

# Registration

---

The university has a computer-assisted registration system. It is designed to provide individual academic advising between faculty or academic adviser and student. This gives students an opportunity to review their academic programs and select the specific sections of the courses desired for the next semester. For specific dates and information on registration, the student should consult the university website and/or the Academic Calendar.

## Priority Registration

Currently registered students will register for classes according to a priority registration schedule. The schedule will provide the time and date for registration. Students need to schedule an appointment with their academic or faculty adviser prior to registering for courses. The schedule will be posted on the Registrar's website with information about the rules governing the process. New freshmen and transfer students will register during their university orientation session.

## Web Registration

The university has a computer-assisted registration system which allows students to register over the web. Web registration is available for eligible students only and requires academic advising prior to registration. Specific registration dates, instructions and information are provided on the university website (Academic Calendar).

## Normal Load

The normal load for a semester is usually one-eighth of the total number of credit hours required for the degree toward which the student is working. That load is normally 15-18 hours per fall and spring semesters. The normal load for a summer session is two courses (6-7 semester hours). The normal load for an intersession is 3 hours.

A full-time student, defined as one carrying a minimum of 12 semester hours, is expected to register each semester for a normal load of work. A student registered for fewer than 12 semester hours is considered a part-time student. Only hours for which a student is currently enrolled at Texas A&M University-Kingsville can be used toward certification of enrollment.

A freshman may not register for more than the normal load during the first semester. Any succeeding semester or term, a student may register for more than the normal load (an "overload") only on the approval of the respective college dean. If a student is concurrently enrolled at other institutions of higher education in the same semester, the total course load at all institutions is to be considered in applying these policies. It is the responsibility of the student to inform his/her dean of any concurrent enrollments.

## Prerequisites

No student shall be allowed any credits for a course before credit in its prerequisite is obtained, except on the written approval of the chair of the department offering the course and the dean of the college in which the student is majoring.

All students must have successfully completed ENGL 1301 and ENGL 1302 during their first 75 semester hours of credit. No additional 3000- or 4000-level courses may be taken or transferred in until this requirement is met.

## Schedule Changes

### Adding a Course

A course may be added by a student using the online registration system without approval of university officials, as long as departmental approval is not required. (See regulation for "Normal Load.") It is highly recommended that a student consult with his/her academic adviser before attempting to add a course. After the online registration system is closed, written permission is required from the academic adviser and professor (of the course being added) to add the course. These requests must be processed by the Office of the Registrar. The student may only add classes during the time specified in the official academic calendar.

### Dropping a Course

Effective 2014 Fall Semester, the student will be required to get his/her advisor's signature on the course Add/Drop form before the form will be processed. This is not for an approval but will indicate the student has consulted with his/her advisor before dropping a course because of the impact on financial aid, graduation, etc.. All student athletes must also have approval from the athletic adviser to insure eligibility requirements. Transitional (developmental) courses can only be dropped with the approval of the Associate Vice President for Student Success or his/her representative. After the online enrollment system is closed, it is the student's responsibility to submit the Add/Drop form to the Office of the Registrar in order to have it processed on or before the deadline date. (Refer to the University Academic Calendar <https://www.tamuk.edu/academics/academic-calendar/index.html>).

Effective 2014 Summer term, the New Drop/Withdraw policy does not allow a course to be dropped after the date for dropping with an automatic "Q" (see the academic calendar for the specific date of the semester/term.) This policy includes student initiated drops and drop for non-attendance by faculty.

A student who, by dropping a course, becomes registered for less than 12 hours will be reclassified as part-time student. Refer to the Refund of Fees section of the catalog to determine if a refund of tuition and fees will be authorized.

## **Senate Bill 1231 (Texas Education Code Section 51.907) and the University's Drop Policy for Undergraduate Students**

Senate Bill 1231, passed during the 80th Texas Legislative Session, limits the number of drops that certain undergraduate students may accrue without a punitive grade. Undergraduate students who completed a high school or equivalent program and enrolled in an institution of higher education prior to the Fall Semester of 2007 are exempt from the requirements of Senate Bill 1231. Undergraduate students who complete a high school program, or the equivalent, and enter a Texas public institution of higher education for the first time on or after the Fall Semester of 2007 are subject to the requirements of Senate Bill 1231.

### **Drop Policy for Undergraduate Students Exempt from Senate Bill 1231**

A student exempt from Senate Bill 1231 may drop a course with an automatic grade of Q if the drop is processed on or before the date to receive an automatic grade of Q (approximately the 10th week of the semester or the 60% point of the summer session) as indicated on the official university academic calendar, regardless of the student's academic performance in the course at the time of the drop. The grade of Q is a non punitive grade that will not affect the student's grade point average.

