

# PROCESS FOR ENROLLING NEW STUDENTS BEFORE THEIR ADMIT TERM

## 1. NEW FALL ADMITS SEEKING SUMMER COURSES

- a. Students contact the advising office of the school/college of their declared degree program to request summer enrollment.
  - i. The Continuing Studies website links to school/college contact information: <http://www.temple.edu/vpus/advising/offices.html>
- b. The school/college identifies whether an advisor can meet with the student.
  - i. If the student is at least 18 years old OR has finished high school, the advisor can meet with the student without obtaining clearances.
  - ii. If the student is under 18 years old AND is still finishing high school, the academic advisor
    1. must have clearances to work with minors on file with HR; or
    2. meet with the student's parent/guardian with the student present.
    3. Advisor directs student to add their parent/guardian as a FERPA-waived contact in Banner.
- c. The school/college ensures that the student registers for new student orientation
  - i. Advisors do not need clearances to meet with minors for their Banner-registered orientation/advising appointment.
- d. The school/college identifies whether the student is a first-year student taking a maximum of one course per summer term, a first-year student taking more than one course per summer term, or a transfer student.
  - i. The reduced tuition rate is only permitted for first-year students taking a maximum of one course per summer term.
  - ii. The advisor uses the [Pre-Matriculation Undergraduate Enrollment Approval Form](#) (in TUportal, Advising Tools Tab, under Forms) to indicate the appropriate student category and associated program code.
    1. Undergraduate Admissions creates the SGASTDN record for the appropriate term with the associated program code.
    2. Undergraduate Admissions notifies the advisor once the SGASTDN has been created.
- e. The school/college identifies whether the student's instructors are required to have clearances to work with minors.
  - i. If the student will be at least 18 years old OR will have finished high school on the date their requested course begins, the instructor does not need clearances to work with minors.
  - ii. If the student will be under 18 years old AND will still be finishing high school on the date their requested course begins, the

school/college must ensure the instructor of the course is cleared to work with minors.

1. Find out if a particular instructor is cleared to work with minors by contacting Neal Conley at [nconley@temple.edu](mailto:nconley@temple.edu) or the Office of Background Checks & Compliance at [HRBackgroundcheck@temple.edu](mailto:HRBackgroundcheck@temple.edu) with instructor name and TUID.
2. The instructor's supervisor can initiate the clearance process through [HR portal](#)
  - a. At least four weeks lead time is needed for instructors to obtain clearances (but the process can take longer).
  - b. Student should not be registered for the course until the instructor's clearances are filed with HR.
  - c. The request portal notifies the instructor, their supervisor, and Human Resources of the need for clearances. [Human Resources](#) can provide guidance in the process of obtaining clearances. The department Chair is responsible to ensure that clearances are obtained prior to the start of the term.
- f. The advisor registers the student.

## **2. FIRST-YEAR STUDENTS WITH DEFERRED ENROLLMENT SEEKING FALL OR SPRING CLASSES DURING GAP SEMESTERS**

- a. Instructors do not need clearances to work with minors for students with deferred enrollment taking courses in the fall or spring gap semesters.
- b. Students contact the advising office of the school/college of their declared degree program to request enrollment.
- c. School/college may offer one specific course to their students during their fall or spring gap semesters.
- d. Reduced tuition is available for a maximum of one course per term during gap year.
- e. The advisor uses the [Pre-Matriculation Undergraduate Enrollment Approval Form](#) (in TUportal, Advising Tools Tab, under Forms) to indicate the appropriate student category and associated program code.
  - i. Undergraduate Admissions creates the SGASTDN record for the appropriate term with the associated program code.
  - ii. Undergraduate Admissions notifies the advisor once the SGASTDN record has been created/updated.
- f. The advisor registers the student.

## **Conditions for reduced tuition rate for high school students:**

High School students may take one course per term (fall, spring, summer I, summer II) at a reduced tuition rate of \$325 per credit.

If a high school student takes more than one course per term (with the exception of science lecture/lab combinations, which should be considered one course for this purpose), the reduced rate is not available. In this case tuition would be assessed at the regular rate according to residency, program, etc.

### **A student is considered a High School student if:**

- The student is currently enrolled in and has not yet graduated high school.
- The student has graduated and has been offered admission to Temple as a first-year freshman and has deposited. (Student may use the reduced HS tuition rate for one course in the summer I term and one course in the summer II term immediately prior to their fall admission term).
- The student has been offered admission to Temple as a first-year freshman and has elected to officially defer their admission. (Student may use the reduced HS tuition rate for one course in the fall, spring, summer I, and summer II terms immediately prior to their fall admission term).

### **A student is not considered a High School student if:**

- The student graduated high school and has not been offered admission to Temple
- The student graduated high school and has been offered admission to Temple but has not deposited and has not officially deferred admission.

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