be away

Date away semester begins

Date away semester ends

Are you currently registered at UMaine
for the semester you plan to be away? ☐ Yes* ☐ No

* If yes, do you want the Office of Student records to cancel your
registration?

☐ YES: cancel my UMaine enrollment

☐ NO: Do not drop my courses. I understand it is my
responsibility to contact my Dean's office if I want my
courses cancelled.

Student's Signature

(continued on reverse)

Prior Approval of Courses - With Course Descriptions Attached

- You must be in good academic standing to be granted permission to take an Away Leave.
- Make sure that courses listed do not duplicate any courses already taken for degree credit at UMaine. **NO COURSE REPEATS.**
- Only courses passed with a grade equivalent to a C- or higher will transfer for degree credit. (NOTE: a C- is unacceptable for ENG 101). Quality points and grades earned do not transfer.

NOTE: Advisors/Chairs with questions about credit equivalencies may contact Kathy M. Ouellette at the Office of Student Records (581-1319) for assistance in making these credit determinations. The Transfer Equivalency search tool (Transfer Matrix) can be accessed from the Student Records web site at: <http://studentrecords.umaine.edu/transfer/transfercourses.asp>

***** ATTACH COURSE DESCRIPTIONS! *****

To be completed by Student: Courses to be Taken Away				To be completed by the Major Department or the College:		
Dept. & Course # (or other identifier)	Course Title	Sem. Hrs.	Qtr. Hrs	Course Equivalency At UMaine	UMaine Credit	Comments

*By signing below, the student's Academic Advisor (or Department Chair) and the Dean (or Grad School Assoc. Dean) certify that the courses listed above are eligible for transfer to the University by checking the transfer matrix or by consulting with Kathy M. Ouellette. **It is the student's responsibility to ascertain that these courses meet the UMaine degree requirement and to have an official transcript sent to UMaine by the host school. The Dean's office or the Graduate School should submit the completed form with all signatures to the Office of Student Records at 100 Wingate Hall.***

1.) Advisor/Chairperson Signature: _____ Date

2.) Academic Dean/Graduate School Signature: _____ Date

Comments

FINANCIAL AID NOTIFICATION **You must meet with a Financial Aid Advisor in Wingate Hall to complete this section.**

Will you apply for and/or receive financial assistance (including scholarships and tuition wavers) for your study away expenses?

☐ Yes ☐ No

Where will you live while you are away?

☐ On campus
☐ Off campus
☐ At home or with family

Away Campus Office to which funds should be sent
(including a "to attention of" individual's name, if known)

Address:

Unless a standing Consortium Agreement already exists, a Contractual Agreement will be initiated and forwarded to the host institution. UMaine must receive this agreement and official enrollment verification **before** financial aid will be released. **NOTE:** The office of Student Financial Aid will verify enrollment for students enrolled in the University of Maine System.

Financial Aid Advisor Signature: _____ Date

Comments