

ENROLLMENT SERVICES

OFFICE OF ADMISSIONS

Tandy Hall 115

(956) 882-8295

Go Center/Info Shop - Tandy Hall Foyer, Library, ITECC

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, they provide general university information, as well as guidance concerning, but not limited to admissions, 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.

Beginning in the Fall 2008-2009 academic year, university applicants will be required to: (1) complete the recommended or advanced high school program if it is available at their high school or (2) score at least 1,500 out of 2,400 or the equivalent on the SAT or ACT as a condition for applying to the university.

Undergraduate 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, §51.931. 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.
10. **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 undergraduates.

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

Steps for Undergraduate Admission

- √ **Step 1** – Submit a completed Undergraduate Admission Application to the Office of Admissions in Tandy Hall 115 or apply online at <https://blue.utb.edu/nsr2/iniadmission.htm>.
- √ **Step 2** – Submit one of the following academic credentials to the Office of Admissions in Tandy Hall 115.
 - **Incoming Freshman** – Official high school transcript (to be mailed directly from the high school to the University), GED certificate, or two letters of reference if applying under the Individual Approval status.
 - **Transfer Student** – Official college transcripts for all institutions attended (to be mailed directly from the institution to the University)
 - **Returning Students** – Former students of UTB/TSC must submit official transcripts from all other colleges (if any were attended) since the last enrollment.
- √ **Step 3** – Submit proof of Texas 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 1st class day. This includes former

students who have not attended UTB/TSC for more than a year.

Examples of proof of residency:

- Permanent Texas Driver's License/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

Note: If you are a naturalized citizen or legal resident alien, please bring your naturalized certificate or resident alien card.

√ **Step 4** – International Students: Requirements to process a student Visa must be requested, or present valid immigration documentation. For further details, contact International Specialist at (956)882-3894 or visit the Office of Admissions.

√ **Step 5** – Testing

- All students must comply with Texas Success Initiative Policy (College Ready).
- **Incoming Freshman** – All incoming freshmen who are not exempt from the state-required test must take the THEA test or an approved alternative test. Contact the **GO Center/Info Shop** at (956) 882-7611, the Testing Office at (956) 882-8875 or visit them at Tandy Hall 216.
- **Transfer Students** – If your scores are not on the official transcripts, submit state required test exemption information, official TASP or THEA scores to the Testing Office located in Tandy Hall 216.

√ **Step 6** – Advising

- **Incoming Freshmen Only** – All incoming freshmen must meet with an academic advisor. Contact the GO Center/Info Shop at (956) 882-7611, or visit the Academic Advising Center or call (956) 882-7362 for appointment.

√ **Step 7** – Orientation

- **Incoming 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.

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. Career counselors are also available to assist and are located in Mary Rose Cardenas North Building.

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 certain areas in San Benito, pay in-district tuition rates. These are students who pay county 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.

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 Resident Students

Persons or dependants of parents who were domiciled in Texas not less than 12 months before the census date of the academic semester in which the person enrolls in an institution, and maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution. Also a person who (1) graduated from a Texas high school or received a GED, (2) continuously resided in Texas for thirty-six months immediately before the date of graduation or receipt of the diploma equivalent;and (3) resided in

Texas for the 12 months preceding the census date.

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 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 generally require a minimum of 12 months residence in Texas prior to enrollment.

Upper Division, UTB Undergraduate Foreign Students

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

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 admissions 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 may result in disciplinary action and/or other penalties.

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 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 work permit, copy of application for residency, passport with any type of visa or that allows you to attend school.
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 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 overall work completed since attending or who left their last institution on probation may be readmitted on probation.

However, a student who withdraws from the university to perform active military service (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon a request made within one year of being released from active military services and may be eligible for the same financial assistance provided before the student's withdrawal.

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 in the Academic Advising Center for review/evaluation of transcripts.

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 (BAAS) and Sciences and the Bachelor of Applied Technology (BAT) degrees.)
3. 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 2301 (after approval of the submitted portfolio) as part of a prerequisite toward an A.A.S. degree or Certificate program.

