

# Registration

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To attend The University of Texas at Arlington any given term, a student must register and pay fees. All registration at UT Arlington may be done online in [MyMav](http://www.uta.edu/mymav/) (<http://www.uta.edu/mymav/>). The current term's [Registration Timetable](https://www.uta.edu/administration/registrar/calendars/registration/) (<https://www.uta.edu/administration/registrar/calendars/registration/>) gives the exact dates and times for registration. General requirements are below.

Scheduled courses and syllabi can be found on the Schedule of Classes in [MyMav](https://www.uta.edu/mymav/) (<https://www.uta.edu/mymav/>). Faculty profiles of regular instructors can be found on the UTA website at <http://www.uta.edu/profiles/>. (<http://www.uta.edu/profiles/>)

[Undergraduate Student Registration Requirements](http://catalog.uta.edu/archives/2023-2024/academicregulations/registration/#undergraduatetext) (<http://catalog.uta.edu/archives/2023-2024/academicregulations/registration/#undergraduatetext>)

[Graduate Student Registration Requirements](http://catalog.uta.edu/archives/2023-2024/academicregulations/registration/#graduatetext) (<http://catalog.uta.edu/archives/2023-2024/academicregulations/registration/#graduatetext>)

## Advising Prior to Registration

Students new to UT Arlington, many continuing students and readmitted former students must be advised by their major department academic advisor prior to registration each term. Undeclared students should meet with their academic advisor in the University Advising Center. Students can check to see if they need to be advised by checking their Student Center using [MyMav](http://www.uta.edu/mymav/) (<http://www.uta.edu/mymav/>), the computerized, high-security student records system used by UT Arlington. If advising is required, a service indicator (enrollment hold) will appear on the student's record. The service indicator must be released by the academic advisor before the student can register.

Typically, the advising period for the Spring term opens in October, and for the Summer and Fall terms in March. Meeting with an academic advisor is strongly recommended even if the student is exempted from advising.

## Registrant Responsibilities

- The student must know and abide by all University policies and deadlines.
- UT Arlington's **Student Responsibility Statement** includes specific information on registrant responsibilities.
- Students must drop courses prior to the first class day for a given term to avoid financial responsibility.
- A student's registration is not automatically cancelled for non-attendance. A student should either pay tuition and fees in full by the designated deadline or take the appropriate steps to withdraw.
- Students must apply for financial aid using the Free Application for Federal Student Aid (FAFSA).

## Tuition and Fee Refund Appeals

If you experienced extraordinary events during a semester that caused you to be academically unsuccessful during that term, you may be eligible for a one-time tuition refund appeal.

Effective September 22, 2014, appeal requests must be made within **90 days of the end of the semester** which you are appealing and must include appropriate supporting documentation.

Appeals older than 90 days or those submitted without supporting documentation will not be reviewed.

There are significant academic and financial consequences that may result when a tuition refund appeal is granted. If you have financial aid for the semester you are appealing, **you will have to return the financial aid received in full** if you are approved.

Extraordinary events include serious illness of the student or an immediate family member, death of an immediate family member, military deployment that was not previously scheduled or other similar unforeseen event.

The University will approve a refund appeal for one semester only during your entire academic career at UT Arlington. This includes all voluntary and involuntary separations. In particular, if the event is related to a medical condition, then it is your responsibility to make an informed decision, which may require consultation with a physician, prior to enrolling in future coursework since an appeal is granted on a one-time basis for a given medical condition.

While you will not be granted a second tuition and fee refund, you may have the opportunity to withdraw from coursework with a grade of W or Q in future semesters, assuming you meet all appropriate deadlines and regulations related to withdrawal.

**Decisions by the appeals committee are final.**

## Financial Aid Impact

- There are significant academic and financial consequences that may result when a tuition refund appeal is granted. If you have financial aid for the semester you are appealing, **you will have to return the financial aid received in full** if you are approved.

## Supporting Documentation

Appropriate supporting documentation includes but is not limited to:

- **Medical** - A dated and signed letter from the physician explaining your illness on letter head, medical bills or other pertinent medical documentation must be provided.
- **Death in the family** - A death certificate or an obituary from the newspaper must be provided. Pamphlets from the funeral will not be accepted. The death must be from your immediate family.
- **Deployment** - Deployment papers for Active Duty must be provided. They must state Active Duty, not training.
- **University Error:** A memo on UT Arlington letter head from the appropriate administrator at chair level or higher stating the situation and identifying University error must be provided.

If documentation is not in English, it will not be accepted. If you are providing copies, it must be translated.

## Additional Information

- If you are appealing for medical reasons and you have been granted a refund for a prior semester on the basis of the documentation provided, then your request will not be considered for a second semester. Medical refunds are given on a one time basis.
- Appealing fees (departmental, library, etc.) is out of the appeal committee's purview and your request will not be reviewed.
- Charges for all other university services such as housing, meal plans, and parking are not included in this appeal. You should contact the appropriate university office for questions regarding these charges.
- If you are appealing due to work-related issues or failure to receive expected funding such as loans, Veterans Affairs funding, sponsorships, etc., your request will not be considered.
- Appealing grades received is out of the appeal committee's purview. Please speak with the appropriate department or refer to the Undergraduate Catalog regarding grade appeals or grievances.
- Tuition refund appeals are for all courses taken within a term, not for individual courses. If you are appealing one class only, you should contact your academic department.
- Classes must be dropped/withdrawn prior to submission of the appeal request.

## Terms and Sessions

There are three terms and seven regularly scheduled sessions in the academic calendar year at UT Arlington. The three terms are Fall, Spring and Summer.

A session called Dynamic Dated Session is associated with all three terms. This session has classes scheduled outside of the normally scheduled time periods and is used for special programs known as Academic Partnership programs. Only students associated with these programs can enroll in the Dynamic Dated Sessions.

### Fall Term

The Fall term has six sessions. The regular 16 week session typically begins the fourth week in August and ends the second week in December. There are also two 8 week sessions and three 5 week sessions. Final grades are posted at the end of each session. Academic standing is posted in the third week of December.

Commencement exercises for the Fall term are typically held the second week of December, following the conclusion of the term.

### Spring Term

The Spring term has seven sessions. The first session is Intersession Winter (ISW). It begins the week after the Fall term ends and concludes the week before the start of the Spring term regular session. Final grades are posted the following week; however, academic standing is not run until the end of the Spring term.

The Spring term regular 16 week session typically begins the Tuesday after the Martin Luther King Memorial Holiday and ends the second week in May.

There are also two 8 week sessions and three 5 week sessions. Final grades are posted at the end of each session. Academic standing is posted in the third week of May.

Commencement exercises for the Spring term sessions are typically held the second week of May, following the conclusion of the Spring regular session.

## Summer Term

The Summer term has seven sessions. The first session is Intersession Summer (ISS). It typically begins the week after the Spring regular session concludes and ends the Friday before the Memorial Day Holiday weekend.

The second session of the Summer term is the Summer 14-Week Session (14W). It begins currently with the Intersession Summer and concludes the second week of August.

