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Student's GUIDE 2020



A Publication of the Office of Admissions, Records and Retention

Fall 2019 Semester Issue

The Five-Step Face-to-face Registration Process

- 1 Admissions and Records**
Creation of identity, activation of term records, and issuance of course selection form.
- 2 Financial Aid**
Verification of financial aid status, and certification of course selection form.
- 3 Business Office**
Payment of the registration fee, and issuance of receipt as proof of payment.
- 4 Academic Advisor**
Course selection, and approval of selected courses.
- 5 Admissions and Records**
Issuance of student schedule as proof of completing the registration.

Registration is the process of officially enrolling in the College, selecting a program of study, and paying all tuition and fees.

Dates for registration of new, continuing, and returning students are posted before each term. Students entering COM-FSM for the first time as freshmen or transfer students will be given orientation.

Student success is our success

Academic Freedom for Students

The College of Micronesia-FSM recognizes the principle of academic freedom for each student. The principle asserts that each student is entitled to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. The student performance is evaluated solely on an academic basis.

Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

Statement of Equal Opportunity

The College of Micronesia-FSM complies with Title IV of the US Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The college does not discriminate in matters of employment or admission to education programs and activities because of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age

or physical handicap per Public Law No. 779.

The president's executive assistant acts as the authorized agent in matter concerning section 504 of the Rehabilitation Act of 1973. This notice is in compliance with Paragraph 84.8 of section 504 of the Rehabilitation Act of 1973.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) was enacted in 1974 by the US Congress to ensure student's right to inspect their own records and have some control over the disclosure of their personal records.

FERPA states that personally identifiable information under the control of an educational institution can only be provided to that student or, in certain cases, the parents or legal guardians without prior notice. Once the student reaches the age of 18 or enters a postsecondary institution, a school is prohibited from disclosing to the parents without the student's consent. However, if the parent can demonstrate that the student is a financial dependent (via Internal Revenue Service), the institution may opt to disclose the information.

Academic Honesty

To ensure the integrity of the educational process and the institution, the college encourages academic honesty, and therefore does not condone cheating, plagiarism, or any related form of academic dishonesty which prevents an instructor from being able to assess accurately the performance of a student in any facet of learning. Students found guilty of academic dishonesty, cheating, plagiarism, and facilitating academic dishonesty will be liable to dismissal or suspension from the college.

Class Attendance

Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. Mandatory attendance is at the discretion of the instructor provided the conditions for the attendance are included in the course syllabus and communicated to the students on the first day of class.

Credit Load

Students are limited to a maximum load of 18 credits per regular semester, and six credits per summer session. Additional courses can only be taken with permission by the Vice President for Instructional Affairs.

Students improve through tutoring!

We can help. See or call any one of our counselors for free tutoring. 320-2480 ext. 196 (National Campus), 320-1065 (Pohnpei Campus), 330-2689 (Chuuk Campus), 350-2296 (Yap Campus), and 370-3191 (Kosrae Campus)

Fall 2020 Semester Important Academic Dates

- Early Registration**
June 30, 2020 – August 7, 2020
- Regular Registration**
August 12-14, 2020
- First Day of Instruction**
August 17, 2020
- Add/Drop Period**
August 17-21, 2020
- Mid-term Evaluations**
October 5-6, 2020
- Last Day to Withdraw with "W"**
October 22, 2020
- Spring 2021 Early Registration**
November 2-6, 2020
- Last day of Instruction**
December 8, 2020
- Final Exams**
December 09-11, 2020

COLLEGE OF MICRONESIA - FSM Office of Admissions, Records and Retention		Registration Status <input type="checkbox"/> New <input type="checkbox"/> Continuing <input type="checkbox"/> Returning	
COURSE SELECTION FORM			
Name (Last Name, First Name, Middle Initial)		Student ID	
Program		Campus	
Major		Year	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		State of Origin	
In Residence Hall <input type="checkbox"/> Yes <input type="checkbox"/> No		Academic Advisor	
Meal Plan <input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus <input type="checkbox"/> N/A		Rate <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Dependent	
Subject	Course	Section	Title
Credits	Time	Day	Room
Instructor			
Student's Signature		Total Number of Credits	Academic Advisor's Signature
		Date	

Figure 1.0. The course selection form issued to students at step 1 of the registration process. This form may also be downloaded from http://www.comfsm.fm/oar/forms/course_selection.pdf.

Online Registration

Online registration can be accessed through myShark provided that the student is clear from the Business Office, Counseling Office and the Office of Admissions, Records & Retention (OARR).

- Step 1. Get approval to register online and recommended courses to register from your academic advisor.
- Step 2. Login to your myShark account and select your courses to register.
- Step 3. Pay the registration fee at the Business Office on or before the due date.

See tutorial video on how to register online on this link <https://www.youtube.com/watch?v=CgSpadnQbpQ>

Part-Time vs. Full-Time Students

Full-time students are those who register for 12 or more credits in a regular semester or six credits in a summer session. On the other hand, part-time students are those who register less than 12 credits in a regular semester or less than six credits in a summer session.