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, BAT Program Office and/or the Academic Advising Center can verify the listed course equivalents in the *Guides to Evaluation of Educational Experiences in the Armed Forces*.

Disputes for Other Transfer Credits

The Office of Admissions is responsible for the evaluation of transfer credit and will inform the student of credits awarded. If the Office of Admissions is not able to grant transfer credit the student may appeal the decision. The appropriate Academic Chair and Dean will hear the appeals of those decisions and the judgment of that office is final. To pursue an appeal, the student must

Request a "Transcript Evaluation Petition" form from the Office of Admissions indicating the transfer courses denied.

Submit the completed "Transcript Evaluation Petition" form to the appropriate Academic School/College for review.

Once the "Transcript Evaluation Petition" is reviewed by the Chair and Dean of the appropriate Academic School/College, the decision is forwarded to the Office of Admissions.

If transfer credit is approved by the appropriate Academic School/College, the Office of Admissions will grant transfer credit and notify the student of transfer credits awarded.

If the transfer credit is denied by the appropriate Academic School/College, the appropriate Academic School/College will notify the student of transfer credits denied.

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 the 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 in person, by email, by regular mail, fax, or Scorpion Online. 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.

NEW STUDENT RELATIONS

Tandy Hall 116

(956) 882-8860 or (877) UTB-TSC1

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 (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 admission 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 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 (956) 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 (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
Undergraduate Overload	Dean of School/College: See appropriate Dean		
Admission to Upper Division School of Business	882-5804	EDBC 1.402	

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

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

For all other registration block questions, contact the Academic Advising Center 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 instructors 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 students 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 (956-882-8832), 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 year 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 March 1 for December graduation, August 1 for May graduation, and November 11 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 or was enrolled in credit hour courses 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. A

written request must be submitted to verify enrollment for any academic term.

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

(956) 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 (of the School's/College Advising Centers), 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.

Students pursuing a business degree need to visit the School of Business Advising and Career Management Center for Advisement at (956) 882-5804, EDBC 1.402.

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

FINANCIAL AID

Tandy Hall 206

(956) 882-8277

Office of Student Financial Assistance

The Student Financial Assistance programs provide financial assistance to eligible students who, without such aid, would be unable to attend college. Financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships.

Students are encouraged and, in some cases, required to complete the Free Application for Federal Student Aid (FAFSA) if they wish to be considered for some of the scholarships offered at UTB/TSC. All students are strongly encouraged to complete the federal financial aid application process and to check with the Office of Student Financial Assistance periodically regarding the availability of scholarships.

Students subject to Selective Service registration are required to be registered or prove exemption from selective service registration in order to be eligible to receive federal or state financial assistance.

Students are required to maintain certain scholastic standards in order to continue receiving certain financial aid. See next section for more information.

Application Awards: The Free Application for Federal Student Assistance (FAFSA) is used to consider students for all financial assistance. Eligible students will be offered grants and College Work Study (if CWS funds are available). If an award is not sufficient to cover the student's educational expenses, a loan will be considered. Students must make arrangements to get loan counseling at the Office of Student Financial Assistance before a loan can be processed. Additional paperwork and specific deadlines apply to the loan process. Contact the Office of Student Financial Assistance for this information.

Distribution of Funds: Typically, financial assistance funds will be applied to the student's account to cover tuition and fees. The balance of the award for that period is disbursed by check and is mailed to the student or deposited to the UTB/TSC Sting Card on or about the first class day. Eligible students who register late will receive the balance of their award after the official record date. College Work Study funds are paid on a bi-weekly basis as they are earned.

Competitive Scholarships: Academic scholarships shall be awarded on a competitive basis based on demonstrated academic achievement, or potential, as evidenced by scores on standardized tests, earned grade point average or other relevant academic criteria. Scholarships are awarded to promote academic excellence.