A course may not be dropped after the automatic Q date (set by the university's academic calendar).

### **Drop Policy for Undergraduate Students Subject to Senate Bill 1231**

Beginning with the 2007-2008 Academic Year, undergraduate students subject to Senate Bill 1231 will be permitted only six (6) non punitive drops during their undergraduate studies. Non punitive grades included in the maximum number of drops will be identified on the transcript with a grade of *QI*. Once a student has accumulated 6 (six) *QI* grades, the only grade that may be awarded for a dropped course is a grade of *QF* (which is an *F* for GPA purposes), regardless of the student's academic standing in the class. Drops processed while withdrawing from the university will not be included in the maximum number of non punitive drops.

A course may not be dropped after the automatic Q date (set by the university's academic calendar).

## **Drops Policy for Course with Concurrent or Corequisite Enrollment Requirements for Undergraduate Students Subject to Senate Bill 1231**

In determining the number of non-punitive course drops by a student subject to Senate Bill 1231 when concurrent or corequisite courses are involved, the following regulations will apply. (Concurrent and corequisite courses are courses with different course numbers such as a lecture course with its own course number and a lab course with a different course number that must be taken at the same time.)

1. If the student is required to drop both courses when dropping either course, then both course drops will be calculated as one drop.<sup>1</sup>
2. If the student is not required to drop both courses at the same time, then each course will be treated as a separate drop.<sup>1</sup>

<sup>1</sup> Each drop will be subject to the maximum number of non-punitive drops allowable under Senate Bill 1231.

## **Exceptions to the Maximum Number of Non Punitive Drops for Undergraduates Subject to Senate Bill 1231**

A non exempt student may drop a course with a non punitive grade that is not included in the maximum number of non punitive drops if extenuating circumstances are involved. In such cases, a grade of *QE* will be posted as the student's official grade for the course. A grade of *QE* may only be awarded if one or more of the following circumstances are involved and the drop is approved by the appropriate college dean.

1. The student has a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student is responsible for the care of a sick, injured or needy person that affects the student's ability to satisfactorily complete the course.
3. The student has suffered the death of a person who is considered to be a member of the student's family or person who is otherwise considered to have a sufficiently close relationship to the student<sup>1</sup> that the person's death is considered to be a showing of good cause for dropping the course.
4. The student is a member or dependent of a member of the Texas National Guard or the armed forces of the United States and the active military service is considered to be a showing of good cause for dropping the course.
5. The student has a change of work schedule that is beyond the control of the student and the change affects the student's ability to complete the course.
6. The student has other extenuating circumstances that prevent the completion of the course and the circumstances are approved by the dean of the college.

<sup>1</sup> A “member of the student’s family” is defined to be the student’s father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step parent, or step sibling; a “person who is otherwise considered to have a sufficiently close relationship to the student” is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, house mates, classmates, or other persons identified by the student for approval by the institution, on a case-by-case basis.

## Appeals to the Maximum Number of Non Punitive Drops for Undergraduates Subject to Senate Bill 1231

A student who wishes to request an exemption to the maximum number of non punitive drops must submit a letter of appeal with appropriate documentation to the dean of the college within five (5) business days of the drop. If the student cannot provide the supporting documentation within five business days of the drop, the student must request an extension with the dean of the college within five business days of the drop.

## Transitional (Developmental) Courses and the 6-Drop Policy

Transitional courses are exempt from the 6-drop policy. A student may drop a transitional course with the approval of the Associate Vice President for Student Success or his/her representative. If the course is dropped on or before the date to receive an automatic grade of Q the student will receive grade of Q, regardless of the student’s academic performance in the course at the time of the drop. The grade of Q is a non-punitive grade that will not affect the student’s grade point average.

A course may not be dropped after the automatic Q date (set by the university’s academic calendar).

## Withdrawal from the University

If a student finds it necessary to withdraw from the university, the student must contact the Office of the Registrar and process a written withdrawal form. A student exempt from Senate Bill 1231 who is withdrawing (dropping all active courses) from the university prior to the automatic Q date (see the academic calendar for exact date) of the semester/term will receive an automatic grade of Q in each course being dropped at the time of the withdrawal. In the case of a student subject to Senate Bill 1231, a grade of *QE* will be awarded in each course. Students may not withdraw from the university after the automatic Q date (set by the university academic calendar). **(Also see regulations entitled "Refund of Fees.")**

## Withdrawal of Students Ordered to Military Active Duty

If a current student is called to active duty, and the duty will exceed 25% of the total number of class meetings or contact hour equivalents, the student has several options for courses in which he/she is enrolled. The student must provide a copy of military orders to the Office of the Registrar to receive one of the following:

1. full refund of tuition and fees paid by the student for the semester in which the student withdraws;
2. with instructor approval, incomplete grade(s) for the semester in which the student withdraws; or
3. with instructor approval, assignment of an appropriate final grade(s) or credit(s).

