



# REGISTRATION / DROP FORM

## Office of the University Registrar

**Semester/Year**

Fall 20 \_\_\_\_ 
  Wintermester 20 \_\_\_\_ 
  Spring 20 \_\_\_\_ 
  Maymester 20 \_\_\_\_ 
  Sum. I 20 \_\_\_\_ 
  Summer II 20 \_\_\_\_ 
  Sum III 20 \_\_\_\_

| TAMIU ID        | Last Name | First Name       | MI   | Date of Birth |
|-----------------|-----------|------------------|--|---------------|
|                 |           |                  |  |               |
| Mailing Address |           | City, State, Zip |  | Phone Number  |
|                 |           |                  |  |               |
| Email           |           |                  | Student Level  |               |
|                 |           |                  | <input type="checkbox"/> Concurrent <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate |               |

-Please check to make sure course prerequisites have been met. If you have not, you must complete a Request for Waiver of Prerequisites form for approval.  
 -Schedule changes can be made anytime throughout registration, provided that you are only adding advisor-approved courses. If you add a course to your schedule, you must pay the additional tuition and fees prior to the registration tuition payment deadline to validate the added course. A \$100 late registration fee will be assessed to all students registering between the 1st class day and the official census date for a term.

| Course(s) to be REGISTERED for |                        |                     |                    |   |
|--------------------------------|------------------------|---------------------|--------------------|---|
| CRN (5-digit)                  | Crse Prefix (Ex: ENGL) | Crse No. (Ex: 1301) | Crse Sec (Ex: 101) | Comments / Special Permission (if required) |
|                                |                        |                     |                    |   |
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**Total Hrs:** \_\_\_\_\_ (\*\*If total hours exceed 18 for undergraduates or 12 for graduates for the long term, an Overload Approval Form is required.)

| Course(s) to be DROPPED |                        |                     |                    |   |
|-------------------------|------------------------|---------------------|--------------------|---|
| CRN (5-digit)           | Crse Prefix (Ex: ENGL) | Crse No. (Ex: 1301) | Crse Sec (Ex: 101) | Comments / Special Permission (if required) |
|                         |                        |                     |                    |   |
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**Total Hrs:** \_\_\_\_\_

**Agreement of Understanding**

I understand that by being allowed to use UCONNECT to register for classes, I will register ONLY for advisor-approved courses and for courses for which I have met all required prerequisites. I further understand that my schedule will be reviewed to determine if I am eligible for the courses into which I have enrolled. If it is determined that I am not, I will be dropped from those courses. I also understand that if this drop causes my course load to drop below full-time as stated in the university catalog, it may adversely impact: health insurance benefits, financial aid, athletic eligibility, USCIS status, veterans' benefits, and eligibility to participate in extracurricular activities.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor/Instructor Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Processed by

\_\_\_\_\_  
Date

*White - Registrar*

*Pink - Student*

## **Instructions**

- 1.) Complete form (all fields are required).
- 2.) Check for holds (you may check on UCONNECT at <http://uconnect.tamtu.edu>).
- 3.) If you have holds, clear them with the appropriate department.
- 4.) Once holds are cleared, visit (if applicable) with an advisor to select your courses.
- 5.) Make sure all course information is complete and that all required signatures are obtained.
- 6.) Submit form to the Office of the University Registrar to complete registration process.

## **Additional Information**

The TAMTU Student Handbook provides information about student rights and responsibilities, in addition to laws which protect your right to know. To learn more, please visit <http://www.tamtu.edu/scce/index.shtml> or contact the Office of Student Conduct and Community Engagement located in Student Center 226 at (956) 326-2288.

**WAITLIST POLICY:** A student may request to be waitlisted for a closed course. If space becomes available, waitlisted students will be added in the order the requests were received. It is the student's responsibility to check his/her status in the course.

Requesting to be waitlisted makes the student liable for all tuition and fees due if a space becomes available. A drop must be processed by the student if the class is no longer desired. *Please note: a student may not be waitlisted for one section of a course and registered in another section of the same course.*

## **Office Location & Phone Numbers**

Athletics Department - KCB 107 - (956) 326-3000

International Engagement - STC 124 - (956) 326-2282

Office of Recruitment & School Relations - ZSC 130 (956) 326-2270

Office of Admissions - ZSC 129 (956) 326-2200

Office of Financial Aid - ZSC 214 - (956) 326-2225

Office of the University Registrar - ZSC 121 - (956) 326-2250

University College - ZSC 223 - (956) 326-2134