

ENROLLMENT SERVICES

OFFICE OF ADMISSIONS

Tandy Hall 115

882-8295

Go Center/Info Shop - Tandy Hall Foyer and Library

Strategically placed throughout the UTB/TSC campus, the Go Centers/Info Shops were created to improve relations with and provide efficient service and concise information to students, faculty, staff, and the community. Through the use of cross-trained personnel and online student services, these centers have successfully served as a tool to minimize paperwork, lines, and confusion experienced by current and prospective students. As a “one-stop center” for information, we provide general university information, as well as guidance concerning, but not limited to, admissions criteria, financial aid, testing, advising, degree auditing, billing, grades, and registration.

Admissions Policy

The institution maintains an “open door” admissions policy, but admission does not guarantee admission to all programs. Information about these programs is available at the Academic Advising Center in Tandy Hall 214.

Admission Requirements

Anyone meeting one of the following conditions may be admitted:

1. By High School Graduation – An official high school transcript showing the high school seal and date of graduation must be submitted to the Office of Admissions in Tandy Hall 115 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) Testing Program. A copy of the Certificate of High School Equivalency with test scores must be submitted to the Office of Admissions in Tandy Hall 115 prior to registration.
 3. By Individual Approval – Applicants who do not qualify for admission under either of the above mentioned conditions may be admitted if they are at least 18 years of age. Applicants must submit two letters of reference using the forms provided by the Office of Admissions in Tandy Hall 115.
 4. By Transfer from Another College – Students who have attended other colleges must submit official transcripts from each institution to the Office of Admissions in Tandy Hall 115 prior to registration.
- ** Veterans applying for benefits must provide a transcript to verify credit for previous education.
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, §51.927. If the applicant informs the Office of Admissions or the Office of the Registrar in writing of his/her election under the statute, the institution will not consider academic course credits of 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 “academic fresh start” and the other criteria stated herein.

6. By Concurrent Enrollment – High school students may, upon recommendation of their high school principal, be permitted to enroll. Concurrently enrolled students receive college credit only. The Request for Concurrent Enrollment Form, which is available at the Office of Admissions, and a copy of the high school transcript with test scores must be submitted to the Office of Admissions in Tandy Hall 115. Students interested in concurrent enrollment, must meet the Texas Success Initiative (TSI) testing requirement. Information on testing requirements is available at the Testing Office in Tandy Hall 216.
7. By Dual Enrollment – High school students may, upon permission of the parent/guardian, be permitted to enroll. Dual enrolled students receive simultaneous high school and college credit. The Dual Enrollment Application and Student Guidelines Form, available at the Office of Admissions, must be submitted to the Office of Admissions in Tandy Hall 115 along with a copy of the high school transcript with test scores. Students interested in dual enrollment, must meet the Texas Success Initiative (TSI) testing requirement. Information on testing requirements is available at the Testing Office in Tandy Hall 216.
8. Adult and Continuing Education – Applicants under this category will not be required to submit academic or residency documentation until they attempt to enroll for academic credit courses.
9. Audit – Offered on a space-available basis for auditing some courses. Students who choose to audit courses must obtain departmental approval and will not receive academic credit for the course. Interested persons should contact the Office of Admissions in Tandy Hall 115.

Documents received by the Office of Admissions become property of UTB/TSC and cannot be returned to students.

Steps for Undergraduate Admission

√ Step 1 – Submit completed Admissions Application to the Office of Admissions in Tandy Hall 115.

√ Step 2 – Submit one of the following academic credentials to the Office of Admissions in Tandy Hall 115.

- Incoming Freshman – High school transcript, GED certificate, or two letters of reference for individual approval.
- Transfer Student – Official college transcripts for institution(s) attended.

√ Step 3 – Submit proof of state residency documents for tuition purposes to the Office of Admissions in Tandy Hall 115.

** All residency documents must include the student’s name and address and must be dated 12 months prior to enrolling. This includes former students who have not attended UTB/TSC for more than a year.

