

REGISTRATION

A student who is officially admitted or who is currently attending the University may register for courses. Student may find information on registration dates and the dates of other transactions that affect them in the Schedule of Classes or you may also seek information on the web at www.utpb.edu

Auditing (Classes Noncredit course registration)

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.

Concurrent Enrollment

U. T. Permian Basin normally limits concurrent enrollment to community colleges. Students desiring credit for concurrent enrollment at another four-year institution or upper level institution must have the prior express permission in writing from the appropriate Dean before enrollment.

When a student registers at more than one public institution of higher education at the same time, charges shall be determined in the following manner:

Tuition credit is available if three hours or less are being taken at U. T. Permian Basin while concurrently enrolled at an area community college. The student **must** first register at the area college and bring a receipt to U. T. Permian Basin. U. T. Permian Basin's tuition charge will be the difference between the student's total tuition at each of the institutions, but never less than the hourly rate at U. T. Permian Basin.

Current students (Early Registration)

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 Student Financial Aid prior to the early registration period to permit proper processing of their financial aid (See page 25 of this catalog for details and contact the Office of Student Financial Aid regarding financial aid). Currently enrolled students may forego the early registration period and register during open web registration or regular registration, each held prior to the beginning of classes.

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. 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.

Enrollment Certification

A student may request the Office of the Registrar to report to an outside agency their official enrollment status for a current term. Enrollment certification or verification must be requested by the student and will be processed after the official census date of the current term.

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.

FERPA rights apply to a student, a person who is or who has been attending this institution regardless of age.

FERPA applies to personally identifiable information in educational records. Personal identifiable information includes items such as the student's name, social security numbers, and personal characteristics or other information that make the student identity easily accessible or traceable.

Terms defined for students under FERPA:

Educational Records

All records that contain information that are directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. By definition educational record means any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche and digital image.

What is not included in my educational record?

- Sole possession records (note kept in sole possession of the maker: ex. personal notes or personal memory aids)
- Medical or psychological treatment records
- Employment records, where the employment is not dependant on being student
- Law Enforcement records
- Records that may be collected after an individual is not a student at this institution
- have some control over disclosure of information from his or her educational record

Student right to review record

Upon written request, the University shall provide a student access to his or her educational records except for financial records of the student's parents or legal guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review or be informed on only the specific information about his or her own records. Educational Records are normally made available to student within forty to forty-five days from the date requested. The contents of the student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading or otherwise in violation of the privacy rights of the student by the submitting a written statement to the custodian of the records (University Registrar).

The Family Education Rights and Privacy Act was not intended to provide a process to be used to question substantial judgments that are correctly recorded. Under these specification students may not request adjustments be made to grades that

are recorded as issued by the faculty, outcomes to disciplinary hearing, judgments recorded as part of an assessment process, and to other correctly documented judgments. Student must refer to other institutional process to address these concerns.

A student may obtain copies of their record at a charge of 10 cent per page, unofficial transcripts from other institutions \$2 per page, and unofficial copy of the University at no charge, and official transcript of the University at the charge of \$7.00.

Directory information FERPA identifies certain information as directory information. Directory information can be disclosed without the student's permission. Here is what the University defines as directory information:

- Student's Name , address, telephone listing, electronic mail address
- date and place of birth, photographs
- participation in official recognized activities and sports
- Field of study
- weight and height of athlete
- Enrollment Status (Full-,part-time, undergraduate, graduate)
- degree & awards received
- dates of attendance
- most recent previous school attended

Withholding Information Students can 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 semesters. A request to withhold information may be submitted after the stated deadline for a term, but information may be released between the deadline and receipt of the request. A student who has requested to be excluded from any directory information release will remain flagged until the student requests that the flag be removed.

Access to student educational records: As a service to the student the University has policy to release certain information to outside requestor only and when a student has completed a student FERPA release of information form. This form is available to student at the Office of the Registrar or the Office of Vice President for Student Services.

