

## Non-degree Seeking Learners

A learner who wishes to enroll for graduate courses at Upper Iowa University as a transient learner may do so if that person (a) meets the Upper Iowa University graduate admission requirements, (b) is admitted to and in good standing in a Masters degree or higher program at a regionally accredited university, or (c) holds a Masters degree or higher from a regionally accredited university.

Learners are required to provide an official transcript from their institution awarding the undergraduate degree and submit a completed graduate application indicating transient (nondegree seeking). Transient learners are limited to nine hours of credit and are not eligible for financial aid. Learners working towards undergraduate degrees may not take graduate courses. Learners from other educational institutions should confirm that their institution will accept specific Upper Iowa University courses in transfer to their degree program.

## Graduate Cost to Attend

Tuition per <b>graduate</b> semester credit for U.S. Online and Center Programs, courses, due prior to the first day of term.	\$350
Application and evaluation fee U.S. Online and Center Programs	\$50
Tuition per <b>graduate</b> semester credit for International Online Programs, due prior to the first day of term.	Varies by Center
Application and evaluation fee for International Online Programs	Varies by Center
Transcripting credit as recommended by ACE guidelines, including PEP, DSST and CLEP	No Charge
Transcripts, per copy	\$3
Transcripts, per copy faxed	\$5
Transcripts, per copy faxed and mailed (written request must be made to Registrar's office)	\$8
Graduation fee, payable at time of application for graduation	\$65
Graduation fee for International Online Programs	Varies by Center

All fees are in U.S. dollars

Learners receiving financial aid will be required to pay, at the time of registration or the first day of the term, any difference between total expenses and the aid. Expenses may be charged to VISA or MasterCard, or may be paid by personal check or money order.

Books or instructional materials are generally required with each course. Some courses may require additional fees. Book and supply costs are estimated at \$100-\$200 per graduate course.

Each learner is responsible for purchasing required textbook(s) for each course. For those eligible and receiving financial aid, funds will not be available at the time of purchase. Contact the program office for more information.

Tuition per graduate semester credit for Online International Graduate Program learners may vary. Go to [www.uui.edu](http://www.uui.edu) for further information.

## Financial Aid

### Applying for Financial Aid

Upper Iowa University will provide financial assistance to all graduate learners who show the eligibility for Federal Stafford loans. To apply for financial aid, learners must submit the Free Application for Federal Student Aid (FAFSA). This form can be found on the Internet at <http://www.fafsa.ed.gov>. Learners must be accepted into the program and have a complete financial aid file in order for an award letter to be completed. An award letter must be completed in order for loan applications to be processed.

**International Center Students:** U.S. federal financial aid funds are not available. Check with local center staff for other types of aid available by country.

### Graduate Learners

Graduate learners have the ability to borrow only Federal Stafford Loans. Federal Subsidized and Unsubsidized Stafford loans are long-term, low interest federal loans.

- The subsidized loan is based on financial need. The interest on this loan is subsidized by the federal government while the learner is enrolled at least half time.
- The unsubsidized loan is not need based and the interest begins to accrue while the learner is enrolled. The interest can either be capitalized or paid on a quarterly basis.

The annual combination of both subsidized and unsubsidized Federal Stafford Loans is \$8,500 for a graduate learner. Graduate learners can also borrow Auxiliary Unsubsidized Stafford Loan funds up to but not exceeding their cost of attendance.

Repayment begins six months after graduation or withdrawal. Current interest rates are available from your lender. Disbursement of loan proceeds is equally distributed among the number of terms in the loan period. Loan applications must be submitted before the learner's last date of attendance.

The cost of attendance can be increased one time for the purchase of a computer. To make this adjustment, a receipt showing the actual amount spent on the computer must be submitted to the Financial Aid Office.

Federal regulations require first time loan borrowers to complete an Entrance Interview prior to receiving loan funds. If an Entrance Interview is not completed, loans will not be processed. Graduate learners may complete their entrance interview online at [www.mappingyourfuture.com](http://www.mappingyourfuture.com).