Examples of proof of residency:

- Permanent Texas Driver’s Licence/ID card
- Texas Voter Registration Card
- Texas high school or college transcript
- Property tax statement or receipt
- Lease agreement
- Utility bill
- Employer’s statement (indicating date of employment)
- Canceled check/bank statement

√ Step 4 – Testing

- Freshman – All incoming freshmen who are not exempt must meet

the Texas Success Initiative (TSI) requirement (*see page 17*). Visit the Testing Office in Tandy Hall 216 or call (956) 882-8875 for more information on testing requirements.

- Transfer Student – Submit official placement test scores to the Testing Office in Tandy Hall 216 or call (956) 882-8875 for more information on testing requirements.

√ Step 5 – Advising

- Freshman Only – All incoming freshmen must meet with an academic advisor. Visit the Academic Advising Center located in Tandy Hall 214 or call (956) 882-7362 for an appointment.

√ Step 6 – Orientation

- Freshman Only – All incoming freshmen must attend orientation. Register for orientation by filling out the Scorpionation form and paying the \$20 fee at the Business Office in Tandy Hall 107.

A \$20 orientation fee will be charged. If a student fails to attend his/her appointed session, a no-show/cancellation fee of \$15 will be charged. For more information regarding orientation, visit the Office of the Dean of Students at the Student Union 1.20 or call (956) 882-5141.

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 his/her educational career. To declare a program of study, the student must see an advisor in the Academic Advising Center, Tandy Hall 214.

What happens when a student declares a program of study?

A Program of Study Declaration is entered 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.

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 he/she wants to study?

The Academic Advising Center encourages students to visit with advisors and indicate they are undecided as to what they want to study. Advisors can guide students as they search to find their career decisions.

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.

Residency Classification for Tuition Purposes

Lower Division Resident In-District Students

Residents of the taxing district of Texas Southmost College, which includes Brownsville, South Padre Island, Port Isabel, Laguna Vista, Bayview, Los Fresnos, Olmito, Rancho Viejo, and routes 3, 5, 7, 8 and 9 in San Benito pay in-district tuition rates. These are students who pay taxes to Texas

Southmost College.

Individuals who are domiciled in the United States and own property in the district subject to ad valorem taxation, and their dependents, are also charged the in-district rate.

Evidence of ownership of such property shall be a current certificate of payment provided by the Cameron County, Texas, Tax-Assessor Collector. It must be submitted with the application for admission and will be retained. This evidence must be resubmitted annually.

Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent.

An international student, for example a student on a F-1 or J-1 visa, who is not permitted to establish domicile in the United States does not qualify for the in-district tuition rate. This provision only extends to students who enroll in lower division courses and does not extend to upper division or graduate level courses. For more information, contact the Office of Admissions.

Lower Division Resident Out-Of-District Students

Residents who do not reside in the taxing district described above.

Lower Division Non-Resident Students

Citizens or permanent residents of the United States not eligible to be classified as residents.

Foreign students are aliens who are not permanent residents of the United States or who have not been permitted by Congress to adopt the United States as domicile while in this country. An individual classified as a non-resident or foreign student may qualify, under exceptions specified in the statutes and rules, for resident tuition rates and other charges while continuing to be classified as a non-resident or foreign student.

Students entering for the first time, or students reentering after an absence of more than one semester, should carefully read the rules governing residence in order to be prepared to pay the required tuition fee. Information and advice regarding residency status is available from the Office of Admissions.

Upper Division, UTB Undergraduate and Graduate Resident Students

Students under 18 whose families have lived in Texas for 12 months prior to registration, or students 18 or over who have lived in Texas for 12 months prior to registration. Residents are individuals who are either U.S. citizens, national or permanent resident aliens or aliens who have been permitted by Congress to adopt the United States as their domicile while in the United States and who have otherwise met the state requirements for establishing residency for tuition purposes.

Upper Division, UTB Undergraduate and Graduate Non-Resident Students

Citizens, national or permanent residents of the United States or non-residents who have been permitted by Congress to adopt the United States as their domicile while in the country and who have not met the state requirements for establishing residency for tuition purposes. While these state requirements for establishing residency are complex and should be referred to in each particular circumstance, they gradually require a minimum of 12 months residence in Texas prior to enrollment.