The third session of the Summer term is the First 5-Week Session (5W1). It typically begins the first week of June and generally ends the first week of July.

The fourth session of the Summer term is the Summer 11-Week Session (11W). It begins concurrently with the First 5-Week Session and typically ends the second week of August.

The fifth session of the Summer term is the First 7-Week Session (7W1). It begins concurrently with the First 5-Week Session and typically ends the last week of June.

The sixth session of the Summer term is the Second 7-Week Session (7W2). It typically begins immediately after the Fourth of July holiday and ends currently with the Summer 11-Week Session.

The seventh session of the Summer term is the Second 5-Week Session (5W2). It typically begins the week after the Fourth of July and ends concurrently with the Summer 11-Week Session in the second week of August.

Final grades are posted following each of the sessions. Academic standing for grades earned in all summer sessions is run in the third week of August.

Commencement exercises for the Summer term are typically held the second week of August, following the conclusion of the Summer sessions.

## Enrollment Requirements

A student's enrollment status is determined by the number of credit hours for which the student is enrolled in residence in a semester.

The way credits are counted in summer terms and the depiction of summer term enrollment requirements shown in the table require some explanation. In the summer, the credits taken in the Summer Intersession, the two 5-week, the two 7-week, and the one 11-week terms are added together to determine a student's summer enrollment status. The table shows how many summer credits in total have to accumulate across these terms to meet criteria for less than, half-time, half-time and full-time. For example, if a graduate student accumulates 3 credits in each of the two 5 week terms he or she will have been enrolled in 6 credits in the summer and will be considered a Full-Time student throughout the summer.

Immigration policy requires international students be enrolled full-time during the Fall and Spring terms. They are not required to enroll in Summer or intersession semesters unless it is their first term of enrollment (more information regarding international student enrollment requirements can be found at [www.uta.edu/oie/](http://www.uta.edu/oie/) (<https://nam05.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uta.edu%2Ffoie%2F&data=02%7C01%7Ccekydd%40uta.edu%7C2abd5fbbfaeb4038c07608d7f0340a1a%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637241978610207453&sdata=cgCjV3lpxCbqXcvaW8JZyj1PzM3QH%2B0BNzs24j21atU%3D&reserved=0>)). Graduate teaching or research assistants must meet minimum enrollment in each semester in which he or she holds a graduate assistantship. Assistantship enrollment requirements are described elsewhere in the [Assistantship/Associateship Policy section](https://nam05.safelinks.protection.outlook.com/?url=http%3A%2F%2Fcatalog.uta.edu%2Facademicregulations%2Ffinancialaid%2F&data=02%7C01%7Ccekydd%40uta.edu%7C2abd5fbbfaeb4038c07608d7f0340a1a%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637241978610212443&sdata=xsYL5eWZrST%2BmoAc6BKIAZOWXeAOmMcVsSjVPSGmq4%3D&reserved=0) (<https://nam05.safelinks.protection.outlook.com/?url=http%3A%2F%2Fcatalog.uta.edu%2Facademicregulations%2Ffinancialaid%2F&data=02%7C01%7Ccekydd%40uta.edu%7C2abd5fbbfaeb4038c07608d7f0340a1a%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637241978610212443&sdata=xsYL5eWZrST%2BmoAc6BKIAZOWXeAOmMcVsSjVPSGmq4%3D&reserved=0>) of this catalog.

The amount of financial aid a student may receive in any given semester is based on the number of credits he or she takes. To receive financial aid, students must be enrolled at least half-time. The following table shows how credit hours related to full, half and less than half-time enrollment.

### Undergraduate<sup>1</sup>

Credit Hours Required for Half-Time or Full-Time Status	Less Than Half-Time	Half-Time	Full-Time
Long Semester (fall or spring)	5 or less	6	12
A 5-Week Session	5 or less	6	N/A
A 7-Week Session	5 or less	6	N/A
11-Week Session	5 or less	6	12
Intersession winter or summer <sup>3</sup>	3	N/A	N/A

### Graduate<sup>2</sup>

Credit Hours Required for Half-Time or Full-Time Status	Less Than Half-Time	Half-Time	Full-Time
Long Semester (fall or spring) other than Graduate Nursing	4 or less	5	9
Long Semester (fall or spring) Graduate Nursing	2	3	6
A 5-Week Session	2	3	6 <sup>3</sup>
A 7-Week Session	2	3	6 <sup>3</sup>
11-Week Session	2	3	6 <sup>3</sup>
Intersession winter or summer <sup>3</sup>	3	N/A	N/A

- <sup>1</sup> For undergraduate students, 12 semester credit hours equal full-time status for any term and can be achieved by adding the total hours for each session within a term.
- <sup>2</sup> For graduate students, 9 semester credit hours equal full-time status for any long term (Fall and Spring) However, 6 semester credit hours equals full-time status during the Summer and can be achieved by adding the total hours for each session within a term. For graduate nursing students, 6 semester credit hours is full time enrollment.
- <sup>3</sup> For all students, Winter intersession hours are combined with the Spring session, and Summer intersession hours are combined with the total hours taken in the summer 5-week I, 5-week II, 7-week I, 7-week II, and 11-week sessions.

## Class Meeting Times

On-campus class meeting times are typically scheduled Monday through Friday, 8 a.m. to 10 p.m. Class meeting times can vary; consult the [Schedule of Classes](https://www.uta.edu/administration/registrar/students/registration/schedules/) (<https://www.uta.edu/administration/registrar/students/registration/schedules/>) for specific days and times.

## Course Descriptions & Syllabi

Course information, including the course syllabus when available, can be found online at [Instructor and Course Syllabus Information](https://www.uta.edu/academics/courses-and-schedules/courses/) (<https://www.uta.edu/academics/courses-and-schedules/courses/>).

## Enrollment

To attend UT Arlington in any given term, a student must accept financial responsibility for any enrollment transactions, register and pay tuition and fees. Registration at UT Arlington is done online using [MyMav](http://www.uta.edu/mymav/) (<http://www.uta.edu/mymav/>). The current term's Registration Timetable gives the exact dates and times for registration. The [Schedule of Classes](https://www.uta.edu/administration/registrar/students/registration/schedules/) (<https://www.uta.edu/administration/registrar/students/registration/schedules/>) is updated for the Spring term in mid-October, and in mid-March for the Summer and Fall terms. Students log in to [MyMav](http://www.uta.edu/mymav/) (<http://www.uta.edu/mymav/>) to register.

For payment of tuition and fees information, refer to [Tuition, Fees, and Charges](http://catalog.uta.edu/archives/2023-2024/academicregulations/tuition_fees/) ([http://catalog.uta.edu/archives/2023-2024/academicregulations/tuition\\_fees/](http://catalog.uta.edu/archives/2023-2024/academicregulations/tuition_fees/)) section of this catalog for registration billing and payment.

Students who are no longer eligible for enrollment at the start of the term will have their registration canceled and their tuition and fees refunded.

