



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)

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)

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