Return of Title IV Student Financial Aid Funds When a Student Withdraws

When federal Title IV grant or loan assistance is disbursed, but the recipient does not complete the enrollment period, the law requires that UTB/TSC calculate the amount that must be returned by the school and/or student to Title IV program accounts.

The date the student initiates the withdrawal or the date the institution determines the student officially or unofficially withdrew (stopped out) is used for calculating the percentage used in the formula for Return of Title IV funds. For a student who withdraws without notifying the institution (unofficially withdraws or drops out), the withdrawal date is:

- the midpoint of the payment period or period of enrollment, as applicable

- at the institution's option, the student's last date of attendance at an academically-related activity; or
- if the institution determines that the student left without notification because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that the institution determines is related to that circumstance.

The number of days from the 1st class day to the withdrawal date divided by the number of days in the payment period (semester) equals the percentage of Title IV funds earned. If the withdrawal date is after the 60% point of the semester, the student has earned 100% of the Title IV funds.

Note: For additional information on withdrawals, Return of Title IV, and sample calculations, see a Financial Aid Advisor.

Failure to earn a passing grade: If the student fails to earn a passing grade in at least one class during the semester, the institution will assume the student withdrew unofficially and will calculate Return of Title IV Funds accordingly. If it is determined that the unofficial withdrawal date is earlier than the 60% in time for that semester, the student may owe funds to the Title IV financial aid programs and/or the institution. Students have 10 days from the date the institution notifies them to clarify their enrollment status. Students have 45 days from the date the institution notifies them in writing to make payment arrangements. The student is responsible for payment of any institutional charges and/or Title IV funds resulting from delayed notification of the last date of instructional activity. Failure to make satisfactory payment arrangements on or before the 45th day may result in the following consequences:

- Notification to the federal government of your overpayment
- Notification to lenders, servicers and guarantors of the last date of attendance on at least a half-time basis
- Cancellation of future scheduled loan proceeds
- Cancellation of future scheduled restricted grant, scholarship or work program funds
- Cancellation of future scheduled Pell Grant awards, Academic Competitive Grant and National SMART awards.
- Ineligibility for aid in the future, or until overpayment is settled.

Students should meet with a Financial Aid advisor for a Withdrawal Evaluation **before** making a decision to withdraw or stop attending classes.

Procedures for Return of Title IV Funds

- If the total amount of Title IV grant and/or loan assistance that the student earned is less than the amount disbursed to or on behalf of the student, the difference between these amounts must be returned to the Title IV programs in the following order of priority (not to exceed the amount originally disbursed):
 1. Unsubsidized FFEL Stafford Loans
 2. Subsidized FFEL Stafford Loans
 3. PLUS FFEL Loans
 4. Federal Pell Grant
 5. Academic Competitive Grant
 6. National SMART Grant
 7. Federal SEOG Grant
 8. Other Title IV assistance (excluding FWS)
- The school and the student share the responsibility for returning Title IV aid. The school returns unearned Title IV funds that have been paid to the school to cover the student's institutional charges received from Title IV grant and/or loan programs. The student is responsible to repay UTB/TSC for any unpaid institutional charges resulting from the Return of Title IV Funds calculation.

- The school must return Title IV funds due to the federal programs no later than 45 days after the date the school determines the student withdrew.
- If the student owes funds back to the Title IV programs, the institution will advise the student within 45 days of determining that the student withdrew. The student has 45 days from the date of notification from the institution to take action on the overpayment. If the student's portion of unearned Title IV funds included a federal grant, the student has to pay no more than 50% of the initial amount that the student is responsible for returning. Immediate repayment of the unearned loan amount is not required because the student repays the loan to the lender according to the terms or conditions in the promissory note. The institution will advise the lender of the student's withdrawal within 45 days of determining the student withdrew.
- No additional disbursements may be made to the student for the enrollment period. If the student does not repay the amount owed to the Title IV programs or does not make satisfactory payment arrangements with the U.S. Department of Education, UTB/TSC will report to the National Student Loan Data System (NSLDS) that the student received an overpayment. The student loses eligibility for further Title IV aid until resolved.