Upon the student’s request, pre-registered classes will be dropped. If the student returns prior to the beginning of a semester he/she will be reinstated into this institution.

If a current student, including one enrolled in distance education, self-paced and other asynchronous courses, is called to active military service for a period of time not to exceed 25% of the total number of class meetings or contact hour equivalents, and chooses not to withdraw from the university, the student shall be excused from attending classes or engaging in other required activities, including examinations, during that period of time. The student shall be allowed to complete (an) assignment(s) or take (an) examination(s) within a reasonable time after the absence. The student’s course work previously completed will be retained and the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course. If the course requirements are not completed by the end of the semester in which the student is called to active military service, the grade of *I* will be awarded. Normal academic regulations relating to grades of *I* will apply, as well as normal grade dispute resolution processes, in the event of such disputes.

## Excess Undergraduate Credit Hours (45 Hour Rule vs 30 Hour Rule)

### Affected Students

Effective with students initially enrolled in the fall 1999 semester and subsequent terms, hours attempted by a resident undergraduate student that **exceed more than 45 hours of the number of hours required for completion of the degree plan in which the student is enrolled**, students attending Texas A&M University-Kingsville will be assessed \$100 per credit hour for repeated and/or excessive hours.

Effective with students initially enrolling in the fall 2006 semester and subsequent terms, hours attempted by a resident undergraduate student that **exceed more than 30 hours of the number of hours required for completion of the degree program in which the student is enrolled**, students attending Texas A&M University-Kingsville will be assessed \$100 per credit hour for repeated and/or excessive hours.

For the purpose of excess hours, resident undergraduate student includes a nonresident student who is permitted to pay resident tuition.

## Limitation on Formula Funding for the 45-Hour Rule <sup>1</sup>

Funding of excess undergraduate semester credit hours is limited as follows:

1. Institutions may not submit for formula funding semester credit hours attempted by an undergraduate student who has previously attempted 45 or more semester credit hours beyond the minimum number of hours required for completion of the baccalaureate degree program in which the student is enrolled.
2. An undergraduate student at a four-year institution who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
3. Students who enroll on a temporary basis in a Texas public institution of higher education, and are not seeking a degree or Level-Two certificate, and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education are considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
4. For the purposes of the undergraduate limit, an undergraduate student who has entered into a master's or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate student after having completed the equivalent of a bachelor's degree or all of the course work normally taken during the first four years of undergraduate course work in the student's degree program.
5. The following types of semester credit hours are exempt and do not count toward the limit:
  - a. semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
  - b. semester credit hours earned through examination or similar method without registering for a course;
  - c. semester credit hours from remedial and developmental courses, technical courses, workforce education courses or other courses that would not generate academic credit that could be applied to a baccalaureate degree and is within the 18-hour limit at the institution;
  - d. semester credit hours earned by the student at a private institution or an out-of-state institution;
  - e. any semester credit hours not eligible for formula funding; and
  - f. credit earned prior to high school graduation.

<sup>1</sup> Limitation on formula funding for the 30-hour rule -- same as the 45-hour rule.

An institution of higher education may charge a higher tuition rate, not to exceed the rate charged to nonresident undergraduate students, to an undergraduate student whose hours can no longer be submitted for formula funding because of the funding limit defined in section (1) above.

## Concurrent Enrollment

Credits earned by a student at another institution while also enrolled at Texas A&M University-Kingsville will be transferred to Texas A&M University-Kingsville only if the student has received prior written approval from the college dean. Prior approval will be granted consistent with the university's normal load regulations.

## Visiting a Course (Auditing a Course)

Any person may request permission of the Office of the Provost and Vice President for Academic Affairs to visit a course. Individual instruction courses are not open to visitors. Visitors do not have the privilege of submitting papers, taking part in class discussions or participating in laboratory or field work. Visitors pay fees according to the published credit hour fee schedule, except that no additional fee will be required of a full-time student. A visitor's name will not be entered on the class rolls or permanent records. The notice of approval of a request to visit a course, properly receipted after fees are paid, will serve as a permit to attend a class.

## Course Attendance by Senior Citizens

A senior citizen (age 65 or older) may visit courses offered by this university without payment of a fee if space is available. Laboratory courses or individual instruction courses cannot be opened to visitors. Visitors do not have the privilege of submitting papers, taking part in class discussions or participating in laboratories or field work. The names of visitors will not be entered on the class rolls or permanent records. The visiting of courses by senior citizens will be subject to restrictions as may be determined by the chief administrative officer or designated representative on campus.