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.

Legitimate Educational interest or duties: It is access to education records by the appropriate University administrator, faculty, or staff who requires access in order to perform their official duties and business. 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.

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. 20202-4605

Freshman Registration

To assist freshmen who are entering the University in the Fall semester, a special freshman registration is held in conjunction with freshman orientation. Only freshmen who attend orientation are advised and registered at this time. Dates for freshman orientation are provided for entering freshmen in advance of the scheduled orientation days. New students must complete the admissions process through the Office of Admissions prior to enrolling in classes. (See the Admissions section of the catalog and contact the Office of Admissions for further details.) Individuals who desire financial aid assistance should contact the Office of Student Financial Aid and complete paper work several months in advance of Freshman Orientation in order that their aid may be processed in a timely manner. (See the Financial Aid section of the catalog and contact the Office of Student Financial Aid for details regarding financial aid.) page 25

ALL entering freshmen must take UNIV 1101 (Freshman Seminar).

Graduation

Commencement ceremonies are held three times during an academic year at the end of fall, spring and summer semesters. Students who have completed degree requirements for their respective degree program are encouraged to file their intent of graduation in the allotted time given during each semester. Information about deadlines for applying to graduate is published in the Schedule of Classes and on the UT Permian Basin website.

In-Absentia

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 and computer use fee will be refunded if the change is made during the first 12 class days of the Spring or Fall semester and 4th class day of the Summer session. After the 12th class day or 4th 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.

Registration Process

Who can Register for classes?

Any student who is currently enrolled or who has been accepted into the the University. If you have been out from UT Permian Basin more than a year you must reapply or if you have graduated you must also reapply

What do I need to do before I register?

Meeting with Academic Advisor is a requirement for clearance to Register.

Where do I register for classes?

Student can come in to the office of the Registrar MB 1230. Registration is open to any student currently attending or who has been accepted into the University. Please be advised the of Registration dates.

When can I register?

Please see advisements and important emails for detail of when Registration times are starting and ending

Reenrolling after one or more years absence (Transfer students and students)

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 only 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.

RESIDENCY

Residency Reclassification status

The Registrar has been designated as the Residence Determination Official for the University. The official will make the determination of a student residence status based on information provide by the student on reclassification residency student packet and any additional information provide by the student.

A student has a right to apply for reclassification of Residency for tuition purposes after a continuous 12 month period of living in Texas. A nonresident student **may be** reclassified as a resident if employment or personal factors or actions are indisputably indicating a permanent intention to reside in the state. Students are required to apply for reclassification with the Residence Determination official in the Office of the Registrar. Student must submit all required forms and any additional supporting documents for the purpose of reclassification in the allotted time of a forthcoming semester. Any reclassification materials received after the official census date 12th class day Fall or Spring semesters or 4th class day in summer semester will processed for the next semester.

Foreign students living in the United States under a visa permitting permanent residence, and alien who are permitted by Congress to adopt the United States as their domicile while they are in Texas must wait a period 12 month from which their residence in United States was granted before they may apply for reclassification of in-state status.

It is the responsibility of the student to notify the Residence Determination Official (Registrar) 30 days prior to enrolling in an approaching semester of their intent to be reclassified as a in-state student.

The following student terms are used as reference terms for the purpose of residency reclassification:

Independent Student (Texas Resident)

A student who is considered an independent individual who is 18 years of age or older who moves to the state of Texas and is gainfully employed in Texas for 12 months prior to enrolling in an institution of high education is entitled to a residency status of in-state, unless the individual is in Texas for some purpose other than establishing residence in the state. A student who enrolls prior to having lived in Texas 12 month will be classified as a non-resident student.

Dependent Student

Students, who are claimed as dependents on their parent's/legal court appointed guardian's income tax, and provide the sufficient documentation to support the residency claim of the parent. A parent or legal court appointed guardian will need to provide their residency in Texas in support of the dependent student.