Note: Students completely withdrawing after the Official Record Date (ORD) should also refer to the Federal Financial Aid Satisfactory Academic Progress Standards.

Undergraduate Satisfactory Academic Progress Standards for Financial Aid

The Financial Aid Office must monitor the progress of the student toward the completion of a certificate or degree in order to meet federal and state guidelines governing the administration of student financial assistance. A student who fails to achieve minimum standards for completion of classes or grade point average, or falls behind in degree progression, may lose eligibility for all types of federal, state, and institutional aid administered by the Financial Aid Office.

The Undergraduate Satisfactory Academic Progress (SAP) Standards for Financial Aid (FA) include quantitative and qualitative measures and are applied to financial aid recipients at the end of each Fall and Spring semester. Students applying for financial aid are also subject to the standards at point of financial aid application and/or prior to financial aid disbursement.

The standards used for measuring UG Satisfactory Academic Progress are:

- Quantitative: Completion Rate
- Quantitative: Maximum Attempted Credits
- Qualitative: Cumulative Grade Point Average

The evaluation includes all undergraduate credits attempted during any period of credit-hour enrollment offered at UTB/TSC, including mini sessions and summer terms, and all accepted transfer credits, even for courses taken during periods when the student was not receiving financial aid and periods of dual enrollment.

Regular students admitted into an eligible program will be funded for no more than 30 credit hours of developmental hours are also included in the UG Satisfactory Academic Progress evaluation of completion Rate, Maximum Attempted Credits, and the Cumulative Grade Point Average. Students required to take developmental course-work may appeal to the Financial Aid Office to exclude developmental hours, if the Maximum Attempted Credits limit is exceeded.

Courses with grades of A, B, C, D, P, S and CR are considered as attempted and earned credit hours. Courses with grades of F, G, U, W, WC, WF, WM,

WP, NR, DF, DP, and DR are considered as credit hours attempted, but not earned. Incomplete courses (with grade of I) are considered as attempted hours until a final grade is posted. Students are required to request a re-evaluation by the Financial Aid Office, after successful completion of an incomplete course. Repeated course hours (designated as R) are included as attempted hours, but excluded from earned hours, regardless of course grade. Withdrawn courses are considered attempted credits, but are excluded from earned credits, regardless of reason for withdrawal.

Students failing either the quantitative or qualitative measures are placed on Financial Aid Probation or Suspension as appropriate.

Quantitative Measure

Attempted and earned credit hours are used in the quantitative measure which includes two standards: completion rate and maximum attempted credits. Attempted hours are those credits for which a student is registered for on the official record date (according to the published Academic Calendar) for each semester, including mini sessions and summer terms. Earned hours are those credits for which a student receives a passing grade (according to Grade Standards published in the Undergraduate Catalog).

The completion rate standard for financial aid consideration is calculated by dividing the cumulative credit hours earned by the cumulative credit hours attempted. To remain in good standing, students are expected to successfully complete at least 70% of the course work attempted. Students falling below the minimum completion rate of 70% are placed on Financial Aid Probation or Suspension as appropriate.

For example, a student earning 9 of 13 attempted credit hours during their first college semester would enter Financial Aid Probation. ($9 / 13 = 69\%$)

The standard for maximum attempted credits for financial aid consideration is measured by dividing the cumulative credit hours attempted by the hours required to complete the program of study. To remain in good standing, students may not exceed 150% of the credit hours required for the educational program. Students exceeding the maximum attempted credits immediately enter Financial Aid Suspension status.

For example, if a student is pursuing an associate degree requiring 64 credit hours, no financial aid consideration would be available after attempting 96 credit hours, even if the student has not yet earned the associate degree and meets all other satisfactory academic progress standards. ($64 \times 150\% = 96$)

Students are required to notify the Financial Aid Office of changes in majors, degrees, or if pursuing a second degree. The notification must include an approved degree plan, an analysis by the academic advisor indicating the impact to maximum attempted credits, and may also require a financial aid suspension appeal.