Adding and Dropping Courses

Courses may be added or dropped by students through the first three days of instruction during the semester and the first day of instruction during summer by completing the add/drop form that is available from the Office of Admissions, Records and Retention (OARR). Printable add/drop form may also be downloaded from http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4320.pdf. Student who fails to officially add a course will not receive credit for the course. Students who fail to officially drop a course will be charged the full amount of the course.

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Adding and Dropping Courses ... continued from page 1

Figure 2.0. The add/drop form. This form may also be downloaded from http://www.comfsm.fm/oar/forms/add_drop.pdf.

Steps for Adding and Dropping Courses

1. Get add/drop form from the Office of Admissions, Records and Retention (OARR).
2. Complete the add/drop form and get your academic advisor's approval.
3. Submit to OARR the completed and advisor approved add/drop form.
4. Request a copy from OARR of your new student schedule.

Withdrawing from a Course-Student Initiated

During the academic year, student can withdraw from individual courses after the add/drop period. A grade of W will be assigned for course withdrawn before the last day to withdraw with W (see Academic Calendar). While the W grade is non-punitive and has no effect on the GPA, students may be responsible for a portion of the tuition and fees associated with the course withdrawal. However, a grade of F will be assigned for course withdrawn after the last day to withdraw with a W.

Figure 3.0. The Withdrawal Card. This form may also be downloaded from <http://www.comfsm.fm/oar/forms/Withdrawal-Card-Student-Aug-02-18.pdf>

Steps for Withdrawing from a course-student initiated

1. Get Withdrawal Card from the Office of Admissions, Records and Retention (OARR).
2. Complete the Withdrawal Card, and get approval of your academic advisor and course instructor.
3. Submit to OARR the completed Withdrawal Card.

Figure 4.0. The course substitution form. The form may also be downloaded from <http://www.comfsm.fm/?q=OAR-forms>.

Course Substitution

A student wishing permission to deviate in any way from his or her program requirements must secure (a) recommendation for a course substitution from his or her academic advisor, and (b) approval from the Dean of Academic Programs and the Vice President for Instructional Affairs. The approval of the course substitution has to be secured prior to registering from a course which he or she intends to use as substitute to a prescribed program requirement.

Procedure for Requesting Course Substitution

1. Get Course Substitution Form (see Figure 4.0) from OARR.
2. Complete the Course Substitution Form, and obtain your academic advisor's recommendation.
3. Obtain the approval from the Dean of Academic Programs.
4. Obtain approval from the Vice President for Instructional Affairs.
5. Submit the Course Substitution Form to OARR.

Change of Major

Student who begin with one major then wish to change major must wait until the required sequence of courses in the new major is offered. They have to wait as long as a year. Students are strongly advised to seek career counseling before declaring a major to avoid disrupting their program of study and lengthening their total time in college.

Figure 5.0. The change of major form. This form may also be downloaded from http://www.comfsm.fm/dev/oar/oar_forms/changed

Procedure for Change of Major

- (1) Get change of major form from OARR; (2) Complete the change of major/IDP form, and obtain your academic advisor's recommendation; and (3) Submit to OARR the completed and academic advisor recommended change of major/IDP form.

Incomplete Grades

It is the student's responsibility to clear the incomplete grade by midterm of the following semester. Student who has an incomplete grade from spring semester have until midterm of fall semester to remove it. If a student fails to make up an incomplete grade by the midterm of the following semester, the "I" will be changed to an appropriate grade on the transcript.

Good Academic Standing

Good academic standing is defined as having a cumulative grade point average (GPA) of 2.0 or above. Cumulative GPA is the average for all semesters attended at COM-FSM. In order to graduate from COM-FSM, student must be in good academic standing. Students cannot graduate while on academic probation.

Academic Honors

Each semester all full-time students in a degree or certificate of achievement program who earn a semester grade point average of 3.5 to 4.0 without any incomplete grades are recognized on the honor roll.

Students on the Honor Roll who took only college-level courses (or courses numbered 100 and above) and who achieve a semester grade point average of 3.50 to 3.99 are recognized on the **Dean's List**.

Students on the Honor Roll who took only college-level courses (or courses numbered 100 and above) and who achieve a semester grade point average of 4.00 are recognized on the **President's List**.

Our Vision

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve.

Academic Probation and Suspension

Student whose cumulative GPA falls below 2.0 are placed on **academic probation** until their GPA is raised to 2.0 or better, or they are suspended.

Students who remain on academic probation for two enrolled semesters (not including summer session) are placed on **academic suspension**. After one semester, a suspended student may apply for readmission. Readmission is not automatic, and will be granted by the president upon recommendation of the Committee on Recruitment, Admission, and Retention (RAR).