Upper Division, UTB Undergraduate and Graduate Foreign Students

Non-residents who are not permanent residents of the United States or have not been permitted by Congress to adopt the United States as their domicile. An individual classified as a non-resident or foreign student may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as a non-resident

or a foreign student. Information on residency, reclassification, tuition exceptions and waivers is available at the Office of Admissions and/or the Office of Student Financial Aid Assistance.

(Tuition and fees are subject to change as laws and conditions may necessitate.)

Student Responsibilities

Oath of Residency

Section 54.0521, Texas Education Code, requires an oath of residency. The student is responsible for providing proof of residency documentation as required by the public institution of higher education. If there is any question as to right to classification as a resident of Texas, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the administrative officials of the institution in which he or she is enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as part of the admission procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution constitutes a violation of the oath of residency and may result in disciplinary action and/or other penalties.

Special Notice for Non-Resident Students

Section 54.052, *Texas Education Code*, states that "an individual shall be classified as a Texas Resident until the individual establishes a residence outside this state if the individual resided with the individual's parent, guardian, or conservator while attending a public or private high school in this state and:

- graduated from a public or private high school or received the equivalent of a high school diploma (GED) in the State of Texas;
- resided in the State of Texas for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma;
- registers as an entering student, and has NOT received academic credit nor participated in the Dual/Concurrent Enrollment Program in an institution of higher education earlier than the semester of Fall 2001; and
- provides to the institution an affidavit stating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

Reclassification as a Non-resident

People who have been classified as residents of Texas will be reclassified as non-resident students whenever they report, or there is found to exist, circumstances indicating a change in legal residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students will be classified as non-residents and will be required to pay the difference between resident and non-resident fees for those semesters in which they were erroneously classified.

Reclassification as a Resident

People classified as non-residents of Texas upon first enrollment are presumed to be non-residents while they continue as students. After residing in Texas for at least 12 months, a non-resident student may be reclassified as a resident student as provided in the rules. Tuition as a resident of Texas will be charged at any subsequent registration as long as he continues to maintain his legal residence in Texas. Supporting documentation for reclassification must be submitted to the Office of Admissions prior to the official record date.

International Students Undergraduate Admission Requirements

All international students must comply with all the previously mentioned admission requirements.

1. Additionally, all students must request a form I-20 AB at the Office of Admissions (Tandy Hall 115) in order to obtain a student visa at the nearest U.S. Consulate or Embassy. Otherwise, students must present immigration documentation including INS work permit, copy of application for residency, passport with any type of visa or Crossing Card prior to the first day of class.
2. All 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 visa.
3. A waiver from this fee may be obtained by providing proof of an acceptable alternate insurance to the Student Health Services Director (Cortez Hall 228). Proof of insurance must include, identification card with insurer's name, policy coverage showing effective and expiration dates, including coverage of at least \$100,000.00 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 108) 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 Student Health Services Director at Cortez Hall 228.

For admissions procedures and required tests for Graduate Studies consult the office of Office of Graduate Studies at Champion Hall, 1st Floor.

Readmission of Former Students

Former students of UTB or TSC are required to file a readmission application if they have not been enrolled during the previous semester.

Former students must submit transcripts from all colleges attended since the last enrollment. Students who have earned less than a 2.00 (4.00=A) average over all work completed since attending or who left their last institution on probation may be readmitted on probation. Students who are not eligible to return immediately to any former institution(s) must meet with the Admissions Committee. Appointments may be scheduled at the Academic Advising Center.

Admission for Non-Degree Students

Students who do not intend to seek a degree or complete a program are asked to contact the Office of Admissions about a special admissions policy for undergraduate or graduate courses.

Transfer of Credit Policy for Transient Students

Transient students attending UTB/TSC for summer classes need to visit with an academic advisor for review/evaluation of transcripts. Visit the Academic Advising Center located in Tandy Hall 214.

Transfer of Credit Policy

Regular undergraduate academic credit may be transferred from another institution if:

- the credit was earned at an accredited institution;
- the nature, content, and level of the courses for which credit is sought are comparable to courses offered by UTB and TSC; and
- the courses for which credit is sought are appropriate and applicable to programs offered by UTB and TSC.