## Late Registration

Late registration is held each term for students who are unable to register during the regular registration period. Late registration at UT Arlington is done online using [MyMav](http://www.uta.edu/mymav/) (<http://www.uta.edu/mymav/>). Late registration fees are assessed for enrollment transactions made during the late registration period.

## Scheduling Changes

Students can elect to make changes to their course schedules on [MyMav](http://www.uta.edu/mymav/) (<http://www.uta.edu/mymav/>).

- **Adding Classes:** Students can add classes through self-service in MyMav or in person in the major academic department (or the University Advising Center for undeclared students) from the beginning of the registration period through the late registration period. A student will not be permitted to add a course for credit or make a section change after the last day of late registration.
- **Dropping Classes:** Students can drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. Students dropping their last class on or after the first day of classes must meet with the academic advisor in the department of their major to make the last class drop (withdrawal). After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. In a long (fall or spring) term, this point is through the tenth week of classes.
- No grade or withdrawal is posted if a student drops a course before 5:00 pm Central Standard Time on the Census Date of that term.
- For additional information on withdrawing from classes, see the Withdrawals section on the Undergraduate and Graduate tabs.

- Although unusual, a section may be cancelled due to low enrollment or staffing considerations. The department that cancels the class should notify any students already enrolled and assist with alternate arrangements. At the beginning of the term, students should always check for changes regarding class meeting times or classroom locations.

## Bacterial Meningitis Documentation Requirement

As of January 1, 2012, Texas college students new to the institution, including transfer students, and students returning to UT Arlington after an absence of at least one fall or spring term who are under 22 years old must submit documentation of immunization against bacterial meningitis. Documentation includes a copy of the immunization record or a certificate signed by a health practitioner. Under the law, students must have received the vaccine *within the past five years and no less than 10 days before the start of the first session* of enrollment at UT Arlington. Limited exemptions are specified in the [state law \(https://www.dshs.texas.gov/immunize/school/laws.aspx\)](https://www.dshs.texas.gov/immunize/school/laws.aspx), including opting out for reasons of conscience. Students who fail to meet this requirement will be dropped from courses.

Details for submitting proof of vaccination are emailed to students' UT Arlington email address, as well as available at <https://www.uta.edu/administration/registrar/students/policies-procedures/meningitis> (<https://www.uta.edu/administration/registrar/students/policies-procedures/meningitis/>).

Students planning to move into [campus housing \(http://www.uta.edu/housing/applications/meningitis.php\)](http://www.uta.edu/housing/applications/meningitis.php) must comply with the meningitis vaccination requirements at least 10 days from a housing contract offer or 10 days before move in, whichever is earliest. Students will not be allowed to move in to campus housing without submitting timely proof that they have complied with the meningitis vaccination law.

For additional information regarding UT Arlington's administration of the Texas meningitis vaccination law, please visit the [Registrar's Office meningitis web page \(https://www.uta.edu/administration/registrar/students/policies-procedures/meningitis/\)](https://www.uta.edu/administration/registrar/students/policies-procedures/meningitis/) or [THECB Meningitis \(https://www.highered.texas.gov/institutional-resources-programs/public-universities-health-related-institutions/other-institutional-resources/bacterial-meningitis/\)](https://www.highered.texas.gov/institutional-resources-programs/public-universities-health-related-institutions/other-institutional-resources/bacterial-meningitis/). The legal codes supporting this requirement include *Texas Education Code*, Section 51.9191; *Texas Education Code*, Section 51.9192; and [19 \(https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC/?tac\\_view=5&ti=19&pt=1&ch=21&sch=T&rl=Y\)](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC/?tac_view=5&ti=19&pt=1&ch=21&sch=T&rl=Y) *Texas Administrative Code* 21.610 et seq.

## Ineligibility to Register

Students who are no longer eligible for enrollment at the start of the term will have their registration canceled and their tuition and fees refunded. Additionally, violation of several academic policies can result in a student's inability to register without permission or action.

## Obtaining Documents and Data Originating from Another Agency or Institution

UT Arlington does not release documents that have become the property of the institution through a legal release to a third party (UTA). In addition, the university does not release or verify other pieces of personal information such as visa numbers, social security numbers, passport numbers, health conditions, etc. We are not the official, legal custodian of record for any data that was not assigned by the institution or for documents that did not originate at UT Arlington and therefore do not have the authority to release them. This includes documents such as high school records and transcripts, ACT/SAT scores, AP/IB/A-Level scores or degree information and college transcripts from other institutions. These records are the property of the university and are for our internal college purposes only. Please contact the originating agency, organization or institution that produced the original records to obtain a legal copy.

Note: UT Arlington cannot certify, verify or validate documents as "original" - "authentic" - "verified" - "certified" (etc.) with the university seal and official signatures unless they originate at UTA. This includes copies of diplomas, transcripts or other documents previously released to the student or a third party. Students who require an additional certified or notarized diploma, transcript or other official UTA document, should contact us to order one.

## Undergraduate Registration

### Eligibility to Enroll

An undergraduate student must maintain a minimum cumulative grade point average (GPA) at UT Arlington to remain academically eligible to register for the subsequent term or session. The minimum average required varies with the total number of college credit hours attempted at UT Arlington and is shown in the Table of Academic Standards, in the Grades and Grading Policies section of the Catalog.

## Texas Success Initiative (TSI)

Undergraduate students who have not fulfilled testing or exemption requirements of the Texas Success Initiative (TSI) will be unable to register for courses until the requirements have been met. See requirements listed at [Texas Success Initiative \(http://www.uta.edu/admissions/successinitiative/\)](http://www.uta.edu/admissions/successinitiative/). Some students may be exempt from the TSI requirement. For a list of exemptions, go to [Texas Success Initiative Exemptions \(http://www.uta.edu/tsi/\)](http://www.uta.edu/tsi/).

Before students can take the TSI Assessment, they must complete a Pre-Assessment Activity to prepare for the test, as a State of Texas requirement. UT Arlington's Pre-Assessment Activity and additional information on TSI testing is available through the [Academic Testing Services \(https://www.uta.edu/student-success/resources/testing-services/\)](https://www.uta.edu/student-success/resources/testing-services/) office.

Students classified as TSI Not Complete will be advised and required to enroll in TSI coursework at UTA in the first available semester of enrollment. TSI coursework will be advised and required in each subsequent semester until the student is classified as TSI Complete.

For additional information regarding TSI, students can visit [www.uta.edu/tsi](http://www.uta.edu/tsi) (<http://www.uta.edu/tsi/>) or email questions to [tsi@uta.edu](mailto:tsi@uta.edu).

