

Program of Study Declaration

What is a Program of Study Declaration?

A Program of Study Declaration is an official declaration of the program of study (degree plan) a student plans to follow during her/his educational career. To declare a program of study, the student must have a Program of Study Declaration Form completed by an academic advisor in the Academic Advising Center at the Lightner Center.

What happens when a student declares a program of study?

A Program of Study Declaration Form is completed for the student and a program of study (degree plan) is given to the student. The program of study contains the required course work a student must complete to obtain a certificate or degree program.

Why is it important to declare a program of study?

The declaration ensures that the student receives a list of required course work to help guide the student semester by semester. It also gives the student the opportunity to be guided by an academic advisor and/or faculty member. The declaration also helps departments to have a better idea of who their students are and can then provide better services, such as group advising, course scheduling and long-term planning to more effectively meet the needs of students.

What happens if a student is undecided about what she/he wants to study?

The Academic Advising Center and the Counseling Center encourage students to visit these offices and indicate they are undecided about what they want to study. Personnel in these offices can guide students as they search to find their career directions.

What can students do for themselves when it comes to declaring a program of study?

Students should take a pro active approach and visit with an advisor as soon as possible.

Undergraduate Admission Requirements for International Students

1. All students must request a form I-20 AB at the Admissions Office (Tandy Hall No. 115) in order to obtain a student visa at the nearest U.S. Consulate or Embassy. Otherwise, students must present immigration documentation, including 1st TOELF test and pass it with a score of 61 or higher, a copy of application for residency and a passport with any type of visa or crossing card prior to the first day of class.
2. International students must maintain approved comprehensive medical insurance while enrolled. The cost varies and is in the amount of the premium approved for The University of Texas System health insurance plan. This cost will be automatically added to the tuition and fees at every registration. This charge may not be paid in installments. Mexican students are exempt from this requirement, except those on J-1 visas.
3. A waiver from this fee may be obtained by providing proof of an acceptable alternate insurance to the Business Office (Tandy 107). Proof of insurance must include, identification card with insurer's name, policy coverage showing effective and expiration dates, including coverage of at least \$100,000 in medical benefits. This must be in English. If the required medical evacuation and repatriation coverage are not included, these may be purchased separately at the Business Office (Tandy Hall No. 107) for a \$35 annual fee. This waiver must be renewed every year.
4. U.S. residents or citizens who wish to purchase health insurance may contact the Business Office at Tandy Hall No. 107.

Registration Requirements

Clear Admissions.

1. Clear outstanding financial balances and holds on academic records. No debts may be outstanding with UTB/TSC.
2. Take test for TSI requirement (COMPASS-eWrite/THEA).
3. Receive advising. All new students are required to receive academic advising. Visit the Academic Advising Center at the Lightner Center, or call 882-7362.
4. Attend Orientation. All new students are required to attend an Orientation session. Visit the Office of Student Life at the Student Union No. 2.10 or call 882-5111.

Registration for Students with Disabilities

Students with disabilities may request assistance through Disability Services, an office of the Counseling Center. Students who need help with registration should contact the office several days before registration. Those who need special services throughout the semester should inform Disability Services several weeks before the semester.

Some of the services available include volunteer notetakers, taped notebooks, memos to faculty, special test conditions, sign language interpreting and registration assistance. An Adaptive Technology Lab and Testing Service is available for student use. To request services, students must register with the counselor/coordinator of Disability Services. All services are elective and must be requested each semester, as needed.

Permits for parking in spaces designated for the handicapped may be obtained from Campus Police in Cavalry Hall. Proof of disability is required. TDD users who wish to contact the university by phone may call through Relay Texas at (800) 735-2989.

For more information, contact Disability Services, located at the Camille Lightner Center, at (956) 882-7374.

Admissions Policy

The institution maintains an open door admissions policy, but admission to the university does not guarantee admission to all programs. Information about these programs is available at the Academic Advising Center in the Lightner Center.

Admission Requirements

Anyone meeting one of the following conditions may be admitted:

- 1. By high school graduation.** A copy of the official high school transcript showing the date of graduation must be submitted to the Admissions Office prior to registration.
- 2. By examination.** Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development (GED) test. A copy of the certificate of high school equivalency with test scores must be submitted to the Admissions Office prior to registration.
- 3. By individual approval.** Those who do not qualify for admission under either of the above conditions may be admitted if they are at least 18. Applicants must submit two letters of reference using the forms provided by the Admissions Office.
- 4. By transfer from another college.** Students who have attended other colleges must submit official transcripts from each institution prior to registration. Veterans applying for benefits must provide a transcript since credit for previous education must be verified.
- 5. By fresh start.** An applicant for admission may seek to enter this institution pursuant to the state's academic fresh start statute, Texas Education Code, §51.931. If the applicant informs the Admissions Office or the Office of the Registrar in writing of his or her election under the statute, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credits for courses taken 10 or more years prior to enrollment. An applicant who has earned a baccalaureate degree under the academic fresh start statute, Texas Education Code, §51.927, will be evaluated on the grade point average of the course of work completed after enrollment under fresh start and the other criteria stated herein.
- 6. By concurrent/dual enrollment.** Students who have completed their junior year of high school may, upon recommendation of their high school principal, be permitted to enroll. The Request for Concurrent Enrollment Form is available at the Admissions Office.