Transfer credits accepted for admission purposes may not be applicable for degree purposes. Catalog descriptions and other materials from the institution at which the credit was earned will be used to determine if transfer credit will be applicable for degree purposes. In the case of post-secondary work from foreign institutions, The Country Index, published by the International Education Research Foundation, Inc., will be used to determine if transfer credit will be applicable for admissions or degree purposes. There is no limit on the number of hours credited on acceptable transfer courses.

Courses that do not transfer may include:

1. Pre-college courses such as remedial reading, developmental reading, speed reading, remedial science and orientation.
2. Drill or skill courses such as filing methods and vocational or technical training courses such as shop courses, not part of the AAS or Certificate programs. (There will be exceptions to this rule in the case of the Bachelor of Applied Arts and Sciences and the Bachelor of Applied Technology degrees.)
4. Doctrinal courses in religion. Courses in religion of a historical or literary nature (but non-doctrinal) are transferable up to a maximum of 12 semester hours of lower-division credit.

No credit will normally be given for “life experience.” There will be exceptions to this rule in the case of the Bachelor of Applied Arts and Sciences degree and Bachelor of Applied Technology degrees when this credit has been validated and placed on the transcript by an accredited community college or technical institution as integral part of an AAS degree or Certificate Program or through the course EXPL 2101 as part of a prerequisite toward an A.A.S. degree or Certificate program at UTB/TSC.

Semester credit hour blocks of occupational/technical or workforce programs that are used toward the BAT or BAAS program tracks.

American Council on Education (ACE) Guides determine the Evaluation of Educational Experiences in the Armed Services. Former members of the Armed Services will request transcripts of their military education and training from the College of their Service. The Veterans’ Affairs Office will assist students in this process. Departments and/or the Academic Advising Center can verify the listed course equivalents in the *Guides to Evaluation of Educational Experiences in the Armed Forces*.

Recommended College Preparatory Program for High School Students

Core Curriculum: College Preparation

Core Curriculum Credits Courses

English Language Arts	4	English I-IV
Mathematics	2	Algebra I and Geometry
Science	2	Courses to be selected from State Board of Education-approved courses, excluding applied and introductory courses. Appropriate

		courses include Physical Science, Biology I and II, Chemistry I and II, Physics I and II
Social Studies	4	United States History (1) United States Government (0.5) World History Studies (1) World Geography (1) Economics (0.5)
Foreign Language	3	Levels I-III proficiency of the same language
Health	0.5	0.5 credit minimum
Fine Arts	0.5	0.5 credit minimum
Physical Education	0.5	0.5 credits
Computer Science	0-1	Demonstrated proficiency at Level I
Total	18.5	

Additional Course Work Required for College Preparation Program

19 TAC Chapter 75 Courses College Preparation Program

English/Language Arts		College Board Advanced Placement English Literature and Literature and Composition could be substituted for English IV
Mathematics		2 additional credits including Algebra II and Precalculus (or Trigonometry and either Elementary Analysis or Analytic Geometry).
Science		One additional credit from Physical Science, Biology I and II, Chemistry I and II, or Physics I and II.
Fine Arts		1/2 credits
Specialty		N/A
Electives		2.5
Total		24.5

Additional Course Work Required for the Technical Preparation (Tech-Prep) Program

19 TAC Chapter 75 Courses Tech-Prep Preparation Program

English/Language Arts		Substitutions for English IV as required for a specific Tech-Prep program (e.g. Research / Technical Writing, Business Communications, Introduction to Speech Communications, Public Speaking)
Mathematics		A minimum of one additional credit as required by a specific Tech-Prep program, or Algebra II, Precalculus, Trigonometry, Elementary Analysis, Analytic Geometry, or advanced Mathematics for Business. An additional (4th) math credit may be required.
Science		A minimum of one additional credit may be required for a specific Tech-Prep program.
Fine Arts		As appropriate.
Specialty		A specified coherent sequence of technology courses required for a specific Tech-Prep program.
Electives		As appropriate.
Total		24.5

Resolution of Transfer Disputes for Lower Division Courses

The following procedures (as outlined in the Texas Higher Education Coordinating Board rule Chapter 4, Subchapter B, §4.27) shall be followed by public institutions of higher education in resolving disputes involving transfer of TSC lower-division courses.

