

Heather L. Smith, Director

The Office of Outreach Education and Summer Studies (OES) oversees the public enrollment of credit courses and UNH Summer Studies (what was once part of the Division of Continuing Education). This office concentrates on making the University's credit courses available to all citizens of New Hampshire and beyond. Through this public access system or through the Pre-Admission Program (see below), it is possible to complete many of the general education and first year program requirements in many areas of study offered by the University without matriculating into the University.

OES also initiates and partners with academic departments on innovative institutes, seminars, and special programs for academic credit in order to extend UNH's expertise and meet the needs of the state, the New England region, and beyond.

In addition, OES offers some practical, career-oriented electives at the undergraduate level. The faculty of these courses is drawn from UNH and from experts in business, industry, education, and health care.

Contact information for registration is (603) 862-2015; nonmatriculated students seeking academic advising services should call (603) 862-1548 or come to Verrette House; and faculty and administrators should call (603) 862-1937 for more information.

Pre-Admission Program

The Pre-Admission Program is intended for students unsure of being admitted directly into a baccalaureate program and students who wish to demonstrate their academic abilities first. Students take 11 credits or less (12 with permission) for a least two semesters as nondegree students and are eligible to apply for financial assistance by completing the Free Application Federal Student Aid (FAFSA) application for the Stafford or Plus Loan. After acceptance to the program, students must complete a learning contract with their adviser. Students simply complete a reactivation form to apply for admission to a four-year program when certain academic criteria outlined on the learning contract is met. Application to the pre-admission program is made through the Office of Admissions and registration of courses is through the Office of Outreach Education and Summer Studies. Jane Wickey in the OES office in Verrette House provides advising and academic services.

Full Time Special Student Status

Full Time Special Students have been given permission by the Admissions Office to take more than 12 credits, usually only for one semester. In evaluating requests to enroll full time as nondegree students, the Admissions Office applies the same criteria used in the review of applicants for admission to degree candidacy. Students approved for full time special status must pay full time undergraduate tuition and fees when they register. The OES Academic Services Coordinator advises students.

Part-time Special Students

Graduate. Students holding a bachelor's degree or equivalent from a regionally accredited college or university may register for undergraduate or graduate level classes.

Special graduate students often take prerequisite courses in order to qualify for matriculation into graduate programs, others take graduate courses (a maximum of 12 credits is accepted in transfer) before applying, still others wish to advance or change careers or to enter a professional school. Graduate students are advised by the graduate program coordinator of the department they wish to enter and pay graduate student tuition rates. Students requesting to take nine or more graduate credits must receive permission from Jane Wickey in the OES advising office, and pay full time admitted graduate tuition and fees.

Undergraduate. Most students not formally admitted into a degree program register as part time (11 credits or less) nondegree students and enroll through the Office of Outreach Education and Summer Studies. Most students are nontraditional and/or transfer students who wish to eventually matriculate. Nontraditional students may also wish to take courses to advance or change careers or simply for personal

enrichment. Traditionally aged students often begin to take courses part time and work toward eventual matriculation; still others are formerly admitted UNH students who seek readmission but need to take courses to improve their academic records first. In addition, many students from other colleges and universities take UNH courses while on an approved leave of absence and during the summertime. Special students, who wish to take 12 credits (usually for only one semester) must show a certain level of academic achievement, gain permission from the OES academic services coordinator, and pay a special full time tuition rate. Non-degree students are expected to pay in full for their courses when they register. Special students must have a high school diploma or a GED.

Prerequisites

All students are responsible for satisfying course prerequisites. Course descriptions, including prerequisites, can be found on the UNH Web site. Instructors may require students to withdraw from a course if they are not adequately prepared for the level of work.

Academic Standards and Expectations

A cumulative grade-point average of 2.00 (C grade) is the minimum acceptable level for undergraduate work at the University. The records of special undergraduate students are examined periodically, and academically deficient students may be warned or excluded from registering. All nondegree students are expected to become familiar with and adhere to the current *UNH Student Rights, Rules and Responsibilities* document found on the UNH Web site.

Academic Support Services

Nondegree special students are expected to seek out and utilize the support services available to them at the University. These include the Center for Academic Resources, The Writing Center, ACCESS (for students with disabilities), the Mathematics Center, and professional academic advising services from various departments including the Office of Outreach Education. For a complete list of services and resources available to nondegree students, please visit the OES office or refer to www.learn.unh.edu.

Courses

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| 511. | Promotion and Advertising | 4 cr. |
| 531. | Salesmanship | 4 cr. |
| 552. | Corrections Treatment and Custody | 4 cr. |
| 599.01 | Wireless Communications Systems | 2 cr. |
| 599.02 | Special Topics/Introduction to Public Relations | 4 cr. |
| 599.03 | Special Topics/Concepts of Graphic Arts | 4 cr. |
| 599.04 | Special Topics/Grants Writing and Fundraising | 4 cr. |

Summer Studies

www.learn.unh.edu

The University of New Hampshire offers students the opportunity to continue their studies on a year-round basis through multiple terms during the summer months. The summer courses are of the same high quality as those during the regular academic year and require the same level of academic performance.

Summer Studies offerings include a broad range of undergraduate and graduate credit courses in most of the major academic disciplines. Throughout the summer, classes are scheduled in the morning, afternoon, and evening. Special institutes for teachers and other professionals are also offered during the summer and vary in length depending on content.

Enrollment in Summer Studies classes does not imply admission to degree candidacy.

Undergraduate Courses

Undergraduate courses are open to undergraduates from UNH and other colleges, to interested members of the community who have a high school diploma or a GED and who are at least 18 years of age, and to high school students completing their junior or senior year.

Graduate Courses

Graduate courses are open to UNH graduate students and other individuals with a bachelor's degree from a regionally accredited college or university or its equivalent from a foreign institution.

Other Offerings

Other Summer Studies offerings include noncredit courses and certificate programs; workshops and seminars for business, industry, and the professions; and residential conferences and special institutes for teachers, other professions, students and the community.

Institutes and Conferences

Conferences and institutes in the form of day meetings or residential programs lasting several days or weeks are conducted by the schools and colleges of the University or may be arranged for external groups. Non-university groups who want to hold or cosponsor a conference should call the Summer Studies Office (603) 862-1548 or Conference Services (603) 862-1900.

For More Information

A separate summer catalog is published each year in March and is available from Summer Studies, University of New Hampshire, 6 Garrison Avenue, Durham, NH 03824-3529. Telephone, (603) 862-1548; e-mail, learn.dce@unh.edu; Web site, www.learn.unh.edu.