

# REGISTRATION POLICY ON ADDING/DROPPING COURSES

## UNIVERSITY DECISION

Students may add and drop courses via My UT Health using Student Administration during official Web Registration days as designated by The Office of the University Registrar (<http://students.uthscsa.edu/registrar>) in the official academic calendar (<http://students.uthscsa.edu/registrar/2013/04/academic-calendar>) for each term. Under no circumstances are students permitted to add classes to their schedules after the Census Date, unless otherwise dictated by the school's profession-specific accreditation body. Check the official Academic Calendar for published Census Dates.

## PERTINENT INFORMATION

A full or partial refund may be possible for dropped courses contingent on the date of a drop and the official start of the term. See the Refund Schedule (<http://catalog.uthscsa.edu/generalinformation/financialaid/tuitionandfeespolicy/#refunds>) in this Catalog for more detailed information.

Students may drop courses at any time during the semester, but before administration of final exams or final lab exercises, if approved by their program director, associate dean, or other designated official. Withdrawal grades may consist of W (Withdrawal), WP (Withdrew Passing) or WF (Withdrew Failing). Students should check the Catalog section specific to their respective schools for applicable grades.

Students should also note that dropped courses will count towards the "attempted credit hours" for the purpose of calculating excess hours under Texas Education Code §54.068 and §61.0595 for undergraduate students, and Texas Education Code §54.012 for doctoral students in the Graduate School of Biomedical Sciences, including Nursing Ph.D. students. See the Excess Hours Policy (<http://catalog.uthscsa.edu/generalinformation/excesscredithourspolicy>) in this Catalog for more detailed information.

Additional Applicable Legislation:

The Six-Course Drop Limit stems from legislation applicable to all Texas public colleges and universities. This legislation was passed by the Texas Senate (SB 1231) and applies to all students entering into any Texas public institution of higher education as a first-time freshman and thereafter. Courses taken at a private institution or out-of-state do not count toward the six-course limit.

A first-time enrolled student with undergraduate status in a Health Science Center undergraduate program is precluded from dropping any course if, at the time of enrollment, such undergraduate student has an official transcript(s) indicating that such student has accumulated six documented drops. A documented drop occurs when a) the student was enrolled in a course, b) the student dropped the course without receiving a grade or penalty, and c) the student was not withdrawing completely from the institution. At many institutions, these are referred to as "Q drops," where "Q" denotes the assigned grade.

Notwithstanding the above, the Health Science Center may permit drop(s) in excess of the six drops for the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course.
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course.
3. The death of a person who:
  - Is considered to be a member of the student's family; or
  - Is otherwise considered to have a sufficiently close relationship that demonstrates good cause.
4. The active duty service of the student or person considered to be a member of the student's family and considered a sufficiently close relationship that demonstrates good cause.
5. The change of a student's work schedule or financial support situation that seriously affects the student's ability to satisfactorily complete the course.
6. Other good cause as determined by the Health Science Center.

A refund or adjustment of tuition and mandatory fees for dropped courses and student withdrawals shall be governed by Section 54.006 of the Texas Education Code as they relate to Section 51.907 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51907>) of the Texas Education Code. The change in law made by Section 54.006, as it applies to Section 51.907, applies to tuition and mandatory fees charged with the beginning of Fall 2007.

## DEFINITION OF TERMS

### Adding

This refers to the process by which students enroll in one or more courses at the Health Science Center, including non-credit courses, courses bearing zero semester credit hours, and enrolling *in absentia*.

### Census Date

The Census Date is determined in accordance with rules set forth by The Texas Higher Education Coordinating Board, including the length of the term in weeks. It is the date by which all registration must be finalized, and tuition and fees paid.

### Class

This references a specific instance of a course within a particular term. For example, a course entitled "Introduction to Sciences" may be offered for fifteen weeks in the fall term. This is the class associated with that course.

### Course

This refers to a set of meeting components (lectures, labs, clinics, or a combination of several components) that together make up a unit that can be taught during a specified term.

### Dropping

This refers to the procedure by which students remove themselves from one or more of the courses in which they are enrolled while continuing in the remainder of their courses. A student who is enrolled in only one course and intends to drop that course must either withdraw from the university or apply for a leave of absence if the student intends to drop the course.

### Holds

Holds are managed by various departments for various restrictions. The owner of the hold may be the only department to release a hold.

Certain holds restrict registration which prevent enrollment transactions including but not limited to adding courses.

## **Term**

This refers to the time frame in which a class is taught, and is specific to the school in which it is taught. Terms at the Health Science Center include fall, spring, summer, and academic years (as in, 2010-2011). Schools operate either under traditional semesters (long fall, long spring, short summer) or super semesters (long fall and long spring; no summer term).

# **UNIVERSITY PROCEDURE**

## **Adding and Dropping**

Students have the ability to add or drop courses online using Student Administration via My UT Health during the official web registration time period identified in the academic calendar (<http://students.uthscsa.edu/registrar/2013/04/academic-calendar>).

Any adds or drops approved for processing outside web registration dates must be documented on the Add/Drop Form. All necessary signatures must be obtained in order for the form to be processed in The Office of the University Registrar. Under most circumstances, forms are processed within two business days. Once processed, a copy of the form will be scanned into the student's academic record. It is the student's responsibility to inquire with the Bursar's Office regarding any expected refunds, as well as additional tuition owed. Outstanding balances may prohibit additional registration and/or receipt of the diploma.

Under no circumstances may a student ask another individual to register her or him on her or his behalf. This includes peers, faculty, and other support staff. Only students may register for courses; outside designated web registration dates, personnel from The Office of the University Registrar may do so.

## **Census Date and Failure to Pay Tuition and Fees**

Absolutely no changes to enrollment will be made after the Census Date. Furthermore, a student who fails to pay tuition and fees by the Census Date or make sufficient payment arrangements with the Bursar's Office will be permanently dropped from all their courses that semester. Students who are administratively withdrawn from all classes as a result of failure to pay or make suitable payment arrangements with the Bursar's Office by Census Date will not have any transcriptable record of enrollment for that term.

The student's tuition and fees will then be recalculated to reflect a balance of zero. During that term, the student does not carry any registration, but may register along with other students for the subsequent semester. The student should meet with an academic advisor or designated associate dean to determine how the curriculum might be rearranged to acquire the number of semester credit hours and specific courses required to attain the degree sought.

If a student drops one or more classes (but not all classes) before the Census Date, a grade will not be assigned; however, if a student drops all classes a grade of W will be assigned for all courses. When a student withdraws after the first class day, a grade of W will be assigned for all courses.