### Federal Stafford Loans

Federal Stafford Loans are financed through participating local banks and other lenders to U.S. citizens or permanent residents. Subsidized Federal Stafford Loans are awarded to those who show financial need. The interest is paid by the federal government while the recipient is enrolled at least half time. Unsubsidized Federal Stafford Loans are awarded to those who show less financial need. The interest is paid by the recipient while

enrolled at least half time. **International Center Students:** U.S. federal financial aid funds are not available. Check with local center staff for other types of aid available by country.

## Online Program Information

### U.S. Online Program Registration

1. A learner interested in registering for an online course may do so by any of the following methods.

**Telephone:** Call 800-773-9298 to register.

**Mail:** List full name, address, course number, and title. Enclose with payment and mail to: Online Program Office, Upper Iowa University, PO Box 1857, Fayette, IA 52142.

**Fax:** Fax the information listed above in the "Mail" section to the Online Program Office at 563-425-5771. Include the name on the credit card to be used for tuition payment, the credit card type (MasterCard and VISA are the only types accepted), the credit card number and expiration month and year.

**E-mail:** Send a message to gradregister@uiu.edu with full name, address, course number and title, as well as payment information.

Payment is due prior to the first day of class either by check or credit card. Payment information is best given over the phone as e-mail is not a secure environment.

**Online Registration Request:** Complete the online form with all requested information which is located under the Online Program section at www.uui.edu. You will receive a confirming e-mail that the Online office has received the registration request.

Payment is due prior to the first day of class either by check or credit card.

**Military Tuition Assistance:** Active-duty Army personnel will register through GoArmyEd portal, which will be sent to the Online office. All other military personnel using Military TA will have their ESO approve the class and fax the completed TA form to the Online office.

**Employee Tuition Assistance:** If you are receiving tuition assistance, a voucher approved by Upper Iowa University must accompany any portion of the payment for which you are responsible. Contact the Online Program Office for more details.

2. The Online Program uses Microsoft Outlook Express™, a standard Microsoft product that comes bundled with Microsoft Internet Explorer™, as the course access software. Outlook Express is available for PCs. Entourage™ is a similar program available for MACs. Learners who do not have Internet Explorer may obtain it for free from the University. Learners registering for their first online course and learners who are returning after a break of more than one term in online courses must request an account and password at the course server site (<http://meetings.uuionline.org>) by completing the account request form at the site. The instructions on how to configure Outlook Express to attend UIU Online courses are also available at the course server site.

Learners registering for their first course are required to register not less than two weeks prior to the start of the term. Upper Iowa University requires first-time online learners to complete the self-paced tutorial available at the course server site.

3. No registration will be accepted after the first day of class meeting, unless approved by the instructor and the Director of the Online Program and then only in exceptional circumstances.
4. Term start dates are published on the web site at [www.online.uui.edu](http://www.online.uui.edu) and are available from the Online Program upon request. All published course schedules in the Online Program are subject to change.

### International Online Program Registration

Upper Iowa University has authorized representatives in some countries who provide registration and student advising. Learners enrolled through these representatives may register for classes at the local office.

### Changes in Registration (Drop/Withdrawal Procedures)

Note the following policies for changing registrations:

1. If you wish to withdraw from a course, you must notify the Online Program Office by calling or writing prior to the published last day to drop a class, which is the end of the fifth week. A grade of W will be recorded on the transcript. Informing the course faculty member is not sufficient notice for a drop or withdrawal.
2. Because of the online delivery mode, learners will not be allowed to add a class after the first day of the term.

### Administrative Withdrawal

Prior to the last date to withdraw if a learner has not attended (posted one or more notes to the main class meeting within the academic week) for fourteen consecutive days, the instructor or Online Program Office will initiate an administrative withdrawal. A grade of AW will then be recorded. This will affect financial aid funding.

## Online Course Expectations

### Course Attendance

For Online Programs, course attendance is defined as: a learner who posts at least one or more notes to the main class meeting EACH week. The Online Program course week begins on Thursday and ends the following Wednesday. You are required, to be considered in attendance, to post a minimum of one note to the main class meeting EACH week. You must meet the attendance minimum to stay active in the class. If you do not meet this attendance requirement for two consecutive weeks you will receive an AW for the course which will affect your financial aid funds for the payment of the course. Financial aid and tuition adjustments will be calculated based on the day your last note