Residency reclassification forms can access by visiting the office of the Registrar or you may print those from our webpage at www.utpb.edu at quick link: REGISTRAR

Students may access the Texas Higher Education Coordinating Board's for rules governing Texas Residency at the following web site: www.theccb.state.tx.us/cbrules

Schedule of Classes

A schedule of classes is printed prior to each enrollment period. Students will have the opportunity to view all available courses being offered for a forthcoming semester. The Schedule of class not only provides students with information on registration but addition information needed by students. For example dates and times of course, registration date, semester calendar, advising information, financial aid information and location of courses are provided to assist all students. In addition

the University does provide this information online and can be found at the Registrar webpage just click on quick link: Registrar at www.utpb.edu

Student Schedule Adjustment

A student that need to make adjustment to their student schedule may do so in the Office of the Registrar. Please check adding, dropping, and withdrawal deadline as mentioned in the Schedule of Class for the current semester enrolled. Policies on adding, dropping and withdrawal can be found in the Academic regulation section of this catalog page 65.

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. 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.

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.

TEXAS SUCCESS INITIATIVE

The Texas Success Initiative plan was approved by the 78th Texas Legislature in June 2003 to be effective with the beginning date of September 1, 2003. Under the TSI, an institution shall assess the academic skills of each entering undergraduate student prior to the enrollment of the student. Board approved assessment instruments are ACCUPLACER, ASSET, COMPASS and THEA. The University of Texas of the Permian has chosen to use the THEA (Texas Higher Education Assessment) [formerly TASP] as its approved instrument. The THEA is offered during the regularly scheduled testing plan or is available as a quick version from the PASS Office. Please call (432) 552-2630 for testing information.

Minimum Passing Standards

- A. The following minimum passing standards shall be used by an institution to determine a student's readiness to enroll in freshman-level academic coursework:
- (1) ACCUPLACER: Reading Comprehension – 78; Elementary Algebra – 63; Sentence Structure – 80; and Written Essay – 6.
 - (2) ASSET: Reading Skills – 41; Elementary Algebra – 38; Writing Skills (objective) – 40; and Written Essay – 6.
 - (3) COMPASS: Reading Skills – 81; Algebra – 39; Writing Skills (objective) – 59; and Written Essay – 6.
 - (4) THEA: Reading – 230; Mathematics – 230; Writing – 220.
- B. The minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet this standard if the student meets the objective writing test standard.
- C. An institution may require higher passing standards.

Exemptions/Exceptions

The following students shall be exempt from the requirements of this title:

- (1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - (a) ACT: composite score of 23 with a minimum of 19 on both the English and the mathematics tests;
 - (b) SAT (Scholastic Assessment Test): a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests; or
- (2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
- (3) For a period of three (3) years from the date of testing, a student who is tested 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 /or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections. A + sign next to the score of the section will indicate that the score will exempt the student from TSI requirement for that section, example (Math 2235+) will exempt the student from the Math TSI requirement.
- (4) A student may be partially exempt or exempt due to a combination of ACT, SAT, or TAKS scores if they meet the following criteria: A SAT composite score of 1070 with at least 500 on the Verbal (Critical Reading) and Math sections. An ACT composite score of 23 with at least a 19 on the Math and English sections. Students with an exit -level TAKS score of 2200 on the Math section, 2200 on the English Language Arts (ELA) , and a 2 on the writing subscore, would be exempt from TSI testing in Math. In order for a student to be exempt from TSI testing in Reading and Writing with TAKS scores, the student must have both a 2200 on the ELA and a 3 on the writing subscore.
- (5) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- (6) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- (7) A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- (8) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
- (9) 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.
- (10) 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.
- (11) An institution may exempt a non-degree-seeking or non-certificate-seeking student.

Unless exempt, a student who fails an approved TSI exam must register for the appropriate developmental course.