Qualitative Measure

For financial aid consideration, students remain in good standing when they maintain a cumulative grade point average (GPA) of 2.0 or higher. Students falling below the minimum cumulative grade point average of 2.0 and the minimum last term GPA of 2.0 are placed on Financial Aid Probation or Suspension as appropriate.

Status

Good Standing: The Good Standing status is awarded when a student is maintaining a cumulative GPA of 2.0 or higher, and a cumulative completion rate of 70% or higher, and has not exceeded the maximum attempted credits for the declared program of study.

Probation: If at the end of the initial evaluation the student is not meeting the minimum completion rate (70%) or cumulative grade point average (2.00), the student enters Financial Aid Probation status. During probation period(s), the student has the opportunity to continue to receive financial aid while attempting to regain financial aid satisfactory progress standards.

The student may be referred to academic advisors for further guidance and evaluation.

Suspension: If at the end of the second evaluation the student is still not meeting the minimum completion rate (70%) or cumulative grade point average (2.00), the student enters Financial Aid Suspension status. Financial aid will be suspended until the student successfully meets the completion rate and cumulative grade point average standards without exceeding the maximum attempted credits. The student is responsible for paying his/her own expenses, such as tuition, fees, books, supplies, etc. and will not be reimbursed for period(s) of financial aid suspension. The student may be referred to academic advisors for further guidance and evaluation.

Students in probation or suspension status who improve their academic performance to the required completion rate and cumulative GPA without exceeding maximum attempted credits will return to good standing and are eligible for financial aid consideration.

Students exceeding the maximum attempted credits immediately enter Financial Aid Suspension status and may no longer receive financial aid for the declared program of study. If a change in program of study is being considered, the student must submit a financial aid suspension appeal that includes an analysis by the academic advisor indicating the impact to maximum attempted credits.

Financial Aid Suspension Appeals

To appeal suspension from financial aid, students must submit a written appeal with supporting documentation to the Financial Aid Office (where instructions and cover sheet are available).

The appeal must explain and documentation must support the unusual circumstances that prevented the student from meeting required academic standards. Unusual circumstances may include: death of a close family member, extended illness, personal injury, or other extraordinary circumstances. Supporting documentation may include: death certificate, physician's statement, police report, etc. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. without expectation of financial aid reimbursement. A decision by the Financial Aid Appeal Committee will be rendered within two weeks; the decision of the committee is final.

How Your Enrollment Status Affects Your Student Financial Aid

The Financial Assistance Office recalculates financial aid eligibility for students changing enrollment status on or before the official census date (12th class day for Fall/Spring semesters, 4th class day for Summer sessions). Recalculations are processed for schedule changes initiated by the student (in the form of adds/drops) or by the university (in the form of cancelled courses and/or other administrative changes).

If you add and drop or withdraw from courses (after financial aid is disbursed) and this results in a decrease in total credit hours enrolled, you may **owe financial aid funds** back to the program or you may owe other charges to the institution. **Check with an advisor in the Financial Assistance Office before making schedule changes!**

Some awards, including Pell grants, are adjusted based on the number of hours enrolled at the end of the official census period. Other awards, including Federal student loans, may no longer be disbursed after a student drops below half-time status within the loan period. Students should also be aware that changes to enrollment status for a specific semester may also impact program participation and/or eligibility for future semesters.

If the financial aid eligibility is increased and a credit remains after the revised tuition and fees are determined, the available balance will be

promptly mailed to the student by the Business Office. If the financial aid package is reduced and an account balance remains after the Business Office recalculates tuition and fees, the student is responsible for promptly paying this amount in full. (Review the refund policy and the tuition and fees information published in this booklet).

In general, students dropping below half-time status, on or before the official census date, are ineligible for most forms of financial aid, and similar to students completely withdrawing from UTB/TSC, may be required to repay awards and/or tuition balances, as per the Title IV Returns policy.

Note: Students reducing enrollment status after the official census date should refer to the Federal Financial Aid Satisfactory Academic Progress Standards and students completely withdrawing from the institution, before or after the official census date, should also refer to the Procedures for Return of Title IV Funds.