## Maximum Course Load

Without permission from the appropriate academic dean, an undergraduate student may not register in a fall or spring term for more than 19 hours at UT Arlington or concurrently at UT Arlington and another institution. Likewise, a student may not register in summer term for more than 14 hours, with no more than 7 hours in any 5- or 7-week session. Any student who violates this regulation may be required to drop hours to comply with the maximum-hour rule or may be denied transfer credit for those hours in excess taken at another institution. A student may register for a maximum of three hours during the Winter Intersession and Summer Intersession terms. Refer to the [Enrollment Requirements](http://catalog.uta.edu/archives/2023-2024/academicregulations/registration/) section of this catalog to view the table indicating Full-Time and Part-Time Enrollment (<http://catalog.uta.edu/archives/2023-2024/academicregulations/registration/>) for the combinations of coursework for which undergraduate and graduate students may enroll to stay within the maximum loads in combined summer sessions and in long terms.

## Schedule Changes (Adds, Drops and Swaps)

Adds, drops and swaps (adding and dropping a class concurrently) may be made through late registration by an undergraduate either in [MyMav](http://www.uta.edu/mymav/) (<http://www.uta.edu/mymav/>) or in person by contacting their major academic department (or the University Advising Center for undeclared or freshman students). Drops may continue in person until a point in time two-thirds of the way through session or term. Students dropping their last class on or after the first day of classes must meet with the academic advisor in the department of their major to make the last class drop (withdrawal).

- A student may not add a course after the end of the late registration period.
- No grade is posted if a student drops a course before 5:00 p.m. on the Census Date of that term.
- Students who enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This statute was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907, and Texas Administrative Code §4.10). Any course that a student drops is counted toward the six-course limit if: "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." A UT Arlington student affected by this statute who has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses. This statute applies across all Texas public institutions, but procedures for implementation may vary between institutions. Students affected by this policy may request an exemption to the policy by submitting a "Petition for Exemption to 6-Course Drop Policy" form. Students who enroll in coursework at more than one institution of higher education may not exceed the six dropped course limit based on all undergraduate enrollment in Texas public colleges and universities.
- A student may drop a course with a grade of "W" until the two-thirds point of the term, session, or course offering period. Students dropping their last class on or after the first day of classes must meet with the academic advisor in the department of their major to make the last class drop (withdrawal).
- A student may drop a course after the two-thirds point of the term, session, or course offering period (Last Drop Date) only with the approval of the dean of his/her college or school.

Exceptions to this policy may be entertained because of extraordinary non-academic circumstances. Under such circumstances, approval must be received from the instructor of the course, the department chair of the student's major, and the dean. [Additional information](https://www.uta.edu/administration/registrar/students/registration/drop-limit/) (<https://www.uta.edu/administration/registrar/students/registration/drop-limit/>).

Students wanting to drop all courses for which they are enrolled must withdraw from the University for that term. Students dropping their last class on or after the first day of classes must meet with the academic advisor in the department of their major to make the last class drop. Students should follow the procedure in the Withdrawal section below.

## Withdrawals

A student may withdraw from all courses for the current session/term from the first class day until a point two-thirds of the way through the session or term by contacting their major academic department (or the University Advising Center for undeclared students) for appropriate advisement and removal from the coursework. A student who elects to withdraw on the first day of classes or thereafter will incur financial responsibility to the University as regulated by Student Financial Services.

A student may withdraw from the University with grades of "W" until the two-thirds point in the term. A student may be removed from a course after that point only upon approval of the academic dean in the student's college or school.

Students who have enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. When an undergraduate student withdraws from all courses during the term, the withdrawals will not count toward the student's six-drop limit.

## Withdrawal as a Result of Military Service

Students who withdraw from the University to perform active military service (not including Texas National Guard training exercises) will not have to reapply for admission, but will be readmitted upon a request made to the Office of the Registrar within one year of being released from active military service. Students who withdraw as a result of military service may choose to receive a full refund of tuition and fees, an incomplete (if eligible) or final grade at institution discretion. Typically, a final grade is awarded when the student has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material. (Texas Education Code, Section 54.006.)

## Six Course Drop Limit

Students who have enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education. This statute was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907). Any course that a student drops after Census Day is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."

If an undergraduate student withdraws from all courses during the term, the withdrawals will not count toward the student's six-drop limit.

Students in pursuit of a 2nd baccalaureate degree, a post-baccalaureate certificate program, or any graduate level program are exempt from the provisions of the six-drop rule.

The limit on dropped courses is subject to the following conditions:

- Students dropping a course for academic reasons will receive a "W." Students withdrawing from the university or who received an approved non-academic exception will receive a course notation of Q on the transcript. Courses denoted with Q do not count toward the 6-course drop limit.
- Dropped developmental courses do not count toward the limit.
- Dropped dual credit courses earned prior to a student graduating from high school do not count toward the limit.
- If an undergraduate student withdraws from all courses during the term, the withdrawals will not count toward the student's 6-drop limit. During the course of the same term, if some courses are dropped prior to final full withdrawal, all courses will be converted to 'withdrawn' status, regardless of the timing. (Example: Student A is enrolled in four courses and drops two and completes two. The two courses will be counted against the 6-drop limit. Student B is enrolled in four courses and drops two courses following Census Date. These two drops are counted against the 6-drop limit. Prior to the last drop date, Student B withdraws from school (drops final two courses). The final two courses are coded as "withdrawn" and do not count against the 6-drop limit. The two courses previously counted as "dropped" are reclassified as "withdrawn" and the student's drop limit is readjusted).
- This drop policy overrides the limit of 15 hours W previously in place at UT Arlington. Students who entered UT Arlington between Fall 2006 and Summer 2007 and were subject to the 15-hour W policy will no longer be held to the limits of that institutional policy.
- Students should be aware that dropping a course or courses may result in reducing them to part-time status which can affect financial aid, scholarships, and insurance coverage.

## Change of Major Program of Study

Undergraduate students who wish to change their major program of study must consult with the proposed major department to process the program change.

An academic unit may require students to change their major program of study if the students do not meet the academic standards or the professional conduct standards of the unit. For information concerning specific standards in a program of study, students should contact the office of the appropriate academic dean's office

## Auditing

Final arrangements to audit an undergraduate course may be made during the late registration period only, although the permission process can begin prior. The required form, obtained from the Office of the Registrar, must be completed and taken to the instructor for approval. This form can be accepted and processed by the Office of the Registrar only during the late registration period only, and approval is based in part on space availability. After obtaining the instructor's approval and approval from the Office of the Registrar, the applicant pays a fee at Student Accounts of \$20 per course if enrolled for course work at UT Arlington or \$100 per course if not enrolled for course work in residence at UT Arlington. Persons 65 years of age or older may audit courses without paying an audit fee.

The auditor has the privilege of hearing and observing only; no University credit is granted for auditing. An academic department or the Office of the Registrar may place restrictions on the privilege of auditing or may deny permission to audit certain courses. Activity classes, labs, etc., are generally not auditable.

Students auditing a course are required to comply with Texas state legislation that mandates those who have not been continuously enrolled at UT Arlington must have received the bacterial meningitis vaccine (<http://www.uta.edu/records/services/meningitis-requirement.php>) within the past five years.