It is the student's responsibility to provide official scores to the Office of Admissions in order to qualify for an exemption prior to enrollment or expiration of those scores. Additional information concerning the Texas Success Initiative test, or a list of further exemptions, may be obtained by contacting the Office of the Registrar. Students who have taken the THEA test but not yet passed all three sections by the beginning of any semester must enroll in developmental classes every semester until they retake and pass any failed section. A student may not "enroll in any upper division course the completion of which would give the student 60 or more semester credit hours, or the equivalent, until the student's THEA's test results meet or exceed the minimum standard in each skill area for which developmental education was required or the student has earned a grade of 'B' or better in a Board-approved freshman-level course in the subject matter of the assessed deficit."

No student may withdraw from a developmental course unless the student is withdrawing from the University. Students will be permitted to withdraw from these courses only if they retake and pass the appropriate THEA section during the semester. Students who fail any portion of the THEA on the second attempt may be permitted to enroll in a course approved by the Coordinating Board in an attempt to earn a grade of "B" or better. Students who earn a "B" or higher in appropriate course will be considered to have satisfied the THEA requirement.

The following are approved courses which are used for meeting THEA requirements (Identified by Common Course Numbers):

Writing

ENGL 1301 (Composition I); or
ENGL 1302 (Composition II)

Reading

HIST 1301, 1302 (U.S. History)
ENGL 2321, 2322, 2323 (British Literature)
ENGL 2331, 2332, 2333 (World Literature)
ENGL 2326, 2327, 2328 (American Literature)
PSYC 2301 (General Psychology); or
GOVT 2301, 2302, 2305, 2306 (American Government)

Mathematics

MATH 1332 (College Mathematics)
MATH 1333 (College Mathematics)
MATH 1314 (College Algebra)
MATH 1316 (Plane Trigonometry) or
A MORE ADVANCED MATHEMATICS COURSE FOR WHICH
ANY OF THE ABOVE ARE PREREQUISITES

Courses numbered 0398, 0399 are developmental in content. These courses may be required of students who do not pass all portions of the THEA exam or whose institutional placement test scores indicate a need for developmental preparation. Developmental courses do appear on the student's transcript but do not provide credit toward a degree. Students receiving financial aid should consult the Office of Student Financial Aid concerning the effect of developmental coursework on academic progress.

The THEA rules and regulations shown in this catalog are those in effect when this catalog went to print. THEA rules and regulations are subject to change due to action by the Texas Legislature.

Placement Testing

1. Math placement testing is required for all students needing a math course (approximately 45 minutes to complete). Students majoring in COMPUTER SCIENCE, MATH, or SCIENCE, must take the Calculus Test. All other majors must take the Algebra Test. Students without a major must take the Algebra Test.

Scoring The Placement Test

0-6 pts. = MATH 0398
7-16 pts. = MATH 0399
17 & up = MATH 1332 or MATH 1324

For additional information contact the Math & Science Center at (432) 552-3350 or MB 4180A.

2. Writing placement testing is required for all students needing ENGLISH 1301 (approximately 1½ hours to complete). Students who fail their test are placed in ENGLISH 0399 (remedial course). For additional information contact the Writing Center at (432) 552-2302 or MB 2100.
3. Freshman are required to take the TASP THEA test before they may register. Students who pass the TASP are exempt from the Reading Placement test. Students who fail the reading portion of the TASP test must register for Reading 0399 (remedial course). For additional information contact the PASS Office at (432) 552-2630 or MB 1160.

Veterans Education Benefits

In compliance with United States Department of Veteran Affairs, the University processes necessary procedures to aid veterans students in receiving veteran education benefits. A official designed officer (Veterans Representative) processes the applications and forms needed to certify the attendance of a Veteran student at the University . Veteran students seeking additional information may contact the Office of Registrar or you may seek Veteran information at www.gibill.gov

Web Registration

Web registration is available through CampusConnect which is located on the home page of the UTPB website: 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.