

JUNE 3-4, 2009

APPLICATION / REGISTRATION PROCESS

Proof of the following should be submitted to the Graduate School:

CONTINUING STUDENTS – Students who are already accepted to a graduate degree program at the University of West Georgia.

- 1) Gain permission from your Academic Advisor to take course(s) for graduate credit.
- 2) Register for course(s) online at <http://banweb.westga.edu/>

RETURNING STUDENTS – Students who were accepted to a graduate degree program at the University of West Georgia, but have not taken a course in at least 1 year.

- 1) Gain permission from your Academic Advisor to take course(s) for graduate credit.
- 2) Contact the Graduate School Office at 678-839-6419 or gradsch@westga.edu to determine your application status. Please understand that you may be required to submit a new [application](#) and other supporting documents. However, you will not be required to pay another application fee.
- 3) Once status is updated and you are cleared to register, register for course(s) online at <http://banweb.westga.edu/>

NEW STUDENTS – Students who have never applied to the Graduate School at the University of West Georgia. UWG undergraduate students are included in this category.

- 1) Completed [application](#) for admission
- 2) Non-refundable \$30.00 application fee – New Graduate Students Only
- 3) One official transcript from each college or university attended – We can accept unofficial copies of your transcripts until official copies can be submitted by your previous institution(s).
- 4) Meet 2.7 cumulative GPA requirement
- 5) Photocopy of your highest Georgia teaching/educator certificate
- 6) Satisfactory [Certificate of Immunization](#)* – New Graduate Students Only
- 7) A copy of your 2008 – 2009 Teaching Contract (Out-of-State residents teaching in the state of Georgia only)
- 8) [Academic Honor Form](#)

- 9) Once accepted and you are cleared to register, register for course(s) online at <http://banweb.westga.edu/>

*** These are minimal program requirements for admission as PERSONAL ENRICHMENT.** Should you decide to pursue a masters degree at the University of West Georgia, you will be required to submit: a) three [letters of recommendation](#); b) an official Graduate Record Examination ([GRE](#)) or Miller Analogies Test ([MAT](#)) score; and c) any additional information required by the Department of Curriculum & Instruction.

If you already hold a masters degree and are interested in pursuing an EdS degree or the EdD in School Improvement, you cannot be admitted in a non-degree (personal enrichment) status and these requirements do not apply to you.

For more information, please contact the Graduate School at 678-839-6419 or gradsch@westga.edu.

Please send all documents, except the [Certificate of Immunization](#) (see form for instructions), University of West Georgia, Carrollton, Georgia 30118. Inquiries related to your application status should be directed to the Graduate School by calling 678-839-6419, or via e-mail at gradsch@westga.edu. Our fax number is 678-839-5949. Check your APPLICATION STATUS online at www.westga.edu/~gradsch/ by clicking on [HOW TO APPLY](#) (item #9).

IMPORTANT PHONE NUMBERS

		<u>Web Sites</u>
Dept of Curriculum & Instruction	678-839-6559	coe.ed.westga.edu/ci
Early Childhood Education		
❖ Middle Grades Education		
❖ Secondary Education		
❖ Reading Education		
College of Education	678-839-6570	coe.westga.edu/
Financial Aid	678-839-6421	www.westga.edu/finaid/
Registrar's Office	678-839-6438	www.westga.edu/~registra/

The Graduate School's web site (<http://www.westga.edu/~gradsch/>) has links to all graduate programs.