## Cooperative Programs Between University of Texas System Components

A student concurrently enrolling at two or more University of Texas System components may register and pay tuition and fees for all courses through the student's home institution. Detailed procedures may be obtained from the registrar or records office of the student's home institution. At UT Arlington, this is the Office of the Registrar. The concurrent enrollment agreement and waiver of specified fees applies only to students following the concurrent enrollment procedures specified by the home institution.

The charges for the following will be assessed and collected at the home institution for the other institution(s):

- Tuition at an appropriate rate
- Applicable laboratory fees and special course charges
- General Use Fee at the appropriate rate
- Any other fees that are required at the host institution that are not charged at the home institution

Student services at the second institution will be made available to concurrently enrolled students paying the appropriate student service fees at the second institution.

Some institutions have a reciprocal agreement for honoring parking permits. Details may be obtained from the police departments on each campus.

Concurrently enrolled students should report any problems concerning registration, payment of fees or other matters related to concurrent enrollment procedures to the registrar or records office of the home institution.

Concurrent students wishing to add or drop courses must do so in compliance with the host institution's policy. On or before the host institution's Census Date, schedule changes may be done through the home institution's records office. After the Census Date, drops must be done at the host institution.

All paperwork must be turned in two weeks prior to the host institution's first class day.

For more information, refer to the webpage <http://www.uta.edu/records/courses/policies/concurrent-enrollment.php>.

## Students Receiving Financial Aid

To qualify for most forms of financial aid administered through the Office of Financial Aid, students must enroll in and complete a certain number of credit hours each term to meet the Satisfactory Academic Progress requirements to receive future financial aid. Details are available on the Financial Aid website (<https://www.uta.edu/administration/fao/>).

## Other Public Institutions of Higher Education

When students register at more than one public institution of higher education in Texas, they shall pay the full tuition charges to the first institution at which they are registered. A student who is first registered at another institution must present a copy of the fee receipt from that institution to Student Accounts when registering at UT Arlington. Any reduction in tuition per the following guidelines will be refunded to the student approximately one month after the beginning of the term.

- If the minimum tuition at the first institution is the same as or greater than the UT Arlington minimum, the amount charged for tuition will be the UT Arlington hourly rate.
- If the minimum tuition at the first institution is lower than the UT Arlington minimum, the amount charged for tuition will include the difference in the minimum charges. In no case will the amount charged be less than the UT Arlington hourly rate.
- All other applicable fees will be charged.

## Graduate Registration

### Eligibility to Enroll

A graduate student must maintain a minimum cumulative grade point average (GPA) of at least 3.0 at UT Arlington to remain academically eligible to register for the subsequent term or session.

## Full-Time Enrollment and Assistantship Enrollment Requirements

Full-time enrollment at UT Arlington in Fall and Spring Terms is 9 SCH and a total of 6 SCH (total) in Summer Terms. Doctoral students who have completed their Comprehensive Examinations and who will devote most or all of their efforts to completing their dissertations must enroll in at least 6 SCH per term (Fall, Spring or Summer) to be considered full-time students.



Doctoral students In their final semester meet the enrollment requirement for holding an assistantship by enrolling in 7399, 6699 or 6999. However, international students must obtain permission to enroll only in 7399 from the Office for International Education (OIE).

Non-thesis master's students in their final semester of study with only three to six hours of organized coursework needed to graduate, may hold an assistantship if they enroll in just the number of hours they require to complete their degree. Master's thesis students who have completed all organized course work are permitted to hold an assistantship if they enroll in 5698. Master's thesis students in their final semester may enroll in 5398 and hold an assistantship if that will complete the thesis credit hour requirement required by their degree plan and departmental policies permit it.

International students must obtain written permission from the Office for International Education for less than full-time enrollment. Hiring departments must have a copy of this permission in order to offer an assistantship to students who are not enrolled full-time.

Departments may set higher enrollment requirements for students.

Students must be enrolled in at least 6 SCH to be eligible for aid offered through the Office of Financial Aid. It should be noted that some loan and scholarship programs require full-time enrollment each term and will not fund part-time students. Some may require part-time enrolled students to begin to repay loans. Students who receive financial aid should check with Office of Financial Aid before enrolling in 6 or fewer hours.

## Continuous Enrollment Policy

Graduate students must enroll in at least one credit hour of work related to their degree each long semester (Fall and Spring) in order to remain classified as an enrolled student. Some programs may specify a higher minimum enrollment requirement in their Handbook for Graduate Students or other published documents. Enrollment in Summer Sessions is not required, and students who do not enroll in summer will not be considered in violation of the continuous enrollment policy. However, students are required to register for appropriate courses in every term in which they expect to receive assistance, use the facilities of the university, take diagnostic or comprehensive examinations or defend theses or dissertations. The minimum enrollment requirements for holding graduate assistantships or fellowships or the requirements of the enrollment requirements of other programs, offices and agencies such as the Veterans Administration, U.S. Citizenship and Immigration Services, and federal financial aid and certain loan programs, must be met. It is the student's responsibility to determine the enrollment requirements of such entities. Students who have completed all degree requirements or who will complete degree requirements must submit an application for graduation by the deadline for graduation for the next available graduation date. They must also pay the appropriate graduation fees. Enrolled students who do not complete all requirements by the beginning of the next long semester must enroll to complete remaining requirements.

## Maximum Course Load:

The maximum course load for full-time graduate students is 15 semester hours in a regular term and 12 hours in the summer term. Registration in excess of these limits in exceptional circumstances must be approved by the student's graduate advisor.

## Schedule Changes (Adds, Drops and Swaps)

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their graduate advisor. Regulations pertaining to adding or dropping courses are described below. A student's registration is not automatically cancelled for non-attendance. A student should either pay fees in full by the designated deadline or take the appropriate steps to withdraw. To avoid financial responsibility to the University, this cancellation of enrollment must be completed as soon as possible, but no later than the day before the first official University class day. Prompt notification also helps to free up class space for other students who are interested in the same classes.

A student wishing to drop all classes will be considered to have withdrawn from the University and must reapply for admission in order to resume studies unless granted a leave of absence. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student's academic department. Drops may occur until a point in time two-thirds of the way through the term. The last day to drop a course is listed in the [Academic Calendar](http://www.uta.edu/uta/acadcal/) (<http://www.uta.edu/uta/acadcal/>).

- a. A student may not add a course after the end of the late registration period.
- b. No grade is posted if a student drops a course before 5:00 p.m. on the Census Date of that term.
- c. A grade of W may be assigned if a student chooses to withdraw from a class after Census date but prior to the last date to drop posted in the University's Academic Calendar. However, the grade of W is not automatically awarded. Graduate students must consult with their graduate advisor about their reasons for withdrawal before withdrawing from a class. Further, the student must secure the permission of the class instructor to withdraw. The instructor shall determine whether the student will be granted a W or will receive a grade for the course commensurate with the proportion of the course requirements that have been completed successfully. The grade decision is based on the instructor's judgment. The instructor will inform the student of the grade decision before finalizing the request. Students who have withdrawn from a course must re-enroll in it to receive credit.
- d. Students dropping their last class on or after the first day of classes must meet with their graduate advisor to make the last class drop (withdraw). A student desiring to drop all courses in which he or she is enrolled is reminded that such action constitutes withdrawal (resignation) from the University unless an approved leave of absence has been obtained.
- e. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the two-thirds point of the course offering period (Last Drop Date). Under extreme circumstances, the academic dean of the student's college or school may consider a petition to withdraw

(resign) from the University after the Last Drop Date. Students should use the Petition to Withdraw for this purpose. See the section titled Withdrawal (Resignation) From the University for additional information concerning withdrawal.