Request to Register After Classes Begin

Students are encouraged to register for classes subject to the dates and deadlines established in the academic calendar. However, students may register for open classes during the late registration period (or after classes begin) by completing the request to register after classes begin form (see Figure 9.0) and having it approved by the (a) vice president for instructional affairs, and the (b) vice president for enrollment management and student services.

The form is titled 'REQUEST TO REGISTER AFTER CLASSES BEGIN' and includes fields for personal information, academic details, and a section for 'VICE PRESIDENT USE ONLY' with checkboxes for 'APPROVED' or 'DISAPPROVED'.

Figure 9.0. Request to Register After Classes Begin Form. This form may also be downloaded from http://www.comfsm.fm/oar/forms/late_registration.pdf

Auditing Classes

Students may be allowed to audit certain classes with the permission of the instructor after all students registering for credit have been enrolled. Auditing students receive no credit or grade for the course audited. Academic records are not maintained. The extent of classroom participation is at the option of the instructor. Auditing students must register

and pay a nonrefundable fee of \$20 per credit.

Audited courses cannot be changed to credit status.

Procedure

1. Obtain the instructor's approval to audit a course.
2. Register the course (see Five-Step Registration Process).

Transfer Students and Transfer Credits

Students who have earned satisfactory grades from another US regionally accredited college or university may apply for admission, and be given advanced standing at COM-FSM. Credit for previous satisfactory college work can only be given upon receipt of previous college records.

Students may also transfer credits earned at the college with grades of "C" or better.

To see what courses can be transferred to articulated institutions, see the college's articulations with U.S. regionally accredited institutions.

Contact Us

The College Registrar
Office of Admissions, Records and Retention
College of Micronesia-FSM
National Campus
P.O. Box 159, Kolonia, Pohnpei FM 96941 | (691) 320-2480 ext. 133
daoas@comfsm.fm or registrar@comfsm.fm

Readmission Policy and Procedure

Students who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Application for readmission must be submitted at least one week before the first day of instruction of the semester in which the student plans to return.

Procedure

1. Obtain an Application for Readmission Form from OARR (see Figure 6).
2. Complete the Application for Readmission.
3. Verify with Business Office whether or not you have an outstanding balance (see Business Office Use Only section of the form).
4. Submit the Application for Readmission to the Office of Admissions, Records and Retention at least one week before the first day of instruction in which you plan to return.
5. Wait for the official notice from either OARR or the Committee on Recruitment, Admission, and Retention (RAR).

Withdrawing from all Courses

Students who are planning to withdraw from all courses must see their academic advisors before withdrawing. The academic advisors will assist the students in completing the (a) withdrawal from COM-FSM clearance form, and (b) a drop form if the withdrawal is on or before the last day to drop courses, or a withdrawal card per course for post-drop period withdrawal. The completed forms are then submitted to the Office of Admissions, Records and Retention.

Transcript Request Policy and Procedure

The Office of Admissions, Records and Retention (OARR) maintains a transcript, or permanent record on all COM-FSM students. Recorded on the transcript are all courses taken, the credits earned and the grade awarded for each course. Transcripts are issued upon written request only.

Each student is entitled to one transcript free of charge. A fee of \$4.00, paid in advance, is charged for each additional transcript request. A transcript will not be issued until all financial and other obligations to the college have been met.

Procedure: (1) Obtain a Transcript Request Form from the Office of Admissions, Records and Retention; (2) Complete the Transcript Request Form. Pay the \$4 transcript processing fee at the Business Office (or if first request, bring the form to the Business Office for verification); and (3) Submit the Transcript Request Form (if applicable, inclusive of receipt as proof of paying the transcript fee) to the Office of Admissions, Records and Retention (OARR).

The form is titled 'APPLICATION FOR RE-ADMISSIONS' and includes fields for personal information, academic details, and a section for 'FOR BUSINESS OFFICE USE ONLY' with checkboxes for 'APPROVED' or 'DISAPPROVED'.

Figure 6.0. Application for Readmission Form may also be downloaded from http://www.comfsm.fm/oar/forms/application_for_re_admission.pdf

The form is titled 'WITHDRAWAL FROM COM-FSM CLEARANCE' and includes fields for personal information, academic details, and a section for 'FOR STAFF USE ONLY' with checkboxes for 'APPROVED' or 'DISAPPROVED'.

Figure 7.0. Withdrawal from COM-FSM Clearance. This form may also be downloaded from http://www.comfsm.fm/oar/forms/withdrawal_clearance.pdf

The form is titled 'TRANSCRIPT REQUEST FORM' and includes fields for personal information, academic details, and a section for 'FOR BUSINESS OFFICE USE ONLY' with checkboxes for 'APPROVED' or 'DISAPPROVED'.

Figure 8.0. Transcript Request Form. This form may be downloaded from http://www.comfsm.fm/dev/oar/oar_forms/transcript_request%20form.pdf

Virtual Orientation

<http://www.comfsm.fm/?q=virtual-orientation-F2020>