- If a public institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and the other institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or receiving institution.
- The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Texas Higher Education Coordinating Board rules and/or guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of the denial, the institution that denies the course credit for transfer shall notify the Commissioner of the Texas Higher Education Coordinating Board of its denial and the reasons for the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Questions concerning the evaluation of transfer credit should be referred to the Office of Admissions in Tandy Hall 115.

UTB/TSC students who have difficulty having the UTB/TSC credit accepted at other Texas public institutions should contact the Office of the Registrar at UTB/TSC for initiation of the transfer dispute resolution process.

Official Procedures

Change of Address

A student's current mailing and permanent address must be correctly listed on records. Any change in the mailing address should be promptly reported to the Office of Admissions in Tandy Hall 115. Students will not be excused from penalties on grounds of not receiving communications if the new address was not reported. Students may not claim indulgence on the plea of having moved lodgings and therefore not having received the communication.

Change of Name

Records of students' names are based upon the application for admission. Subsequent changes of name should be promptly reported to the Office of Admissions in Tandy Hall 115.

Students wishing to change their name on their permanent academic records must present the appropriate documentation. To correct spelling or proper sequence of a name, students must present copies of their birth certificate. To change to a new legal name, students must present the proper name change form and a copy of the signed court order showing

the authorized new legal name. To assume a husband's name, students must present the proper name change form and a copy of the marriage certificate. Female students who wish to discontinue the use of a married name and resume the use of a maiden name, or another name, must present a divorce decree or signed court order showing court restoration of the maiden, or other name. Former students (not currently enrolled) may change a legal name to a new legal name by following the above procedure.

Copies

Students may have copies of their educational records. These copies will be made at the student's expense at rates authorized in the Texas Public Information Act except that official transcripts will be \$5.00. Official transcript requests cannot be processed if the student has any outstanding institutional debts or if the student is not in compliance with the federal financial aid requirements or other institutional requirements.

Dual (High School) Enrollment

A student can receive college credit for coursework taken in high school while enrolled in the Dual Enrollment Program. A student enrolled in Dual Enrollment in high school receives credit for the high school courses and for the college courses.

Concurrent Enrollment

A student can enroll in a college course, and receive college credit, while in high school as long as the student meets college admissions and college ready requirement.

NEW STUDENT RELATIONS

Tandy Hall 116

(956) 882-8860 or (877) UTB-TSCI

The mission of the Office of New Student Relations is to provide quality services, promote opportunities available through programs of study, and access to information and assistance to prospective students during the enrollment process. The department coordinates campus visits and group tours for prospective students and their families. For more information or to schedule a campus tour, contact this office.

OFFICE OF THE REGISTRAR

Tandy Hall 105

(956) 882-8254

Registration

To attend classes, students must first register or enroll for the courses they wish to attend and pay all appropriate tuition and fees. Students must complete all admission procedures prior to registration. Information on registration dates and times is listed in the Academic Calendar and the printed course schedule for each semester. Information on registration procedures and deadlines may be obtained at either the Academic Advising Center (Tandy Hall 214, 882-7362), the Go Center/Info Shop (Tandy Hall Lobby, 882-7611), or the Office of the Registrar (Tandy Hall 105, 882-8254).

Registration Requirements

1. Clear all admissions requirements.
2. Clear all outstanding institutional debts.

3. Clear all outstanding institutional holds on academic records.
4. Complete testing requirements.
5. Receive advising. New students are required to receive academic advising. For more information, visit the Academic Advising Center in Tandy Hall 214 or call 882-7362.
6. Attend Orientation. Incoming freshmen are required to attend an orientation session. Visit the Office of the Dean of Students at the Student Union 1.20 or call 882-5141.

Registration Methods

Students may register for classes through Scorpion Online (www.utb.edu) or by using the STAR Telephone System (982-5800). Students encountering problems with registration are encouraged to contact either the Academic Advising Center (Tandy Hall 214, 882-7362), the Go Center/Info Shop (Tandy Hall Lobby, 882-7611), or the Office of the Registrar (Tandy Hall 105, 882-8254).

