

# Registration

Students who are admitted to the University may register for courses. Prior to each academic semester, a registration period is held. Dates of these registration periods and the dates of other transactions that affect student course schedules are printed in the Schedule of Classes.

## **New Students**

Graduate students who have not previously attended the University will receive information by mail inviting them to participate in orientation sessions. Special meetings are conducted for graduate students in addition to the general information sessions. Registration information and advising is available at that time.

## **Early Registration for current students**

Students who are currently enrolled (students who have attended the University within the last two semesters) are permitted to register in advance during the prior semester provided they are in good standing with the University. Dates of early registration are listed in the semester calendar of the Schedule of Classes and are otherwise advertised on campus via posters and signs. Students are encouraged to become knowledgeable of the rules governing early registration, consult their advisor prior to early registration and understand the arrangements for payment of tuition and fees. Students receiving financial aid are encouraged to consult with the Office of Financial Aid prior to the early registration period to permit proper handling of their financial aid (See the Financial Aid section of the catalog for details and contact the Office of Financial Aid regarding financial aid). Currently enrolled students may forego the early registration period and register during the open web registration or regular registration, each held prior to the beginning of classes.

## **Transfer students and students reenrolling after one or more years absence**

Students who are transferring to the University or who are reenrolling in the University after one year or more absence are permitted to register for classes during regular registration held prior to the commencement of classes if they have been admitted or readmitted. This registration period, is provided to enable a student to complete the registration process including consulting advisors, signing up for classes and paying tuition and fees. Students who are seeking financial aid and who have not completed this process several months in advance of this registration will inevitably be delayed in receiving funds from federal grants and secured and unsecured loans. (See the Financial Aid section of the catalog for details regarding financial aid.) Dates of registration are listed in the semester calendar of the Schedule of Classes.

## **Web Registration**

Web registration is available through CampusConnect which is located on the home page of the UTPB website: [www.utpb.edu](http://www.utpb.edu). To be eligible to WEB register, students must have met TSI requirements, received a PIN number from the Office of the Registrar, and received advisement from their academic advisor. In addition, student records must be cleared of any restrictions. CampusConnect allows students to view and print class schedules, grade reports, and unofficial transcripts. In addition, students can also view their current account and financial aid status.

## **Student Advisement**

Students are encouraged to visit with faculty advisors for degree and class schedule planning. At announced times, all currently enrolled undergraduate students and currently enrolled graduate students who have been admitted to a graduate program or are seeking teacher certification will be permitted to early register for courses in the subsequent term. Students needing an academic advisor should contact their dean's office.

Students may not register for conventionally taught partially self-paced courses after the last day of late registration. Students must be officially enrolled at U.T. Permian Basin in the semester in which they graduate.

## **E-Advisor**

E-Advisor is a service to facilitate the academic advising process. Students who need to:

- Find out who their academic advisor is
- Make an appointment to meet their advisor
- Be advised through phone or email
- Or otherwise need help in getting academic advising

should e-mail [E-Advisor@utpb.edu](mailto:E-Advisor@utpb.edu). In the e-mail state the assistance needed, your major and your full name as it appears on your student records. Someone will respond by e-mail within one working day. Because advising by e-mail may require several e-mail exchanges, students should not plan to use e-mail as the sole method of getting academic advice during the last week before classes begin.

### **Noncredit course registration (Auditing Classes)**

U.T. Permian Basin allows a person who does not desire a degree or who does not desire course credit to register for classes on a noncredit basis. This is known as auditing a course. Students auditing classes are permitted to attend classes and participate in the course discussions, studio and laboratory work and other class activities. They are not required to complete work outside the classroom or sit for exams.

The fee for auditing a course is \$100 per course plus any applicable lab fee. This fee covers course participation, library use and computer use privileges similar to those of students. It does not cover parking or provide access to student services covered by the student service fee or the medical services fee.

No credit is earned through auditing the class and a student may not earn credit through examination for audited courses. One may not audit contract study, self-paced, thesis, research or practicum courses.

Students applying only for the purposes of auditing a course are not required to meet all admission requirements. However, students that have been denied admission are not eligible to enroll to audit. For further information on admissions for auditing purposes, contact the Admissions Office.

Registration for auditing courses can occur only during the late registration period. It is on a space available basis only and requires the instructor's permission. Students should contact the Registrar's Office for audit enrollment forms and procedures.

### **Special Registration**

A candidate for a degree who has completed all the courses and other requirements for graduation and who must register in the University for the purpose of having a degree conferred, must register *in absentia*. This is the only purpose for which a student may register *in absentia*. After registration for credit during a semester or summer session, a student wishing to change to *in absentia* status must have the request approved by the student's academic Dean and processed through the add/drop procedure. All fees, less the *in absentia* fee, the computer processing fee and will be refunded if the change is made during the first 12 class days of the Spring or Fall semester and the 4<sup>th</sup> class day of the Summer session. After the 12<sup>th</sup> class day or 4<sup>th</sup> class day in summer, no refunds will be made and no additional charge will be assessed for the *in absentia* fee. The University ID card and original paid fee receipt must be returned before a refund can be issued. No refund is made for the cancellation of an *in absentia* registration.

If the student requests a change from *in absentia* status to regular registration for courses, *in absentia* fees paid will apply toward the tuition due.

### **The Class Day**

The class day begins at 8 a.m. and ends at 10:00 p.m. Unlike some universities in which courses offered after 5 p.m. are provided through an extension division, U.T. Permian Basin offers courses in the late afternoon and evening as part of the regular offerings. Students enrolling in these courses register in the same manner as students who are taking only daytime courses. Full-time students may have both day and evening classes.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 1232g, and the Texas Public Information Act, Texas Government Code Sec. 552.001 et seq., are respectively a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws the University has adopted the following policy. The University will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, except as follows:

- To appropriate University officials who require access to education records in order to perform their legitimate education duties;
- To Officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive copy of the record if desired;
- To federal, state, or local officials or agencies authorized by law;
- In connection with a student's application for, or receipt of, financial aid;
- To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
- To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
- In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;
- In an emergency situation if the information is necessary to protect the health or safety of the students or other persons; or
- To an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.

At its discretion, the University may release directory information which includes student's name; local and permanent address; email address; telephone number; date and place of birth; field of study; dates of attendance; enrollment status; student classification; degrees, certificates and awards (including scholarships) received; photographs; participation in officially recognized activities and sports; weight and height of members of athletic teams; and the most recent previous educational agency or institution attended. Students may have any or all directory information withheld by notifying the Office of the Registrar in writing each semester during the first 12 days of class of a fall or spring semester or the first 4 class days of a summer semester. Requests to withhold directory information will be honored by the University for only the current enrollment period; therefore, a request to withhold Directory Information must be filed each semester or term in the Office of the **Registrar**.

Upon written request, the University shall provide a student with access to his or her educational records. Students may challenge the accuracy of their educational records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy may discuss their problems informally with the Registrar. Afterwards the student may pursue a formal appeal to the Vice President for Student Services.

Students are advised that research papers and thesis authored by students will be made available to interested members of the public.

Details on the University's policies and procedures on the access to student records can be found in the University's Handbook of Operating Procedures, Part VI Section 15. This can be found at the following internet address:  
[www.utpb.edu](http://www.utpb.edu).

**Complaints regarding alleged failure to comply with the provision of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 600 Independent Avenue S.W., Washington, D.C.**