## Withdrawals

A student who wishes to withdraw (resign) voluntarily from the University may do so by withdrawing from **all** graduate and undergraduate classes prior to the last day to drop date, a point of time corresponding to two-thirds of the duration of the term. The last day to drop a course is listed in the [Academic Calendar](http://www.uta.edu/uta/acadcal/) (<http://www.uta.edu/uta/acadcal/>). After this deadline has passed, a graduate student or undergraduate student enrolled in a graduate course is not permitted to withdraw or to selectively drop courses. In exceptional cases, however, a graduate student may request to withdraw after the deadline by obtaining a [Petition to Withdraw form](https://cdn.web.uta.edu/-/media/project/website/social-work/documents/forms/forms-and-resources/withdrawal_and_drop_exception_form_fillable-revised_7-11-2019.ashx?revision=db36ba87-a488-423f-af57-e4615eb53be1) ([https://cdn.web.uta.edu/-/media/project/website/social-work/documents/forms/forms-and-resources/withdrawal\\_and\\_drop\\_exception\\_form\\_fillable-revised\\_7-11-2019.ashx?revision=db36ba87-a488-423f-af57-e4615eb53be1](https://cdn.web.uta.edu/-/media/project/website/social-work/documents/forms/forms-and-resources/withdrawal_and_drop_exception_form_fillable-revised_7-11-2019.ashx?revision=db36ba87-a488-423f-af57-e4615eb53be1)) and submitting it to the Dean of the college or school in which they are enrolled. If the petition is not approved, the student remains responsible for all coursework requirements. Therefore, students should not discontinue class attendance or course assignments unless they have been notified in writing that their academic dean has approved the Petition to Withdraw.

## Withdrawal as a Result of Military Service

Students who withdraw as a result of military service may choose to receive a full refund of tuition and fees, an incomplete (if eligible) or final grade at institution discretion. Typically, a final grade is awarded when the student has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material (see Texas Education Code, Section 54.006).

## Leave of Absence Policy

A graduate student may apply for a Leave of Absence in order to respond to exceptional circumstances that will prevent him or her from meeting the continuous enrollment requirement. A Leave of Absence will be granted only for good cause, such as health-related issues, major financial or employment issues, significant family concerns such as pregnancy, childbirth, child care or elder care, or other major personal circumstances that interfere with a student's ability to undertake graduate study. Leaves may only be granted for up to two long semesters (spring or fall semesters). The student must have been enrolled in the previous long semester and be in Good Standing (at least a 3.0 cumulative gpa) in order to utilize the Leave of Absence Policy. Students returning from leave as scheduled will be automatically readmitted and will not be required to submit an application or pay an admission fee. Students who do not return at the end of their approved Leave of Absence must reapply for admission by the published application deadlines, pay all relevant evaluation fees, and are not assured of readmission to the University. Students may not submit another Leave of Absence request to extend the leave beyond two long semesters. The student must return to continue his or her studies or reapply for admission. During the time of the leave of absence, the student may not use University facilities or resources, receive an assistantship or fellowship, continue academic work with faculty, take a diagnostic or comprehensive examination, or defend a thesis or a dissertation. Time taken on an approved Leave of Absence will not count against degree completion time limits.

An approved Leave of Absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, US Customs and Immigration Services, and federal financial aid and certain loan programs. It is the student's responsibility to determine what effect a Leave of Absence will have on his or her status with such entities. For example, International students approved for a Leave of Absence must inform the Office of International Education so that requirements of the US Customs and Immigration Services can be addressed.

A student requesting leave should complete the Leave of Absence Request form and obtain the approval of his or her graduate advisor who will forward the request to the Office of the Registrar for final review and approval. This form is available [online](https://www.uta.edu/administration/registrar/forms/) (<https://www.uta.edu/administration/registrar/forms/>). Requests must be made no later than Census day of the semester that the student is requesting leave. Leave of Absence will not be granted retroactively for a semester after the Census day has passed. Students who miss this deadline must withdraw from the University and apply for readmission when they wish to return to their studies.

## Change of Graduate Major, Program or Degree Level

Students wishing to change graduate major, program or degree level (master's or doctoral classification) from that in which they are enrolled currently, or in which they were enrolled during their most recent term at UT Arlington, must initiate the change by completing the Request for Change of Graduate Program or Degree Level form. The Request For Change of Graduate Program or Degree Level form can be found [online](https://www.uta.edu/administration/registrar/forms/) (<https://www.uta.edu/administration/registrar/forms/>). Students intending to change majors should consult the graduate advisor of the new program regarding program admission and degree requirements before completing this form. Similarly, students wishing to change degree level should submit the request after discussing the matter with the appropriate graduate advisor.

Students wishing to change from one program to a dual degree program must complete the Request for Change of Graduate Program or Degree Level form and mark the box stating Request to Change to Dual Degree Program (master's level only).

Students wishing to change from a dual degree program to single degree program must complete the Request For Change of Graduate Program or Degree Level form and mark the box stating Request to Change to New Graduate Program.

Students wishing to change from Doctoral to Masters degree level for conferral of the masters degree must complete the Request for Change of Graduate Program or Degree Level form and mark the box stating Request to change form PhD to Masters Status (for conferral of the master's degree).

Students will remain in masters status until award of the masters degree. Upon award of the masters degree, students will be automatically changed back to doctoral status.

The Dean of the college or school will make the final decision regarding the request(s) for change.

## Auditing Courses

Final arrangements to audit an undergraduate course may be made during the late registration period only, although the permission process can begin prior to it. The required form, obtained from the Office of the Registrar, must be completed and taken to the instructor for approval. This form will only be accepted and processed by the Office of the Registrar during the late registration period and approval is based in part on space availability. After obtaining the instructor's approval and approval from the Office of the Registrar, the applicant will be obliged to pay an audit fee at Bursar Services of \$20 per course if enrolled for course work at UT Arlington or \$100 per course if not enrolled for course work in residence at UT Arlington. Persons 65 years of age or older may audit courses without paying an audit fee.

The auditor has the privilege of hearing and observing only; no University credit is granted for auditing. An academic department or the Office of the Registrar may place restrictions on the privilege of auditing and may deny permission to audit certain courses. Activity classes, labs, etc., are generally not auditable.

Students auditing a course are required to comply with Texas state legislation that mandates those who have not been continuously enrolled at UT Arlington must have received the bacterial meningitis vaccine (<https://www.uta.edu/administration/registrar/students/policies-procedures/meningitis/>) within the past five years.