Registration Blocks

Block Type	Contact	Phone	Location
Admissions	Admissions	882-8295	Tandy 115
Financial Holds/Bars	Business Office	882-8202	Tandy 107
Foreign Student	Counseling Center	882-8292	Tandy 205
Graduate Overload	Graduate Studies	882-6552	Champion
Graduate Status	Graduate Studies	882-6552	Champion
Library Fines	Library	882-8221	Library
Placement Test	Advising Center	882-7362	Tandy 214
Student Petition	Department Office	Specific classes listed	
Suspension	Advising Center	882-8292	Tandy 205
Undergrad. Overload	Dean of School/College: See appropriate Dean		

Examples of outstanding financial holds and requirements that will prevent a student from registering for a semester:

- Admissions Records Pending
- Balance on Emergency Loan
- Balance on Financial Aid Repayment
- Balance on Installment Plan
- Balance on Student Account
- Exit Loan Interview
- Library Fines
- Parking Citation

For all other registration block questions, contact the Academic Advising Center at Tandy Hall 214, or call 882-7362.

Registration for Students with Disabilities

Students with disabilities may request assistance through Disability Services. Students who need help with registration should contact the office during early registration. Students who need special services throughout the semester should inform Disability Services several weeks before the semester. For more information, contact Disability Services, located in the Camille Lightner Center at 882-7374.

Adding a Class

A student may add a course during the Add and Drop period as indicated on the Academic Calendar. After the Add and Drop period, a student

may add a course for academic reasons only with the permission of the appropriate Dean. The determination of the Dean is final.

Students may add a class through Scorpion Online (www.utb.edu), the Telephone Registration System (982-5800), or in person at the Office of the Registrar in Tandy Hall 105. The student is responsible for ensuring that their request is processed by the specified deadline.

Dropping a Class

A student may drop a course during the Add and Drop period as indicated on the Academic Calendar. After the Add and Drop period, a student may drop a course according to the deadlines indicated on the Academic Calendar (see chart below for additional information). A student's financial assistance may be affected when dropping a class. Students should be advised that the Texas Legislature has capped the number of attempted development hours the state will fund at 27 and the number of undergraduate credit hours at 170. Courses dropped after the Official Record Date (ORD) count against these totals.

Class is Dropped...	Refund	Grade
During the Add and Drop period yet still enrolled in at least 1 credit hour	Full Refund	No grade assigned
After the Add and Drop period but prior to the Official Record Date yet still enrolled in at least 1 credit hour	Full Refund	No grade assigned
After Official Record Date but prior to the Deadline to Withdraw yet still enrolled in at least 1 credit hour	No Refund	Grade "W" assigned

Students may drop a class through Scorpion Online (www.utb.edu), the STAR Telephone System (982-5800), or in person at the Office of the Registrar in Tandy Hall 105. The Student is responsible for ensuring that their request is processed by the specified deadline.

Withdrawing from all Classes

Prior to the official record date, students may completely withdraw from all classes without a recorded grade. After the official date, students may withdraw from all classes and receive a "W" on their permanent records. The deadline to withdraw with a grade of a "W" is specified in the Academic Calendar for each enrollment period. Students who do not withdraw before the deadline may not be given a grade of "W" on the final grade sheet.

At the instructor's discretion, and consistent with the policy stated on the course syllabus, an instructor may drop a student from class for non-attendance. An instructor-initiated drop will result in a "W" or an "F" on the student's permanent record.

Withdrawing from all Classes...	Grade
During the Add and Drop period	No grade assigned
After the Add and Drop period but prior to the Official Record Date	No grade assigned
After Official Record Date but prior to the Deadline to Withdraw	Grade of "W" assigned

Students may withdraw from all classes through Scorpion Online (www.utb.edu), the STAR Telephone System (982-5800), or in person at the Office of the Registrar in Tandy Hall 105. The student is responsible for ensuring that their request is processed by the specified deadline.

Unofficial Transcripts

An unofficial transcript lists all of a student's coursework but does not include the institution's name, seal or signature of the Registrar. Unofficial transcripts may be issued free of charge to students who have an institutional "hold" placed on their records. Unofficial transcripts may not be mailed out or faxed. Unofficial transcripts will be distributed only to the student whose name appears on the transcript. If the student is not present at the time of the request, he/she must submit a written authorization in order for a third party to pick up the unofficial transcript. This third party must present picture identification and a written authorization (from the student whose name appears on the unofficial transcript) at the Office of the Registrar before the unofficial transcript is released.