Veterans' Benefits

Tandy Hall 206

882-8980

U.S. veterans who are interested in applying for any educational benefits must contact the Veteran Affairs department located at the Office of Student Financial Aid Assistance in Tandy 206 at least two months before the first day of class. Students will be advised of their eligibility, requirements for application for benefits, and the documents needed for the application process.

Students must be eligible under one of the following programs:

Chapter 30 - Montgomery GI Bill-Active Duty

Chapter 31- Vocational Rehabilitation

Chapter 32 - Veterans Educational Assistance Program (VEAP)

Chapter 35 - Survivor's and Dependents' Educational Assistance Program

Chapter 1606- Montgomery GI Bill - Selected Reserve

Chapter 1607 - Reserve Educational Assistance Program (REAP)

If veterans apply for financial aid assistance, they are required to report expected benefits amount on their Free Application for Federal Student Aid (FAFSA).

Students receiving VA educational benefits must maintain the following cumulative Grade Point Averages to be making satisfactory progress:

Hours Attempted	Cumulative GPA	Minimal Last
1-30 Hours	1.60	2.00
31-59 Hours	1.75	2.00
60+	2.00	2.00

Hazelwood Act

Texas veterans who have no remaining Veterans Administration education benefits may be exempted from payment of tuition and fees excluding student service fees. To obtain the exemption of tuition under this act, an approved application must be on file with the Veterans Affairs Department of the Office of Student Financial Assistance three weeks prior to registration.

Also, the children of members of the armed forces who are or were killed in action, who die or died while in service, who are missing in action or whose death is documented to be directly caused by illness or injury connected with service in the U.S. armed forces may be exempted from tuition and certain fees up to 150 credit hours if they are Texas residents.

TESTING OFFICE

Tandy Hall 216

(956) 882-8875

Texas Success Initiative (TSI) Program

The Texas Success Initiative (TSI) Program is required by state law to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide information about your reading, writing, and math skills. For more information, visit www.thecb.state.tx.us

TSI Requirements

Effective Fall 2003 the Texas Higher Education Coordinating Board (THECB) implemented the Texas Success Initiative (TSI) for Texas public institutions of higher education, a program to replace the former TASP program. It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility of TSI rules to improve individualized programs to ensure the success of students in higher education. The University of Texas at Brownsville and Texas Southmost College makes every effort to ensure that students have equal opportunity for success in their academic coursework. In order to facilitate their college readiness for such coursework, the Testing Office assesses students with a TSI required assessment instrument and places them based on their assessment results.

TSI Assessment Instruments

TSI approved test instruments are ACCUPLACER, ASSET/withWriting, COMPASS and Texas Higher Education Assessment (THEA), formerly known as TASP. The test of choice at UTB/TSC is COMPASS/eWrite.

Exemptions/Waivers

1. For a period of five years from the date of assessment, a student who is tested and performs at or above the following standards is exempt: (Scores for exemption must be attained in one sitting)
 - a. ACT: English = 19, Math = 19, Composite = 23.
 - b. SAT: Verbal = 500, Math = 500, Combined Total = 1070.
2. For a period of three years from the date of assessment, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with minimum scaled scores of 1770 (Writing), 89 (TLI-Reading), and 86 (TLI-Math) is exempt for TSI purposes.
3. For a period of three years from the date of assessment, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English Language Arts (ELA) section with a writing subsection score of at least 3, is exempt for TSI purposes.
4. A student that has graduated with an associate or baccalaureate degree from a regionally accredited institution or from a recognized international institution and submits appropriate documentation of degree and official transcripts is exempt.
5. A student who transfers from a regionally accredited private or independent institution of higher education or a regionally accredited out-of-state institution of higher education and who has satisfactorily completed at least 3 hours of college-level English, math, or a reading-intensive course with a grade of C or better is exempt in that area.
6. A student who has previously attended any accredited institution of higher education and has been determined to have met readiness standards by that institution is exempt. An official transcript must be submitted.
7. A student who is enrolled in a one year or less certificate program will

be *waived* of TSI requirements.