Audited courses do not meet enrollment requirements applying to graduate students.

## Cooperative Programs Between University of Texas System Components

A student concurrently enrolling at two or more University of Texas System components may register and pay tuition and fees for all courses through the student's home institution. Detailed procedures may be obtained from the registrar or records office of the student's home institution. At UT Arlington, this is the Office of the Registrar. The concurrent enrollment agreement and waiver of specified fees applies only to students following the concurrent enrollment procedures specified by the home institution.

The charges for the following will be assessed and collected at the home institution for the other institution(s):

- Tuition at an appropriate rate
- Applicable laboratory fees and special course charges
- General Use Fee at the appropriate rate
- Any other fees that are required at the host institution that are not charged at the home institution

Student services at the second institution will be made available to concurrently enrolled students paying the appropriate student service fees at the second institution.

Some institutions have a reciprocal agreement for honoring parking permits. Details may be obtained from the police departments on each campus.

Concurrently enrolled students should report any problems concerning registration, payment of fees or other matters related to concurrent enrollment procedures to the registrar or records office of the home institution.

Concurrent students wishing to add or drop courses must do so in compliance with the host institution's policy. On or before the host institution's Census Date, schedule changes may be done through the home institution's records office. After the Census Date, drops must be done at the host institution.

All paperwork must be turned in two weeks prior to the host institution's first class day.

For more information, refer to the webpage <http://www.uta.edu/records/courses/policies/concurrent-enrollment.php>.

## Funded Student Enrollment Requirements

Students are normally expected to be enrolled as full-time students while holding a funded assistantship or associateship. Master's students who must enroll in a 3 or 6-hour Thesis course or doctoral students who must enroll in a six or nine-hour Dissertation Course or three-hour Dissertation Completion Course because they have not completed the required number of thesis or dissertation hours and/or have not earned a grade of P in the appropriate course in their final semester. However, master's students who need fewer hours to complete their degrees may petition for a waiver of full time enrollment as described in the Assistantship/Associateship Policy section (<http://catalog.uta.edu/archives/2023-2024/academicregulations/financialaid/>) of this catalog.

## Teaching and Research Assistants

Students receiving graduate teaching or research assistantships must meet enrollment requirements during the term in which they are supported. Assistants should complete no more than 12 semester hours and no fewer than 9 semester hours per term. They may register for no fewer

than 6 semester hours during the summer sessions. See the section titled [Graduate Assistantship/Associateship Policy \(http://catalog.uta.edu/archives/2023-2024/academicregulations/financialaid/#text\)](http://catalog.uta.edu/archives/2023-2024/academicregulations/financialaid/#text) for exceptions to these rules and other requirements that Assistants and Associates must meet.

## Students Receiving Financial Aid

To qualify for most forms of financial aid administered through the Office of Financial Aid, students must enroll in and complete a certain number of credit hours each term to meet the Satisfactory Academic Progress requirements to receive future financial aid. The Satisfactory Academic Progress policy may be found at [www.uta.edu/fao](http://www.uta.edu/fao) (<http://www.uta.edu/fao/>). Students enrolling in 9 or more credit hours at Census Date must complete at least 6 of these hours whereas students enrolling in 6-8 credits hours at Census Date must complete 4 hours to qualify for financial aid. Students enrolling in 5 hours must complete 3 hours. If a student does not complete the required minimum number of hours, they will lose eligibility for aid in the next academic year of enrollment. Students enrolling in fewer than 5 hours at Census do not meet the enrollment requirements for financial aid. Contact the Office of Financial Aid for additional information and guidance on enrollment and eligibility requirements

## Doctoral Student 99-hr Rule

The "99 hour rule" refers to the implementation of Senate Bill 961, passed by the Seventy-fifth Legislature. Under this policy, graduate students at UT Arlington who are Texas residents and nonresidents who normally would be entitled to pay resident tuition by virtue of residency, work appointments or fellowships who have attempted more than 99 doctoral hours may be subject to the payment of nonresident tuition. This rule does not apply to students enrolled before August 1999. A student who has completed more than 99 hours of doctoral level study at UT Arlington will not be obligated to pay non-resident tuition unless they have also completed a total of 14 long semesters of master's and/or doctoral study. Programmatic or individual exceptions for students exceeding the 99-hour and 14 long semester limit may be considered.

## International Students

International students must be enrolled for a minimum of 9 semester hours during each regular semester (Fall and Spring). International students should refer to the International Student section of this catalog for additional registration information.

## Course Designation System

Courses at UT Arlington are designated by a combination of letters and numbers. The letters indicate the department, or the area within a department, that offers the course. The numbers furnish information such as level, credit and hours of theory or practice. A complete list of course abbreviations is outlined below.

*Examples demonstrating UT Arlington's Course Designation System:*

Undergraduate example: CHEM 1301 (3-0) 3 hours credit

- "CHEM" indicates that the course is offered by the Chemistry Department.
- The first digit (1 in the example above) denotes the level of the course: 1 and 2 indicate lower division (freshman and sophomore) courses; 3 and 4 indicate upper division (junior and senior) courses; and 5 and 6 indicate graduate courses.
- The second digit (3) denotes the semester hour credit the student is attempting to earn by taking the course.
- The third and fourth digits (0 and 1) distinguish the individual course. Course numbers 90 through 99 indicate individual or small group instruction.
- The first figure in parentheses (3) indicates the clock hours per week in the long (spring and fall) terms devoted to theory or lecture. Theory includes recitations and lectures.
- The second figure in parentheses (0) indicates the clock hours per week in the long (spring and fall) terms devoted to practice. Practice includes work done in the laboratory, shop, drawing room or field.
- The final figure is the credit value of the course. The unit of credit is the "semester credit hour," which involves one hour of theory and/or from two to four hours of practice per week for a 16-week term.

Graduate example: GEOL 5313 (2-3) 3 hours credit

- a. "GEOL" indicates that the course is offered by the Geology Department
- b. The first digit (5) in the above example denotes the level of the course. Graduate courses are designated 5 or 6.
- c. The second digit (3) denotes the semester hour credit the student is attempting to earn by taking the course.
- d. The third and fourth digits (1 and 3) distinguish the individual course.
- e. The first figure in parentheses (2) indicates the clock hours per week in the long (spring and fall) terms devoted to theory or lecture. Theory includes recitations and lectures.
- f. The second figure in parentheses (3) indicates the clock hours per week in the long (spring and fall) terms devoted to practice. Practice includes work done in the laboratory, shop, drawing room or field.

List of Course Abbreviations (<http://catalog.uta.edu/archives/2023-2024/coursedescriptions/>)

## Accelerated Online Programs

### REGISTRATION INFORMATION

Students must be in an accelerated online program major to take the approved courses listed on the program web pages.

If you are not an accelerated online program student registered in an accelerated program (Dynamic Dated session) course you will be dropped from the unauthorized course. You will be notified via your UTA MyMav email after you have been dropped.