Note: Current students may print their unofficial transcripts by using Scorpion Online (www.utb.edu).

Official Transcripts

An official transcript is a comprehensive record of the student's academic progress. It includes transferred courses, credit earned by exam, degrees awarded, and any test scores required by the state. An official transcript lists the name of the institution, the official institution seals and the signature of the Registrar. There is a \$5.00 fee for each transcript requested.

Official transcript requests cannot be processed if the student has any outstanding institutional debts or if the student is not in compliance with federal financial aid requirements or other institutional requirements. Students may request official transcripts in person at the Office of the Registrar in Tandy Hall 105, by mail, by fax, or by third party request.

Graduation Check

Graduation check is a degree audit that is performed at the time the student is ready to graduate to verify that all course requirements in a program of study (degree plan) have been met and the student is eligible for a certificate or degree.

Students should seek a degree audit of their programs of study one semester prior to graduation check to avoid graduation conflicts. An academic advisor can assist the student with a degree audit.

Graduation Application

Degrees are not awarded automatically upon completion of scholastic requirements. To be considered as a candidate for a degree, a student must submit a complete graduation application packet for a degree to the Office of the Registrar by the appropriate deadline. Graduation application deadlines are: September 1 for December graduation, February 1 for May graduation and April 1 for August graduation.

Students who graduate with their first baccalaureate degree may be eligible for a tuition rebate. See "Tuition Rebate Program" for more information about this opportunity.

Verification of Enrollment

Verification of Enrollment is the process where the Office of the Registrar provides proof that a student is enrolled in credit classes for a particular term. This service can be requested, in writing, for any previous or currently enrolled semester that a student needs to show enrollment. For current-term verification, enrollment cannot be verified until after the official record date as indicated on the Academic Calendar. Verification of Enrollment

may be released to other agencies as stipulated by the Family Educational Rights and Privacy Act. Requests for Verification of Enrollment responses in Spanish must be indicated on the form.

Note: Verification of Enrollment for student loan deferment purposes should be requested at the Office of Student Financial Assistance located in Tandy Hall 206.

Documents received by the Office of the Registrar become property of UTB/TSC and cannot be returned to students.

ACADEMIC ADVISING

Tandy Hall 214

882-7362

Academic Advising Center

The Academic Advising Center provides academic advising to students and assists them in making decisions about their educational and career goals. In partnership, faculty and staff in the Academic Advising Center and throughout the various university colleges and schools are available to assist students who have chosen a Program of Study certificate program, associate degree program, or bachelor's degree program. Academic Advising Center staff will assist students who are undecided about their majors.

Academic advising is an ongoing planning process for students. Beginning when a student is an incoming freshman, academic advising allows a student, along with faculty and staff advisors, to explore and develop a student's career interests and Program of Study. Through the academic advising relationship established between the student and the advisor, the student has the opportunity to:

- learn about academic policies and procedures, such as
 - assessment and placement,
 - developmental course sequence,
 - Texas Success Initiative (TSI),
 - advising contacts with faculty and staff advisors, and
 - graduation requirements
- clarify career interests, goals and opportunities
- learn about educational opportunities and degree requirements, such as
 - Certificate Programs (1 year),
 - Associate Degree Programs (2 years),
 - Bachelor's Degree Programs (4 years),
 - Major and Minor options,
 - Teaching Certification Requirements,
 - Professional School Requirements (Pre-Law, Pre-Med, etc.),
 - Transfer Requirements,
 - Graduate School Requirements, and
- increase her/his involvement, persistence, and retention toward the successful completion of an academic Program of Study.

Students are responsible for:

- seeking appropriate academic advising,
- becoming familiar with Program of Study requirements, and
- enrolling in appropriate classes that will ensure timely and successful progress toward completion of her/his Program of Study.

By seeking academic advising more frequently with academic advisors, students receive current academic guidance that ensures a smooth and timely completion of academic goals.