8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment is exempt.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States is exempt.
10. A non-degree-seeking or non-certificate-seeking student is *waived* from TSI requirements.

Minimum Passing TSI Standards

Students who meet the TSI State standard for reading, writing, and math will be able to enroll into college level course(s). If the minimum passing standard is not met for reading, writing, and math the student will enroll in the appropriate developmental course(s).

Instrument	Writing	Reading	Math
THEA/Quick THEA	220	230	230
ASSET/withWriting	40w/WS=5 or WS=6 or higher	41	Ele Alg = 38
COMPASS	59w/WS=5 or WS=6 or higher	81	Alg = 39

TSI Retest Requirements

In compliance with Section 4.59 (c), a student is required to retake an assessment instrument for TSI purposes after successfully completing all developmental education if the student did not initially perform at or above the following scores:

Instrument	Writing	Reading	Math
THEA/Quick THEA	205	201	206
ASSET/withWriting		35 (objective)	35
Ele Alg 30 Alg 23	COMPASS	44 (objective)	64

All TSI rules are subject to change. For the latest TSI information visit the

Testing Office Tandy Hall 216 or call (956) 882-8875.

Assessment Test

The assessment program is designed to provide effective educational services by identifying students' strengths and weaknesses in basic skills. The assessment information is used to provide advisement and placement in courses which will best help students improve skills in English, reading, and mathematics. Assessment and certain minimal scores may also be criteria for selection into various University programs.

Appropriate reading and English skills are a prerequisite for entering academic courses with the exception of mathematics, Spanish, English as a Second Language, art, music, and speech. Appropriate mathematics skills are a prerequisite for entering academic courses in mathematics. Passing scores in the assessment battery are reviewed periodically and are subject to change.

Assessment is mandatory for all new full- and part-time students except:

- students who have passed all three sections of the THEA test, or a test for Texas Success Initiative (TSI) purposes,
- students enrolling in courses for self-enrichment (maximum 9 hours),

- students having a bachelor's degree, or
- students enrolling only in Continuing Education courses.

Students with disabilities who will require accommodations to take the Assessment test must present proof of disability to the Testing Office in a timely manner.

Credit by Examination

Students may earn course credit by demonstrating their skills through testing. Some students may have taken college level courses while in high school or may have mastered subject areas in nontraditional ways. In such cases, credit is granted when learning is demonstrated in various standardized examinations.

Credit for specific courses is awarded on the basis of testing programs that The College Board have developed and validated and for which norms have been established. UTB/TSC grants credit for particular Advanced Placement (AP) tests and particular College Level Examination Program (CLEP) tests. Contact the Testing Office to obtain a copy of the current Credit By Examination brochure which contains a listing of tests accepted, minimum required scores and course equivalents.

Credit by examination policies are as follows.

1. New students may be eligible to receive credit provided they are enrolled for the next regular enrollment period (semester or summer session) and are not, at that time, concurrently enrolled in high school.
2. Credit by examination may not be:
 - a. earned for any course in which a student is currently enrolled.
 - b. earned in any course for which a student previously has received a grade either in this or any other university.
 - c. earned in any subject in which the student already has credit for the same or a more advanced course in the subject.
 - d. earned in any course which has prerequisites unless the prerequisites have been fulfilled prior to the submission of examination scores. This does not preclude the possibility of meeting a sophomore standing prerequisite either by examination or by a combination of course work and examination.
 - e. used to reduce the general degree requirement to have completed in residence of at least 24 semester credit hours, including at least 12 of the last 18.

Final decision regarding the granting will be made by the appropriate Department Chair and Dean. Examinations may not be repeated within one year.

Specific information about any of the testing programs may be obtained at the Testing Office at Tandy Hall 216.

Developmental Course Placement and Sequence

A student who has tested (THEA, Compass E-Write, etc.) and scores below minimum college ready test scores requires academic advising for course placement and sequencing.

