

Domestic Study Away Registration

(A separate form must be completed for each semester and for each institution)

Instructions to Student:

1. You must be in Good standing.
2. Meet with your academic advisor to determine appropriate courses to take at the host school.
3. Ensure that courses listed do not duplicate any courses already taken for degree credit at UMM.
4. Complete the "Request for Course Transfer Review" form if the course is not listed in the Transfer Course Equivalencies on the Mainstreet Portal.
5. **Submit the form to BJ Marshall at betty.marshall@maine.edu**
6. **BJ Marshall will send the completed/signed form to imagenow.documents@maine.edu**
7. If you receive financial assistance (including scholarships and tuition waivers), you may want to meet with a Financial Aid Advisor.
8. **Before leaving your host campus, request that an official transcript be sent to University of Maine at Machias, Office of Student Records, 207 Powers Hall, Machias, ME 04654 after the grade(s) are posted.**

Student Information

Name	<input type="text"/>	Address to which UMaine information can be sent while you are away	<input type="text"/>
Student ID#	<input type="text"/>		
Email	<input type="text"/> @maine.edu		
Level	<input type="radio"/> FY <input type="radio"/> SO <input type="radio"/> JR <input type="radio"/> SR	Are you currently registered at UMM for the semester you plan to be away?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
Plan (Major)	<input type="text"/>	Plan (Minor)	<input type="text"/>
Sub-Plan (Concentration)	<input type="text"/>	YES: Drop my UMM Courses NO: Do not drop my courses. I understand it is my responsibility to contact the registrar's office if I want my courses dropped.	
Anticipated Graduation Date (MM/YYYY)	<input type="text"/>		

Host Institution Information

University/College you will be attending:	<input type="text"/>
If applicable, provide campus:	<input type="text"/>
Semester you will be away:	<input type="text"/>
Date away semester begins:	<input type="text"/>
Date away semester ends:	<input type="text"/>

(continued on reverse)

Course Transfer Information

- Only courses passed with a grade equivalent to a C- or higher will transfer for credit. (NOTE: a C- is unacceptable for ENG 101). Quality points and grades earned do not transfer.
- Courses taken on a Pass/Fail basis will not automatically transfer. Courses taken as a pass/fail must be proven to be equivalent to a C- or higher. Pass/Fail courses can only be used as a general elective.

To be completed by student

Provide information on courses to be taken away:

Dept. & Course # (or other identifier)	Course Title	Credit Hours	Online Course	Indicate if course is in Matrix or if Course Transfer Review form is attached.			
				Course is Transferable per Mainstreet Transfer Equivalency Matrix	UMM Equivalency	Course Transfer Review Forms Attached	
						OR	

NOTE: Advisors/Chairs with questions about credit equivalencies may contact the Office of Student Records at ummreg@maine.edu or 255-1223 for assistance in making these credit determinations. *MaineStreet* provides a [Transfer Equivalency Search](#).

*By signing below, the student's Associate Dean / Associate Registrar certifies that the courses listed above are eligible for transfer to the University by checking the transfer matrix or by consultation with the Office of Student Records. **It is the student's responsibility to ascertain that these courses meet UMM degree requirements and to have an official transcript sent to UMM by the host school.***

1.) Student's Signature: _____ Date

2.) AD / Associate Registrar Signature: _____ Date

FINANCIAL AID NOTIFICATION Questions on any of the below topics can be addressed by the Financial Aid Office

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

Unless a standing Consortium Agreement already exists, a Contractual Agreement will be initiated and forwarded to the host institution. UMM 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.

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

Address:

Financial Aid Advisor Signature: _____ Date