If you are an accelerated online program student registered in a non-accelerated program (Regular session) course you will be dropped from the unauthorized course. You will be notified via your UTA MyMav email after you have been dropped.

If a student did not pass a class for the currently enrolled term and would like to retake the same class within the same term at a later start date, this cannot be done through student self-service in MyMav unless the course is setup to allow for this exception. Students' academic advisor would have to perform the enrollment request on the students' behalf. For this exception to be approved, final grades for the original class must be officially posted in MyMav prior to the late registration deadline for the requested class start date. If grades are not posted in MyMav before the late registration deadline for the next start date, students will need to request a registration exception for the next available start date with open registration. If the next available start date is in the next term, students can enroll themselves through student self-service in MyMav.

### REGISTRATION AND DROP/WITHDRAW REQUESTS

Please contact your major academic advisor via your MyMav email if you have any questions regarding registration or dropping/withdrawing from a course(s). Any requests received after 4 PM CT, weekends or holidays will be processed effectively on the following business day. Backdating to the previous business day is not allowed. If a request to register or drop a course(s) is received by your major advisor after 4 PM CT prior to the late registration deadline or last day to drop deadline, your request may not be reviewed or processed.

#### *To drop a course before the first day of class*

- It is the student's responsibility to drop a course before the first day of class.
- If a student has decided to drop a course before the first day of class it is advised that they attempt to drop the course before 4 pm (CT) on the Friday before the course starts. This is so that they can contact their academic advisor if they have any difficulties dropping the course.
- If a student waits until after 4 pm (CT) prior to the first day of class and has difficulties dropping the course then they cannot contact their academic advisor before the first day of class. Since it is the student's responsibility to drop they will be subject to the refund policy when their advisor drops them from the course on Monday.
- For directions on how to drop a course please [click here](https://uta.service-now.com/selfservice2/?id=utassp01_kb_article&sys_id=a32a4e47db14441cd48b5e65ce96192c&catid&pageid=utassp02_kb_public_knowledge_base) ([https://uta.service-now.com/selfservice2/?id=utassp01\\_kb\\_article&sys\\_id=a32a4e47db14441cd48b5e65ce96192c&catid&pageid=utassp02\\_kb\\_public\\_knowledge\\_base](https://uta.service-now.com/selfservice2/?id=utassp01_kb_article&sys_id=a32a4e47db14441cd48b5e65ce96192c&catid&pageid=utassp02_kb_public_knowledge_base)).

#### *To drop a course on or after the first day of class*

- Fill out the drop eForm for the Accelerated Online Nursing students: [Click here for instructions](https://uta.service-now.com/selfservice2/?id=utassp01_kb_article&sys_id=a32a4e47db14441cd48b5e65ce96192c&catid&pageid=utassp02_kb_public_knowledge_base) ([https://uta.service-now.com/selfservice2/?id=utassp01\\_kb\\_article&sys\\_id=a32a4e47db14441cd48b5e65ce96192c&catid&pageid=utassp02\\_kb\\_public\\_knowledge\\_base](https://uta.service-now.com/selfservice2/?id=utassp01_kb_article&sys_id=a32a4e47db14441cd48b5e65ce96192c&catid&pageid=utassp02_kb_public_knowledge_base)) (Students in the Accelerated Online Education and Master of Public Administration Programs, please contact your advisors via email).
- Save the form and email it to your academic advisor
- To locate your Accelerated Online Nursing academic advisor's contact information [click here](https://www.uta.edu/academics/schools-colleges/conhi/student-resources/) (<https://www.uta.edu/academics/schools-colleges/conhi/student-resources/>).
- Drops can only be requested through email. Do not call! If you call you will be instructed to email in your request using your MyMav email only (personal email will not be accepted). This is because dropping is a serious matter and we need documentation that (a) you understand the consequences of dropping and (b) are sure you want to drop the course.
- After the registration deadline, once a drop request has been submitted and/or processed, students are not eligible to be added back to the course in which they requested to be dropped from. All drops are final.
- Drop requests **must** be submitted by **4:00 PM CT** in order for a drop to be processed the **same day**. If a drop request is submitted after 4:00 PM CT, on weekends or holidays, it will be processed the next business day. Students who submit a drop request after 4:00 PM CT will be subject to the next business day's refund and drop deadline policies. If a request to drop a course is received after 4:00 PM CT on the last day to drop, your request may not be reviewed or processed.

### LATE REGISTRATION

Starting Fall 2017, the accelerated online programs have new registration deadlines. See Important Dates Information below for the registration deadlines for each start date session.

There is a late registration deadline that begins at 12:00 AM CT on the specified dates listed below for each start date session. Students will register thru their MyMav Student Service Center (self-service) until the late registration deadline ends at 11:59 PM CT on the specified dates listed below. If you need clarification on this policy or need to discuss what options you may have for future registration, please contact your major academic advisor.

Any requests received after 4 PM CT on the late registration deadline, weekends or holidays will be considered received as of the following business day. Backdating to the previous business day is not allowed. If a late registration request is received by your major advisor after 4 PM CT on the 1<sup>st</sup> day of class (the start date) your request may not be reviewed or processed.

## **REINSTATEMENT INFORMATION FOR NON-PAYMENT DROPS**

Students in the accelerated online program that are dropped for non-payment on the 1<sup>st</sup> day of class, can re-register themselves using their MyMav Student Service Center (self-service) if there are seats still available in the course. The non-payment reinstatement deadline is 11:59 PM CT on the 1<sup>st</sup> day of class (the start date). Payment is due by 11:59 PM CT the same day. If a student is dropped for non-payment a second time, reinstatement will not be allowed.

Any requests received after 4 PM CT on the non-payment reinstatement deadline, weekends or holidays will be considered as received as of the following business day. Backdating to the previous business day is not allowed. If a reinstatement request is received by your major advisor after 4 PM CT on the 1<sup>st</sup> day of class (the start date) your request may not be reviewed or processed.

## **REINSTATEMENT APPEALS FOR NON-PAYMENT DROPS**

As of May 24, 2010, reinstatement appeals for nonpayment of tuition drops for accelerated online program students will not be allowed. Due to the length of the accelerated online courses and the time it takes for reinstatement appeals to be processed; it is not advantageous to students, faculty or the administration to allow reinstatements. If you are dropped for non-payment, you will need to register for the next start date that the course is available. If you need clarification on this policy or want to discuss what options you may have for future registration, please contact your major academic advisor.

## **CHANGE OF MAJORS**

Students that enrolled/dropped within the current term can change their majors (to or from) an accelerated online program once the current term has ended and prior to enrolling in a course for the following term. If you never enrolled in the current term and you would like to change your major, you can do so at any time. Please contact an academic advisor in the major you would like to change into if you have any questions.

## **ACADEMIC STANDING INFORMATION**

Academic standing for accelerated online program students is official once the last grades for a term (last grades in the sessions, see charts below for dates) have been posted. If you are on academic dismissal once grades have been posted, you will be dropped from any course(s) for the current term and future term(s) that are not in progress. Please contact your academic advisor within your major with any questions.