

UA-STILLMAN CONCURRENT ENROLLMENT PROCESS

Last revised: February 2022

This document outlines the processes involved in the student exchange outlined in the “Interinstitutional Cooperative Agreement between Stillman College and The University of Alabama,” signed by both institutions in February 2022. As outlined in that agreement:

Each student participating in the Course Exchange Program must obtain documented approval in accordance with the procedures outlined in the UA-Stillman Concurrent Enrollment Process document. Each Party shall have the authority to revise and update its processes as outlined in the document referenced above by providing written notice of such revisions to the other Party.

To that end, administrative offices at both Stillman College and The University of Alabama agree to adhere to the following processes.

UA STUDENTS WHO WISH TO TAKE CONCURRENT CLASSES AT STILLMAN COLLEGE UNDER THE COOPERATIVE AGREEMENT:

- UA students are limited to a maximum of 6 credit-hours per semester at Stillman, and a total of 24 credit-hours, during their undergraduate careers. Any courses beyond those caps will require payment of tuition to Stillman College. UA students will be responsible for paying all other charges due beyond tuition, based on their enrollment. These include college/course fees, electronic book charges, parking charges, etc.
- Concurrent courses at Stillman may only be taken during the Fall and Spring semester. Summer enrollment will require payment of tuition and applicable fees to Stillman College.
- UA participants in this concurrent program must be registered as full-time UA students, during the semester that they take course(s) at Stillman. The Stillman courses will count towards this full-time enrollment status.
- UA students will apply to Stillman’s Undergraduate Admissions as transient (non-degree) students. Upon admission, the Stillman Office of Admissions will enter students into Colleague as UATrans.
- UA participants interested in participating in this program must complete the UA-Stillman Cooperative Exchange Registration Form, obtain the necessary signatures, and return to the Office of the University Registrar (206 Student Services, registrar@ua.edu).
- UA will send the signed form to the registrar@stillman.edu. The Office of Registrar will enroll the UA students into courses.

- Once UA receives confirmation that the student has been enrolled in the desired course(s), UA students will be added to MSC 460 (UA-Stillman Concurrent) in order to reflect their total credit-hour enrollment for the semester. If the total credit-hour enrollment exceeds 16 hours, additional tuition may be charged by UA according to its published rates. UA's Office of the University Registrar will notify the student of this action via email.
- UA, as the student's home institution, will be the processor of federal funding for its students.

Upon the conclusion of the semester, participating students should request that Stillman send the official transcript to:

The University of Alabama
 Office of the University Registrar
 Box 870134
 Tuscaloosa, AL 35487-0134
transfercredit@ua.edu (if sent electronically)

STILLMAN STUDENTS WHO WISH TO TAKE CONCURRENT CLASSES AT UA UNDER THE COOPERATIVE AGREEMENT

- Stillman students are limited to a maximum of 6 credit-hours per semester at UA, and a total of 24 credit-hours, during their undergraduate careers. Any courses beyond those caps will require payment of tuition to UA. Stillman students will be responsible for paying all other charges due beyond tuition, based on their enrollment. These may include college/course fees, electronic book charges, parking charges, etc.
- Concurrent courses at UA may only be taken during the Fall and Spring semester. Summer enrollment will require payment of tuition and applicable fees to UA.
- Stillman participants in this concurrent program must be registered as full-time Stillman students, during the semester that they take course(s) at UA. The UA courses will not count towards this full-time enrollment status.
- Stillman students will complete a Request for External Study form and submit that form to the Office of the Registrar with all signatures and supporting documents.
- Registrar's Office will prepare a Letter of Good Standing that includes information on the course(s) the student is approved to take at UA and notify the student that it is ready.
- Stillman students will apply to UA's Undergraduate Admissions as transient (non-degree) students. Upon admission, the UA Office of Admissions will apply the Banner code of **Student Type 'A'** (Stillman Concurrent).
- Stillman students will register for classes via myBama and are responsible for obtaining any necessary registration permits that may be necessary. The UA Office of the Registrar will manually set billing hours to '0' to ensure no tuition charges are assessed upon UA enrollment.

- Stillman, as the student's home institution, will be the processor of federal funding for its students.
- Stillman students will be responsible for requesting that their official transcripts be sent to Stillman upon completion of the term of enrollment. More information regarding how to request official transcripts can be found here: <https://registrar.ua.edu/student-services/transcripts/>. Students with a balance due at UA may not receive transcripts until that balance is satisfied. All students taking classes at UA are subject to the UA Financial Responsibility Agreement, a copy of which can be found here: <https://studentaccounts.ua.edu/delinquent-accounts-or-returned-checks/>.

Transcripts should be sent to:

Stillman College
Office of the Registrar
3601 Stillman Blvd.
Tuscaloosa, AL 35401
registrar@stillman.edu (if sent electronically)